

# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE**

**BY PASS ROAD, NEWTOWN  
635752**

**[www.islamiahwomenscollege.com](http://www.islamiahwomenscollege.com)**

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Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**October 2018**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

### EXECUTIVE SUMMARY

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#### 1.1 Introduction:

**Islamiah Women's Arts and Science College** is a symbol of devotion, which focuses on enriching the Muslim inhabitants of Vaniyambadi with education and learning, who, in their zeal, have been successfully executing the message of Sir Syed Ahmed Khan, founder of the Vaniyambadi Muslim Educational (VME) Society since 1901.

Islamiah Women's Arts & Science College conceived for its true Islamic tradition has acquired provisional affiliation from the University of Madras on 7th October 1997, and appeared on the educational horizon on 16th October 1997, at the premises of Islamiah Girls' Higher Secondary School. The pious society with its educational background has established seven institutions to cater cater to the academic requirements of the aspiring inhabitants.

The College is a self-supporting and a perennial place for education and holistic development of the society, located at the By-Pass Road, Vaniyambadi. The college now holds **permanent affiliation with Thiruvalluvar University, Vellore** and is approved by the Government of Tamil Nadu. In addition to that, it is recognized by the **University Grants Commission under section 2(f) and 12(b)** of the UGC Act of 1956.

Islamiah Women's Arts and Science College is a firmly established institution for edified education and enlightenment of women. Over the decades, the institution has demonstrated its commitment to accessibility and equality of educational opportunities by opening its portals to the members of all castes and communities. **The College offers 11 UG courses, 5 PG courses, and 3 M.Phil Programmes.**

#### Vision

To direct and equip women to face the challenges of life with courage, conscience, and authenticity, thereby inculcating humane, professional and scientific temperament, contributing to the betterment of the society in the path of righteousness.

#### Mission

The mission of the institution is to empower young women of our society to face all facets of life, instilling ethical, social and noble values to be a moral exemplar of Womanhood.

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

### Institutional Strength

- Adept, competent and dedicated faculties.
- A supreme minority institution in the community for empowering young women.
- Affordable fee structure for all courses.
- A significant increase in the admission of the number of girl students from the marginalized section of rural mass.
- Adequate infrastructure facilities.
- ICT enabled teaching-learning, evaluation, and governance.
- Religious and moral instructional classes for edified education.
- Career guidance and placement cell.
- Progression of students from school education to research (M.Phil) Program in significant departments.
- Maintenance of professional rapport between the Management and all stakeholders.
- Keen awareness of social responsibility among staff and students.
- Congenial environment for learning and serene ambiance for education.
- Effective student counseling and monitoring system.
- Conduct of PTA Programme facilitating teacher-parent interactions and obtaining feedback.
- Extension of awareness program and specially designed certificate courses to enhance job-fetching skills of the students.
- Ecological conservation by successful installation of Incinerator, Rain Water Harvesting Unit and solar panel.
- 11 Undergraduate, 5 Post graduate and 3 M.Phil programmes.
- Presence of well-equipped, virtual, digitalized Library with Automation and Networking facilities.
- Availability of well equipped and spacious Indoor Stadium.
- RO water facility.
- Faculty Development Programme to instill ethical values and innovative pedagogical methods.
- English Language Lab fostering communication skills.
- Coaching classes for Competitive Examinations.
- Scholarships for marginalized and deserving students.
- Bus Facility
- Namaz Hall.
- Well –equipped laboratories for Math and Science (Computer Science, Biochemistry, Nutrition, IDD, Chemistry, and Microbiology).
- LAN enabled systems with Printers in each department.
- Vermicompost plant for save processing of Bio Waste.

### Institutional Weakness

- Lack of funding from governmental and non-governmental agencies
- Faculty deprived of requisite designations (Provided with the only designation of Assistant professor)
- Tenacious efforts required to convince Muslim Conservative parents to send their wards for employment despite being selected in On-Campus Placements.
- Lesser percentage of student enrolment for post graduate programmes.
- Dropouts due to early marriage, family problems, health issues, and financial crises.

## **Institutional Opportunity**

- Add-on Courses for Advanced learners
- Financial assistance provided by the Management, Teachers and Minority Service foundations for students from below poverty line, in addition to Government Scholarships.
- Immense opportunities for establishing truthful linkages with industrial and business organizations for research.
- Muslim students find opportunities for the pursuit of education and it provides a platform for self-development.

## **Institutional Challenge**

- Economic backwardness of students
- Promoting research culture among the students is a tedious task.
- Overcoming family issues.
- MTI and regional influence in the communication of students.
- Students / teachers exchange programmes with other universities.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The College offers eleven UG and five PG programs and adheres to a clearly defined motto, vision, mission and a set of objectives reflective of its commitment to the society. The highly qualified faculty makes the best use of the infrastructural facilities for the effective implementation of the curriculum. The curriculum of all the programs are set by the Board of Studies at the University level and the same is executed at the college level with the support of the University. Certificate Courses compatible with the needs of the students make them better employable. The automated Library with Fourteen Thousand Five Hundred books on the shelves is instrumental in the effective implementation of the curriculum and to improve their general knowledge. Though the University syllabus gives little space for flexibility, the college uses the autonomy allowed in the selection of electives in a judicious manner and designs certificate courses, ensuring their concordance with the needs of the students. Students are given training in soft skills and IT to choose their career and placements. Consistent with the demands of the job market, Skill based curriculum is constantly updated.

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

Academic excellence, skill development and evolution of individual activities are the ideals that the college stands for. The college ensures publicity and transparency in the admission process. The students are selected on the basis of merit and interview. The admissions are pursued with the guidance of an Admission Committee headed by the Principal. Being a minority institution the college is exempted from state policies on the reservation, but as the college is committed to social justice its portals have always been open to women of all castes, creed, religion, and class. The admission process in various disciplines in college is carried out as per the University norms and the college adheres to the reservation policy of the government.

Evaluation is done in an objective and efficient manner in accordance with the University norms. The barriers of learning are identified and corrective measures are taken to overcome them by modifying pedagogical methods.

The college has well – equipped, real and virtual libraries that are constantly upgraded. News Papers, Journals, and internet facility in the library help in keeping track of the latest developments in the academic and non-academic world. Duty leave is promptly sanctioned for such purposes.

Evaluation reforms have been introduced in the form of **Continuous Internal Assessment** ensuring regular evaluation of students throughout the session. Students' grievances regarding examination and results are also solved at the college level and University level when required by the examination committee of the college. To achieve the intended learning outcomes, the college provides infrastructure in terms of classrooms, library facilities, common room, canteen and sports facilities.

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

The institution promotes and motivates faculty for research. Nine of our faculty members are recognized as research guides. The College has adequate infra structure facilities for research activities. The institution has a research committee to monitor and address the issues of research activities. Publication and presentation of research papers in international and National Seminars is noteworthy. The institution has well equipped Library with Wi-Fi and internet facilities. College library has a printer, photocopy machine, a substantial number of books, journals, and periodicals, reports etc. Eight faculty members have completed their Doctorate. The institute has an ongoing practice of organizing various national and International level conferences under quality improvement program.

The College has conducted many outreach programmes in the neighborhood which has created great impact among the students and staff members. Through extension activities the institution aims at developing a student's personality through community services. NSS units and Swatchh Bharath Abhiyan of the institution help in achieving these objectives. Tree plantation drive, Health and Hygiene, Yoga for physical fitness, Save girl Child, Gender Discrimination, Aids, Cancer and Helmet awareness, Communal Harmony, National Integration, IPR, Voter ID drive and many more activities are organized in the college to inculcate responsible citizenship among students.

### **Infrastructure and Learning Resources**

The Institution covers the area of 9.9 acres of Lush Green Landscape and has well planned Infrastructural setup. It includes, an ICT enabled seminar hall, an indoor sports stadium, auditorium, new class rooms, renovation and extension of Laboratories, language lab, Commerce Lab, Mat Lab, Virtual Library. The college also maintains parking facilities, CCTV cameras, LPG gas fitting unit and generators. Spacious canteen for staff and students separately, napkin vending machine, incinerator and other support facilities are among noteworthy aspects of physical growth. There are 175 computers of which 140 have LAN facility and all with UPS power backup.

The Sports and Games play a vital role in maintaining the physical fitness of the students. The institute has an e-learning facility through OPAC, INFLIBNET, American library, British Library, University of Madras, Connimera Library and N List. Thousands of e-books/ e-journals can be accessed by the students and faculty for academic and research purpose. The Library has a good in-house collection of 14,300 books, 29

national journals along with 8 newspaper and 34 magazines.

College has its own server and Wi-Fi connectivity. In Science discipline, well equipped laboratories of Chemistry, Bio-Chemistry, Nutrition Food Service and Dietetics, Interior Design and Decor and Computer Labs are meticulously installed, fulfilling the requisite safety norms and conditions for such installations. Canteen, Common room and Auditorium, Sick room and Seminar Hall facilities are present in the college. Dr. Razia Anwarullah, M.B.B.S., D.G.O., is a visiting doctor and in emergency cases the college takes the help of nearby Government Hospital. The institution has a canteen which caters nutritious and hygienic food items at an affordable price. Quality is regularly certified by food safety officer.

### **Student Support and Progression**

All the efforts of the institution are channelized properly for the progression of students. A well-structured student support system is in practice in the College to enable the students to enrich their potential. Every year we have nearly 15-20 University rank holders who are the mark of our academic excellence and quality education. The office bearers of the students union in coordination with the professors-in-charge conduct various cultural and sports events to spot and encourage talents. Religious and value education is imparted to all the students to refine their spiritual needs. Soft skills, Introduction to computer environmental education help in the holistic development of the students.

Economically weaker students are supported with Government and management scholarships. Career counseling and placement cell provide training to give better employability opportunities. Many of the students have been placed in well known IT companies, Banks, Schools, and Colleges. The College makes special arrangement for differently abled students by providing ramp facility.

The Competitive Exams Cell of the college conducts special coaching classes to enable students to fair better in the first paper of the NET /SET/ CSIR and other competitive examinations. Recently we have started 'Earn and Learn scheme' by organizing JUTE workshop, wealth out of waste, Vegetable, Fruit carving, Glass Painting, Mehendi etc.,

The College students have won many prizes and overall shields in intercollegiate cultural activities/ competitions like quiz, ad zap, essay writing, oratorical, singing, acting, mimicry, and other fine arts activities every year.

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

All the activities of our college lead towards achieving the well defined vision and mission of the institute. Secretary, Principal and various committees are in place for the better governance of the institute. The faculty and staff members are given sufficient opportunities to lead and govern various functions like academics, administration, Examination, evaluation, and Placement etc., through a decentralized organization structure and various internal committees. There are 30 committees formed to carry out successfully different curricular, co-curricular, extracurricular and extension activities. The institution aims at graduating girls students who otherwise would be drop outs. There is a deep-rooted prejudice against educating girls even now. The Constitutional rights and laws for women go unserved if opportunities for education and empowerment are denied. So to educate, to empower and to enrich girl students is the concern of our institution.

## **Institutional Values and Best Practices**

Immense support is provided by the college in developing environmental consciousness among the students and the community. Prudential implementation of novel initiatives like the green campus mission, classification of flora, organic farming and nature campaign makes it a congenial and eco-friendly campus. World Environment Day is celebrated with befitting programs. The nature of the soil is taken into account prior to planting the medicinal and vegetable plants in the garden which is maintained by the Nutrition Department.

The college comprehensively focuses on environmental assessment pertaining to the energy-water conservation and waste management. Eco-friendly practices have been adopted in the college campus based on the principles of “Reduce, Reuse and Recycle”.

The utmost responsibility of our college is to ensure the health and hygiene of the students by providing safe drinking water through Reverse Osmosis process in the campus. A well-equipped English Language lab with around 35 computers have been facilitated for the enhancement of the communication skills like listening, speaking, reading and writing. Viva-Voce examinations in soft skills are conducted for the betterment of students in order to improve the communication skills. CCTVs have been installed in each block at select vantage points for better surveillance and vigilant monitoring of security. Vermicompost biodegradable waste is converted into organic fertilizer and used for the growth of plants and trees on campus.

Students are motivated to establish a significant linkage between the community and the society which consequently, has a humongous impact on their leadership and personality traits, enabling them to be a valuable and responsible citizen.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE
Address	By Pass Road, Newtown
City	VANIYAMBADI
State	Tamil Nadu
Pin	635752
Website	<a href="http://www.islamiahwomenscollege.com">www.islamiahwomenscollege.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Associate Professor	H NIGHATH AASIYA	-	9940093120	-	zeenathaman96@yahoo.com
Principal	R AKTHAR BEGUM	04174-235266	8015346381	04174-233030	principaliwc@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	For Women
By Shift	Day



<b>Recognized Minority institution</b>	
If it is a recognized minority institution	Yes
If Yes, Specify minority status	
Religious	MUSLIM
Linguistic	
Any Other	

<b>Establishment Details</b>				
Date of establishment of the college	16-10-1997			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Tamil Nadu	Thiruvalluvar 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	01-05-2012	<a href="#">View Document</a>		
12B of UGC	31-08-2016	<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>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

<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	By Pass Road, Newtown	Urban	9.9	9480

## 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	BSc,U G	36	HSC	English	50	50
UG	BCA,U G	36	HSC	English	50	50
UG	BSc,U G	36	HSC	English	140	118
UG	BCom,U G	36	HSC	English	77	77
UG	BSc,U G	36	HSC	English	50	50
UG	BSc,U G	36	HSC	English	50	50
UG	BA,U G	36	HSC	English	140	140
UG	BBA,U G	36	HSC	English	70	70
UG	BCom,U G	36	HSC	English	77	76
UG	BSc,U G	36	HSC	English	55	54
PG	MSc,P G	24	UG	English	26	7
PG	MSc,P G	24	B.Sc	English	40	28
PG	MSc,P G	24	B.Sc	English	26	12
PG	MA,P G	24	UG	English	40	10
PG	MCom,P G	24	UG	English	40	8

### **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				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				90			
Recruited	0	0	0	0	0	0	0	0	0	90	0	90
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				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				47
Recruited	0	47	0	47
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				3
Recruited	0	3	0	3
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>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	9	0	9
M.Phil.	0	0	0	0	0	0	0	46	0	46
PG	0	0	0	0	0	0	0	21	0	21

<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.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	4	0	4
PG	0	0	0	0	0	0	0	9	0	9

<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.	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

<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
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	772	0	0	0	772
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	61	0	0	0	61
	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>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	0	0	0	0
	Female	100	110	52	87
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	3	4	4	1
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	701	581	529	490
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>804</b>	<b>695</b>	<b>585</b>	<b>578</b>



### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response : 645	File Description	Document
	Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	13	12	12	12

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2092	1896	1751	1715	1428
File Description		Document		
Institutional Data in Prescribed Format		<a href="#">View Document</a>		

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
804	695	585	578	546
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
584	602	555	511	315

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
80	74	66	60	53

  

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
80	74	66	60	53

  

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response : 51**

#### Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
168.4	106.1	91.89	147.9	95.81

#### Number of computers

**Response : 160**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

##### Response:

The Curriculum is designed to develop higher order cognitive skills such as comprehension analysis and inference. The Institute is affiliated to Thiruvalluvar University. The curriculum is designed and developed by this University and it is delivered effectively by the institute through a systematic process. The curriculum is designed by BoS at the university level, however, the teachers contribute to designing and restructuring the syllabus by the members of the Syllabus subcommittee. Feedback and suggestions are received from the stakeholders before the revision and updating of the syllabus. Taking into account with the changing trend in local and global needs, the curriculum is revised and updated simultaneously.

The Courses offered are designed by the University is based on “Choice Based Credit System” – (CBCS). The curriculum for undergraduate programs is divided into four parts

They are:

- Part I offers Foundation Languages: Tamil/Urdu/Hindi.
- Part II offers Foundation English
- Part III comprises all Majors, Allied Courses, project/Internship/Training.
- Part IV Includes all courses such as Non-Major Electives, Environmental Studies, Value Based Education, and Soft Skills. Every department has introduced one Non-Major Elective Subject. The Student is given the option to enroll herself in any one of the Non-Major elective offered. The object is to enable the student to get exposure of knowledge of other disciplines.

Once Curriculum of respective subjects are received from University, the college maintains the records in the form of Hard and Soft copy which is stored in the college library for the reference of the faculty members.

Taking into consideration the need of the subject taught, various pedagogies are used for delivering the curriculum, which includes: Chalk & Talk, powerpoint presentations, Case studies, Role-Play, Video Lectures, Field Visits etc., The appropriate combinations of the pedagogies is decided by the faculty members. The evaluation of the effective delivery of the curriculum is ensured by conducting concurrent evaluations, class tests, assignments, CIA and model exams. The feedback of the evaluation is discussed with faculty members by the Principal. The slow learners are identified and remedial classes are organized for them. The inputs of feedback are shared with faculty members for improvement.

Curricular dissemination is further supported by optimum utilization of resources available. Use of Computer labs helps them in providing a platform for online learning (e-learning) while language lab opens the gateway to exploring new areas in the arena of communication and soft skills.

In addition, various value-added courses as proposed for the students. They are based on the specializations, industry requirements and feedback from various stakeholders.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 1.1.2 Number of certificate/diploma program introduced during the last five years

**Response:** 10

#### 1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	1	2	1	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	<a href="#">View Document</a>
Details of the certificate/Diploma programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 18.02

#### 1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	3	0	2	1

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any 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 Programs offered during last five years

**Response:** 27.75

#### 1.2.1.1 How many new courses are introduced within the last five years

Response: 179

File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

**Response:** 100

#### 1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 15

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

**Response:** 10.18

#### 1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
759	127	139	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

### 1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

#### Response:

The curriculum is framed keeping in view value-system of the society in particular and nation in general. The Cross-cutting issues like gender equity, environment awareness, human and professional values are prime concerns of the curriculum of courses offered by the institution. The curricula of Tamil, Urdu, Hindi and English languages helps the students to realize the values of language. The social sciences make the students aware of different concepts and theories which give them a broad perspective. The curriculum of Environmental Sciences in the second year of undergraduate level makes the students aware of burning global environmental issues. Students realize the threat of environmental and ecological degradation, the humanity across the world is facing; and how hazardously global warming greenhouse effect, ozone layer depletion, all types of pollution has affected life on earth, students through projects learn about biodiversity, natural disasters, endangered species, overuse, misuse and abuse of natural resources. This will enable the students to become aware of the responsibility towards environment conservation. With this knowledge, students can bring change what we need in the future. The autobiographies, speeches of great thinkers and national heroes inspire and motivate students to emerge as projector of positive energy, love for nation and humanity, scientific temper, gender equality, and social justice.

Management Studies help the students to become committed, disciplined and be guided with values and ethics in personal as well as work life. The ability to discriminate between right and wrong will make them good prospective professional. Value education will prevent student from turning into insensitive machines students can be, moulded into sensitive, sensible, enterprising, skilled ethical entrepreneurs through value education. The curriculum of Commerce inculcates professionals ethics and code of conduct related to management practices, auditing, accounting, commerce, insurance, money and finance, marketing etc. The success stories of business tycoons like J.R.Tata, Steve Jobs, Vithal Kamat, Dhirubhai Ambani reflect fundamentals of entrepreneurship. The women empowerment and gender equalities are strengthened through the study of women entrepreneurs and their stimulating business stories help in changing the traditional, social attitude to women.

### 1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 21

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 21

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

Response: 22.94

#### 1.3.3.1 Number of students undertaking field projects or internships

Response: 480

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

### 1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

### 1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	<a href="#">View Document</a>

NAAC



## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0.03

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	3	0	0	0

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 91.32

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
898	771	682	641	583

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
975	850	705	698	684

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per

**applicable reservation policy during the last five years****Response:** 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
804	695	585	578	546

**File Description****Document**

Institutional data in prescribed format

[View Document](#)**2.2 Catering to Student Diversity****2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The institution assesses the learning level of the students after admission, and organizes special programs for advanced and slow learners. After taking admission in the first year, “studentInduction” programme is conducted. Taking into consideration the performance of the students in the previous Board/University examination, the advanced and slow learners are identified.

**ADVANCED LEARNERS:**

Advanced learners are motivated to read reference books, journals by providing special library timings. They are asked to solve the model question papers to perform better in the future. The advanced learners are deputed to attend various seminars and workshops conducted in their reference areas and thus they are exposed to extra knowledge in their own areas of study. They are encouraged to take part in the various competitions like quiz, debate, and elocution etc. Inspire scholarship holder students are deputed to undertake research project work.

**SLOW LEARNERS:**

For the slow learners, extra-coaching classes are periodically conducted to improve their performance. Some staff members personally guide the students for strengthening their academic performance. In order to make the students fully confident and focused, the teachers individually give special guidance apart from providing requisite help to the slow learners. If required, special arrangements are made like sending messages, and phone calls regarding their subject assignments. The major objective of this program is to make them competent and to build their self-confidence in their exams. The main aim of this program is to ensure that the slow learners do not lag behind in their classroom activities.

File Description	Document
Any additional information	<a href="#">View Document</a>

2.2.2 Student - Full time teacher ratio	
<b>Response:</b> 26.15	
File Description	Document
Any additional information	<a href="#">View Document</a>

2.2.3 Percentage of differently abled students (Divyangjan) on rolls	
<b>Response:</b> 0.62	
2.2.3.1 Number of differently abled students on rolls	
Response: 13	
File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any other document submitted by the Institution to a Government agency giving this information	<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 experiences
<p><b>Response:</b></p> <p>The Students centric method of teaching is most approved pedagogy followed by all the faculties of the institution. Various efforts are made to make learning process more student centric by focusing on specific learning outcomes of all courses in the college and to make it more experiential, participative, interactive and problem solving.</p> <p>Experiential learning is accomplished by organizing different methods such as industrial Tour ( Dept of BBA, B.C.A ), Field survey ( B.Sc. Bio and Nutrition Dept.). Also they go on for industrial visit to enable the students to gain rich knowledge. The NFSMD department students visits school and implement the diet plan through which they gain knowledge on their subjects. The science courses (B.Sc (Bio) ,B.Sc(NFSMD), B.sc chemistry and M.Sc (NFSMD) do experiments in practical classes in lab as part of the curriculum which enable the students to learn through experiments.</p> <p>The college endeavors incessantly to improve the teaching learning methodology by using participatory learner centered pedagogy like Project Work, Field Trip, Seminar, Quiz, contributed in college magazine,</p>

assignment, computer & web based learning is also incorporated. The students also avail digital library facilities, computer training and training on soft skill based elective programmes which improve the participatory learning.

Efforts are made to motivate the students to participate in various activities organized by various departments of the college and other colleges. In order to make participative learning more effective different activities like Poster presentations, Publication of wall Papers, interaction with Eminent Literary Persons, Special lecturer of Experts and Social Workers, Book Exhibition (Library), Slide shows, Group Discussion, Interaction with Entrepreneurs, participation of students in Entrepreneurship development programs are also organized. The Students are stimulated to participate in Debate, Jam, Ad- Zap, Case Studies, Bazar Mela to gain knowledge. Books and Journals recommended for the syllabi for further boost up and improve the student centric method of participative leanings.

The learning is made more effective through problem solving methodologies like Industrial projects (BBA Dept), Computer projects (BCS, , B.Sc., M.Sc., Computer Science). Students are motivated and encouraged to come out with the solutions for the different problems which make the students to think creatively ( mathematics and Commerce Dept).

The college provides E-learning resources, ICT Facilities and training for the teachers to make the effective students centric learning. In additional to the traditional methods of teaching, the lecture offer demonstration lecture using charts, models, audio-visuals, Power Point presentation, slides shows, online demonstrations etc. to enhance the student centric methods.

All the course have CIA component that ensures self study by following seminar, assignment which particularly improve the student centric learning and the big list of the participative learning activities adopted by the institution which contribute to self-management, enhance knowledge and develop skill. The college organize various curricular and co-curricular activities to emphasis the student centric learning methodologies. There is periodical counseling meetings in which the mentors gives counseling for the respective mentees and solve their stress related issues.

File Description	Document
Any additional information	<a href="#">View Document</a>

**2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.**

**Response: 70**

**2.3.2.1 Number of teachers using ICT**

**Response: 56**

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and stress related issues

**Response:** 45.48

#### 2.3.3.1 Number of mentors

Response: 46

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

The college provides every possible support to encourage the faculty to apply innovative techniques and methods to strengthen the learning process. The college also offers various opportunities to the students and teachers to involve them in Innovate and Creative teaching - learning process. The college encourages the faculty to adopt new and innovative techniques and methods of teaching to make the learning process more realistic and also to make the classroom activities more student-centric. In order to get acquainted with the latest trends in education, the college motivates the faculty members to participate in Workshops, Seminars, offered by other institutions. The information gathered by the faculty members during the various training sessions help them to impart the same to their students in order to broaden their vistas of knowledge. ICT assisted teaching and learning process has been a great success in our college in contributing abundantly to the learning experience of our students. The college offers smart classrooms, interactive board, LCD projector and Power point presentation to influence and create a positive impact upon the teaching- learning process. The college also takes the students to field visits, study tours, visits to industry and research centers to obtain additional knowledge. The college library is well equipped with e-journals, e-books and well known research journals. To make the learning more interactive the college conducts debates, role playing, discussion, peer activity, skits, and workshops very often. To make the students confident of themselves, paper presentations are encouraged. After teaching a topic, the teacher gives the students assignments, which may include paper presentations on that topic. Here the teachers undertake personal mentoring of the students. Teachers discuss academic difficulties with students personally and figure out remedial measures. These steps ensure 100% success rate and minimize failure. In the process, if the teachers find that students have any psychological problem, they are referred to the College counselor. The teachers also undertake remedial classes to facilitate students' performance. Departmental quizzes are frequently held by the departments to encourage active learning. The teaching - learning methods are designed in such a way that they acquire communication skills, mathematical competency, aptitude in science and technology, digital competency, social and civil responsibility, sense of initiative and entrepreneurship, cultural awareness and expression, and yearning to learn. The institution adopts cognitive approach in teaching learning process. This cognitive approach helps the students to think and develop their intelligence. NSS, Yoga, Sports and Cultural activities, Personality development programs, Cultural festivals and Departmental fest to help in the acquisition of life skills. Conduct of activities like debates, essay writing, book reviews, presentations and brainstorming sessions help students contribute articles to college and wall magazines of the departments.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

<b>2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years</b>	
<b>Response:</b> 100	
File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>

<b>2.4.2 Average percentage of full time teachers with Ph.D. during the last five years</b>											
<b>Response:</b> 2.85											
2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years											
<table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>2</td> <td>1</td> <td>0</td> <td>2</td> </tr> </tbody> </table>		2017-18	2016-17	2015-16	2014-15	2013-14	5	2	1	0	2
2017-18	2016-17	2015-16	2014-15	2013-14							
5	2	1	0	2							
File Description	Document										
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>										
Any additional information	<a href="#">View Document</a>										

<b>2.4.3 Teaching experience per full time teacher in number of years</b>	
<b>Response:</b> 7.96	
2.4.3.1 Total experience of full-time teachers	
Response: 636.52	
File Description	Document
Any additional information	<a href="#">View Document</a>

<b>2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State,</b>
---

**National, International level from Government, recognised bodies during the last five years****Response:** 7.51

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	0	1	2

**File Description****Document**

Institutional data in prescribed format

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 0.75

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	2

**File Description****Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level****Response:**

The Evaluation process of the affiliating Thiruvalluvar University is followed. The University had introduced semester pattern in June 2007 and the Choice Based Credit System (CBCS) introduced in the year 2013-14. Abiding by the University directives, the college follows a 25:75 ratio for semester examinations.

The Evaluation process includes continuous internal assessment for 25% of marks and semester examination for 75% of marks. Since the semester evaluation is done completely by external examiners,

the same pattern is followed for all the UG and PG courses. Declaration of the result is time bound.

In addition to the University reforms, the college has implemented various reforms in the internal assessment system. At the beginning of each semester, the students are instructed about the syllabus and assessment process.

In our institution, The Formative Approach to assess students includes measuring the student's achievements through various academic activities, including seminars, group discussions, project work, field work, internal assessment tests, assignments practical examination and study tours, including visits and internship to various industries, banks, library, educational and research institutes, viva-voce etc.

Seminars are assigned for all the students especially for the final year and PG students. Topics are given to the students and evaluations done on the basis of their Confidence level, presentation skill, subject knowledge, communication skill, fluency as well as response. The continuous internal assessment- I and II and model examination are conducted for 75 marks covering the entire syllabus with periodical class test.

In addition to this, the students are asked to submit home assignments within the time schedule.

Group discussion is arranged by the faculty in the classroom to evaluate the students with respect to their presentation skill, oratory and vocabulary, awareness regarding social, cultural and political issues, sports events, literature, etc.

The students are given assignments and tests. The continuous internal assessment marks of the students are announced by each department before it is submitted to the office.

If the students have any doubts, they will approach the Department heads or the Principal if necessary. The slow learners are identified and given additional coaching. Remedial classes are given for slow learners and the efficiency of their performance is monitored. The average time taken by the college for the declaration of continuous assessment result is 1 week after the end of the examination.

As far as the examination internal marks are concerned, it strictly adheres to the performance of students in their continuous internal assessment and model exam. The internal marks are entered in mark register and uploaded in the university website within the stipulated time. Taking these internal marks into consideration, the Thiruvalluvar University declares End semester results.

## **2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety**

### **Response:**

In order to ensure transparency in internal assessment, the system of internal assessment and their performance is communicated well on time. After the examination, a progress card is issued and review meetings are held to discuss the academic progress of the students. It constructs a positive and constructive link between all the stakeholders.

Parents Teacher Association (PTA) of the college is an active body giving constant support in all the ventures of the college in academic, non-academic as well as infrastructural development. PTA has been



formed with the aim of fostering and promoting good relationship among the members of teaching staff, guardian & students.

The PRINCIPAL is the President

The VICE-PRINCIPAL is the Vice-President

Professor Ms. K. Nadira Begum(Head of the Department of Urdu)- Secretary

Professor Ms. Anbazhagi( Assistant Professor of Tamil)- Joint Secretary

PARENTS REPRESENTATIVE:

The Secretary & joint secretary is elected from among the Parents

SECRETARY:

Ms. Sharmila Begum – Principal

Islamiah Girls' Higher secondary school

JOINT SECRETARY:

Ms. S. Thaimalar,

Diploma in Teacher Training,

Nousheen Enterprises-Manager,

Vaniyambadi.

Regular attendance at the practical and theory hours of the students is also assessed by keeping the record of attendance sheet and 75% attendance at theory as well as Practicals in the class is compulsory for the students for appearing in final examinations. As far as transparency in internal assessment is concerned, the signature of the respective students is taken after allotment of marks and record of the same is maintained at the Department level.

### **2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient**

**Response:**

**The Controller of examination and concerned department faculties are the members of Redressal Committee at the college level to ensure the transparency in examination related grievances. If the student is not satisfied with the marks obtained in the end semester examination, she has the option of applying for reevaluation.**

**The Redressal committee consists of:**

**CHAIRMAN:**

**Dr.R. Akthar Begum (Principal)**

**CO-ORDINATOR:**

**Ms. L. Jagadeeswari (COE & HOD of Mathematics)**

**MEMBERS :**

**Ms. T. Zeenathunnisa (Asst. Prof-Dept. of computer science & COE member)**

**Ms. M. Uma (Asst. Prof-Department of mathematics & COE member)**

**CLERK :**

**Ms. Rayeesa Salmi**

**The committee implements the mechanism for redressal which is time-bound and efficient. The function of the cell is to look into complaints related with examination result by the students and judge its merit. The necessity of the grievance is to develop a responsive and accountable attitude among all the students. As per the University policy, the mechanism for redressal of grievances is implemented. According to the policy and University norms,**

- 1. Students make application for demanding photocopy of the answer book to the grievance cell and the same is forwarded and appropriate actions are taken by the university authorities.**
- 2. In case of out of syllabus question, error in name of the candidate, language subject code, withheld result, and any exam related grievance is rectified and it is represented to the university personally by the redressal committee and rectify the matter in due course of time.**

**The students should make this application within the time stipulated by the University usually after a week of declaration of the result.**

**It is the responsibility of the cell that every grievance must be result oriented and to be resolved within a reasonable time period. Copies of results are sent to the Heads of the Department for follow-up. At the college level, the concerned Head of the Department and subject staffs after verifying the facts try to redress the grievance related to continuous internal assessment and model examination within a reasonable time.**

#### **2.5.4 The institution adheres to the academic calendar for the conduct of CIE**

**Response:**

**We prepare the Academic calendar in accordance with Thiruvalluvar University calendar. Before**

the commencement of the Academic year, the Institution prepares and publishes 'Academic calendar' containing the relevant information regarding the teaching-learning schedule (working days), various events to be organized, holidays, tentative dates of semester examination and tentative dates of the internal assessment are given in the calendar. The institution strictly adheres to the academic calendar regarding the conduct of the internal examination.

The academic calendar is prepared so that teachers and students would know all the dates regarding continuous internal assessment. In addition to this, the calendar constitutes a brief history of the college, office bearers, staff, committees, student rank list, college rules and regulations, college fees, student dress code, laboratory, students office bearers (student's Majlis), and general discipline and it is also published on the website of the college. The students' academic progress is monitored regularly by adopting the strategy of continuous internal evaluation, seminars, project work, assessment test, and semester examinations.

The survey of teaching assessment of the staff is taken by the Principal through the maintenance of the academic work diary and academic planner.

For the implementation of internal assessment process, various committees are formed at the college level including Examination, practical examination committee which monitors the overall internal assessment process. The controller of examination section informs the University regarding the students appearing for the examination. After receiving summary chart from the University, the college prepares seating arrangement chart, list of supervisors and other infrastructural arrangement for the smooth conduct of examination. The record of internal marks is maintained at the college level as well as uploaded in the University website. The COE & the head of concerned department prepares practical examination schedule and the same is forwarded to the university. At the end of the day, the result of practical examination is uploaded on the website of the University.

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students**

**Response:**

One of the important elements of Outcome based Education is establishment and attainment of Course Outcome (Cos) Program Outcome (POs). POs are designed at program level considering knowledge and skills of the students and should demonstrate its attainment at the completion of course and program.

The college has clearly stated the learning outcomes for all programs offered by it. The syllabus of every discipline has objectives and learning outcomes. The students are given a copy of the syllabus at the beginning of the academic year, so that they are made aware of learning outcomes.

The course outcome (CO), program outcome (PO) are structured in consideration with **Bloom's** cognitive learning model. Course outcome are directly and quantitatively assessed, and are linked to the program outcome and program specific outcome. Hence, if the course outcomes are attained, that provides direct quantitative evidence that program outcome are attained. Course outcome of each course are mapped

to the program outcome with a level of emphasis being strongly correlated (3), moderately correlated (2) and lightly correlated (1).

Also during the welcome program for the first year students, program objectives, program outcomes, program specific outcomes are very well communicated by the principal to the students. Course outcome for each course is discussed by the faculty with the students.

The Program Outcomes, Programme Specific Outcomes and Course Outcomes for all Programs offered by the institution are stated and displayed on website, same is communicated to teachers and students in following way.

The Programme Outcomes as (PO) Course Outcomes (CO) And Programme Specific Outcome (PSO)

File Description	Document
COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

The college adopts and follows the examination and evaluation pattern as prescribed by the Thiruvalluvar University. The attainment of POs, PSOs and COs is measured by direct method especially on the basis of performance of end semester, marks in CIA tests, practical exam and project. An evaluation mode for CIA includes presentation, oral test, assignments, and written test. Course outcomes are evaluated through a structured question paper covering the entire syllabus under the course as specified by the university.

After the declaration of result of each end semester examination and CIA tests, the faculty members analyse the result of students in their respective departments, discussed the same with the principal, students and adopt corrective measure to improve and enhance the performance of the students.

The result of the out-gone students serves as best tools to analyse learning outcome of the institution. The class tutor monitors the slow learners to find out the exact reason for their low performance and gives necessary suggestions and motivation.

To measure and the achievements of the course outcome the college organises seminars, workshops, Industrial /field visits, symposium, conferences, competitions and other activities related to curriculum. The college also depute the students for seminars, workshops, competitions and activities organized by other institutions.

POs, PSOs and COs are assessed and analyzed through the curriculum feedback taken from the teachers, students, parents, stake holders and alumni. POs, PSOs and COs are evaluated and indicated through

students progression i.e., alumni pursuing higher education, employed suitably as well as their accomplishments in different ventures

Teaching Learning Process cycle consist of three stages, namely, planning stage, Action stage and lastly the measure and analysis stage. In the first stage, Course outcome and Objectives are set and accordingly the Curriculum is designed. The second stage is an Action stage ,where content is delivered the question paper for assessment is prepared and internal assessment are conducted and evaluation is done.

In The third stage is Measure and Analysis stage which is based on the performance by the students we use to measure the Cos and POs attainment, analyse and appropriate actions is taken so that there is a continuous improvement. There are two methods of attainment of outcomes, one is the direct method and another is an indirect method of assessment. The method proposed as direct method, where analysis done is based on the marks obtained by the students in the whole class for the course.

The following methods for listed below shows analysis of course outcome and programme outcome.

Marks scored by all the students in the course = A

Total marks for the course =B

Course Outcome =A/B

To set the target level average marks criteria is used.

Attainment level of Course Outcome are set as follows.

Marks >50 = Attainment level 3

Marks >40-50 =Attainment level 2

Marks >40 = Attainment level 1

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students

**Response:** 90.17

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 523

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 580

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## **2.7 Student Satisfaction Survey**

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

**Response:**

NAAC

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

#### File Description

#### Document

List of project and grant details

[View Document](#)

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 1.25

3.1.2.1 Number of teachers recognised as research guides

Response: 01

#### File Description

#### Document

Any additional information

[View Document](#)

**3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0

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

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 333

### 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

#### Response:

The management allocates funds to respective departments in the college, based on requirements given by the HOD'S through the principal. Being the self-financing institution our college has not received any special grants or funds from industries or other beneficiary agencies. The institution is trying to submit the research project to various funding agencies for getting grants for undertaking research activities in the campus. Postgraduate students are motivated by their teachers to go for research works. Our college gives permission to the faculties to carry out their research activities in off campus. The institution ensures optimal use of various equipment's and research facilities such as library, internet and computer lab of the institution by its staff and students for effective research process. The college has well-equipped classrooms, laboratories with ICT facilities and digital library. The digital library (i.e., e-resources, e-journals) is effectively utilizing by the students, staff and research scholars.

The academic calendar is prepared at the beginning of every year for effective planning of annual activities and Academic planners for teaching and followed scrupulously. Our college has English language lab, which is very useful for students and research scholar to enhance their knowledge and skills. We have 8 approved research guides from three disciplines. Our faculties presented research papers in national and international seminars and conferences, few of them published their works in reputed journals and magazines. Various on-line resources like OPAC, Web-OPAC are used for searching books through our college Wi-Fi to enhance their teaching learning process. Our college library got the membership from UGC/ INFONET, Digital library Consortium of INFLIBNET of Gujarat, which gives access to over 6,000 e-journals and 1, 25, 000 e-books and few electronic databases. There are 7 daily newspapers including regional and national. It is the place of enriched learning source; it comprises nearly 14,300 books, 26 periodicals and journals, 134 audio-visual materials, to encourage ICT learning 125 computers with broadband connection. Our institution organized coaching classes for competitive examinations through Radian IAS Academy, Chennai. Many of our students have been rendering their services in Government and Non-Government organizations.

Our Institutions well planned to conduct entrepreneurship meet for students. Here entrepreneurs are invited to motivate the students with various ways and share their experiences like struggles and success stories with students. In turn, innovative ideas of students are presented in front of entrepreneurs and industrial experts, who encouraged their creativity and ideas. The main goals of this incubation cell were formed to create awareness about the entrepreneurship, that makes the students not only be job seekers but they can also be job creators.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

#### Response: 2



3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

**3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research**

Response: Yes

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**

Response: Yes

**3.3.3 Number of Ph.D.s awarded per teacher during the last five years**

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 01

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>

**3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**

**Response:** 0.74**3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
26	7	6	7	3

<b>File Description</b>	<b>Document</b>
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years****Response:** 0.78**3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
10	13	7	14	8

<b>File Description</b>	<b>Document</b>
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

**3.4 Extension Activities****3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years****Response:**

The College motivates the students and faculty to participate in extension activities. Various departments of our college have undertaken programmes related to social issues

Periodical meetings / Social outreach programmes / Campaigns and awareness programmes are conducted

to sensitize the staff and the students on social responsibilities. Various documentaries / videos on current social issues such as Child abuse, Child Labour, Crimes against women, Human rights violations, Anti dowry, food adulteration, Disaster Management, Savings and Insurance schemes in Banks are screened to sensitize the faculty and students on Institutional Social Responsibilities.

Warnings of stringent disciplinary action against ragging, e-books were issued to the students in the class rooms. The rules of the government regarding this are displayed in the notice board to discourage them from indulging in such anti-social activity. Campaigns are conducted to sensitize the students to keep them away from the said social evils.

The following are the outreach programmes conducted by the College for creating awareness to the students and staff. The volunteers of NSS, YRC, and RRC students of the College also organize and participate in various social awareness programmes.

- Blood donation camps.
- Aids awareness Programme
- Helmet awareness campaign
- Anti-ragging campaign.
- Environmental studies.
- Adherence to traffic rules awareness programmes
- Eye camp
- De worming awareness
- Awareness on Kidney disease
- Blue whale Programme
- Leprosy awareness

Apart from developing the skills in their respective subjects of study, the objectives of the curriculum which include extension activities, create awareness of human values in education leading to the holistic development of the students and enable them to become responsible citizens when they leave the portals of the institution. The College motivates and recognizes the services of the students and faculty who participate in outreach activities to ensure their involvement in community development. The students of the College visit various schools, and address issues related to social justice. The faculties accompany and guide the students to carry out these activities effectively.

### **3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years**

**Response: 4**

#### **3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	1	1	1

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

**Response:** 19

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	2	1	2	3

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

**Response:** 0.2

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	2	1	2	3

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

**Response:** 39

##### 3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	13	5	7	1

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>

#### 3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

**Response:** 6

##### 3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
6	0	0	0	0

<b>File Description</b>	<b>Document</b>
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

NAAC

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

College has adequate physical and technical infrastructure to enhance effective teaching and learning environment, well equipped laboratories, multipurpose seminar hall for academic activities, central library, reading room, meeting hall, auditorium etc. Examination cell carries out the responsibility of conducting semester wise university examinations in Conjunction with **choice based credit system**. College utilizes all these facilities on regular basis.

**Details of adequate facilities for teaching and learning processes are as follows-**

- **Physical facilities**

**1.Classrooms:**

There are 49 classrooms available with sufficient lighting, fans and good ventilation arrangement including wooden benches for seating arrangement and black boards. The dimensions of classrooms are sufficient to accommodate the students and carry out the lectures.

**2.Laboratories:**

The total numbers of laboratories are 6 which include research laboratories for PG courses. The science laboratories are well equipped to perform scientific experiments and measurements. Internet connectivity is provided to all the faculty members and research students. Each laboratory is provided with power backup, LPG gas facility and fire extinguisher for safety provision.

**3.Computing equipment's:**

All departments, laboratories, library, office and examination cell have adequate number of computers with internet connectivity, where the students and faculties make use of this facility. The college also provides digital camera, smart board, LCD projector etc.

**4.Staff Rooms:**

The department staff rooms adequately spacious enough and well-furnished so as to provide a good academic environment for continuous learning. Each staff room is provided with a computer, printers, Notice board and internet facility. There are cabinets, cupboards and other amenities including safe drinking water facility. The staff rooms and the administrative sections as well as Public Address System along with the principal's office are connected through PAS.

**5.Seminar Hall:**

The college has an air conditioned seminar hall with a capacity of 300 chairs and proper acoustics. The area of seminar hall is 710 sq.m.

### **Academic support facilities**

#### **LIBRARY INFRASTRUCTURE AND FACILITIES:**

The library is accommodated in spacious building measuring 1,625sq.ft. The total seating capacity is 100. Library has over 14,300 books and 29 national journals. It is fully automated with barcodes. The library is an enlisted member in INFLIBNET-N-LIST for accessing e-books and e-journals. The library is kept open for 7 hours from 9.00 am to 4.00 pm.

#### **Ladies hostel:**

Ladies Hostel has ground and first floor building covering the area of 9.77 sent, it comprises 10 rooms with 50 intake capacities. The available facilities include mess facility equipped with kitchen room, dining hall, and store room. Apart from which the hostel is provided with continuous water supply-(bore well and corporation water connection), Power Backup, Rectory, Water Purifier and, Solar hot water system, Indoors and Out door games.

#### **Others:**

Ramps are constructed at the entrance of "A" block and library building for differently-abled students. In addition, other facilities like parking facility, CCTV cameras, incinerators sanitary napkin vending machine etc. are also provided. The growth of infrastructure has kept pace with academic growth of the institution.

#### **4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities**

##### **Response:**

##### **Sports:**

Institute provides excellent infrastructure for sports which is vital for physical and psychological development of students.Two coaches are appointed to look into preparation of students for the sports related activities.

1. **Outdoor games:** College has sufficient well maintained play ground and tracks for various sports and games like Kabbadi, Kho-Kho, Volley-Ball, Long jump, High Jump, Discus throw, Shot Put etc. Annual sports and various sports competitions are organized satisfactorily on this ground. Students of the college have participated in regional, university, state and national level competitions/ championship and won prizes.

**Indoor games:** In Indoor sports hall, sufficient area is available for Table Tennis, Badminton,



Chess and Carrom. These activities are conducted in an indoor hall. Changing room facility is also available in the same hall.

3. **Gymnasium:** The various facilities like five station gym, walker, weight-lifting equipment and elliptical bike are available.

4. **Facilities for Sports activities:**

The play-ground is utilized for annual social gathering and celebrating various days. Ground and auditorium are also utilized for rehearsal of youth festival and other extracurricular activities.

• **Details of outdoor games:**

S.No.	Event	Measurement of track and court
1	Athletics	
	Running track	200 m
	Running track	100 m
2	Long Jump	9 m long X 3 m wide pit with mud runway of 40 m to 45 m
3	High Jump	Sand
4	Shot put, Discus throw, Javelin throw and Hammer throw	Separate area provided for each item
5	Football	120 yard long X 80 yard wide court
6	Hockey	200 Ft long X 5 Ft wide court
7	Ball Badminton	24 m long X 12 m wide court
8	Throw Ball	18 m long X 9 m wide
9	Volley Ball	18 m long X 9 m wide
10	Kabaddi	12 m long X 8 m wide
11	Kho-Kho	30m long X 19 m wide

• **Details of Indoor Games:**

Facilities are provided for Shuttle badminton, volleyball, table tennis, chess, carom etc.

S.No.	Event	Measurement of track and court	Year of Establishment
1	Shuttle badminton	13.4 m long X 6.1 m wide	Two court Under construction
2	Volleyball	18m long X 9 m wide	One court Under construction
3	Table Tennis	1 board	Under construction
4	Chess	10 chess board for women	2015
5	Carom	4 carom board with coins	2015
6	Ludo, Chinese Checker	5 Boards for women	2017

**1. Co-curricular and extracurricular activities:**

Institute encourages co-curricular and extracurricular activities; it provides platform to the students for the overall development institute. We conduct numerous activities like cultural program, Sports, both outdoor and indoor games, etc. including various intra and intercollegiate competitions, Project competition, Quiz competition, Dance competition, Singing competition Debate competition thereby enhancing different skills Institute has Seminar Hall modern technology. Institute incorporated with common facilities infrastructure is utilized to its optimum potential.

**4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc**

**Response:** 11.76

**4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

**Response:** 6

**File Description****Document**

Number of classrooms and seminar halls with ICT enabled facilities

[View Document](#)

**4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.**

**Response:** 15.71

**4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)**

2017-18	2016-17	2015-16	2014-15	2013-14
124.6	2.5	1.25	0.5	0.5

**File Description****Document**

Details of budget allocation, excluding salary during the last five years

[View Document](#)

Any additional information

[View Document](#)

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated using Integrated Library Management System (ILMS)

#### Response:

The College library is fully automated. The library uses “Soul 2.0”. Inflibnet Centre (An Inter University Centre of UGC) Gujarat University Campus, Ahmedabad. Software for University Libraries (SOUL) is an state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre based on requirements of college and university libraries. It is user-friendly software developed to work under client-server environment. The latest version of the software i.e. SOUL 2.0 will be released by the end of the year 2008. The database for new version of SOUL is designed for latest versions of MS-SQL and MySQL (or any other popular RDBMS). It has been installed with the following main modules for the library in house operation using barcode technology.

- UNICODE based multilingual support for Indian and foreign languages
- Client-server based architecture, user-friendly interface that does not require extensive training.
- Supports multi-platform for bibliographic database such as My SQL, MS-SQL or any other RDBMS.
- Supports cataloguing of electronic resources such as e-journals, e-books, virtually any type of material.
- Supports requirements of digital library and facilitate link to full-text articles and other digital objects.
- Highly versatile and user-friendly OPAC with simple and advanced search. OPAC users can export their search results in to PDF, MS Excel, and MARCXML format.
- Supports data exchange through ISO-2709 standard.
- Support online copy cataloguing from MARC21 supported bibliographic database.
- Provides default templates for data entry of different type of documents. User can also customize their own data entry templates for different type of documents.
- Provides freedom to users for generating reports of their choice and format along with template and query parameters.

#### Modules

The SOUL 2.0 consists of the following modules.

- Acquisition
- Catalogue
- Circulation
- On-line Public Access Catalogue (OPAC)
- Serial Control
- Administration

The work of retro-conversion of active collection was completed in Soul 2.0 integrated library software in the year 2017-2018. The bibliographic information about the collection is made available through library OPAC system.

Internet RAILWIRE broadband connectivity with 75 Mbps bandwidth speed is available in library along with the computing equipments and others like 14 computers, 1 Barcode printer, 1 Scanner, Printer, Xerox machine etc. and UPS power backup system, 3 C.C.T.V cameras.

Following are the efforts made towards library automation in the five years.

**DETAILS OF LIBRARY AUTOMATION:**

S.No.	Year	Name of ILMS software	Nature of automation	Version
1	2013-2014	Local software developed	Nil	-
2	2014-2015	Local software developed	Nil	-
3	2015-2016	Local software developed	Nil	-
4	2016-2017	Local software developed	Partially automated	-
5	2017-2018	Soul 2.0 Information and Library Network Centre, Ahmedabad	Fully automated	2.0

**4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment**

**Response:****Collection of rare books, special reports and other knowledge resources:**

N/AAC

<b>S.NO</b>	<b>Name of the collection</b>	<b>Total No</b>
<b>1</b>	Books	<b>14300</b>
<b>2</b>	Periodical /journals	<b>55</b>
<b>3</b>	News papers	<b>8</b>
<b>4</b>	Bound volumes of periodicals	-
<b>5</b>	Software project reports	-
<b>6</b>	Minor research projects	<b>77</b>

**Non Print Collection:**

S.NO	Name of the non-print material collection	Total No
1	CD-DVD	133
2	E-Books	1,25,000
3	E-Journals	6000
4	e-Minor Research Reports	-

**File Description****Document**

Any additional information

[View Document](#)**4.2.3 Does the institution have the following:**

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

**A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** C. Any 2 of the above**File Description****Document**

Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc

[View Document](#)**4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)****Response:** 3.02

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR

in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
10.70	0.65	0.40	1.43	1.92

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 16.11

##### 4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 350

File Description	Document
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

**Response:**

The IT infrastructure facility is available (hardwares and softwares) in the institute. The total numbers of computers available in the institute are 175. Considering need and increasing number of students, the infrastructure is updated from time to time. Initiative taken in this regards are as follows-

- Get demands from departments.
- Call for quotations for different dealers.
- Purchase committee sanctions the lowest cost quotation. Orders placed as per budgetary provision.

- Provision of annual maintenance contract. Purchase and installation of software's.

**Updation of softwares and hardwares: Please refer Table in additional information.... IT facility updation: please refer Table in additional information....**

- Computer facility is sufficient in the college and is evenly distributed.
- Students are provided with computer facility in the computer lab and also in the library.
- Students and faculties are provided with INFIBNET and NPTEL facilities.
- Limited Wi-Fi facility is provided for students.

**Internet Facility :**

- Institution aims at upgrading the internet facility to 5.20mbps with dedicated leased line.
- Institution intends to increase the students to computer ratio.

ICT provides infrastructural facilities of the institute are regularly maintained and replenished by the management annually. The development fund is optimally used to ensure timely maintenance. A part of the maintenance activity is done by the purchase committee by undertaking the new procurements, repair and replenishing works of the resources available. Technical repairs and up gradations are made by appointing technicians from outside. ICT enables maintained by prompt stock verification and weeding out practices. Most advanced edition of ebooks, and ejournals are made available in the library in consultation with the library committee and the department faculty concerned with ICT.

**4.3.2 Student - Computer ratio**

**Response:** 13.08

**4.3.3 Available bandwidth of internet connection in the Institution (Lease line)**

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**



**Response:** >=50 MBPS

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** No

<b>File Description</b>	<b>Document</b>
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

**Response:** 15.71

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
124.61	2.50	1.25	0.50	0.50

<b>File Description</b>	<b>Document</b>
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>

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

**Response:**

College makes budgetary provision under different funds for maintaining and utilizing the campus infrastructure facilities. A college development committee assigns enough funds for maintenance and repairing. The allocated funds are utilized under the observation of various monitoring committees such as purchase committee, building committee, hostel monitoring committee, library committee etc. of the college. The details of budget allocation for maintenance and repairing of physical, academic and support

facilities during the last five years are mentioned in Table 4.4.1.

To maintain and upkeep the infrastructure campus facilities and equipments, following activities are taken by college.

1. Keeping department wise stock register by concerned laboratory assistant under the observation of administrative office superintend.
2. Department wise annual stock verification is done by concerned head of the department.
3. Regular maintenance of laboratory equipments and chemicals are done by laboratory attendant of concerned departments.
4. Overall development of campus is done by campus discipline and cleanliness committee of the college.
5. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns are done by college committee.
6. College campus maintenance is monitored through regular inspection and **Public Address System** also utilize for Communicating information.
7. All facilities and cleanliness of environment in women's hostel, are maintained by women's hostel monitoring committee.
8. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband, updating of software's by computer hardware technicians. Outsourcing is done for the maintenance of wooden furniture, electrification, and plumbing.
9. Regular maintenance of the vending machine provided for the students is done by outsourcing agent.
10. The maintenance of the reading room and stock verification of library books is done regularly by library staff.
11. Annual Maintenance Contract (AMC) is provided for the following.

#### List of service providers:

S.No	Category	Service Provider
1	Housekeeping in hostel and college	Ms.Mohasina and Kowsar
2	College security	Mr.Habeeb
3	Hostel security	Mr.Muthuram
4	Power backup and generator	Mr.Nasar
5	Water cooler and aqua system	Mr. Habeeb and Mr.Taj
6	Fire extinguisher	Devaraj (Vijay fire and safety Equi
7	Xerox machine	Mr. Salman
8	Gas Fitting	Mr. Arun
9	UPS	Mr. Nasar

10	Generator	Mr.Nasar
11	Solar system	Mr.Nasar
12	Bio metric machine	Dr. Imran

**The various committees of the college:**

- 1.NAAC
- 2.Internal Quality Assurance Cell
- 3.Examination committee
- 4.College Magazine Committee
- 5.Entrepreneurship Cell
- 6.Scholarship Committee
- 7.Library Advisory Committee
- 8.Students Attendance and Time Table committee
- 9.Discipline & Anti Ragging committee
- 10.Sports Advisory committee
- 11.Youth red cross
- 12.Red Ribbon Club
- 13.Enviro club
- 14.Consumer club
- 15.Career Guidance & Placement Cell
- 16.Students Grievance Redressal Cell
- 17.Co Curricular Activities
- 18.Alumni committee
- 19.Vision & Mission committee
- 20.National Service Scheme
- 21.Bureau of Islamic Studies
- 22.Cultural Committee
- 23.Legal Awareness Cell
- 24.OSA Cell
- 25.OBC Cell
- 26.SC,ST Cell
- 27.Minority Cell
- 28.Internal Compliance Cell
- 29.Building Committee
- 30.Hostel monitoring committee

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 38.1

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1018	738	875	675	194

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 15.29

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
287	248	400	296	136

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

- 3. Soft skill development
- 4. Remedial coaching
- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

**Response:** 23.83

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
222	162	0	1715	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

**Response:** 2.38**5.1.5.1 Number of students attending VET year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
164	77	0	0	0

**File Description****Document**

Details of the students benefitted by VET

[View Document](#)

Any additional information

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** No**File Description****Document**

Details of student grievances including sexual harassment and ragging cases

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 5.41**5.2.1.1 Number of outgoing students placed year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
30	36	37	23	15

**File Description****Document**

Details of student placement during the last five years

[View Document](#)

Any additional information

[View Document](#)**5.2.2 Percentage of student progression to higher education (previous graduating batch)**

**Response:** 55.31

5.2.2.1 Number of outgoing students progressing to higher education

Response: 323

**File Description**

**Document**

Details of student progression to higher education

[View Document](#)

**5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**

**Response:** 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

**File Description**

**Document**

Number of students qualifying in state/ national/ international level examinations during the last five years

[View Document](#)

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<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

**Response:**

**‘Islamiah Women's Arts and Science College’ has formed strong and prescient student welfare council – a unifying force which bring together staff and students. The institute plays significant role in the selection of students council. Student with distinct calibre and potential are selected carefully by the Principal and the jury of HODs from various departments every year. The union executive members consist of (i) President (ii) Vice President (iii) General Secretary (iv) Treasurer (v) College Magazine Secretaries viz, English, Urdu and, Tamil, (vi) Sports Secretary (Arts and Science) (vi) NSS,RRC,YRC Secretaries (vii) Transport Secretary (viii)Cultural Secretaries (Art and Science), (ix) Department wise Secretaries.**

**The main objectives of the students union are:**

- 1. Uphold work for and implement ideals of the college.**
- 2. Foster cordial relations between the students and the staff**
- 3. Promote healthy and responsible participation of students in all activities**
- 4. Promote and develop character, discipline, Sense of Responsibility, Honesty, integrity and efficiency among students.**

**The Students Council functions as the body of the union and is governed by a Constitution. The member of students council take up the task of organizing various celebrations / functions like Sports Day, College Day, Teachers' Day, Cultural Festival etc. Student’s Welfare Council contributes in overall development of institution. It is ensured that students represent, involve and participate in both academic and administrative committees of the institute from time to time. In this committees include course coordination, class coordination, research, library, lab activities, event management, placement etc. By taking their creative aptitude into account, they get exposure to**



contribute in publications of their articles in college annual magazine called “ GALAXY “ – which aims to exhibit the young talents.

Cultural activities like “ISMACU FEST” and “WOMEN'S EXPO” are central attractions of the students. In all committees like stage decoration, refreshment, distribution, variety show, sitting arrangement, Fun games, Handicraft Exhibition and Competitions the role of the students is that of the back bone

The role of students cannot be imagined without involvement in placement cell. They share job alerts to all, update on future events. In addition, recommend session on preparing for job interviews, aptitude sessions and other areas are focused. Their support in pool campuses is noticeable. Naturally, Promotion, Branding, Feedback collection are few worthy tasks managed by them. They are encouraged to help in the forms of database, management, and maintenance of premise's devices.

Special coaching and guidance is provided for various subjects like English, Communication skills, Business Research methods, Accounting etc. Under Personality Development Scheme, the students are groomed on self-awareness, self management and commitment for society. The college encourages the students to participate in various academic/non academic activities, events to make them versatile. They are the part of various committees which are formed to manage the events, activities successfully. They work for stage, escorting, food, registration etc. They play role of anchors, Coordinators, Technical Assistance Sports person and Volunteers.

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

**Response:** 11.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
57	0	0	0	0

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

#### Response:

Alumni are the brand ambassadors of an institution and play an important role in helping shape the future of our institution by representing its views and contributing its support towards the community. The Alumni Association has been fully functioning since 2015. The institute had applied for formal process of its registration in 2016 and has contributed to the overall development of the institution since inception primarily on two levels, non-financial and financial.

The alumni meets are organized every year based on their convenience. They share updates on upcoming events, challenges, opportunities and create a strong network. It establishes healthy human relations by recalling sweet memories and making change from their hectic, busy schedule. It also creates strong sense of belonging in this regard.

#### FINANCIAL CONTRIBUTIONS:

Strong alumni is one of the biggest assets of our institution that contribute towards various developmental activities of students, or any sort of assistance required for particular students in an exceptional situation. Because of their resources, they are generous with fundraising efforts. Their financial donations enable the institution to offer better facilities to students. They also provide the students with advanced facilities and equipment for teaching and pioneering research.

#### INTELLECTUAL CONTRIBUTIONS:

Alumni are effective role models and are easily accepted by students. Experiences that are shared by the alumni in areas like financial management, self-discipline or in career management are more easily accepted as guidance and inspiration. Through classes, coaching, mentoring, value added courses, they help and guide the students. Alumni thus assist in strengthening the right culture in the students.

#### RECRUITMENT EFFORTS:

Alumni guide the students on necessary work ethics after completion of their studies. Besides, voluntary alumni also assist in student recruitment efforts.

**CAREER GUIDANCE:**

Alumni are a talent pool whose guidance is beneficial to students and other fellow alumni in the respective area mentoring them on their career opportunities and opening channels for them in undergoing practical learning or work.

File Description	Document
Any additional information	<a href="#">View Document</a>

**5.4.2 Alumni contribution during the last five years(INR in Lakhs)**

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

**Response:** <1 Lakh

File Description	Document
Any additional information	<a href="#">View Document</a>
Alumni association audited statements	<a href="#">View Document</a>

**5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**

**Response:** 5

**5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

To fulfill the mission of the institution various academic developments are enhanced so as to maintain the quality and value. Library and Laboratories are extended and well equipped. Faculties and students are encouraged to use advance technologies available in the college campus. Lab of Bio-Chemistry department is replaced by new advanced equipments like Laminar Flow Chamber, Hot Air Oven and Incubator. Simultaneously Chemistry Department is installed with Electronic Balance and Centrifuge. Computer Lab is fixed with LCD Monitor and AC facilities. Seminar Hall and English Language Lab are connected with the WI-Fi facilities.

To prepare the students for better tomorrow our institution organizes various career oriented programs like TALLY, TNPSC, NET /SET including Competitive examinations. Coaching classes are conducted at regular intervals by well trained expertise in relevant subjects so as to coach the students to come out successfully in the exams. The NSS unit is strong enough to inculcate the social values and commitment among the students. The primary concern of the college is to mould socially responsible citizen of tomorrow. With pride, we state that our institution has successfully launched the research course in disciplines of M.Phil in English, Mathematics and Commerce in this academic year of 2018. Our college was established in the year of 1997 to cater to the needs of Vaniyambadi and adjacent villages. The main objective of the college is to disseminate quality education and achieve social upliftment through a value based system of learning. Consequently, these days, the institution has emerged in the locality as a reputed and advance learning centre and students come in swarm to seek admission in our institution.

The college is committed to develop skills particularly in women and make them well versed in modern education while imbibing social sensitivity and environmental consciousness for the betterment of self and society. The college promotes awareness on ecological and environmental issues, Indian tradition and culture including sports activities. The Management renders full support in all respects for the qualitative and quantitative development whereas the administrator of the college executes physical, financial and human resources efficiently and effectively and takes efforts to keep the work environment smooth and harmonious. Effective communication network, teamwork, rapport between all the components have brought institution reputation and honors.

The Management of the college, has incessantly striving to achieve the objective of offering educational and related service to all the sections of society with added emphasis on students belonging to the marginalized –minority sections pertaining to this, the college fee is made affordable to the middle and lower income groups.

The leadership that governs the college is based on the principle 'Ummathan Wassathan'. The College motto is in fact a verse from the Scripture- The Holy Quran which means a just and moderate nation. Thus, the College Management firmly believes that the proper dissemination of the best kind of knowledge provided to students will in turn bring peace, prosperity and justice to entire community.

### **6.1.2 The institution practices decentralization and participative management**

#### **Response:**

As a part of an initiative trust, management and staff of the institution has a well practiced protocol of decentralization of activities and motivates a positive approach,

1. As a part of effective decentralization practice, faculties are involved in preparation of academic calendar. Staff members and administrative staff opinions are also considered and only then the calendar is prepared.
2. Committees such as Academic Evaluation, Publication, Event management and Co- curricular activities, Training and Placement, Admission, Staff and Student Welfare, Administration and Accounts committees are formulated in respect to requisite functionary strength of each individual.
3. Alumni meet is the best example of decentralization and active participation from staff and student constantly encouraged.
4. Internal University examination committee is entrusted with examination procedures forming an integral part of Institute's decentralization practice.
5. Though the committees are formed, it is not implied that only those members of the committee will carry out the task. The committee members will be coordinating and rest of the staff will be assisting them as per the requirement.
6. Cultural committee is formed with full pledge under the decentralization management. Seven staff members from different departments are nominated. This helps to develop student interest in various events.

## **6.2 Strategy Development and Deployment**

### **6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution**

#### **Response:**

#### **Teaching and learning: empowering the process of teaching learning**

- By providing state of the art facilities to enrich leaning process.
- By monitoring practical based approach because of the dynamic nature of various courses.,
- By empowering the faculty members with more current knowledge and innovations through FDP and knowledge sharing platforms.

#### **Research and development: to cultivate and promote the research environment by**

- Encouraging participation of staff members in FDPs like refreshers and orientation programmes.
- Encouraging publication in research journals.
- Encouraging faculty members to have at least one major or minor projects.
- Organizing more International Conferences and Workshops.
- Motivating faculty to write case studies.

**Community development: to enhance the development of community by**

- Creating further tie – ups with organizations and industries,
- Conducting more activities in Villages.

**Human Resource planning and development: to make the human resource more developed by**

- Conducting further faculty development programs,
- Motivating faculty members for research work.

**Internationalization: to make global presence by**

- Creatibng MoUs with International Universities and Institutions for higher studies,
- Promoting international placements for students

File Description	Document
Any additional information	<a href="#">View Document</a>

**6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**

**Response:**

The organizational structure set up in Vaniyambadi Muslim Educational Society .VME works closely with the governing body for the academic planning and development and handles major administrative responsibilities. Administration is handled by the institution's administrative department which majorly focus on students and staff's day to day needs. They have their methods and policies for all the required functions.

The vision of the college is to achieve high standards of education and strive towards continuous acquisition of new knowledge. The mission of the college enables the youth to independently face the challenges in their lives in all spheres by providing them quality education which incorporates secular values and emotional values.

The founder of the VMES, the parent body of Islamiah Women's Arts & Science College have been far-sighted philanthropists, industrialists, professionals who were keen on promoting the cause of education particularly to the muslim community and to the other backward communities as well. All along, the succeeding members of the management committee have committed to be torch-bearers of enlightenment

by extending support and encouragement towards the empowerment of the youth who seek knowledge in higher education.

The college enjoys a participative decision making and collaborative management style in most of its functional areas. The Principal of the college acts as the ex-officio member of the management committee, who functions as a mediator between the Management and the staff of the college. The requirements of the institution are identified by summoning of frequent meetings of academic council, IQAC, college council, Student council and other stakeholders. The resolutions arrived at in the meetings are implemented on priority basis towards the development of the institution.

Faculty members are rendered with utmost freedom in the areas of academic pursuits and innovations. The departments enjoy operational freedom in developing curriculum and incorporating innovative measures in teaching and learning process.

The college adopts an effective administrative strategy with Principal as the head of the institution whereas staff members are the democratic body of the college who are also actively involved in participative management at all levels. The management consults the association of teachers and their suggestions are given due weightage in the decision making.

Faculties are recruited taking into consideration the various aspects like their qualification, experience, potential for teaching and research. The process of recruitment is done by the jury comprising Management committee led by the Secretary and Correspondent of the institution. The policies and guidelines of the University are adhered to during the various recruitment, promotional and administrative processes.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

**A. All 5 of the above**

**B. Any 4 of the above**

**C. Any 3 of the above**

**D. Any 2 of the above**

**Response:** B. Any 4 of the above

File Description	Document
ERP Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>

#### **6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

**Response:**

As per the guidance of the governing body and the management, various committees are formed to conduct smooth functioning of the various aspects of institute and its various stakeholders. After careful discussion and considerations, following committees are formed with their specific functions to be carried out as and when necessary.

S.NO	Committee	Sub committee	Role of committee members
1	Academic Committee	<b>Discipline &amp; Anti ragging committee</b>	1. Dress code is monitored 2. Attendance, punctuality and regularity 3. Reprimand students on misbehavior 4. Maintain healthy environment and interdisciplinary system.
		<b>Library committee</b>	1. Coordinating with director for making copies of textbooks/reference books/journals/ periodicals/ magazine magazines.
		<b>Examination committee</b>	1. Declaring class assessments, inter dates in advance. 2. Preparation and conduction of university examinations.
		<b>NAAC &amp; IQAC</b>	1. Prime responsibility for all quality matters.



			<p>2. To supervise various activities that increase the quality of education.</p> <p>3. To initiate and plan various activities</p>
		<b>Sports committee</b>	<p>1. Identifying indoor/outdoor sports and encourage them for further development.</p> <p>2. Motivating the students to participate at state and national level.</p>
		<b>Cultural committee</b>	<p>1. Enrichment of existing curriculum &amp; value addition.</p> <p>2. Identifying the cultural talents and students to participate in all the events &amp; other colleges.</p>
2	<b>Training placement committee</b>	<b>Career guidance &amp; placement</b>	<p>1. Profiling of students on academic and personality communication skills.</p> <p>2. Profiling of students on personality communication skills.</p> <p>3. Organizing campus placement.</p>
		<b>Alumni committee</b>	<p>1. Formation of alumni cell.</p> <p>2. Organizing annual alumni meet.</p> <p>3. Planning to conduct various activities</p>
		<b>EDP cell</b>	<p>1. To organize entrepreneurship awareness.</p> <p>2. To render advice to entrepreneurs.</p> <p>3. To assist the entrepreneurs.</p>
3	<b>Student &amp; staff welfare</b>	<b>Staff welfare</b>	<p>1. Make the staff room comfortable for the staff.</p> <p>2. Provide facility to all staff as per requirement.</p>
		<b>Student welfare</b>	<p>1. Prepare notices &amp; display on notice board.</p> <p>2. Coordinate to provide facility to all students.</p> <p>3. Communicating the student queries to the concerned authorities.</p>

4	Other committees	<p><b>YRC AND RRC, ENVIRO, Consumer club</b></p> <p><b>Legal awareness cell</b></p> <p><b>Islamiah Studies Cell and Moral class</b></p> <p><b>National Service Scheme</b></p> <p><b>SC/ST</b></p> <p><b>Students Grievance Redressal cell</b></p> <p><b>Swachhcommittee</b></p>	<p>1. To develop among themselves a sense of civic responsibility.</p> <p>2. To assist and develop volunteers.</p> <p>3. To offer first aid training to the volunteers.</p> <p>1.To promote legal culture</p> <p>2.Empowerment of individual regarding legal rights</p> <p>3.To promote public legal education</p> <p>1.Promote understanding of Islam and its values</p> <p>2.To promote multi culturalism.</p> <p>3.To create excellent and deep-rooted religious values of religion.</p> <p>1. To ensure social activities.</p> <p>2. Creating awareness on protection of environment</p> <p>3. Aim to inculcate social welfare.</p> <p>1.To implement their reservation policy</p> <p>2.To put special inputs for their development</p> <p>3. Promoting their welfare.</p> <p>1. Disciplinary proceedings</p> <p>2. Look into matters of harassment.</p> <p>3. Promoting cordiality in student to student and student to teacher relationship.</p> <p>1.To clean up the streets/ roads</p> <p>2.To eliminating open defecation</p>	
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3. To reach out to the rural areas.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

#### 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

##### Response:

List of existing welfare measures for Teaching and Non-Teaching staff:

Financial assistance for Islamiah Women's Arts & Science College, Vaniyambadi :-

Vaniyambadi Muslim Education Society has started Islamiah Women's Arts and Science college in the year 1997 . This institution is a self financing college so the fund to be provided by the Management. This institution facilitates its employees teaching and non-teaching staff to get loan from the Canara bank with minimum documentation. The management also provides Festival loans, Education loan to the staff.

Financial support to the Non-Teaching staff:

The family of, late Habeeb ur Rahman (peon) of this college was provided 50,000/- by the management as his death settlement after he met with an accident considering his poor financial status.

Lectures on Health awareness and Yoga practices etc from eminent persons are arranged to the Teaching and Non-Teaching staff by the college:

The health awareness lectures arranged from 2013-2018, are as follows:

- On 4 th March 2012 a lecture by Dr. Arshiya Tabassum on Prevention of cancer.
- On 23 rd January 2015 a lecture by Dr.Senthil Kumar on Dengue Awareness.
- On 18th February 2015 a lecture by Dr. A.Liyakath Ali on Thyroid Disorders.
- On 24th January 2015 a lecture by Dr.Tanveer on Allergy Awareness .
- On 3rd March 2015 a lecture by Rajalakshmi Ravi on Kidney Disease.
- On 18 th September 2016 a lecture by Dr. Razia Anwarullah about Menstrual problem among adolescent girls
- On 21st September 2017 a lecture by Dr.Ishtiaq Ahmed on Kidney Stone Awareness.
- On 8th December 2017 a lecture by Dr. N. Elavenil on "Adolescent Friendly Health Care"
- On 3rd March 2018 a lecture by Dr. Premila Grace on Breast Cancer.
- On 2nd August 2018 a lecture by Dr. N. Elavenil on Impontance "Breast Feeding" among young Women
- One Day International Yoga day was celebrated and Yoga demonstration were given by Dr. H. Balachandar and Palani Pulipani Sithar (20thJune 2018)

There are many welfare schemes available in the college. some of them are as below:

- Provision of travel grant for faculty members for attending Academic Conference and Seminars.
- Provision of maternity leave.
- Provision of various types of leave like casual and Academic leaves for the staff members as per the rules.
- Provision of PF facilities as per government norms .
- Sports day for staff members is also organized annually.
- Friendly provisions for specially-abled staff members.
- Achievements of staff members are applauded and given appreciation through special awards on Teachers Day and Independence Day celebrations.
- Provision of College Gymnasium and its accessibility to the faculty members .
- Organization of free multi-specialty Health check-up camps for staff.

All the faculties who applied and were eligible made use of had privilege of the welfare facilities.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 28.24

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

2017-18	2016-17	2015-16	2014-15	2013-14
70	7	16	12	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response: 1.6**

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	1	2	1	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years**

**Response: 26.7**

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
75	0	25	0	1

File Description	Document
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff**

**Response:**

The aim of Performance Appraisal Report is to track the development of Teaching and Non-Teaching staff by rewarding them according to their goal of achievement and performance throughout the period. Thus it becomes the base for major decisions to be taken by the managements for the employees.

### Performance Appraisal System

- An annual appraisal review form is duly filled and submitted by each Teaching and Non-Teaching staff individually
- The Form then goes to The Head of the Department for the Scrutinizing and the reports were analyzed.
- Based on the assessment, recommended will be made.

#### Following are the major decisions taken on the basic of Performance Appraisal:

- Annual increments.
- Performance Appraisal is the key for assignment of new responsibilities and duties
- If performance appraisal is not satisfactory, corrective action will be taken immediately.

## 6.4 Financial Management and Resource Mobilization

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

#### Response:

As per the norms set by the government, the college conducts Internal as well as external financial audits on a regular basis. Since the inception, the accounts of the college are operated jointly by the principal of the college along with either Chairman or Secretary of Governing Body. The external auditor appointed by the college conducts the audit of the college accounts to verify the flawlessness in view of accounting principles. Errors and/or shortcomings, if any, found during the course of audit are rectified in consultation with college accountant/head clerk with due consent from the principal. The audit report including the observation/remarks/suggestions as raised and prepared by the external auditor is placed before the members of local managing committee during the meeting for their verification and approval. In the subsequent year, the college takes all steps to comply with the observations/remarks/suggestions to maintain accuracy and transparency in college financial management from time to time. The audited statements of accounts as submitted under the report by the external auditor and approved by the local managing committee of the college.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

#### Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

#### Response:

The college is managed by the Vaniyambadi Muslim Educational Society and is an unaided institution. The college is recognised under University Grants Commission. Salary and non-salary grants are received from management. Fees received from the students are deposited in the college account. The scholarships for students received from the government are directly credited to the account of students. Financial assistance is provided by the management as and when required.

The budget for each academic year is prepared by the college and placed before the local managing committee for approval. Before the conduct of any activity, a department forwards a provisional budget to the principal for approval. The same is approved in consultation with the accounts section. After the conduct of the activity, the concerned department submits the statement of expenditure incurred.

## 6.5 Internal Quality Assurance System

### 6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

#### Response:

The college has established an IQAC to ensure a culture of achievement and excellence in college. It ensures maintenance of documents pertaining to academics. There are various best practices institutionalized as a result of IQAC initiative. A Scale of standards is upgraded consistently as a result of which the college has able to achieve better results, greater output by our teachers and students. IQAC has promoted measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices. Out of which, there are two examples of best practices, such as;

1. Starting Post-graduation and M.Phil. Courses
2. Faculty development programs

IQAC ensures standards in academic activities. For the academic enhancement of the students, the college

has started PG courses. Taking into account the need for Higher education in the region the institution strived hard to bring master degrees to enhance academic excellence. It is quite obvious that earning a master's degree helps the students to gain specialized knowledge in relevant discipline. It gives opportunity to acquire senior positions such as Management and Leadership position. Further, it will also improve the skills adding to the student's caliber and potential.

- 1.M.A. English in June 2012-13
- 2.M.Com in June 2013-14
- 3.M.Sc., Mathematics in June 2013-14
- 4.M.Sc., Computer Science respectively in June 2016-17
- 5.M.Sc., Nutrition in June 2017-18

These courses are beneficial to the students for facilitates the current needs of the society

#### **Faculty development programs:**

Increasing internationalization in teaching a strongly supported by the Indian Education sector and is considered vital for Indian Institutions in developing India's capacity in research and innovation, driving up India's quality of teaching and learning. Thus, enhancing the academic and intellectual environment in the institution by providing faculty members with ample opportunities to participate in Seminars/ Conferences / Workshops become vital for developing the pedagogical skills.

IQAC committee conducted various Workshops and Training programs based on Faculty development which is highlighted in the view document for reference.

The college has well equipped courses laboratories for research. The students and faculty members can undertake research projects (minor and major) and can conduct their research work.

IQAC always actively involved in decision making as well as designing future plans and pursuits for academic excellence. In future, the college is going to start post-graduation courses in Biochemistry also. It will be helpful for the students regarding their research needs.

#### **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**

##### **Response:**

The college plans and organizes the teaching, learning and evaluation schedule well in advance, before the commencement of the Academic year. The institution prepares the general teaching schedule. The college annually publishes "Academic calendar" containing the relevant information regarding the teaching, learning schedule (working days) various events to be organized, holidays, dates of Internal examination etc. as per the Guidelines of Thiruvalluvar university.

The IQAC plans the Academic activities in the beginning of the year and accordingly various departmental committees are entrusted with the implementation of decisions taken. In the last meeting of the year, review of the activities is taken and a tentative future plan is prepared for the next year.



For the quality assurance of the institution the college has an Academic Council and Academic Audit committees. For the Administrative activities there is a Proctorial Board, Anti-ragging and Grievances and Redresses Cell which look into the grievances of the students. This maintains discipline in the campus. All these bodies including IQAC have common members who work as an integrated whole, as they are aware of all decisions and subsequent implementations in committee.

.At the apex of Institutional mechanism continuous review is taken of the teaching learning process by the IQAC members, the Principal, the Head of the departments, and the coordinator of IQAC cell support this mechanism.

Following are the two examples of the Institutional review and implementation of teaching learning reforms facilitated by IQAC.

- The college has organized One day training program on “ Student counseling on Stress management ” on 27/8/2018
- The college also provides access to computers, internet and computer aided packages to students and teachers.

The IQAC disseminates the information regarding quality assurance and seeks response through feedback system and make improvement when necessary.

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response:** 71

#### 6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
80	80	75	60	60

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

### 6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF

**4.ISO Certification****5.NBA or any other quality audit****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

**6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)****Response:**

Training programs of staff and quality assurance procedures, Institutional level workshops, lectures by eminent speakers and awareness programs are organized by the college.

## Quality initiatives

- The UGC approved and awarded “College with Potential for Excellence (CPE)” status under CPE scheme for a period of five years from 27/05/2016.

**Academic development:**

- Post-Graduation courses such as
  - 1.M.A. English in June 2012
  - 2.M.Com in June 2013
  - 3.M.Sc., Mathematics in June 2013
  - 4.M.Sc., Computer Science respectively in June 2016
  - 5.M.Sc., Nutrition in June 2017
- M. Phil Courses such as
  - 1.M.Phil., English in June 2018
  - 2.M.Phil., Mathematics in June 2018
  - 3.M.Phil.,Commerce in June 2018

- Separate Examination Cell.
- Strong room.
- Career Oriented Courses-COC in Tally certificate course for commerce students and COC in Communication Skills in English for Arts students
- Diploma in Medical Lab technology for Biochemistry, chemistry and Nutrition students
- Certificate course for Sewing and Stitching and Basics of Computer Course
- NPTEL Course for Students.
- Academic partnership with HCL.
- Establishment of placement cell.
- Honors achieved by Teachers and students.
- Participation of the faculty members in various National and International Conferences.
- Earn and learn scheme for the students is initiated by Jute Workshop

### **Infrastructural developments:**

- Renovation of laboratories of the subject Biochemistry, Nutrition and Chemistry
- Renovation of Staff rooms
- Establishment of research Labs for M.Sc., Nutrition and M.Sc., Computer Science and English Language Lab
- Renovation of classrooms and connecting passage for Various buildings floor wise
- Rain water harvesting plant
- Provision of Sanitary Napkins Vending Machine, Incinerator
- Seminar Hall, Indoor Hall for gymnasium equipments.
- Wi-Fi facility started.
- CCTV's installed in campus.
- Public Address system in the campus
- Upgradation of UPS.
- Digital Library with e-resources

### **Administrative**

- NAAC and IQAC committee coordinates created for NAAC Process in the college for decentralization and facilitation of administrative processes.

Formation of new committees at administrative level.

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 5

##### 7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

#### File Description

#### Document

List of gender equity promotion programs organized by the institution

[View Document](#)

Any additional information

[View Document](#)

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

Gender sensitivity is seriously considered in the college by forming various committees like Anti-ragging committee, Grievance Redressal cell. From the initial stage, the college has taken decisive steps for safety and security of the girls. The campus is fully enclosed by a compound wall, which has helped not only to safeguard the area, but also is instrumental in maintaining discipline among the students. The entrance is secured with a full-time security and trespassing is curtailed through strict monitoring of the entrances. In addition to this, college secured with CCTV at the entrance and specific points inside the campus. Identity card is compulsory for all the students. **“Self-defense training is given to students for self-protection”**. The training of personal safety, Escape technique, basic weapon defense, disarming, counter attack, Joint jack and stick tight are periodically given to the students.

Counseling is one of the important medium to raise confidence among the students. **“Girl’s Islamic Organization”** working towards inculcating better social, civic and religious responsibility among students. Awareness created among the students regarding **“Atrocities against women”**.

Suggestions were collected from the students regarding gender sensitivity. Various lectures were

organized to impart knowledge on following issues.

1. **“Adolescent friendly Health care”**in association with **Government Hospital**, Vaniyambadi.
2. **“AIDS Awareness Program”**organized by **Red Ribbon Club**.
3. **“Mental and Emotional Health and Cardio Pulmonary Resuscitation workshop”** in association with **Apollo Hospital**, Chennai.
4. **“Blue Whale awareness Program”** organized within campus to create awareness on this Lethal game.
5. **”Complete Physical fitness and Self-defense”**for women in association with Dr .H. Balachander, **Koju Hi karate Federation**, Chennai

The College has always been proactive in providing platform for the students by organizing different types of competitions on social issues. In the academic year, competitions like Elocution, poetry writing, essay writing, poster presentation were organized. In all these competitions the students enthusiastically participated. It provided a better opportunity to express their thoughts and feelings. The college has organized a number of lectures to sensitized students on gender sensitivity. Social awareness programs were frequently organized by the college.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.3 Alternate Energy initiatives such as:

#### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response:** 88

#### 7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 22

#### 7.1.3.2 Total annual power requirement (in KWH)

Response: 25

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.4 Percentage of annual lighting power requirements met through LED bulbs****Response:** 72.73

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 160

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 220

**File Description****Document**

Details of lighting power requirements met through LED bulbs

[View Document](#)**7.1.5 Waste Management steps including:**

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

**Response:**

Waste is hazardous to environment and health of people so it needs proper disposal or recycling.

**Solid waste management:**

Solid waste generated in campus is comparatively less. Food packages, papers, Classroom and office dust garbage are collected in drop box placed in campus, dust bins in class rooms and offices. The sanitary napkins are especially disposed in drop box placed in changing rooms and ladies toilets. These collected solid wastes are hygienically incinerated and safely transferred to Municipal Corporation for proper dispose and treatment.

**Liquid waste management:**

The liquid waste generated in laboratories of Biochemistry, Chemistry and Microbiology are diluted with water and safely discharged in sewage channel of college.

A separate ladies room with attached toilet for the girls is provided. Sanitary napkin vending machine is installed near the toilet blocks. First aid facility is made available. Health checkup for the students is conducted every year. Water purifiers (RO system is installed) for drinking water. Campus is kept meticulously clean.

**E-waste management:**

The E-waste such as old monitors, CPUs, electronic devices and scrap materials are sent off for further

recycling and appropriate disposal.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

The college is installed with efficient **Rain water harvesting system**. Our region receives 780mm of average rain fall. The rainwater from the rooftop area around 4000sqft of library –Nutrition, Biochemistry -Chemistry buildings are collected through pipes in a pit tank meant for Filtration of rain water. A filtration tank is built facilitating underground absorption. The filtration tank has an inlet to receive the rain water and an outlet connected with water reservoir. The filtration tank's inlet compartment has three layers, lowest layer has coarse gravel, second layer with bricks, and upper consisting of coarse sand, while outlet compartment is filled with charcoal. The rain water is collected in the filtration tank and percolated downside in the water reservoir. The water reservoir tank has 10,000 liters water capacity. The water is used throughout the year; however, it is significant during summer. This water is utilized in laboratories, toilets, watering to college garden and other purposes.

### 7.1.7 Green Practices

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### Response:

#### **Students, staff using Bicycles, Public transport, Pedestrian friendly roads:**

The college has been taking initiatives for green, Pollution- free campus and eco-friendly life styles through motivating staff and students for using bicycles, public transport and pedestrian roads.

#### **Plastic free campus:**

The efforts are underway to reduce the usage of plastic bags and bottles inside the campus. Awareness is given through campaigns conducted periodically through paintings and posters on strategic points.

#### **Paperless office:**

The office automation is implemented with softwares trying to reduce paper consumption from office work. The notices for staff are circulated through **Public Address systems, emails, Mobile & Whatsapp messages and college website.**

#### **Green landscaping with trees and plants:**

To keep the college campus '**Clean and Green**', the college has undertaken green campus landscaping initiatives. The college has been planting shrubs and trees, including medicinal, ornamental, bushy, climbers, cactus, and palms in the campus.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

#### **7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**

**Response: 2.77**

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
12.74	3.75	1.27	1.44	0.39

<b>File Description</b>	<b>Document</b>
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### **7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:**

- 1. Physical facilities**
- 2. Provision for lift**
- 3. Ramp / Rails**
- 4. Braille Software/facilities**
- 5. Rest Rooms**
- 6. Scribes for examination**
- 7. Special skill development for differently abled students**
- 8. Any other similar facility (Specify)**



**A. 7 and more of the above**

**B. At least 6 of the above**

**C. At least 4 of the above**

**D. At least 2 of the above**

**Response:** D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### **7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**

**Response:** 10

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	3	1	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### **7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**

**Response:** 1294

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
287	228	400	243	136

**7.1.12**

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal / Officials and support staff**

**Response:** Yes

<b>File Description</b>	<b>Document</b>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

**7.1.13 Display of core values in the institution and on its website**

**Response:** No

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics**

**Response:** No

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five**

years

**Response:** 4500

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1000	1000	1000	1000	500

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

**Response:**

The institution organizes the celebration of birth and death anniversaries of great leaders of India in order to motivate the students towards development of qualities like leadership, patriotism, self-abnegation, national integrity and national progress. The institution pays tribute to their memories for their contribution in securing independence, Rights of Human being and freedom from the British Raj. The national leaders like Mahatma Gandhi, Jawaharlal Nehru, Swami Vivekananda and Dr. Babasaheb Ambedkar have dedicated and sacrificed their lives for the welfare of our Indian nation. They are the source of inspiration for our progeny.

### 7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

**Response:**

To maintain complete transparency in various functions, the following measures are followed:

- The institution undergoes two types of audit – Internal Audit by Vaniyambadi Muslim Educational Society and External Audit by the Government. The Internal audit is conducted every year and external Audit as scheduled by the Govt.,
- The institute presents its budget before Local Management committee,
- The purchase committee is formed which allots funds for different departments.
- Consistent efforts are taken by the institution to promote research as it is an essential requirement

of higher education. The institute provides the research platform to satisfy the needs of faculty as well as students. All the notification for seminars/ Conferences / Journals are attached in the notice board at regular intervals

- The faculty members are encouraged to undertake and complete their research degrees such as M.Phil., PhD. They are also encouraged to undertake minor/major research projects.
- The institution also promotes teachers to write text books.
- Various departments are actively encouraged to organize workshops and seminars by the institute in order to update the knowledge of the stake holders
- The faculty members are advised to practice innovative strategies for teaching-learning process.
- Our college admission process is transparent. The selection of students for admission to UG and PG courses is made purely on merit basis and as per the university guidelines.
- The various committee heads and heads of the respective departments are consulted in the policy – making and plans for the development of the institution. The suggestions from the stake – holders are duly honored for the overall development of the institution.
- The students are provided all possible help through scholarship and student welfare fund. Apart from that, the Vaniyambadi Muslim educational Society (VME Society) provides substantial fund to help students to pay their fees, which is raised through the contribution of local donors such as listed below

- 1.HB Foundation, Vaniyambadi
- 2.Baithul Mal, Vaniyambadi
- 3.Yatheem Khana
- 4.H.M. HabeebTrust,Chennai
- 5.AIWA, Ambur
- 6.Falah- I –Millath Fedaration, Tirupattur
- 7.Bharathi Foundation, Chennai
- 8.Vellore Insititute technology, Vellore
- 9.Labor Welfare Scholarship, Govt. of Tamilnadu.
- 10.Farmer’s Scholarship, Govt. of Tamilnadu.

- NSS unit of the college has organized NSS camps in rural areas which has contributed immensely through volunteering in community and creating awareness drives.
- The institution provides opportunities through various activities like skill based activities, sports and cultural programmes.
- The college administration brings awareness among students as well as staff about the environment and its protection through tree plantation drive in and outside the campus. The cleanliness drive implemented by central government has also been implemented enthusiastically.

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

**Response:****1. NUTRITION & HEALTH AWARENESS**

**“ To eat is a necessity, but to eat intelligently is an art”**

**EVIDENCE OF PROGRAMME ON NUTRITION & HEALTH:** In the year of 2017-2018 department of Foods & Nutrition and Bio-Chemistry conducted 3 days camp for the subject “Community Nutrition” regarding Assessment of Nutritional and Health Status of selected school going children (6-11 years) at “Municipal Govt. School”, Vadacheri. The following program was conducted by our students for the benefit of School students. Nutrition Education Awareness about Health and Nutrition clinical assessment; Learning the details about their own physiological functions, Action plan in nutrition and health education, gaining knowledge about methods of cooking, Uses, Storage and preservation. Supplement nourished foods with plenty of nutrients.

In the next consecutive month similar kind of camp was conducted but with the addition of Blood Group analysis among the selected school going children between 11 to 14 years at “Govt. Higher secondary School”, Vellakuttai, Vellore District. The following program was conducted for the benefit of the School students belonging to rural area. The camp was proved to be very effective as it has created enormous impact of knowledge about nutrition among these students. Apart from this, on the occasion of ‘National Science Day’ conducted on 29th February 2018, a book comprising all the details about nutritious values of Cereals & Millets was distributed to the parents belonging to surroundings of Vaniyambadi.

Our institution also had a tie up (Memorandum Of Understanding) with (VDF) Vaniyambadi Development Forum. In joint collaboration with VDF, we organized awareness program on “Health and Hygiene”, Sample of Nutritious food item like mixture of protein based sprouted sundal was distributed, side by side the people were also cautioned about the ill-effect of ‘Food Coloring’, ‘Soft-drinks’, ‘Stale Foods’, ‘Junk Foods’ and ‘Fried items’. Power Point presentation was highlighted on concept of “kitchen cleanliness and hygienic practices”.

S.No	Academic year	Number of students participated	Number of Teachers participated	School/Industry Visited
1.	2013-2014	88	6	Islamiah Girls higher secondary school
2.	2014-2015	95	4	Al-Huda matriculation school
3.	2015-2016	94	6	Al-Huda matriculation school
4.	2017-2018	93	7	Municipal Govt School & Govt Higher School

**CONTEXT:** Nutrition Education Awareness about health and Nutrition clinical assessment Learning the details about their own Physiological functions

**PRACTICE:** This practice sensitizes the students about action plan, nutrition and, health education, gaining knowledge about methods of cooking, uses, storage and preservation, Supplementation nourished foods with plenty of nutrients.

### **BEST PRACTICE 2:**

#### **HEALTH SERVICES TO COMMUNITY IN COLLABORATION WITH MEDICAL ORGANIZATIONS**

**OBJECTIVE OF THE PRACTICE:** Providing affordable medical check-ups for the common people, helps in effective realization of the social consciousness and responsibility of the institution, simultaneously serving the dual purpose of creating awareness on health and hygiene while aiding in both primary preventive diagnostic care.

**PRACTICE:** Medical camps are frequently organized by the Department of NFSMD and Biochemistry.

- A Group of Cardiologists from **MMM Hospital** visited the college in a “Mobile unit” equipped with Treadmill, ECHO and ECG. People from this region were provided with a chance to have free Medical check-up.
- **Vasan Eye care** from Ambur visited the college campus to render free Eye check-up for the general public.
- **Narayana hrudayalaya** from Bangalore conducted Free Cardio Check- up in the campus.

### **BEST PRACTICE 3: ENHANCING EMPLOYABILITY**

**OBJECTIVE OF THE PRACTICE:** The main objectives of this practice are

- To improve the academic standards and to develop the quality of competence required to meet the changing trend of current scenario.
- To guide students to choose right career and provide skilled man power.
- To provide job opportunity to students in local organizations.
- To recruit alumni as faculty in college
- To establish partnership with the industries

**THE CONTEXT:** We inspire the students to be focused on real world problems of industries and their current required skills because companies no longer focus for academic excellence, aptitude, group discussions and interview skills but also looking at how well the students are prepared to work in their companies. In a nut shell, industries need employable graduates for their support and service. We construct the bridge between students and industries for proper placement through this practice. The practices reflect on aims and objective of empowering women and to bringing them in the mainstream to compete as equals with men.

This practice operates on three levels as:-

## 1. Interview skill Training

### 2. MOU with Industry and Institutes

### 3. Alumni employed as faculty

### 4. Placment Opportunity

The practice operated in following four levels

#### 1. Interview skill Training

Campus recruitment training programme in our college is designed to aid and support our candidates to prepare for recruitment through Campus Placement Programs. UG and PG -Final year students are trained with mock interviews The candidates are trained thoroughly in the following areas.

- Personality development
- Examination preparation techniques –
- Aptitude tests
- Group discussion process
- Interview process

**Barclays Global Youth Employability** Initiated with two days Training Program on 11th and 12th January 2018. 550 students from UG and PG final year attended the training program for two days.

1. Training and Placements cell organized one day workshop on TNPSC Exam on 30th January 2018. Mr. Baskaran Krishnamurthy Income tax officer, Chennai and Dr. Uma Mageshwari, HOD of Sanskrit Department, Queen Mary's College, Chennai was the resource person.
2. **Career Awareness Program| 14th October 2017:** Vellore Institute of Computer Technology organized Career Awareness Program for all the UG and PG students.
3. On 11th and 12th January 2018. 550 students of UG and PG final years attended the Training Program for two days.
4. **Campus Drive :** On **26th March 2018** Unique Academy, Vaniyambadi organized Campus Drive at College campus. 22 students from UG and PG English and Mathematics attended the drive. 5 students were selected for the final round and they were placed at Unique Academy, Vaniyambadi.

#### 2. MOU with Industry and Institute

The college has academic partnership with HCL, a software company based in Chennai .The partnership promoted training programme to our students on” **New trends in software technology and current perspectives in the field.**”

MOU has made with **Vanitech**, Effluent treatment Plant Which treats the Tannery effluent water which is recycled and used back by the Tannery. With the help of this MoU Faculty and Students of our college finds opportunity to do projects in Solid and Liquid waste Management.

MOU with Paramedical Institute endowed skills on Medical Lab technology and Employability

MOU with ICA (TALLY) facilitated employment opportunity in Banking Sector , Companies etc.,

### **1. ALUMNI AS FACULTY:-**

The eligible and qualified alumni got recruited in our college as per the rules and regulations of University. Many of the alumni are currently working as Assistant Professors in our college.

### **1. OPPORTUNITIES IN LOCAL ORGANIZATION:-**

We promote the local organizers for providing jobs to the students of our college. Presently, our students are working in local credit cooperative societies, departmental stores, hospitals and schools etc.

### **PROBLEMS ENCOUNTERED:**

- Initially we encountered problems with communication skills especially communicating in English; to resolve it we have started Bridge course .
- Student need to be motivated
- Industries are invited and enlisted for campus placements.

### **BEST PRACTICE : 4.EXTENSION ACTIVITY FOR STUDENTS**

**OBJECTIVE OF THE PRACTICE:** Extension activities are made mandatory for the students to promote Community linkage with Social Responsibility, Interaction with the people and Problem analyzing and solving skills.

**PRACTICE:** In Contemporary society, the students are ignorant about the problems of the society where they live. Therefore, it is realized that the students must be sensitized about the society and extension activities are made mandatory for them.

1. NSS, Youth Red Cross Society, and Red Ribbon Club are functioning in the College and they involve the students in the activities like community service.
2. Organizing camps like AIDS , Cancer, and Dengue Awareness etc.
3. Blood Donation Camps, Screening Camps for Heart, Bone disorders, Breast Cancer etc.,
4. Students' contribution to Old Age Homes by frequent visits, physical and monetary help.
5. Campus cleaning and Beautification.
6. Drive against Domestic Violence

### **EVIDENCE OF SUCCESS:**

Students realized the challenges faced by the school drop outs in society. They have also realized the value and importance of education for their upliftment. As a result, the dropouts from our college have



drastically declined. Students have developed the quality of integrity through the extension activities. The students' volunteer act as scribes for the visually and physically challenged candidates in the college during competitive examinations. Student participation in various socio-cultural activities has also greatly increased.

### **PROBLEM ENCOUNTERED**

1. Fund mobilization to organize events of the clubs encountered as the major problem
2. Society being orthodox Muslim community, Muslim Girls finds difficulty in getting permission to participate in various social activities.

**PRACTICE:** This sensitizes the students for good behavior, attitude of High social values and responsible citizens with spirituality.

### **BEST PRACTICE : 6. DAILY ASSEMBLY**

**OBJECTIVE OF THE PRACTICE:** **Holiness is next to Godliness**, to begin a day with a prayer, in submission to God, creates a sense of unity and solidarity. Our institute pays extra attention in performing a very effective prayer session every morning during the Assembly.

A high quality college assembly is one of the most important aspects of curriculum. Its potential to nurture a positive college ethos that emphasizes for the self, others and the pursuit of all forms of excellence should not be underestimated. It powerfully nurtures the development of intra personal intelligence.

The main of objectives of the prayer is to make all the faculty members and students to assemble in one place and to communicate information about the daily or weekly activities of the college. Students gather in assembly daily to perform Morning Prayer, to readout news and sing college song as well as perform exercise in order to make them active and energetic.

### **MAIN OBJECTIVES**

The main purpose of conducting assembly is

1. To develop a feeling of affiliation and unity among students.
2. To acquaint students with the college events more clearly.
3. To develop in students a sense of identity with the college.
4. To motivate students by positive reinforcements in the form of praise or rewards awarded in public.

**CONTEXT** : The assembly is quite relevant as information is passed to all members of staff and students through a single announcement to avoid complaint against lack of awareness about any event or happening of the college. This get-together avoids discrimination and student unrest as it creates familiarity with one another.

**EVIDENCE OF SUCCESS:** This is a harmonious and healthy practice followed since the inception of the institution in 1997. The College conducts assembly every day at 8.30 am.

The assembly comprises

- Song in Praise of Almighty
- College song
- News Headlines
- Health Tips
- General Quiz to increase the Knowledge of the students
- Physical fitness
- All announcements like inter and intra college events, scholarships, fees, exam dates, college bus timings, training, placement, academic and professional meets, discipline and all other information are disseminated to the students.
- Honoring of achievers (both faculty & students)
- Any talk by an outsider which will be a matter of interest to the students is delivered during the assembly.
- Condolence if any is expressed with all community prayer with recitations of verses from Holy Quran and the condolence resolution is forwarded to the family of the bereaved.
- An announcement for students by Union members.

## **EVIDENCE OF SUCCESS**

Compliance of dates and schedules by one and all in the institution itself is an evidence for success of this practice. All are abreast and updated with information.

To sum up, the Daily Assembly creates a bonding among the 2500 strong student community, all united in a feeling of loyalty towards their institution. It comprises a prayer as well as moral teachings which help in the holistic development of the student, making them not just a good student but more importantly, a good human being.

## **BEST PRACTICE : 7 ORGANIC FARMING**

**OBJECTIVE OF THE PRACTICE:** Organic farming is a production system which avoids or largely excludes the use of synthetically compounded fertilizers, pesticides, growth regulators, genetically modified organisms and livestock food additives.

**CONTEXT :** Organic farming uses method like green manure and composting which replaces nutrients taken from the soil from the previous crops, organic farming relies on natural breakdown of organic matter and hence allows the production of nutrients in the soil. It improves soil fertility and feeds nutrients to the soil to feed the plant. Organic farming is one of the effective method for soil management.

## **EVIDENCE OF SUCCESS:**

The degradable waste and litter collected in the campus dumped into a pit for Vermi composting converted to organic manure. This organic manure used for our kitchen Garden as well as Herbal Garden. The vegetables and Greens cultivated in the kitchen Garden of campus are grown by organic method which is pesticide free. Student gains knowledge on how to grow good quality Vegetables and Greens as well nutritive values of them.

Herbal Garden contains various medicinal plants like Tulsi, Aloe Vera, Stevia, Phyllanthus Amarus (khizhanelli), Goose berry, Acalypha indicia (Kuppaimeni), Ginger, Neemetc.,

Enviro club taken initiative to make this practice successful.

### 7.3 Institutional Distinctiveness

#### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

**Response:**

Our college is one of the leading institutions providing higher education since last three decades exclusively for women hailing from remote rural places with the clear vision and mission of educating and empowering women.

We strive for overall development of girls through academic excellence, as offering degree, P.G., doctoral courses. In view of globalization, college offers certificate courses in Communication in English, Banking etc.

We have academic partnership with HCL (Software Company) which includes training to students and faculty regarding new trends in software technology. Presently, 5 students got recruited through placement cell . Our eligible, meritorious alumni got recruited in our college. We promote the local organizers for providing jobs to our students in their firms.

Our college has started 'Earn and Learn' scheme by Entrepreneur development cell which organized 'Jute workshop' to help students from economically backward, meritorious and needy students to pursue higher education.

Our college provides coaching for TNPSC, SET, NET, BANKING SERVICES competitive examinations. Our students are working in private, Public; industrial sectors in and abroad countries. These measures are carried out to uplift and merge girl students in mainstream and enrich their life thus proving our slogan "Join us to enrich life"

The major thrust area is adequate infrastructure for increasing strength of students, boosting research activities and open ground for sports. Our academic excellence is reflected in the results; Nutrition students have been securing first rank at University level successively for many years.

Our students are bright not only in academics but also in sports like volley ball ,Kabbadi and Chess. Our student have won prizes in chess tournaments and 500m cross-country races at zone level and were selected in university level. Our college magazine provides platform for self-expression, awareness and appreciation on diverse issues pertaining to social, political, economic and environmental issue.

Our students participated in the Save Girl child campaign through NSS, helping to build democratic minds of students through value education, Social and environmental awareness. Women's health and defense are important issues; so college has started self -defense training. Sanitary napkin vending machine and incinerator is installed. Health checkcamps for women are organized.

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## 5. CONCLUSION

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### **Additional Information :**

Various best practices are observed in the institution. Community services apart from academic and administrative services which are best for the benefit of the students are put into practice. Furthermore, Milad-un-Nabi and moral education program serve the purpose of enrichment and cultivation of social and moral virtues with special attention to their global responsibility towards humanity. The College conserves energy by replacing the conventional lighting with CFL/LED fittings. Rooftop Solar Plant has been installed in the campus for the conservation of energy. The institute has a well-planned mechanism for waste management. Solid and Liquid wastes are properly treated with appropriate plumbing. The institute also has an appropriate rainwater management system. The building architecture also has a proper rainwater-harvesting structure and the rainwater is allowed to go underground through these structures.

### **Concluding Remarks :**

Thus it can be concluded that the college is committed to developing skills in women and make them well versed in modern education and technology while imbibing social sensitivity and environmental consciousness for the betterment of self and society. To promote and provide opportunities for academic excellence by developing critical thinking and adding new perspectives to the world of knowledge.