Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions

(For Autonomous Colleges)

(Revised as per Revised Accreditation Framework in November, 2017)

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bengaluru - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

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राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
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in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.
Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – *Vision*

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) Relevant and quality academic/ research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of assessment and evaluation process;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks

b) Parameters for various academic and administrative activities of the institution;

c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters to all stakeholders;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Periodical conduct of Academic and Administrative Audit and its follow-up

j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

a) Ensure clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. Teachers to represent all level (Three to eight)

3. One member from the Management

4. Few Senior administrative officers

5. One nominee each from local society, Students and Alumni

6. One nominee each from Employers /Industrialists/Stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing

Council/Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.

Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016**:

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A & A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Autonomous Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

1. Data of the Institution

(data may be captured from IIQA)

- Name of the institution : A.D.M. College for Women (Autonomous)
- Name of the Head of the institution : Dr. L. Megala
- Designation : Principal

- Does the institution function from own campus : Yes
- Phone no./Alternate phone no : 04365 248118
- Mobile no. : 9487570108
- Registered Email : admcnagai@yahoo.co.in
- Alternate Email : admiqac2019@gmail.com
- Address : No: 1 College Road, Velippalayam
- City/Town : Nagapattinam
- State/UT : Tamil Nadu
- Pin Code : 611 001

2. Institutional status:

- Autonomous Status *(provide the date of Conformant of Autonomous Status):*7th October 2004
- Type of Institution: Co-education/Men/Women : Women

- Location : Rural/Semi-urban/Urban : Rural

- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify)

- Name of the IQAC Co-ordinator/Director : Dr. N.K. Premavathi

- Phone no. /Alternate phone no. : 9865384172

- Mobile : 9487570108

- IQAC e-mail address : admiqac2019@gmail.com

- Alternate Email address : admcnagai@yahoo.co.in

3. Website address:

Web-link of the AQAR: (Previous Academic Year):
http://www.adjadmc.ac.in/AQAR2018-19.doc

4. Whether Academic Calendar prepared during the year? Yes/No: **Yes**

if yes, whether it is uploaded in the Institutional website

Weblink: https://www.adjadmc.ac.in/calendar.php

5. **Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st Cycle	A	-	2004	5 Years
2nd Cycle	A	3.11on 4 point scale	2011	5 Years
3rd Cycle	A	3.28 on 4 point scale	2017	5 Years

6. Date of Establishment of IQAC: DD/MM/YYYY: **27-9-2004**

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1. Regular meeting of IQAC is arranged	25.06.2018 12.09.2018 15.10.2018 06.12.2018 03.04.2019	18 18 18 18 24
2. Timely Submission of AQAR to NAAC	Online Submission on 12.12.2018	-
3. Feedback collected from Students Alumnae Parents	26.03.2019 22.03.2019 18.03.2019	485 75 125
4. Participation in NIRF	Online Submission on 28.11.2018	-
5. External Academic Audit	Audit conducted on 14.03.2019 & 15.03.2019	-

Note: Some Quality Assurance initiatives of the institution are:
   (Indicative list)

- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

8. **Provide the list of Special Status conferred by Central / State Government-**
   UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount Rs.
Botany (2-Programmes) Physics (1-Programme) Chemistry (1-Programme)	Application of Science and Technology for Rural Area (ASTRA 2018)	Tamil Nadu State Council for Science and Technology (TNSCST)	11.12.2018	1,00,000 (For each programme Rs. 20,000 allotted)

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: **YES**
   *upload latest notification of formation of IQAC – **View Document**

10. No. of IQAC meetings held during the year: **05**

   The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….
   Yes/No   (Please upload, minutes of meetings and action taken report) **Yes – View Document**

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   **Management Fund**

   If yes, mention the amount: **Rs. 3,00,000**   Year: **2018-2019**

12. Significant contributions made by IQAC during the current year (maximum five bullets)

   ➢ Institute participated in NIRF 2017-18
   ➢ Convened periodical meetings with staff members to formulate the plan of action to be implemented for the benefit of the students.
   ➢ Collected feedback from various stakeholders and analyzed.
   ➢ Organized Faculty Development Programmes to enhance the skill of the faculty members.
   ➢ Organized soft skills and personality development programmes for students.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
• To introduce more number of job oriented certificate courses.	• Conducted Job Oriented Certificate Courses – I Year : 5 Courses II Year : 4 Courses III Year : 1 Course
• To motivate staff members to get funds for research activities.	• 8 Proposals were sent to TANSCHE/ TNSCST for organizing Seminars, Workshops and Conferences.
• To organize more number of Seminar, Workshop and Conference.	• 01 Workshop and 21 Seminars were conducted by the various departments.
• To involve the students in Extension Activities	• Students were involved in the Extension Activities to inculcate social responsibilities among them. No. of Extension Activities - 03

14. Whether the AQAR was placed before statutory body?   **Yes**

     Name of the statutory body: **College Committee**

     Date of meeting(s)   : **15.10.2018**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

             Yes/No: No   Date: -

16. Whether institutional data submitted to AISHE: Yes

         Year: **2018-19**   Date of Submission: **28.02.2019**

17. Does the Institution have Management Information System?

                         Yes

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

 - ➢ College committee is the executive authority, chiefly responsible for giving a proper direction to the growth of the institution.
 - ➢ Various committees are constituted with the specific duties and tasks. Duties and responsibilities are allocated in a systematic manner by way of forming committees.
 - ➢ Planning execution and budget allocations are done by various committees and funds are allocated for developmental activities.
 - ➢ Academic and administrative audits are done regularly by the authorized agency.
 - ➢ Feedback from Students, Alumnae, Parents, External examiners are collected in every academic year to improve the quality.
 - ➢ IQAC supervises the activities of various committees.
 - ➢ List of modules currently operational are
   1. Academic Management

      includes Governing Body, Academic Council, Board of Studies, Finance Committee, Admission Committee, College Council, Staff Club, Academic Performance Committee, Library Committee, IQAC, Tutorial System, Discipline Committee and Hostel Committee.
   2. Administrative Management
      a) Maintenance Committee

         covers the functioning of building maintenance, water supply, electricity, garden, furniture, cleanliness and sanitary, Xerox centre, security system maintenance.
      b) Accounting system

 To monitor effectively the Academic and Administrative activities of the college, Principal is assisted with Vice Principal (Academic), Vice Principal (Administrative) and Dean (Infrastructure).

Part-B

CRITERION I - CURRICULAR ASPECTS		
1.1 Curriculum Design and Development		
1.1.1 Programmes for which syllabus revision was carried out during the Academic year		
Name of the Programme	**Programme Code**	**Dates of revision**
B.A., History	UAH	20.04.2018
B.A., Economics	UAE	17.04.2017
B.A., Tamil	UAT	18.04.2017
B.A. English	UAN	18.04.2017
B.Com	UCO	18.04.2017
B.Sc., Mathematics	USM	18.04.2017
B.Sc., Zoology	USZ	17.04.2017
B.Sc., Chemistry	USC	17.04.2017
B.Sc., Physics	USP	18.04.2017
B.Sc., Computer Science	UCS	18.04.2017
B.Sc., Information Technology	UIT	18.04.2017
B.Sc., Bio Chemistry	USB	26.04.2017
B.Sc., Geology	USG	08.05.2017
BBA	UBA	18.04.2017
BCA	UCA	18.04.2017
B.Voc., Software Development in Multimedia and Animation	VSW	07.11.2018
B.Voc., Marine Food Processing and Preservation Technology	VMF	07.11.2018
M.A., Economics	PAE	17.04.2017
M.Com	PCO	18.04.2017
M.Sc., Mathematics	PSM	18.04.2017
M.Sc., Chemistry	PSC	17.04.2017
M.Sc., Physics	PSP	18.04.2017
M.Sc., Computer Science	PCS	18.04.2017
M.Sc., Zoology	PSZ	17.04.2017

1.1.2 Programmes/ courses focused on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
B.A.History	20.04.2018	MBE - Human Rights – UHE3 MBE – Indian Constitution – UHE5 CC – Archaeology – UHN CC – Women through Ages in India - UHM	26.06.2018
B.A. Economics	17.04.2017	CC – Indian Economic Development – UEB SBE – Economics for Competitive Examinations – 1AES1 MBE- Computer Application in Economics – AE1 MBE – Entrepreneurial Development – UEE4 MBE – Human Resource Development – UEE5 CC-Labour Economics – UEJ NME – Issues in Indian Economy – UEE1 CC – Industrial Economics – UEO CC- Agricultural Economics - RUED	26.06.2018
B.A. Tamil	18.04.2017	NME – Potti thervu Tamil – UTE1A EC- Udaka mozhipayirchi – UGSTC Allied- Makaliriyal – UTD SBE-Inayamum Inayathamizhum – UTS3 CC- Opilayakiyam - UTE	26.06.2018

B.A. English	18.04.2017	NME - Spoken English – UNE1 NME – Presentation Skills – UNS1 CC- Study Skills – UNS2 CC – Business Communication – UNS3 EC- Journalism – UNE4 EC- Translation Theory Practice – UNE5	26.06.2018
B.Com	18.04.2017	CC- Principles of Accountancy – UCA CC- Financial Accounting – UCE CC- Principles of Business Management – UCD NME- Basics of Accounting – UCE1 CC- Cost Accounting – UCG NME – Computerized Accounting – UCE2A CC- Corporate Accounting – UC1 CC – Auditing – UCK CC-Computer Application in Business – UCLA CC- Income Tax Law and Practise – UCM CC- Management Accounting – UCM CC- Business Environment – UCA2 CC- Business Law – UCF CC- Company Law and Secretarial Practice – UCA4 CC- Financial Management – UCJ CC- Entrepreneurial Development – UCO CC- Human Resource Management – UCE4 CC- Investment Management – UCE5 CC- Statistical Methods for Business – UCB CC – Marketing – UCC CC- Business Communication – UCA3 CC- Banking Theory Law and Practice – UCH CC- Indirect Tax Laws – UCSI CC- Financial Services – UCE3 CC- Salesmanship - UCS2 CC- E-Commerce – UCS3	26.06.2018
B.Sc., Mathematics	18.04.2017	CC – SPSS – UMS1Y CC- Quantitative Aptitude – UMS2 CC – Introduction to Fuzzy Matrix	26.06.2018
B.Sc., Zoology	17.04.2017	SBE – Apiculture – UZS1 SBE – Vermiculture – UZS3 SBE - Poultry Science-UZS2 SBE- Dairy Farming – 1SZS2 NME – Commercial Zoology – UZE2 MBE – Medical Lab Technology – UZE4 MBE – Economic Zoology – UZE5 NME – Public Health and Hygiene – UZE1	26.06.2018
B.Sc., Chemistry	17.04.2017	CC- Pharmaceutical Chemistry – UQS1 CC – Polymer Chemistry – RSC1MBE3 CC- Applied Chemistry – UQS3 CC- Agricultural Chemistry – UQE5	26.06.2018
B.Sc., Physics	18.04.2017	NME – Energy Physics – UPE1 NME – Weather Forecasting – UPE2 SBE- Astro Physics – UPS1 SBE- Biomedical Instrumentation – UPS2 SBE- Statistics – UPS3 MBE- Communication Physics – UPE5	26.06.2018
B.Sc., Computer Science	18.04.2017	CC-Office Automation Lab - UXCY MBE – Dotnet – UXE3 CC- Programming in C++ Lab - RUXEY CC- Java Programming Lab – SXJY CC-Dotnet Programming Lab- RSXMY SBC- Multimedia Lab – UXS1Y	26.06.2018
B.Sc., Information Technology	18.04.2017	CC-Programming in C –UIB AC-Digital Electronics and Microprocessors-RUIA1 CC- Shell Programming Lab – UIOY	26.06.2018

		SBE- Smart Device Programming Lab- RUIS3Y SBC-Web Programming with PHP & MYSQL Lab-UIS1Y CC – Programming in Java Lab – UIIY CC-Computer Graphics and Multimedia – UIM AC-Digital Marketing – RUIA3	
B.Sc., Bio Chemistry	26.04.2017	NME – Cosmetology – UBE2 MBE – Biotechnology – RUBE4 MBE – Bioinformatics – RUBE5 MBE – Medical Lab Techniques – UBE3 CC – Pharmaceutical Biochemistry – UB1 Allied – Microbiology – UBA3 SBE – Herbal Medicine – UBS1 SBE – Food and Nutrition – UBS3 NME – Women and Health – UBE1	26.06.2018
B.Sc., Geology	08.05.2017	CC- Physical Geology – UGO CC – Paleontology and Crystallography – UGF EC- Paleontology and Crystallography Practical- UGEY SBE – Climatology – UGS1 EC – Fundamentals of Geology – UGE1	26.06.2018
BBA	18.04.2017	CC – Marketing Management – BAB MBE – Retail Marketing Mangement - UAE5 NME – Managerial Skills – UAE2 NME – Personality Development – UAE1 SBE- E-Business – UAS2 SBE- Office Management Practical – UASAY CC- Business Law – UAF CC- Entrepreneurial Development - UAN	26.06.2018
BCA	18.04.2017	CC-Office Automation Lab – UKCY CC-Java Programming Lab –UKGY CC-Cloud Computing –UKN CC-Business Process Outsourcing -RUKO AC- Tally Lab- UKA6Y MBE- Mobile Application Development Lab – BCAMBE3P AC- Elements of Accounting – RUKA2 SBE- HTML5 and CSS3 Lab-UKSIY SBE-Computer Graphics and Animation Lab – UKS2Y	26.06.2018
B.Voc., Software Development in Multimedia and Animation	07.11.2018	Allied – Digital Electronics – VXA2 CC – Web Designing for Graphics Designer-VXD CC- Fundamentals of Animation - VXE	26.06.2018
B.Voc., Marine Food Processing and Preservation Technology	07.11.2018	Packing & Labeling of Fish and Fishery Products – VZA5Y Fish Products and Byproducts Technology- VZA6Y Fish Processing Technology – VZA3Y	26.06.2018
M.A., Economics	17.04.2017	CC- Mathematical Methods of Analysis-PED CC- Statistics – RPEH EC – Computer Applications in Economics– PEE CC- Research Methodology – PEI CC- Environmental Economics – PEE2 CC – Agricultural Economics – PEM	26.06.2018
M.Com	18.04.2017	CC- Marketing Management – PCC CC- Advanced Financial Management – PCE CC- Strategic Management -PCF CC- Ms Office And Accounting Software Package – PCHa CC- Advanced Corporate Accounting – PCI CC- Cost and Management Accounting – PCK CC- Income Tax Law and Practice – PCM CC- Human Resource Management – PCN CC- Business Environment and Management – PCB CC- Corporate Law – PCD CC- Banking and Financial Institutions – PCE3 CC- Security Analysis and Portfolio Management – PCE5 CC- Organizational Behaviour – PCE1	26.06.2018

		CC- Business Statistics – RPCG CC- Services Marketing –PCE2 CC-International Business - PCL	
M.Sc., Mathematics	18.04.2017	MBE- Advanced Numerical Analysis – PME4 MBE – Optimization Techniques – PME3	26.06.2018
M.Sc., Chemistry	17.04.2017	EC- Analytical Techniques – PQE5 EC- Industrial Chemistry – PQE2 EC- Applied Chemistry – PQE4 EC- Green Chemistry – PQE3 CC- Recent Trends in Chemistry – PQM EC- Non conventional Energy Sources – PQE1	26.06.2018
M.Sc., Physics	18.04.2017	EC- Nano material and Application – PPE3 EC- Communication Physics – PPE4 CC – Advanced Physics – PPM	26.06.2018
M.Sc., Computer Science	18.04.2017	CC-Web Technologies Lab-PXEY CC-Distributed Technologies Lab –RPXMY EC-Software Project Management –PXE1 CC-Big Data Analytics – RPXL CC-Data Mining and Data Warehousing Lab-PSMY EC- Artificial Intelligence – MXE1 EC – Internet of Things – RPXE5 CC- LAMP Lab - PXNY	26.06.2018
M.Sc., Zoology	17.04.2017	ELC – Fishery Biology & Fish Processing Technology – PZE1 ELC- Environmental Biology and Toxicology –PZM ELC – Bio Informatics – PZE2 ELC- Economic Entomology – PZE4 ELC – Coastal Aquaculture – PZE3 ELC – Biostatistics and Computer Applications in Biology - PZK	26.06.2018

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme/Course	Date of introduction
B.Voc., Marine Food Processing and Preservation Technology	2018-2019 (01.08.2018)
B.Voc., Software Development in Multimedia and Animation	2018-2019 (01.08.2018)

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
CBCS pattern is implemented for all UG and PG programmes from 2004-05					

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Department	Date of introduction	Number of students enrolled
E- Banking	Commerce & BBA	26.06.2018	116
Disaster Management			120
Objective English	English	26.06.2018	17
Basic Economics	Economics	26.06.2018	30

1.3.2 Field Projects / Internships undertaken during the year

Project/Programme Title	No. of students enrolled for Field Projects/ Internships
M.Sc., Computer Science	09
M.C.A.,	15
M.Sc., Chemistry	Project – 05 Internship - 04

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5)Parents
Yes	Yes	No	Yes	Yes

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the Institution? (maximum 500 words)

The College maintains Feedback System as a quality consistence and quality enhancement measure. Feedback was collected manually from Stake holder's viz., Students, Parents and Alumni. A survey was conducted to evaluate teacher quality.

Principal conducted staff meeting and motivated them to improve their quality of performance. Staff motivation needed for extracurricular activities.

Feedback regarding course content, learning resources, continuous internal assessment, quality of teaching and examination pattern was collected from students. After scrutinizing the feedback a very good feedback received for Teaching and Learning.

From the analyzed feedback about staff by the students, the staff members were congratulated by the principal for being a good model to the students.

A broad survey was conducted to get feedback from students regarding library. The feedback was analysed and based on the request of the students necessary steps were taken to issue books to the student from 10.00 am to 5.15 pm. The feedback was taken for the improvement of hostel and importance given to cater their need and steps will be taken to provide required things.

As per students feedback improvement was needed in the Canteen and more items of snacks and meals are provided on demand basis.

The principal appreciated the HOD's and Staff for their co-operation and for effective functioning of their department.

From the report of out gone student, the principal advised the staff to plan and modify syllabus for the betterment of the students. From the parents feedback report, during PTA meeting principal assured them to take necessary steps to fulfill their expectation.

CRITERION II - TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year   (First Year only)

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.Sc., Chemistry	40+4	53	40
M.Sc., Chemistry	24	21	18
B.Com	60+12	134	65
B.Com (SF)	60	75	54
M.Com	20	17	13
B.A Economics	50	30	25
M.A Economics	30	06	05
B.A History	50	42	31
B.Sc., Maths	50+10	80	54
B.Sc., Maths (SF)	60	45	39
M.Sc., Maths	30+3	33	28
B.Sc., Physics	32	30	21
M.Sc., Physics	25	02	0
B.Sc., Zoology	40	68	39
M.Sc., Zoology	25	07	12
B.A., Tamil	50	25	23
B.A., English	60	51	39
BBA	55	58	44
BSc(CS)	65	36	21
BCA	60	30	24
B.Sc (IT)	40	15	11
M.Sc (CS)	30	15	10
B.Sc Bio Chemistry	40	33	25
B.Sc Geology	40	14	14
B.Voc -Marine	50	03	03
B.Voc-software	50	02	02
			660

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)   (First Year only)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	619	86	44	---	62

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT*(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
106	106 (e- Resources)	LCD Projector, Internet and Wi-Fi devices	07	01	Inflibnet books and journals, e-books, e-journals

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. The College is practicing a system of mentoring called the Tutor- ward System whereby a tutor was provided to every ward to look after her academic and psychological wellbeing and also to monitor her attendance and performance. Each faculty member was allotted a minimum number of 10 to 17 wards. The tutors were responsible for the academic progress and the psychological wellbeing of their wards. They were also entrusted with the task, of monitoring the attendance and academic progress of their wards. The tutors maintain records of their wards personal details including educational background and socio economic status.

Regular meetings were held between the tutor and the ward. A report card was maintained for each ward. The report card has both personal and academic data. Students were allowed to approach the tutor for both academic and personal problems. Personalized professional / career advice was given to the ward.

 Few students have approached the tutor for financial assistance and the others came forward with their personal problems. Weaker students were identified and special coaching was given by the respective tutors. Some of them were informed to their parents for their personal problems and even parents also counseled by the tutors to some extent. Continuous monitoring, counseling, guidance and motivation in all fronts would surely help the students to empower themselves. Unruly and disobedient students were identified and proper attention was paid with the help of their parents to bring them back to the right path.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1566	106	1:15

2.4 Teacher Profile and Quality
2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions		No. of filled positions		Vacant positions		Positions filled during the current year		No. of faculty with Ph.D	
Aided	Self Financing	Aided	Self Financing	Aided	Self Financing	Aided	Self Financing	Aided	Self Financing
51	55	35	55	16	-	16	-	37	04

2.4.2 Honours and recognitions received by teachers
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018-2019	Dr.R.Ushadevi, National Level	HOD/ Associate Professor of Commerce	Bharath Vidya Rattan award, awarded by International Business school, New Delhi on 04.04.2019 for her outstanding achievement in the chosen field of activity.
	Dr.L.Megala, State Level	Principal	Saiva Tamil Sudar Viruthu from Tamil University, Thanjavur.

	Dr.T.Vasuki, State level	HOD/ Associate professor of Tamil	Silambu Sudar award 2018
	Dr.T.Vasuki, State level	HOD/ Associate professor of Tamil	Kavi Mamani award 2018
	Dr.T.Vasuki, National level	HOD/ Associate professor of Tamil	Kavi Mukil award 2018
	Dr.T.Vasuki, National level	HOD/ Associate professor of Tamil	Tamilnadu Penn Sathanaiyalar award 2019
	Dr.T.Vasuki, International level	HOD/ Associate professor of Tamil	Saiva Sudar 2018
	Dr.N.Punithalakshmi, State Level	Assistant Professor of Tamil	Saiva Sudar 2018
	Dr.K.Arumbu, State Level	Assistant Professor of Tamil	Saiva Sudar 2018
	Dr.R.Veera, State Level	Assistant Professor of Tamil	Saiva Sudar 2018
	Mrs. P.Gowri, State Level	Assistant Professor of Tamil	Saiva Sudar 2018
	Dr.V.Devi, State Level	Assistant Professor of Tamil	Saiva Sudar 2018
	Mrs. R.Stella jayasri, State Level	Assistant Professor of Tamil	Saiva Sudar 2018
	Mrs. M.Stella mary, State Level	Assistant Professor of Tamil	Saiva Sudar 2018
	Dr.N.Punithalakshmi, State Level	Assistant Professor of Tamil	Kavi Mamani award 2018 and Kavi Mukil award 2018

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end / year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester / year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end / year- end examination
UG	U	Odd Semester 2018-19	17.11.2018	10.12.2018
PG	P	Odd Semester 2018-19	17.11.2018	10.12.2018
UG	U	Even Semester 2018-19	06.05.2019	20.05.2019
PG	P	Even Semester 2018-19	06.05.2019	20.05.2019
M.Phil	M	Odd Semester 2018-19	06.03.2019	18.05.2019 27.11.2019

2.5.2 Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year
Do not include re-evaluation/ re-totalling

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
	Nil	

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 in website of the institution (to provide the weblink)

http://www.adjadmc.ac.in

2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final Semester / year examination	Pass Percentage
UG	History	24	17	70.83
	Economics	18	17	94.44
	B.Com	49	47	95.92
	Mathematics	41	41	100
	Chemistry	33	31	93.94
	Zoology	36	35	97.22
	Biochemistry	23	18	78.26
	Computer Science	29	26	89.66
	C.S(IT)	14	12	85.71
	B.Com(SF)	40	37	92.50
	BBA	27	25	92.59
	Physics	23	20	86.96
	English	26	25	96.15
	Tamil	20	19	95
	Mathematics (SF)	39	37	94.87
	BCA	25	25	100
PG	Economics	08	08	100
	Commerce	20	20	100
	Mathematics	28	28	100
	Chemistry	09	09	100
	C.S	07	07	100
	Zoology	06	06	100
	Physics	08	08	100
M.Phil	Economics	05	05	100
	Commerce	02	02	100
	Mathematics	14	14	100

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

A survey was conducted to evaluate teaching learning and evaluation processes with a questionnaire consisting of 20 questions. Each question has five responses.

200 questionnaires were distributed and collected randomly to the students at the end semester of the academic year. The inference from the analysis is reported below

S.NO	ITEM	RESPONSES IN PERCENTAGE				
		4	**3**	**2**	**1**	**0**
1	Syllabus covered	100	-	-	-	-
2	Teachers Preparation for the classes	68	32	-	-	-
3	Teachers ability to communicate	78	22	-	-	-
4	Teachers Approach to Teaching	64	34	02	-	-
5	Fairness of the Internal Evaluation Process by the Teacher	77	22	01	-	-

	6	Students Performance in assignment discussed with them	67	27	06	-	-	
	7	The Institute take active interest in promoting internship, student exchange, Field visit, opportunity for student	55	19	19	07	-	
	8	Teaching and Monitoring process in the institution facilitates students in cognitive, social and emotional growth	44	54	2	-	-	
	9	The institution provides multiple opportunities to learn and grow	67	28	5	-	-	
	10	Teachers inform students about their expected competencies, course outcomes and program outcomes	75	22	3	-	-	
	11	Students mentor does a necessary follow up with an assigned task to them	71	26	3	-	-	
	12	The Teachers illustrate the concepts through examples and applications	75	25	-	-	-	
	13	The Teachers identified student strengths and encourage them with providing right level of challenges	79	21	-	-	-	
	14	Teachers are able to identified students weakness and help them to overcome them	70	28	2	-	-	
	15	The Institution make effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process	68	31	1	-	-	
	16	The Institute/Teachers use student centric method, such as experiential learning, participative learning and problem and solving methodologies for enhancing learning experiences	70	27	3	-	-	
	17	Teachers encourage students to participate in extra curricular activities	77	22	1	-	-	
	18	Efforts are made by the institute/teachers to inculcate soft skills, life skills and employability skills to make students ready for world of work	83	16	1	-	-	
	19	Percentage of teachers use ICT tool such as LCD projector, Multimedia etc., while teaching	54	38	4	4	-	
	20	To overall quality of teaching learning process in the institute is very good	73	27	-	-	-	

	21	**Suggestion to improve the overall teaching learning experience in the institution**	**Action taken**					
		More food items should be provided in the canteen. Adequate fan should be provided in each class.	The principal with the permission of the management will take necessary steps to provide more items of snacks and meals, adequate fans in each class.					
		For each student more number of books should be issued in the library. Adequate computers with internet facility for browsing in the library.	Steps were taken to issue 3 books to UG students and 5 books to PG students and adequate computers with internet facilities for browsing were provided.					
		Lab facilities and equipments should be improved.(Bio chemistry)	The Principal with the permission of the management had taken necessary steps to improve lab facilities and equipments.					

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 Promotion of Research and Facilities

3.1.1 The institution provides seed money to its teachers for research,

Yes.......... No ....if yes give details

Name of the teacher getting seed money	The amount of seed Money (Rs.)	Year of receiving grant	Duration of the grant
Dr. S. Vanitha	10,000	2018-2019	1 Year
Dr. A. Yogabeth Jona	10,000	2018-2019	1 Year

3.1.2 Teachers awarded National/International fellowship for advanced studies/ research during the year

	Name of the teacher awarded the fellowship	Name of the Award	Date of Award	Awarding Agency
National	-	-	-	-
International	Dr. R. Sophia Porchelvi	World Championship 2018	01.10.2018	American Journal of Mathematical Analysis

3.2 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects				
Projects sponsored by the University/ College				
Economics	1 Year	A.D.M. College for Women, Nagapattinam	5,000	2018-2019
Commerce	1 Year	A.D.M. College for Women, Nagapattinam	5,000	2018-2019
Students Research Projects *(other than compulsory by the College)*				
Mathematics	1 Year	A.D.M. College for Women, Nagapattinam	5,000	2018-2019
Zoology	1 Year	A.D.M. College for Women, Nagapattinam	5,000	2018-2019
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.2.2 Number of ongoing research projects per teacher funded by government and non-government agencies during the years

-Nil-

3.3 Innovation Ecosystem

3.3.1 Workshops/Seminars Conducted on Intellectual Property Rights **(IPR)** and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Solar Energy and Demonstration	Physics	06.02.2019
Celebration of Human Rights Day		07.01.2019
National Voters Awareness Day	History	25.01.2019
Women Iconic Personalities Photo Exhibition		08.03.2019
		16.03.2019

3.3.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Saiva Tamil Sudar	Dr. L. Megala	Tamil University, Thanjavur	21.07.2018	Teacher
Achievements in chosen field of Activity	Dr. R.Ushadevi	International Business Council	04.04. 2019	Teacher
Yoga Jothi , Dhoronachariyar	Dr. V. Uma	Indian Young Olympian Federation and International Yoga Federation of India. Patanjali College of Yoga and Research Centre	28.12.2018 29.07.2018	Teacher
Best Institution Award 2018 for Yoga	Dr. V. Uma	Tamil Nadu Youth Olympian Association	29.07.2018	Teacher
Saiva Tamil Sudar		Tamil University, Thanjavur	21.07.2018	
Kavi Mukil		All India Tamil Kalaigar Mamandram, Chennai	07.09.2018	
Kavi Mamani	Dr.T.Vasugi	Aringar Peravai Avvai Kottam, Thiruvaiyaru.	18.10.2018	Teacher
TamilNadu Woman Achiever		K.N. Govt Arts College for Women, Thanjavur	08.03.2019	
Silambuchudar		Avvai Kazhagam, Thiruvaiyaru.	05.05.2019	
Silambuchudar	Dr. N. Punithalakshmi	Avvai Kazhagam, Thiruvaiyaru	05.05.2019	Teacher
Silambuchudar	Dr. K. Arumbu	Avvai Kazhagam, Thiruvaiyaru.	05.05.2019	Teacher
Silambuchudar	Dr. R. Veera	Avvai Kazhagam Thiruvaiyaru.	05.05.2019	Teacher
Silambuchudar	Mrs. P. Gowri	Avvai Kazhagam Thiruvaiyaru.	05.05.2019	Teacher
Silambuchudar	Dr. V. Devi	Avvai Kazhagam Thiruvaiyaru.	05.05.2019	Teacher
Silambuchudar	Mrs. R. Stella Jayasree	Avvai Kazhagam Thiruvaiyaru.	05.05.2019	Teacher
Silambuchudar	Mrs. M. Stella Mary	Avvai Kazhagam Thiruvaiyaru.	05.05.2019	Teacher
Silambi Selvi Award 2018	J.Kulazhi ,II B.A Tamil	Avvai Kazhagam Thiruvaiyaru	22.07.2018	Student

3.3.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
-	-	-

Name of the Start-up	Nature of Start-up	Date of commencement
-	-	-

3.4 Research Publications and Awards

3.4.1 Ph. Ds awarded during the year

Name of the Department	No. of Ph. Ds Awarded
Commerce	04
Mathematics	09

3.4.2 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	Economics	04	4.13
	Mathematics	01	-
	Zoology	03	-
International	History	04	5.15
	Commerce	02	5.86
	Mathematics	72	5.684
	Physics	02	5.214
	Zoology	02	-
	Chemistry	02	-

-

3.4.3 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
Tamil	11
Chemistry	02
Economics	08

3.4.4 Patents published/awarded during the year

Patent Details	Patent status Published/ Filed	Patent Number	Date of Award
-	-	-	-

3.4.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Cubic Diophantine Equation With Three Unknowns $(3a+5)x^2-3ay^2=125z^3$	Dr.R. Anbuselvi	International Journal Of Research in Advent Technology	2018	1		
On the Cubic Diophantine Equation with five unknowns $x^3+y^3+(x+y)(x-y)^2=32(z+w)p^2$		International Journal Of Mathematics Trends and Technology	2018			
On the homogeneous Bi-quadratic Diophantine Equation with five unknowns $[2k(x^2+y^2)-(4k-1)xy](x^2-y^2)=8k(z^2-w^2)T^2$		International Journal for Research in Engineering Applications & Management	2018			
On the non-homogeneous Sextic Equation with six unknowns $x^6-y^6-2z^3=10^{2n}T^{2m}(w^2-p^2)$		International Journal of Scientific Research and Reviews	2018			
On the Bi-quadratic Equations with five unknowns $(x-y)(x^3+y^3)=(1+12k^2)(X^2-Y^2)w^2$		International Journal of Research in Advent Technology	2018			
On the cubic Equations with four unknowns $3x^2+3y^2-2xy=24z^2$		International journal of Engineering, Research and Applications	2018			
On the cubic Equations with four unknowns $x^2+y^2-xy=3z^2$		International Education and Research journal of Engineering, Research and Applications	2018			
On the Biquadratic Equations with four unknowns $x^2+y^2-xy=3z^2$		International Education and Research journal of Engineering, Research and Applications	2018			
On the Heptic Diophantine Equations with Three Unknowns $5(x^2+y^2)-9xy=35z^7$		Paripex - Indian Journal of Research	2018			
On Homogeneous Biquadrate equations with Four Unknowns $x^4+y^4+y^4=98w^4$ 80.26.		International Global Journal For Research Analysis	2018			
On the Heptic Diophantine equation with Three Unknowns $5(x^2-y^2)-9xy=35z^7$		International Journal of Recent Scientific Research	2018			
On the Sextic Diophantine equation with three unknowns $x^2-xy+y^2=12z^6$		International Journal for Research in Engineering Applications & Managements	2018			
On the Homogeneous Bi-Quadratic Equation with Five Unknowns $x^4+y^4=17(z^2-w^2)R^2$		International Journal of Research and Analytical Reviews	2018			
On the Integral Solutions of the Octic Equation with Five Unknowns $(x-y)(x^3+y^3)=12(w^2-p^2)T^6$		International Journal of Scientific Research and Reviews	2018			
On the Cubic Equation with Six Unknowns $x^3+y^3=57(h^2+3p^2)zw^2$		International Journal of Research in Advent Technology	2018			
On Ternary Quadratic Equation with three unknowns $x^2+xy+y^2=32z^2$		International Journal of Applied Research	2018			

Integral solutions of Quadratic Diophantine equation $- - - =$ with five unknowns		International Journal of Engineering Research and development	2018			
Integral solutions of Cubic Diophantine equation with four unknowns $+ = (+)$		International Journal of current Advanced Research	2018			
Integral solutions of binary Quadratic Diophantine equation $- + + =$		International Journal of Engineering Sciences & Research Technology	2018			
Mathematical model for consensus in group decision making under linguistic assessment using triangular intuitionistic fuzzy numbers	Dr. R.Sophia Porchelvi	International journal of advanced research in science and Engineering	2018			
Multi-Objective Linear Programming Model for small-scale fish farmers in Polyculture fish farming		International Journal of Pure and Applied Mathematics	2018			
On Solving Multi Objective Interval Transportation Problem Using Fuzzy Programming Technique		International Journal of Pure and Applied Mathematics	2018			
Goal Programming Approach in Multi-objective Intuitionistic Fuzzy Linear Fractional Programming Problem		International Journal of Pure and Applied Mathematics	2018			
Multi Criteria decision making in marketing mix on customer satisfaction using triangular intuitionistic fuzzy numbers (TIFNS)		International Journal of Pure and Applied Mathematics	2018			
An alternative approach of choosing active ingredients in the pesticides by using fuzzy soft sets		Asia Pacific Journal of Research	2018	7.19		
On solving multi- objective fractional linear programming problem by using Intuitionistic fuzzy numbers		International Journal of Pure and Applied Mathematics	2018	7.19		
A study on Intuitionistic fuzzy multi – objective LPP into LCP with Neutrosophic triangular numbers approach		Journal of Applied Science and Computations	2018			
Solving FQP problem as a triangular FLCP by proposed method"		International Journal of Scientific Research in Mechanical and Materials Engineering	2018	7.19		
A penalty method for solving linear complmentarity problem under Intuitionistic fuzzy environment		IOSR Journal of Humanities and Social Sciences	2018			
One's assignment method to solve intuitionistic fuzzy assignment problem"		Journal of Applied Sciences and Computations	2018	7.19		
Comparative study of optimum solution between Interval Transportation and Interval Transhipment problem		International Journal of Advanced Science and Engineering	2018			
An algorithm to solve Multi-objective Assignment using Fuzzy Programming Technique		International Journal of Current Research of Modern Education	2018	1.38		
On solving a Multi- criteria decision making problem using fuzzy soft sets in sports		Asia Pacific Journal of Research	2018	79.6		
Analyzing the Food quality using K-Means Clustering		International Journal of Advanced Research Trends in Engineering and Technology	2018			

A study on Application in Ornamental fish health sing soft TOPSIS and MOORA		International Journal of Advanced Research Trends in Engineering and Technology	2018			
On solving a Multi-observer Multi-objective decision making problem using fuzzy soft sets in selecting optimized edible fish		Asia Pacific journal of Research	2018			
A Comparative study on Multi-objective fuzzy pattern recognition model and the DRASTIC Model for assessing Ground water vulnerability		International Journal of Current Research and Modern Education	2018			
A comparative study between approaches on MCDM Models		Journal of Applied Science and Computations	2018			
Study on job preferences given in job change decision of start-up company workers in Chennai using fuzzy muti-criteria decision making methodology		Annals of Pure and Applied Mathematics	2018			
An Application to Fuzzy Programming approach to Multi-Objective Transportation Problem		International Journal of Information and Computing	2018			
Transportation of Fresh water Fishes: A case study using Multi-Objective Transportation Problem		International Journal of Research and Analytical Reviews	2018			
Linear programming method for solving optimized nutrients Feed Formulation in Gift Tilapia		IOSR Journal of Humanities and Social Science	2018	79.6		
On Solving a Multi-Objective Linear Programming Problem formulated for the feed of Indian Spiny Loach		International Journal of Innovation in Engineering Research & Management	2018			
Multi criteria decision making under Intuitionistic Fuzzy environment using ranking order of soft TOPSIS		International Journal of Scientific Research and Reviews	2018			
Generalized Dijkstra's Algorithm for shortest path problem in Intuitionistic Fuzzy Environment		International Journal of Advance Research in Science and Engineering	2018			
On Solving MCDM Using Ranking Order of TOPSIS		IOSR Journal of Humanities and Social Science	2018	79.6		
On solving multi-criteria decision making problem using ranking order of Soft TOPSIS method		International Journal of Research and Analytical Reviews	2018			
Analyzing the food quality using k-means Clustering		International Journal of Advanced Research Trends in Engineering and Technology	2018			
Multi-objective Transportation Models: A case study		IOSR Journal of Humanities and Social Science	2018			
Comparative study of optimum solution between Interval Transportation and Interval Transhipment Problem		International Journal of Advanced Science and Engineering	2018			
An analysis of suitable crystal for Electro Optic (EO) Applications by using Fuzzy Soft Sets		IOSR Journal of Engineering	2018	61.3		
An analysis of soil content for Plant Nutrients using Fuzzy Soft sets		IOSR Journal of Engineering	2018	61.3		
A study on Cardio Vascular disease by using Fuzzy cognitive maps		Asia Pacific Journal of Research	2018			
An analysis of Dengue fever using Fuzzy matrix		International Journal of Fuzzy Mathematical Archive	2018			

Title	Author	Journal	Year	Col5	Col6	Col7
An analysis of facts, causes consequences of Divorce using Fu matrix		International Journal Advance Research in Scie and Engineering	2018			
Investment Decision making problem using interval valued fuzzy soft matrix	Dr. N.Sarala	IOSR Journal of Engineering	2018	10.5		
Application of Fuzzy soft Bi-partite graph Matrimonial process		IOSR Journal of Mathematics	2018			
Invention of Best Technology in Agriculture using Intuitionistic fuzzy soft graphs		International Journal of Mathematical Archieve	2018			
On fuzzy Round Digraphs		IOSR Journal of Mathematics	2018			
On Quasi- Transitive fuzzy Digraphs		International Journal of Mathematic Trends and Technology	2018			
On r-Rings in fuzzy digraphs		Journal of Engineering Technologies and Innovative Research	2018			
Application of fuzzy graph in role model service rendered to Orphans		International Journal of Mathematics and its Applications.	2018			
An analysis of suitable crystal for Elector optic applications by Using Fuzzy soft	Dr.J. Bhuvana	IOSR Journal of engineering	2018	61.3		
Gas chromatography mass Spectrometry Analysis of Andrographis Paniculate	Dr.N. Prabha	Asian Journal of research in chemistry	2019			537
Assesment of Phenoloxidase Activity in Harmolymph of Pre,inter and post molting stages	Dr. Madhuramozhi Govindarajalu	International Journal of scientific Research in Biological sciences	2018			
Assessment of Physical chemical characters in Samanthapettai Beach east-coast Sea water in Tamil Nadu		Pramana Research Journal	2019			
A Study on Impact of Brand image on Buying Behaviour of Electronic Products Consumers.	Dr.R.Ushadevi	International Journal of Basic and Applied Research	2018			
A Study on Impact of Brand image on Buying Behaviour of Electronic Products Consumers.	Miss.V.Kokila	International Journal of Basic and Applied Research	2018			
Famous Speeches of Subash ChandraBose- Its Impact on freedom Fighters of Nagapattinam District	Mrs.R.Alamelu	IOSR Journal of Humanities and Social Science	2018			
A Study of the Role of Freedom fighters of Nagapattinam District in Indian national Army		IOSR Journal of Humanities and Social Science	2018			
Significance of tourist Spots in Nagapattinam District	Mrs.G.Anbarasi	International Journal of Law and Social Science	2018			
Individual Sathyagraha in Nagapattinam District - A Study		International Journal of Innovative science and Research technology	2018			
The Marvels Festival of Nagapattinam district		International Journal of Science and Research IJSR	2018			
Functions and classifications of a Good Agricultural Marketing System in India	Dr.V.Viji	International Journal of Scientific Research in Computer Science Applications and Management Studies	2018			
Issues and challenges of Agricultural Labours in TamilNadu		International Journal of Scientific Research in Computer Science Applications and Management Studies	2018			

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
A Framework for Enhanced user Data Security algorithms in Cloud Computing Environment	K. Arul Marie Joycee	International Journal on Future Revolution in Computer Science & Communication Engineering	2018			
Analysis of Data Storage Security in Cloud Computing Environment		International Journal of Computer Sciences and Engineering	2018			

3.4.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Cubic Diophantine Equation With Three Unknowns$(3a+5)x^2-3ay^2=125z^3$	Dr.R. Anbuselvi	International Journal Of Research in Advent Technology	2018	1		
On the Cubic Diophantine Equation with five unknowns $x^3+y^3+(x+y)(x-y)^2=32(z+w)p^2$		International Journal Of Mathematics Trends and Technology	2018			
On the homogeneous Bi-quadratic Diophantine Equation with five unknowns $[2k(x^2+y^2)-(4k-1)xy](x^2-y^2)=8k(z^2-w^2)T^2$		International Journal for Research in Engineering Applications & Management	2018			
On the non-homogeneous Sextic Equation with six unknowns $x^6-y^6-2z^3=10^{2n}T^{2m}(w^2-p^2)$		International Journal of Scientific Research and Reviews	2018			
On the Bi-quadratic Equations with five unknowns $(x-y)(x^3+y^3)=(1+12k^2)(X^2-Y^2)w^2$		International Journal of Research in Advent Technology	2018			
On the cubic Equations with four unknowns $3x^2 + 3y^2 - 2xy = 24z^2$		International journal of Engineering, Research and Applications	2018			
On the cubic Equations with four unknowns $x^2 + y^2 - xy = 3z^2$		International Education and Research journal of Engineering, Research and Applications	2018			
On the Biquadratic Equations with four unknowns $x^2 + y^2 - xy = 3z^2$		International Education and Research journal of Engineering, Research and Applications	2018			
On the Heptic Diophantine Equations with Three Unknowns $5(x^2+y^2)-9xy=35z^7$		Paripex - Indian Journal of Research	2018			
On Homogeneous Biquadrate equations with Four Unknowns $x^4+y^4+y^4 = 98w^4$ 80.26.		International Global Journal For Research Analysis	2018			
On the Heptic Diophantine equation with Three Unknowns $5(x^2-y^2)-9xy = 35z^7$		International Journal of Recent Scientific Research	2018			
On the Sextic Diophantine equation with three unknowns $x^2-xy+y^2 = 12z^6$		International Journal for Research in Engineering Applications & Managements	2018			
On the Homogeneous Bi-Quadratic Equation with Five Unknowns $x^4 + y^4 = 17(z^2 - w^2)R^2$		International Journal of Research and Analytical Reviews	2018			

Title	Author	Journal	Year	Vol			
On the Integral Solutions of the Octic Equation with Five Unknowns $(x-y)(x^3+y^3)=12(w^2-p^2)T^6$	Dr.R. Anbuselvi	International Journal of Scientific Research and Reviews	2018				
On the Cubic Equation with Six Unknowns $x^3+y^3=57(h^2+3p^2)zw^2$		International Journal of Research in Advent Technology	2018				
On Ternary Quadratic Equation with three unknowns $x^2+xy+y^2=32z^2$		International Journal of Applied Research	2018				
Integral solutions of Quadratic Diophantine equation $-$ $-$ $-$ $=$ with five unknowns		International Journal of Engineering Research and development	2018				
Integral solutions of Cubic Diophantine equation with four unknowns $+$ $=$ $(+)$		International Journal of current Advanced Research (	2018				
Integral solutions of binary Quadratic Diophantine equation $-$ $+$ $+$ $=$		International Journal of Engineering Sciences & Research Technology	2018				
Mathematical model for consensus in group decision making under linguistic assessment using triangular intuitionistic fuzzy numbers	Dr. R.Sophia Porchelvi	International journal of advanced research in science and Engineering	2018				
Multi-Objective Linear Programming Model for small-scale fish farmers in Polyculture fish farming		International Journal of Pure and Applied Mathematics	2018	28			
On Solving Multi Objective Interval Transportation Problem Using Fuzzy Programming Technique		International Journal of Pure and Applied Mathematics	2018	28			
Goal Programming Approach in Multi-objective Intuitionistic Fuzzy Linear Fractional Programming Problem		International Journal of Pure and Applied Mathematics	2018				
Multi Criteria decision making in marketing mix on customer satisfaction using triangular intuitionistic fuzzy numbers (TIFNS)		International Journal of Pure and Applied Mathematics	2018	28			
An alternative approach of choosing active ingredients in the pesticides by using fuzzy soft sets		Asia Pacific Journal of Research	2018				
On solving multi- objective fractional linear programming problem by using Intuitionistic fuzzy numbers		International Journal of Pure and Applied Mathematics	2018	28			
A study on Intuitionistic fuzzy multi – objective LPP into LCP with Neutrosophic triangular numbers approach		Journal of Applied Science and Computations	2018				
Solving FQP problem as a triangular FLCP by proposed method"		International Journal of Scientific Research in Mechanical and Materials Engineering	2018	28			
A penalty method for solving linear complmentarity problem under Intuitionistic fuzzy environment		IOSR Journal of Humanities and Social Sciences	2018				

One's assignment method to solve intuitionistic fuzzy assignment problem"	Dr. R.Sophia Porchelvi	Journal of Applied Sciences and Computations	2018			
Comparative study of optimum solution between Interval Transportation and Interval Transhipment problem		International Journal of Advanced Science and Engineering	2018			
An algorithm to solve Multi-objective Assignment using Fuzzy Programming Technique		International Journal of Current Research of Modern Education	2018			
On solving a Multi- criteria decision making problem using fuzzy soft sets in sports		Asia Pacific Journal of Research	2018			
Analyzing the Food quality using K- Means Clustering		International Journal of Advanced Research Trends in Engineering and Technology	2018			
A study on Application in Ornamental fish health sing soft TOPSIS and MOORA		International Journal of Advanced Research Trends in Engineering and Technology	2018			
On solving a Multi-observer Multi-objective decision making problem using fuzzy soft sets in selecting optimized edible fish		Asia Pacific journal of Research	2018			
A Comparative study on Multi-objective fuzzy pattern recognition model and the DRASTIC Model for assessing Ground water vulnerability		International Journal of Current Research and Modern Education	2018			
A comparative study between approaches on MCDM Models		Journal of Applied Science and Computations	2018			
Study on job preferences given in job change decision of start-up company workers in Chennai using fuzzy muti-criteria decision making methodology		Annals of Pure and Applied Mathematics	2018			
An Application to Fuzzy Programming approach to Multi-Objective Transportation Problem		International Journal of Information and Computing	2018			
Transportation of Fresh water Fishes: A case study using Multi-Objective Transportation Problem		International Journal of Research and Analytical Reviews	2018			
Linear programming method for solving optimized nutrients Feed Formulation in Gift Tilapia		IOSR Journal of Humanities and Social Science	2018			
On Solving a Multi-Objective Linear Programming Problem formulated for the feed of Indian Spiny Loach		International Journal of Innovation in Engineering Research & Management	2018			
Multi criteria decision making under Intuitionistic Fuzzy environment using ranking order of soft TOPSIS		International Journal of Scientific Research and Reviews	2018			
Generalized Dijkstra's Algorithm for shortest path problem in Intuitionistic Fuzzy Environment		International Journal of Advance Research in Science and Engineering	2018			
On Solving MCDM Using Ranking Order of TOPSIS		IOSR Journal of Humanities and Social Science	2018			
On solving multi-criteria decision making problem using ranking order of Soft TOPSIS method		International Journal of Research and Analytical Reviews	2018			

Analyzing the food quality using k-means Clustering	Dr. R.Sophia Porchelvi	International Journal of Advanced Research Trends in Engineering and Technology	2018			
Multi-objective Transportation Models: A case study"		IOSR Journal of Humanities and Social Science	2018			
Comparative study of optimum solution between Interval Transportation and Interval Transhipment Problem		International Journal of Advanced Science and Engineering	2018			
An analysis of suitable crystal for Electro Optic (EO) Applications by using Fuzzy Soft Sets		IOSR Journal of Engineering	2018			
An analysis of soil content for Plant Nutrients using Fuzzy Soft sets		IOSR Journal of Engineering	2018			
A study on Cardio Vascular disease by using Fuzzy cognitive maps		Asia Pacific Journal of Research	2018			
An analysis of Dengue fever using Fuzzy matrix		International Journal of Fuzzy Mathematical Archive	2018			
An analysis of facts, causes consequences of Divorce using Fu matrix		International Journal Advance Research in Scie and Engineering	2018			
Investment Decision making problem using interval valued fuzzy soft matrix	Dr. N.Sarala	IOSR Journal of Engineering	2018	4		
Application of Fuzzy soft Bi-partite graph Matrimonial process		IOSR Journal of Mathematics	2018			
Invention of Best Technology in Agriculture using Intuitionistic fuzzy soft graphs		International Journal of Mathematical Archive	2018			
On fuzzy Round Digraphs		IOSR Journal of Mathematics	2018			
On Quasi- Transitive fuzzy Digraphs		International Journal of Mathematic Trends and Technology	2018			
On r-Rings in fuzzy digraphs		Journal of Engineering Technologies and Innovative Research	2018			
Application of fuzzy graph in role model service rendered to Orphans		International Journal of Mathematics and its Applications.	2018			
An analysis of suitable crystal for Elector optic applications by Using Fuzzy soft	Dr.J. Bhuvana	IOSR Journal of engineering	2018			
Gas chromatography mass Spectrometry Analysis of Andrographis Paniculate	Dr.N. Prabha	Asian Journal of research in chemistry	2019			
Assesment of Phenoloxidase Activity in Harmolymph of Preinter and post molting stages	Dr. Madhuramozhi Govindarajalu	International Journal of scientific Research in Biological sciences	2018			
Assessment of Physical chemical characters in Samanthapettai Beach east-coast Sea water in Tamil Nadu		Pramana Research Journal	2019			
A Study on Impact of Brand image on Buying Behaviour of Electronic Products Consumers.	Dr.R.Ushadevi	International Journal of Basic and Applied Research	2018			

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Analysis of Data Storage Security in Cloud Computing Environment		International Journal of Computer Sciences and Engineering	2018				

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	17	39	18	103
Presented papers	09	06	-	-
Resource Persons	-	2	-	6

3.5 Consultancy

3.5.1 Revenue generated from Consultancy during the year

Name of the Consultant(s) department	Name of Consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Chemistry	Soil and Water Analysis	Farmers	500.00
Zoology	Water Analysis	Students	500.00
Commerce	Income Tax Calculations	Staff	900.00

3.5.2 Revenue generated from Corporate Training by the institution during the year

Name of the Consultant(s) & Department	Title of the Programme	Agency seeking training	Revenue generated (amount in rupees)	Number of trainees
-	-	-	-	-

3.6 Extension Activities

3.6.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated in such activities	Number of students participated in such activities
International Yoga Day	NCC	01	52
Anti-Drug Awareness Programme			58
Nukad Nataks Segregation of Wastes			40
Awareness Rally on Drug Rally	YRC	02	100
Social Emergency Response volunteers (SERV) training Programme		-	14
Orientation for YRC Volunteers		02	90
One day Disaster Management Training Programme		02	104
One Day District Level YRC student study Camp		01	05
Zonal level Three Day Orientation Training for YRC Volunteers and programme officers		01	04
Pattimandram	RRC	03	100
Aids Awareness Seminar		03	125
International YOGA DAY celebration	NSS	02	100
"International youth Day celebration"-"Drug Against Young Adult"		02	67
Independence Day Celebration at Collector Office Nagapattinam		02	25
Temple cleaning – Sri Neelathatchi Amman Temple cleaning and assisting villakkupooja		02	40
World Blood Donors Day		02	150
Pre Republic Day Parade Selection Camp		01	02
Orientation Programme		01	100
NSS Day Celebration		02	180

Dr. A.P.J. Abdul Kalam, 79th Birthday Celebrations		02	100
Gaja Cyclone Relief Work		02	100
Gaja Cyclone Relief Aid		02	Affected Students
Data Collection		02	42
Coastal Cleaning		02	50
Campus Cleaning		02	100
Coastal Cleanup Programme	Exnora	02	35
Temple Cleaning- Nambiyar Nagar		02	30
Aids Awareness	Government Hospital	02	85
TB Awareness	Government Hospital	02	80
Population Growth Awareness	ADM College	02	85
Village Adoption scheme	Department of History & NGO Sneha	01	30
Environmental Protection	Primary School, Anthanepattai	02	40
Educating Eco friendly Product	Primary School, Anthanepattai	02	35

3.6.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Yoga	Yoga Jothi	Indian Young Olympian Federation and International Yoga Federation of India.	40
	Dhronachariyar	Patanjali College of Yoga and Research Centre	40
Yoga	Best Institution Award 2018 for Yoga	Tamil Nadu Youth Olympian Association	21

3.6.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers co-ordinated such activities	Number of students participated in such activities
Swachh Bharat	EXNORA	Coastal Cleanup Programme	02	35
Aids Awareness	Aids Awareness	Government Hospital	02	85
Gender Issue	Department of History	Legal Rights of Women	01	75
	Department of Zoology	Women Related Laws	01	95

3.7 Collaborations

3.7.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
Solar Energy	EGS Pillai & ADJ Polytechnic Students	TNSCST – Rs. 20,000	06.02.2019

3.7.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
On the Job Training	Vermi Composting Technology	Sri Amman Biocare, Thanjavur	11.02.2019 & 12.02.2019	II M.Sc., Zoology, 7-Students
Inplant Training	Research Work	CPCL, Panangudi, Nagore	24.12.2018 to 28.12.2018	II M.Sc., Chemistry ,4-Students
Project			24.12.2018 to 04.01.2019	II M.Sc., Chemistry ,5-Students
Project	Research Work	Arileo Technologies Pvt. Ltd.,, Chennai	December 2018 to March 2019	II M.Sc., Computer Science,7-Students

3.7.3 MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of Students/teachers participated under MoUs
CPCL	24.08.2015	Project and Inplant Training	II M.Sc., Chemistry, 9- Students
Sea Breeze Aqua Farms and Integrated Biological Network	20.02.2016	Research Activities	II M.Sc., Zoology, 7-Students
Sri Amman Biocare, Thanjavur	29.01.2016	Hands on Training	III B.Sc., Zoology, 35- Students
M. S. Swaminathan Research Foundation, Poompuhar	30.06.2016	Research Activities	II M.Sc., Zoology , 7-Students
Tamil University, Thanjavur	08.08.2016	Heritage Tour, Epigraphy and Archeological Field Visit	(All UG History Students) 90-Student / 3- Staff Members
Aravind Air Travels, Chennai	04.08.2016	Historical Tour	(All UG History Students) 90-Student / 3- Staff Members
M. S. Swaminathan Research Foundation, Poompuhar	30.06.2016	Training Programme for Sea food Preparation	(III B.A. Economics & PG Students) 37-Students / 8-Staff Members
Arileo Technologies Pvt. Ltd.,, Chennai	19.09.2018	Project Work	II M.Sc., Computer Science,7-Students / 2- Staff Members

CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development (Rs.)	
Rs. 48,00,000	Outdoor Stadium	33,30,081
	Furniture	5,66,400
	Office Equipment	9,43,556
	Xerox Machine	1,65,554
	Total	**50,05,591**

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	26 Acres	-
Class rooms	64	5
Laboratories	16	-
Seminar Halls	-	-
Classrooms with LCD facilities	06	-
Classrooms with Wi-Fi/ LAN	-	-
Seminar halls with ICT facilities - AV Room	01	-
Video Centre	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	10	01
Value of the equipment purchased during the year (Rs. in Lakhs)	22,41,080	
Others:	1,14,990	
Outdoor Stadium		33,30,081
Furnitures		5,66,400
Office Equipments		9,43,556
Xerox Machine		1,65,554

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Fully	18.11	2019

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value in Rs.	No.	Value in Rs.	No.	Value in Rs.
Text Books	34105	14,33,521.13	199	75,578.00	34304	15,09,099.13
Reference Books	2543				25443	
e-Books			973		973	
Journals	79	1,89,435			79	1,89,435
e-Journals			680		680	
Digital Database						
DELNet						13,570.00
N-List						5,900.00

British Council							8,500.00(Subscription for online Resources per annum)
American Information Resource							3,000.00(Subscription for online Resources per annum)
CD & Video	135					135	
Library automation (KOHA)							47,500.00
Weeding (Hard & Soft) Books				626	27152.61	626	27,152.61
Others (specify)							
Magazine	23	15,665				23	15,665
News Papers	10	14,986				10	14,986

4.2.2 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
-	-	-	-

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs (6)	Internet	Browsing Centres (1)	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	304	235	20	12	-	15	15	100 MBPS	27*
Added	-	-	10	-	-	-	-	100 MBPS	**UPS:** 20KVA – 1 No. 10 KVA – 2 No.
Total	304	235	30	12	-	15	15		

***Others:** IQAC Room (02), Controller Office (11), Library (05), Virtual Lab (01), AV Room (01), Edusat Lab (01), CCTV Room (01), Seminar Hall Systems (05).

4.3.2 B*andwidth available of internet connection in the Institution (Leased line)*

…**100…**…… MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
-	-

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget On academic facilities	Expenditure incurred on maintenance of academic facilities Rs.		Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities (Rs.)	
16,50,000	Library & Laboratories	4,50,921	7,00,000	Building (Maintenance)	15,43,438
	Research Activities	2,16,598		Indoor Stadium	2,68,900
	Computer Maintenance	1,36,108		**Total**	**18,12,338**
	Total	**8,03,627**			

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words)   (information to be available in institutional Website)

The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by conducting regular meetings of various committees constituted for this purpose and using the grants received as per the requirements, in the interest of students.

Laboratory: Record maintenance is done by lab technicians and supervised by HODs of the respective departments. Other measures to maintain laboratories are as follows:
The calibration, repairing and maintenance of sophisticated lab equipments are done by the Company technicians and the microscopes are annually cleaned and maintained by the concerned departments. There is systematic disposal of waste of all types such as bio-degradable chemical/chemical and e-waste.
Library:
Library is fully computerized and bar coded. On line Public Access Catalogue, bar coded user entry and bar coded circulation system is followed. Online Examination coaching centre for students. To ensure return of books, 'no dues' from the library is mandatory for students before appearing for semester exam. Proper account of visitors (students and staff) on daily basis is maintained. Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out and resolved by the library committee.
Sports:
Physical Directress is incharge of maintenance of indoor Badminton/ Volley Ball court / TT Courts /Gym in the college. Students are utilizing the sports equipment and practising various games daily morning and evening before and after college working hours.
Computers:
Centralized computer laboratory is established. Computer maintenance through AMC is done regularly.
Classrooms:
The college has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding Classroom Furniture and Fixtures. Cleanliness of class rooms is maintained by sweepers. Complaints are informed to the cleanliness committee by the students through suggestion box as well as faculty and the problems are resolved within a set time frame. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.

Video Conferencing facility is available in audio visual room.CRT Monitors are replaced by LED Monitors. Moodle, Wi-Fi enabled LCD Projectors are available in the seminar halls.CC TV surveillance is installed in the campus. Bio-metric system of attendance is maintained for staff members.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Jai Foundations	01	11,255
	Sivakavi Iyer	01	10,200
Financial support from other sources			
a) National	BC/MBC/DNC	1115	18,14,630
	SC/ST	325	19,04,565
	SC/ST Merit	01	3,000
b) International	-	-	-
c) Others: Teaching & Non-Teaching Staff			

S.No.	Name of the Staff		
1.	Dr. A. Sivakamasundari, Former Principal	01	13,300
2.	Mrs. K. Pushpanayaki, Associate Professor of Statistics,	08	50,000
3.	Mrs. R. Thilagavathi, Clerk	01	20,000

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counseling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies / Resource Person involved
I UG Students			1. Dr. P. Asokkumar, Assistant Professor of English, Poompuhar College, Melaiyur.
i) Bridge Course	09.08.2018 & 10.08.2018	612	2. Prof. R. Viswanathan, Rtd. Professor of English, Poompuhar College, Melaiyur. 3. Prof. S. Sivakumar, Rtd. Professor of English, A.V.C. College, Mannampandal, Mayiladuthurai. 4. Prof. S. Sivaraman, Rtd. Profesor of Mathematics, Communication Skill Trainer and Quantitative Aptitude Trainer, A.V.C. College, Mannampandal, Mayiladuthurai. 5. Mr. G. Nedunchezhiyan, HR Trainer and Managing Director, TamilNadu Software College, Mayiladuthurai.
ii) Skill Development			
Fashion Technology	From 19.09.2018	98	Joy Chudithars, Nagapattinam
MS Office	From 19.09.2018	69	ITeach, Nagapattinam
Soft Skills & Interview Skills	From 19.09.2018	71	Sri Academy, Trichy
Food Nutrition & Dietetics	From 08.01.2019	33	Ms. B. Shobana M.Sc. M.Phil(Ph.D), Karaikal
Marine Fish Processing	From 22.01.2018	70	M.S. Swaminathan Research Foundation,

Technology			Poombuhar.
II UG Students Language Lab	20.10.2008	553	ADM College, Nagapattinam
III UG Students Personality Development	17.12.2018 to 19.12.2018	408	Sri Academy, Trichy
Soft Skill	19.09.2018	71	Sri Academy, Trichy
Spoken English (Communication Skill)	07.01.2019 to 08.03.2019	467	Sri Academy, Trichy
Remedial Coaching (For all UG Students)	30 Days in each department	1566	ADM College, Nagapattinam
International Yoga Day Celebration	21.06.2018	1566	ADM College, Nagapattinam

5.1.3 Students benefited by guidance for competitive examinations and career counseling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counseling activities	Number of students who have passed in the competitive exam	Number of students placed
2018-2019	Competitive Exam Coaching	311	-	-	-

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
01	01	One week

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus
Name of Organizations Visited	**Number of Students Participated**	**Number of Students Placed**	**Number of Students Placed**
Rising Stars Mobile Private Limited, Sriperumbuthur, Chennai	467	467	Nil
Karvy	350	74	
Karvy (production), Chennai	50	08	
Equitas Chennai	50	10	
Pentapolis Foundation, Sriperumbuthur, Chennai	200	64	

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018-2019	02	B.A.,	History	Bharathiyar University, Coimbatore	M.A.,
	06	B.A.,	Economics	ADMC	M.A.,
	02	B.A.,	Economics	Thiru. Vi. Ka Arts College, Tiruvarur	M.A.,

	10	B.Com.,	Commerce	ADMC	M.Com.,
	44	B.Com.,	Commerce	EGS Pillai	M.Com. CA.,MBA.,
	23	B.Sc.,	Maths	ADMC	M.Sc.,
	10	B.Sc.,	Maths	Andavar Educational Institute , Sir Issac Newton	B.Ed.,
	02	B.Sc.,	Bio Chemistry	EGS.Pillai	M.Sc.,
	02	B.A.,	English	Orathanadu Govt. College, TUK College.	B.Ed.,
	03	B.Sc.,	Physics	Bon Secours, Bishop Heber College	M.Sc.,
2018-2019	06	B.Sc.,	Physics	Issac Newton and Nagai Educational Institute	B.Ed.,
	10	B.Sc.,	Zoology	ADMC	M.Sc.,
	02	B.Sc.,	Zoology	Sir Issac Newton	B.Ed.,
	06	B.A.,	Tamil	Bharathidasan Constituent College, Nagai	MA.,
	06	B.A.,	Tamil	Sir Issac Newton	B.Ed.,
	05	B.Sc.,	Chemistry	ADMC	M.Sc.,
	09	B.Sc.,	Chemistry	EGSPillai, Sir Issac Newton	B.Ed.,
	07	BBA	Business Administration	MAM College, Trichy	MBA
	15	B.Sc(CS)	Computer Science	ADMC	M.Sc(CS)
	10	BCA	Computer Application	EGS Pillai, Sastra	MCA, MBA
	03	M.Sc.,	Maths	ADMC	M.Phil.,
	03	M.Com.,	Commerce	ADMC	M.Phil.,
	01	M.Phil	Maths	ADMC	Ph.D.,

5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	-	-
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-
Any Other	-	-

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Chess	District	04
Chess	State (Intercollegiate)	02
Take-won-do	International	06
Handball	National (All India) Inter University	01
Hand Ball	District	16
Gymnastic	District	06
Weight Lifting	District	07
Swimming	District	04
Athletics	District	04
Netball	All India	01
Weight Lifting	State Intercollegiate Level	05
Volley Ball	State Intercollegiate Level	12
Badminton	State Intercollegiate Level	04
Netball	State Intercollegiate Level	14
Athletics	State Intercollegiate Level	10
Cross Country	State Intercollegiate Level	06

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)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2018-2019	I Prize	National	Yoga		18UEN133	E. Amirthavarshini
					18UZ012	S. Divya
					18UEN124	S. Kavitha
					17UM134	S. Jayasurya
					16UZ010	N. Padma
					16UCS119	S. Jayasri
					16UCS114	R. Vinitha
					17UB107	R. Subashini
					16UM132	B. Abitha
					17UC037	S. Pushpadevi
					16UCS112	K. Parkavi
					17UM145	S. Devadharshini
					16UZ012	A.Sabiya
					17UC010	R. Abirami

2018-2019	II Prize	International	Yoga	17UC051	R. Kavisha
	II & III Prize			17UC037	S. Pushpadevi
	III Prize			17UP007	K. Subalakshmi
2018-2019	III Prize	National	Swimming	16UTA109	S. Jagathishwari
2018-2019	I Prize	International	Take-won-do	17UC059	K. Sowmiya
	I Prize			18UEN124	S. Kavitha
	I Prize			18UC010	A.Mounika
	II Prize			17UC010	R. Abirami
	II Prize			17UP127	S. Senthamilselvi
2018-2019	I Prize	National	Yoga	18UH018	R.Bhuvana
	I Prize			17UC037	S. Pushpadevi
	II Prize			18UH009	M. Kamali
	II Prize			17UC051	R. Kavisha
	III Prize			18UC043	V. Kamali
	III Prize			18UH004	R. Jeevitha

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

　　College Union office bearers are elected in democratic manners. They are provided abundance of opportunities to hone their leadership qualities. They are members of the discipline committee. They assist the staff in maintaining discipline during daily prayer and important occasions like college day, Graduation day. They act as mediators between the student community and the administrative body and bring redressal to the grievances of their fellow students. In addition the secretaries of the various associations help the respective departments in the organizing seminars/ Association Meetings.

　　The office bearers are given the freedom to organize functions like Teacher's day, Farewell Function, Fresher's day etc. thereby get trained in organizing functions that in turn enable them to acquire leadership qualities.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):NO

5.3.2 No. of registered Alumni:　　NO

5.3.3 Alumni contribution during the year (in Rupees) :　　87,450 -/-

　　　　　　　　Eighty Seven Thousand Four Hundred and Fifty Rupees Only

i. Meetings/activities organized by Alumni Association **:**

　　　　　Held on 22.03.2019 during convocation day.

CRITERION VI -GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The College upholds the motto Discipline, Duty and Devotion. The College song ideally sums up the philosophy of the college. The Vision of the College is to empower young girls to build up ideal families and motivate them to become agents of social change by simulating their creative skills, powers of reasoning and reflection. It imparts quality education to the economically and socially backward classes. The higher education is provided not only to acquire knowledge but also to inculcate a sound philosophy of life for holistic living. To fulfill these objectives, the college strives to create a scholastic environment through effective teaching, Curricular and Co-Curricular activities and democratic disciplining

The quality of higher education depends on quality of teachers which will create a conducive learning environment to the students. A well trained and accomplished teacher can make a dramatic difference in the student's life. Faculty members are given representation in various committees/cells and allowed to conduct various programs to show their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular and extracurricular activities. They are given academic freedom and opportunity to conduct Seminars/Workshops/Conferences.

Governing body is constituted as per the UGC guidelines to administer, manage and govern all the academic, administrative and other activities of the institutions. It also reviews the performance of all other functions and form committees/Sub-Committees as may be necessary and deemed fit for the development of the college.

The College Committee is the apex body constituted to monitor all the Administrative, Academic, Research and Extension Activities of the College. The Academic Council is the competent authority to all academic matters including framing of academic policies, approval of Courses, Regulations and Syllabi, etc.,

The Principal as the academic head of the institution coordinates and monitors all the academic and administrative activities of the institution with the guidance from the management abiding by the rules and regulations of UGC and the state government.

The Principal plans the academic activities of the institution and prepares the general academic calendar in consultation with the heads of the departments for in consultation with the heads of the departments for ensuring effective execution of the academic activities.

The College promotes a culture of participative management. Various Committees are constituted for executing the academic and administrative activities of the college effectively.

All decisions related to academics, student affairs are taken in consultation with the various committees of the college.

The College has a student council in which the members are elected in a democratic manner. They assist the Principal in the day to day activities of the college. The Student Council is vested with the responsibilities of maintaining discipline during prayer and other important functions. Students are empowered to play an active role as coordinators of co-curricular and extracurricular activities and social service activities. Freshers' Day, Talent's Day, Teacher's day, Farewell Day Programs and Pongal festival are organized by the College Union Office bearers. This facilitates the coordinators and office bearers to improve their personality and leadership qualities.

Non-teaching staff members are represented in the governing body and the IQAC. Suggestions of Nonteaching staff members are considered while framing policies or taking important decisions.

6.1.2 Does the institution have a Management Information System (MIS)?   Yes/No/Partial:

Yes. Partial

Tally software is installed for maintenance of accounts in college office.   In Controller of Examinations, the softwares such as FOXPRO, MYSQL are in use for the Student portal, Staff portal and Autonomous examinations.

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each)**:**

❖ Curriculum Development

- ➢ Curriculum is designed in relevance to the regional and national developmental needs, to inculcate job oriented and entrepreneurial skills which facilitates to achieve women empowerment.
- ➢ Curriculum has been continuously reviewed and need based programmes are added. As per the recommendations of Autonomous review committee, Gandhian Thought course was introduced as a Non Major Elective subject in B.A History programme.
- ➢ The curriculum finalized by the Board of Studies is discussed and approved by the Academic council and Governing Body.
- ➢ The recommendations suggested by the Academic council and Governing Body are incorporated in the syllabus.
- ➢ Value Education, Environmental Studies, Gender Studies and Soft Skill Development are included in the Curriculum.
- ➢ Value Added courses are introduced to enhance the employability potentials of the Students.(Ex. E-Banking, Disaster Management, Objective English, Tour Operation and Tourist Guide, Basic Economics).
- ➢ Academic performance review meeting was held on 14.03.2019 and 15.03.2019 to enrich the curriculum every year. Curriculum is revamped periodically.

❖ Teaching and Learning

- ➢ Academic diary and e-Academic diary are maintained to improve the quality of teaching.
- ➢ Orientation classes and Bridge courses were conducted for the First Year UG Students.
- ➢ Faculty members are encouraged to use ICT enabled Teaching and 106 staff members are using this technology.
- ➢ Students are motivated to participate in Group Discussions and present papers in Seminars and Conferences (24 PG students and 8 UG students of various departments attended seminars/ workshops/conferences).
- ➢ Learning through field work and industrial visit.
- ➢ Remedial coaching is provided to the weak students.
- ➢ Special care is taken for coaching slow learners by giving them study materials.
- ➢ Students are encouraged to refer many books in the library as Library hour is mandatory.
- ➢ Advanced learners are given special coaching and motivated to appear for university rank examination.
- ➢ Tutorial system is followed to monitor the academic progress of the students.
- ➢ IQAC monitors the various departmental activities (conduct of seminars, workshops, faculty development programmes, research activities, project works, field trips, study tour etc).

❖ **Examination and Evaluation**

➢ **Choice Based Credit System** is followed and the total credits turn out to be 140 for all the UG degree courses and 90 for all the PG degree courses.

➢ Semester Based Examination system is followed. For every academic year the semester examinations are conducted in November (Odd) and April (Even).

➢ Pass requirements for UG degree courses, the passing minimum is 10 out of 25 in CIA and 30 out of 75 in semester examinations (40%). For PG degree courses, the passing minimum of marks is 10 out of 25 in CIA and 30 out of 75 in semester examinations but making an aggregate of 50% marks as minimum mark.

➢ Arrear examinations for the alternative semesters will be conducted before the commencement of regular semester examinations. The students who have arrears in the current semester are allowed to write the arrear papers along with the regular examinations.

➢ Supplementary examination will be conducted within a month, after the publication of results, to the final year UG and PG students who have failed in only one paper in the present or previous semesters.

➢ Academic analysis is made after the publication of results and review report is prepared.

➢ Semester based system evaluation of student's performance in examinations is done in two phases, namely, continuous internal assessment (CIA) and semester examinations (SE). The continuous internal assessment marks are submitted to the office by the departments.

❖ **Research and Development**

➢ Faculty Members participated in 17 International Conferences, 39 National Conferences and 121 State level Seminars.

➢ Dr. R. Sophia Porchelvi received "World Championship 2018" award from American Journal of Mathematical Analysis on 01.10.2018.

➢ The departments are motivated to organize National/ International Seminars getting Funds from the Funding agencies.

➢ Faculty members have published 8 articles in National level Journals and 84 articles in International level Journals, notified on UGC website.

➢ Two students from Zoology and Mathematics department have done Project work during the year 2018-2019.

➢ The college provides seed money to the faculties for their research work. Two faculty members received Rs.20,000 during the year 2018-2019.

➢ Faculty members have received various awards from different awarding agencies.

➢ Encouraging the students to apply for projects from TNSCST.

➢ Efforts are taken to establish linkages with institutes/Industries and to enhance the Infrastructure facilities needed for enhancing the quality of Research.

❖ **Library, ICT and Physical Infrastructure / Instrumentation**

➢ The Library is fully computerized and bar coded.

➢ On line Public Access Catalogue, bar coded user entry and bar coded circulation system is followed.

➢ CRT Monitors are replaced by LED Monitors.

- ➤ Moodle, Wi-Fi enabled LCD Projectors are available in the seminar halls.
- ➤ CC TV surveillance is installed within the campus.
- ➤ Bio-metric attendance is maintained for both Teaching and Non-Teaching staff members.

❖ **Human Resource Management**

- ➤ Faculty Development Programmes are organized periodically to develop good human resources.
- ➤ Teaching and Non-Teaching staff members are encouraged to attend in- service training programmes, orientation/ Refresher courses and faculty development programmes organized by other institutions to improve their classroom performance and to use modern teaching aids.
- ➤ Mr. K. Ashok, Lab Assistant attended the PFMS Training Programme for NSS Programme Officers, organized by the NSS Cell of Bharathidasan University on 26.02.2019 in the University campus.
- ➤ Mr. K. Ashok, Lab Assistant attended a training on uploading "ERP Entry" at Raja Serfoji Govt. Arts College, Thanjavur on 06.03.2019 organized by the Joint Directorate of Collegiate Education, Thanjavur.
- ➤ The Part –V and other extension activities aim at developing civic responsibility among the students and help them to realize their responsibilities to their fellow human beings.

❖ **Industry Interaction / Collaboration**

The College collaborates with Institutes and Industries for the societal Development.
- ➤ The Department of Botany, Physics and Chemistry conducted a workshop on "Application of Science and Technology for Rural Area" from 04.02.2019 to 08.02.2019 in collaboration with Tamil Nadu State Council for Science and Technology (TNSCST).

❖ **Industry**

The College provides suitable training programmes to make the students industry ready graduates. Linkages help in increasing the job opportunities of the students.
- ➤ Seven students of II M.Sc., Zoology undergone 'On the Job Training' at Sri Amman Biocare, Thanjavur on 11.02.2019 and 12.02.2019.
- ➤ Four students of II M.Sc., Chemistry went "Inplant Training" at Chennai Petroleum Corporation Limited (CPCL), Panangudi, Nagore, from 24.12.2018 to 28.12.2018.
- ➤ Five students of II M.Sc., Chemistry did their projects at Chennai Petroleum Corporation Limited (CPCL), Panangudi, Nagore, from 24.12.2018 to 04.12.2019.
- ➤ Seven students of II M.Sc., Computer Science did their projects at Arileo Consultancy, Chennai from December 2018 to March 2019.

❖ **Admission of Students**

- ➤ Principal of the college along with the admission committee carry out the admission process.
- ➤ Economically poor students are provided with free admission by the college authority.
- ➤ An admission committee is formed for U.G., P.G. and M.Phil., Programmes.
- ➤ Institution strictly adheres to the norms of the State Government applicable to Aided institutions.

6.2.2: **Implementation of e-governance in areas of operations:**
❖ **Planning and Development** ➢ Implemented SMS system for dissemination of information including regular notice to all stakeholders. ➢ The daily events are updated in the college website.(updated in website upto October 2018) ➢ All academic details are updated in the college website
❖ **Administration** ➢ Office of Controller of Examinations and Library are fully computerized. ➢ Fee Collection, Salary details and maintenance of all accounts are computerized, in college office.
❖ **Finance and Accounts** ➢ Fees are collected using software which maintain records of students' receipts and profile account. ➢ Daily cash collection and payment reports are generated from the software and recorded in the cash book later which is posted to various ledgers. ➢ Teaching and Non teaching staff members salary are computerized.
❖ **Student Admission and Support** ➢ English Language Lab is functioning with 20 computers for Part II English and English major students. ➢ Students utilize Library to prepare PowerPoint presentation for taking seminars and to present articles in journal club. ➢ Web Designing, Animation, HTML, MS-Office, Coreldraw /Photoshop, Tally courses are offered to the students to improve their employable skill.
❖ **Examination** ➢ The office has the Examination automation software to do the works related to examinations in an easier and effective manner within the stipulated time. The Examination schedule, Semester examinations, Publications of results, Distribution of certificates, Revaluation results, Conduct of arrear examinations, Supplementary examinations and results are carried out intact with time. The examination schedule is put up in the college website and the results are published through the website. ➢ The teachers can key in internal assessment marks in the central data bank at the Controller's office through LAN. ➢ The SE marks are also entered in the Examination Automation directly with External Examiners. ➢ Reports generated: Report about Result Analysis (Classification of failed, I Class & Distinction students) ➢ CIA-SE Report and Comparison Graph ➢ Periodic revision of Question Paper setters and Examiners made and kept in the database. ➢ Student Portal: Students can view their profile, hall ticket, Time table, CIA and result through the students portal. ➢ Staff portal for uploading the day to day Academic activities like portions covered absentees, conducting of test, quiz, seminars and assignments etc. ➢ Examination related details like syllabus, previous semester question papers and Autonomous rank lists are uploaded in the college website. ➢ Online Certificate Verification ➢ Report about

- Autonomous ranks
- Moderation Report
- Percentage of results
- Online Forms available (Downloaded from Website)
  - Rank Certificate Application Form
  - Revaluation Form
  - Retotalling Form
  - Transparency Form

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support Rs.
2018-2019	Mrs.V.Kannaki & Dr.R.Sophiaporchelvi	Revised NAAC norms and Procedures	IQAC	7,140
	Dr.R.Manimozhi & Mrs.K.Arul Mary Joycee	SWAYAM - a MOOC portal		984
	Dr.L.Megala	NAAC Revised Framework		3,878
	Dr.R.Manimozhi & Dr.P.Sujatha	Professional Development of Academic Administrators on "Institutional Assessment and Accreditation		2,500
	Dr.R.Sophiaporchelvi & Mrs.K.Arul Mary Joycee	EAT Module for PFMS organized at Loyola College, Chennai		5,416

6.3.2 Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2018-2019	English for "ICE" (Interpersonal, Classroom, Evaluative Transactions)	-	21.07.2018	92	-
	Digital Age Pedagogy	-	25.08.2018	84	-
	Modern Pedagogic Strategies for Teaching and Learning and Innovative Methods of Teaching	-	15.03.2019	56	-

| 6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year |

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Refresher Course	03	23.11.2018 to 13.12.2018
Orientation Programme	01	22.04.2019 to 21.05.2019

6.3.4 Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime
51(Govt. Aided)	55 (Self Financing)	19 (Govt. Aided)	25 (Self Financing)

6.3.5 Welfare schemes for

Teaching	Provident Fund, Contributory Pension Scheme, Staff Welfare Fund Facilities, ESI
Non teaching	Provident Fund, Contributory Pension Scheme
Students	Student Benefit Fund, Scholarship for Students, Group Insurance Scheme

Financial Management and Resource Mobilization

6.4.1   Institution conducts internal and external financial audits regularly (with in 100 words each)
 Internal Audit is done every year where the auditing team checks the income received from the students which is recorded in the software and reconciled with the fees that is to be received according to classwise. Cashbook is checked with the help of bank statement and vouchers maintained by the institution along with physical cash verification. A report of Income and Expenditure Statement is submitted to the Chartered Accountant who prepared the financial statement and other reports for the institution.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Jai Foundation	11,255	Financial Assisstance for economically weaker sections of Students
Sivakavi Iyer	10,200	Financial Assisstance for economically weaker sections of Students
Students Aid Fund	4,000	Financial Assisstance for economically weaker sections of Students

6.4.2   Total corpus fund generated

6.5   **Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	IQAC
Administrative	Yes	RJD Office, Thanjavur	Yes	Varadarajan and Co., Nagapattinam

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

  ➢ Many points of agenda were discussed during the meeting to improve the college in many areas like Infrastructure, discipline, extracurricular activities and performance of the students.

- The college always invites suggestion for improvement from the parents and the stake holders and the feedback obtained from them are always given due importance.
- Interpersonal interaction also took place between the parents and the concerned subject teachers out of which the parents were able to know about their ward's attendance record and the performance in the recently concluded examination. There was a transparent discussion about the behaviour of the students in the campus and the need of the students.

6.5.3 Development programmes for support staff (at least three)

- Lab Assistant Ms.S.Shobana has undergone training on installing software, data entry operation at EDUSAT Lab from 02.07.2018 to 06.07.2018 by Mrs.K.Arul Mary Joycee, HOD of Computer Science.
- The Placement Cell Assistant Ms.C.Balasri attended a orientation programme conducted by the placement cel on 02.08.18 and 03.08.18. She was given training by the placement cell co-ordinators and Mrs.K.Arul Mary Joycee, HOD of Computer Science on MS Word and MS Excel.
- Library Assistants Ms.K.Poonguzhali and Ms.S.Hemalatha has undergone KOHA software training on 17.12.18 and 18.12.18 by EDUSYS, Trichy.

6.5.4 Post Accreditation initiative(s) (mention at least three)

- Applied for Minor Research Projects to different funding agencies.
- IQAC is strengthened.
- Dropout rate of students is reduced.
- Women oriented skill based certificate courses are offered (Fashion technology, Soft Skill and Interview skills, Food Nutrition and Dietiecs, Marine Fish Processing Technology).

6.5.5

a. Submission of Data for AISHE portal : (**Yes** /No)   Date: 28.02.2019
b. Participation in NIRF : (**Yes** /No)   Date: 28.11.2018
c. ISO Certification : (Yes /**No**)
d. NBA or any other quality audit : (Yes /**No**)

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from------to------)	Number of participants
2018-2019	English for ICE	21.07.2018	10.00 AM to 4.00PM	92
	Digital Age Pedagogy	25.08.2018	10.00 AM to 4.00PM	84
	Modern Pedagogic strategies for teaching and learning and innovative methods of teaching	15.03.2019	10.00 AM to 4.00PM	56

CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year

Title of the programme	Period (from-to)	Participants	
		Female	Male
Skill Development for Women Entrepreneurs	19.09.18	115	-
Job Skills in Banking	07.02.2019	125	-
Career opportunities for the youth	25.02.2019	95	-
College Bazaar	26.02.2019 to 28.02.2019	1540	-
Eni Oru Vidhi Seivom	20.09.2018	78	-
Illakiamum pengalum	14.03.2019	85	-
Small Scale Entrepreneurs	25.09.2018	95	-
Women Related Laws	30.01.2019	95	-
Women Power	19.06.2019	94	-
◻◻◻ ◻◻◻◻◻◻ ◻◻◻◻◻◻ ◻◻◻◻◻◻ ◻◻◻◻◻◻◻◻◻◻ ◻◻◻◻◻" (Awareness camp for Women on Domestic Violence and Harassment)	25.07.2018	All UG & PG students	

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources
➢ Energy conservation is given highest priority. Solar light and 127 LED tube lights are used to minimize the power consumption.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	03
Provision for lift	Yes	03
Ramp/ Rails	Yes	03
Braille Software/facilities	Does not Arise	-
Rest Rooms	Yes	06
Scribes for examination	Does not Arise	-
Special skill development for differently abled students	Short Term Certificate Course is offered	03
Any other similar facility	Wheel Chair is available	01

7.1.4 Inclusion and Situatedness
Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018-2019	05	Lecture	26.07.2018	Department of History	Kamaraj-the great Visionary of Education	IV to VII standard students of Andanapettai Middle School

			Date		Activity	
		Awareness	14.09.2018	NSS	Anti-drug Awareness rally Programme	
			18.09.2018		Swachchtahi Sewa, Nukkad (Street play)	
			19.09.2018		Environmental Protection	
		Note books, Nighty, Milk powder, Pen	05.12.2018	ADM College	GAJA Cyclone Relief aid	32

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Hand Book and Calendar for Students	11.06.2018	**General Discipline**: ➢Student should greet the Principal and other superior and members of the faculty. ➢Students are expected to be attentive and silent during class and important occasions. ➢Using Cell Phone is strictly prohibited. ➢The cleanliness of the college should be maintained. ➢Ragging should be avoided. ➢Students should follow the library rules. ➢Regular Attendance for classes and games is required.
Standard Operating Procedures (SOP) Manual for Administrative and Academic Staff	18.06.2018	➢ Organizational Chart to allocate the work. ➢ Objectives, Operating Authorities, Members and Functions of the Statutory Bodies. • Governing Body • College Committee • Academic Council • College Council • Board of Studies • Finance Committee ➢ Objectives and Procedures to maintain the Infrastructure. ➢ Guidelines, Rules and Regulations for Management of Hostels. ➢ List of Regular works to be carried out in Liaison with JDCE's Office. ➢ Various Committees are framed to maintain discipline among the students. ➢ Roles and Responsibilities of the Heads of the Departments. ➢ List of Registers to be maintained in each department. ➢ Duties and Responsibilities of the Teaching Faculty. ➢ Examination Reforms.

7.1.6 Activities conducted for promotion of Universal Values and Ethics

Activity	Duration (from-to-)	Number of participants
Tamilnadu State council for science and technology organized a training Programme-"Preservation of vegetables and fruits". Mr. M. Mariyappan, Director, Manoj Consultancy, Madurai.	05.02.2019	134

Training Programme on "Identification of Food Adulteration" . The resource person was Mr.R. Paranthaman, Indian Institute of Food Processing Technology, Thanjavur	08.02.2019	126
Human Rights Day was celebrated, Mrs B. Regina Mary B.A.B.L Advocate was the chief Guest.	07.01.2019	84
Human Rights in India , Dr. D. Julius Vijayakumar, Assistant Professor , TBML College was the Resource Person	28.02.2019	75
"Kamaraj, the Great Visionary of Education" at Panchayat Union Middle School Andanapettai in our adopted village.	16.07.2018	155
Our NCC students took part in the "Anti- drugs awareness Rally" organised in Andanapettai our adopted village.	14.09.2018	120

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

- ➢ The PG and Research Department of Economics organised a seminar on the topic "Sustainable Agriculture" on 25.07.2018. Dr.S. Vijayan, Assistant Professor of Economics Annamalai University,Annamalai Nagar was the Resource person.

- ➢ The Department of English organised a one day Seminar on the topic "Literature through Green Lens" on 28.12.2018, Dr.S. Karthikumar, Assistant Professor of English, Annamalai University was the Resource person.

- ➢ Dr. Chezhian, Assistant Professor of Zoology, D.G. Government Arts College, Mayiladuthurai, Spoke about "Effects of Pesticides on Ecosystem" on 10.08.2018.

- ➢ A Mega Tree Plantation Campaign was organised on 16.10.2018 to commemorate the 79th Birth celebration of our former President Dr. A. P. J. Abdul Kalam. Our College Founder president Thiru A.D. Jeyem Pandian was the Chief Guest, more than 60saplings were planted in the campus.

- ➢ During the Gaja Cyclone our NSS volunteers took part in the campus cleaning.

- ➢ The campus is regularly cleaned and students are advised to minimize the use of plastics to make the campus plastic free zone.

- ➢ Buy-back system is followed to dispose the old computers, electronic gadgets to carry out e-waste management efficiently.

- ➢ More number of saplings are planted in the campus to maintain the campus green and to create a pollution free environment.

- ➢ Rain water harvesting structures in these places to enrich ground water level.

- ➢ Implementation of green practices like using bicycles and public transport by staff and students.

- ➢ Reduced used of plastic, e-communications for reduced use of papers in office, maintaining greenery in the campus and the affordable expenditure on the green initiatives amply prove the environmental concern of the institution.

7.2 Best Practices

Describe at least two institutional best practices

Two Best practices of this institution :

1. **Student – Mentor System**
2. **Examination Reforms and Evaluation of Students**

1. Student – Mentor System

Context:

The visionary founders of this institution (A.D.M.College for Women) are ambitious to transform the society through educating and empowering women. Teachers of this institution have the sole

responsibility to organize and manage the student resources to ensure better outcomes.

Being a mentor, a teacher trains, improves and strengthens the character and academic performance and competence of her wards.

Objective:

1. To motivate the students to take part in curricular, co-curricular and extracurricular activities.
2. To monitor student regularity and discipline.
3. To inculcate social and moral values in students and thereby preparing them for nation- building activities.
4. To improve teacher-student relationship.
5. To offer counseling at the times of need.
6. To make them self confident individuals ready to face the challenges in life.

Practice:

Faculties in the departments aim at identifying the student's behavior in the process of learning. The physical and intellectual behavior of the students is in line with the expected standards.

The activity of training students for quality improvement begins in the first year course and continues up to the end semester (6th semester). The practice is followed in different stages.

Stage 1: Allotment of students to the teacher mentor.

Stage 2: Finding the strengths and weakness of the ward related to both physical and intellectual behavior through orientation.

Stage 3: Offering Bridge course for the freshers, remedial coaching for the disadvantaged learners and value education for all.

Stage 4: Giving counseling and opportunities to students to undertake skill based certificate courses to improve their employability skills.

Stage 5: Following feedback mechanism to strengthen the system.

Around 10-20 students are allotted to each faculty member who will act as mentor and guide for those students for the entire course period. Each faculty has the responsibility and accountability to strengthen the ability of the students to face the challenges in the field of education in particular and to encourage participating in curricular, co-curricular and extracurricular activities.

Remedial Class:

Weak students are identified and special coaching and remedial classes are taken by the concerned staff.

Counseling:

Personal counseling is offered to solve problems related to psychological traumas, family oriented stress etc.

Impact of the practice:

Student Mentor system is an integral part of the functioning of the institution. Mentoring system enables the mentors to have close contact with their wards. They are able to identify the strengths and weakness of their wards and thereby guide them in the right direction. To the mentees the teachers are no more persons sitting on the ivory towers. The mentees come out with their problems related to their studies. The mentoring system helps in the overall development of the wards.

Resources required:

Faculty with commitment to the cause of student development. To analyze and interpret the feedback, there is a need and support from the faculty.

Contact Person :

Principal/ IQAC Coordinator
A.D.M.College for Women (Autonomous), Nagapattinam.
E.mail: admcnagai@yahoo.co.in
Website: http://www.adjadmc.ac.in

2. EXAMINATION REFORMS AND EVALUATION OF STUDENTS

Context:

Evaluation of Students performance in examinations is done in two phases, namely CIA (Continuous Internal Assessment) and SE (Semester Examinations).

Academically poor students are given the opportunity to appear for Supplementary examination after the publication of results.

Objectives:

Examination Reforms formulated and implemented in the office of the Controller of Examination, pave a way to improve the education process itself.

1. To provide an adequate system to measure the different types of skills of the students.
2. To evaluate the performance be free from subjectivity and be accurate.
3. To provide a preplanned Examination Schedule of the College to enable the faculty and students to get ready for the evaluation and examination procedure.
4. To implement E. Governance and Transparency in the Evaluation process.
5. To enable those students who fail in the examination to reappear for Arrear examinations.
6. To give immediate opportunity to students who have failed in one paper only by conducting supplementary examination. Hence they do not loose a precious year in their academic career.

Practice:

Institution is adopting two components, namely,

1. Continuous Internal Assessment (CIA)
2. Semester Examinations (SE)

Pass Requirements: For UG degree courses, the passing minimum is 10 out of 25 in CIA and 30 out of 75 in Semester Examinations (40%). For PG degree courses, the passing minimum of marks is 10 out of 25 in CIA and 30 out of 75 in Semester Examinations but making an aggregate of 50% marks as minimum mark.

Methods of Evaluation: For all UG, PG and M.Phil degree courses, Central Valuation is followed. The CIA marks are received through online student portal and the SE marks are entered by the external examiners at the valuation centre.

Arrear Examinations: Arrear examinations for the alternative semesters will be conducted before the

commencement of regular semester examinations.

The students who have arrears in the current semester are allowed to write the arrear papers along with the regular examinations. This practice enables the students to concentrate on doing well in the regular semester papers.

Transparency / Revaluation / Retotalling : Application for Transparency shall be made within 7 days after the publication of results.

Revaluation/Retotalling of the answer script is also permitted and shall be made within 10 days from the date of publication of results.

Supplementary Examination: This Examination will be conducted within a month, after the publication of results, to the final year UG and PG students who have failed in exactly one paper in the present or previous semesters.

CBCS Pattern: CBCS pattern of Examination System is followed and the total credits turn out to be 140 for all the UG degree courses and 90 for all the PG degree courses.

Consolidated Certificates of Marks : Consolidated Certificates of Marks will be issued to students who have successfully completed all their papers and students who need course completion certificates, before getting the Provisional Certificates from the University, may apply to the Controller's office through the Principal and get the same immediately or the following day.

 Quality Measures:

 Implementation of E-governance:

1. The office has the **Examination automation software** that enables to do the works in an easier and effective manner within the stipulated time. The Examination schedule, Semester examinations, Publications of results, Distribution of certificates, Revaluation results, Conduct of arrear examinations, Supplementary examinations and results are carried out on time. The examination schedule is put up in the college website and the results are published through the website.

2. The teachers can key in internal assessment marks in the central data bank at the Controller's office through LAN.

3. The SE marks are also entered in the Examination Automation directly by External Examiners.

4. Reports generated: Report about Result Analysis (Classification of failed, I Class & Distinction students).

5. CIA-SE Report & Comparison Graph.

6. Professor details updated in Examination Automation and Periodic revision of Question Paper setters and Examiners made and kept in the database.

7. **Student Portal**: Students can view their profile, hall ticket, Timetable, CIA and result through the student portal.

8. **Staff Portal** for uploading the day to day Academic activities like portions covered absentees, conduct of

test, quiz, seminars & Assignments etc.,

9. Examination related details like syllabus, previous semester question papers and Autonomous rank lists are uploaded in the College Website.

10. Online Certificate Verification

11. Report about

➢ Autonomous ranks

➢ Moderation Report

➢ Percentage of Results

 12. Online Forms available [Downloaded from Website]

➢ Rank Certificate Application Form

➢ Revaluation Form

➢ Retotalling form

➢ Transparency form

13. The Examination schedule of the COE Office is framed and put up on the College

 Website and Notice Board.

EXAMINATION SCHEDULE OF THE COLLEGE

Arrear Examinations (II, IV, VI Semesters)	Last Week of July
M. Phil Project Submission	31st August
M. Phil. Viva Voce	First /Second week of September
Practical Examinations	Third week of October
Theory Examinations	First Week of November
Arrear Examinations (I, III, V Semesters)	Last week of February
M. Phil Theory Examinations	Last week of February
Practical Examinations	Third week of March
PG Project Submission	31st March
PG Viva Voce	2nd Week of April
Theory Examinations	Last week of April
Supplementary Examinations	A month after the announcement of results

Question Paper Scrutiny Board is instituted to scrutinize the question papers before the commencement

 of the examinations. This will enable to avoid silly mistakes, out of syllabus and poor setting of the

question papers.

Academic Analysis

After the publication of results academic analysis is made based on the feed back report received from the examiners during valuation and also on performance of the students in their respective disciplines. A Review report is prepared and Subject/paper wise students performance and over all department wise result below 75% are called for explanation by the College Committee and necessary action to improve the performance is also insisted.

Impact of the Practice:

1. Involvement of the teacher has been assured

2. Continuous Assessment encourages the students to work systematically through out the course.

3. Students have the opportunity to discuss their test paper answers (internal) with their teacher. Its adds to the reliability and transparency of the system.

4. Students appearing for supplementary examinations can put their maximum effort to prepare for only one failed paper and pass credibly. They can join their PG programmes without entailing a loss of one year.

5. These reforms help in promoting better work culture in all the departments and the office of the COE.

Disadvantages:

While implementing E-Governance, some practical difficulties are faced by the office of COE and they are detailed below.

- Lack of Timely updation of data by the faculty.
- Lack of Awareness regarding the availability of E-resources to the students.

Resources required:

Institution can grow, improve its practices and reach its vision according to its financial, human and physical resources. There is a need for careful monitoring and analysis of grievances filed by the students, feedback from teachers, HODs of the subject concerned.

Contact Details:

The Controller of Examinations,

ADM College for Women (Autonomous),

Nagapattinam.

E-mail : coeadmc @yahoo.in

Website : www.adjadmc.ac.in.

The institution has a number of best practices in tune with its vision, mission and objectives.

➢ A.D.M. College for Women offers holistic education with the ultimate goal of empowering the womenfolk

of this downtrodden area. It always strives to shape and fine-tune the values and qualities of women. The institutional values are reflected in its conscious and responsible activities towards environment and society.

- ➤ Voluntary involvement of faculty to give financial support to the economically weaker students in the form of rendering interest free loan through the student benefit fund and also in taking care of the deserving students by paying the college fee until she completes the course.

- ➤ Mentor System is followed to monitor the students both for academic performance and for personal counseling.

- ➤ Introduction of **Management Information System (MIS)** manual for Administrative and Academic staff helps to formulate and monitor the overall functioning of the institution related to maintenance of infrastructure, functions of various committees, academic responsibilities of the HODs and facult administrative responsibilities of the non-teaching staff.

- ➤ The educational support services, village welfare activities through Village Adoption Scheme are evidences to prove the social concern of the institution

- ➤ The office of the Controller of Examinations has examination automation software to complete the works in an effective manner within the stipulated time. Preplanned examination schedule is circulated to all the departments and also displayed in the student portal. The examination reform is reflected through the conduct of supplementary examination, transparency in the evaluation procedures.

Through NSS has organized various programmes to address the local community and societal needs. The college has two active NSS Units. Both the Units are actively engaged in several activities within and outside the college.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the web link of the institution in not more than 500 words

The institute is committed to its mission and vision in all its endeavors. It has performed remarkably well in many areas distinctive to its vision, priority and thrust.

Holistic learning is all about the right mixture of knowledge and skills. It helps in improving the ability of the students and enhances the competencies. This can be achieved only when there is awareness and respect for skill based learning.

Higher educational institution are expected to provide the skills needed for succeeding in today's global economy in tune with the vision of college offers various value added skill based certificate courses aiming at preparing the students for different economic sectors, help them to stay and progress in the labor market. Skill based education is not a choice but a need in India where the demand for skill professional is still very high and the desire to get skilled is low.

➢ In order to provide quality higher education blended with technical skills, value added skill based Certificate courses are offered. They are

S.No.	Name of the Course	No. of Beneficiaries	Justification
1.	Marine Fish Processing Technology	70	It's a socially relevant course as majority of the students are from Fishermen community. This course will enable them to become successful entrepreneurs.
2.	Fashion Technology	271	Students are taught to stitch chudithars, blouses and petticoats. Students gain confidence to stitch their own clothes. They get job opportunities in garment export companies.
3.	Soft Skills and Interview Skills	72	To make the students more proficient during interviews. It includes communication, leadership ability, critical thinking, coachability, curiosity, time management and work ethics.
4.	Tally ERP	221	Tally is an important tool in calculating monetary terms, accountancy, tax and GST calculations, managing commercial transactions effectively and efficiently. Plenty of opportunities are available for students with the knowledge of Tally ERP 9.
5.	Photoshop	193	This course enables the individuals to create and design digital images and illustration for print and web publications.
6.	Communication and Soft Skill development	50	In order to be successful in life career, communication skill is essential for the students. Effective communication will support the learners for better performance and job satisfaction.

- Institution adopts several strategies to promote teaching, learning process like direct participation of student in teaching and learning like seminars, project works, exhibitions, industrial visits and field trips.
- Students are constantly encouraged to participate in seminars/workshops to sharpen their skills and their personality.
- Value Education classes are the part and parcel of regular curriculum which play a vital role in the over all development of the students to face the challenges of life.
- To mould the students into dutiful, disciplined and patriotic citizen of the nation, the college inculcates civic responsibility among students through various organizations like Women Cell, Entrepreneur Development Cell Counselling Cell, Environment Education Club, Gender Club, Human Rights Club, Legal Aid Cell, Electoral Literacy club, NCC, NSS, Red Ribbon Club, Rotaract Club and Youth Red Cross
- The National Cadet Corps of A.D.M. College for Women nurtures a sense of patriotic commitment by encouraging contributions to environment by organizing Tree Plantation programmes in and around the college. Environment Awareness programmes are organized periodically to show its commitment towards the development of the community. NCC is also known for its annual participation in the Independence Day Parade and The Republic Day Parade, thus instilling a sense of understanding of our national values in the hearts of the youth of India. It conducts the B-Certificate and C-Certificate Exams.
- Good physical facilities are provided for sports and games. Indoor Stadium funded by UGC is being utilized by the students and staff of ADM College as well as students from nearby institutions. Outsiders are also utilizing the facilities available in the indoor stadium to keep them fit.
- Career Guidance and Placement Cell plays an effective role for the employability of the students. The Cell arranges training programmes and invites reputed companies for campus drives.
- The day begins with prayer where students get opportunities to develop their personality. They read the important news items from 'The Hindu', famous sayings, Thirukural, Health Tips, Quiz questions.

8. **<u>Future Plans of action for next academic year (500 words)</u>**

- Encouraging and motivating the departments to become consultants for auditors, farmers, and pharmaceuticals.
- Promoting the number of collaborative activities for research and faculty exchange.
- Motivating the Departments to have linkages or MOU with industries or institution for internship, on the Job training, Project work etc.
- Initiating the staff to involve in e-content preparation by motivating them to use SWAYAM or other MOOCs platform.
- Organizing faculty development programmes to excel in teaching, learning and evaluation process.
- Conducting non-teaching/support staff skill development training programme.
- Encouraging students to undergo outreach programmes /college to community programmes in order to ensure integrated development of human potential for the service of mankind.
- Organizing skill initiative programmes on
  - Journalism
  - Bakery and Confectionary
  - Integrated Live Stock Management
  - Life Saving and First Aid Training
  - Travel Management and Tourism
  - Library and Information Science
  - Fashion Technology

By attending these programmes, students can be benefited by fulfilling the laudable and noble vision of our institution such as empowering women and quality higher education blended with technical skills.

Name _____   *Name* _____

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____ *** _____

Abbreviations:

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

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For Communication with NAAC

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