

Theni Melapettai Hindu Nadargal Uravinmurai

NADAR SARASWATHI COLLEGE OF ARTS & SCIENCE

Accredited by NAAC with 'A' Grade

Approved Under 2(f) and 12(B) Status of UGC

Affiliated to Mother Teresa Women's University, Kodaikanal

An ISO 9001 : 2008 Certified Institution

VADAPUTHUPATTI, THENI - 625531, TAMILNADU.



Annual Quality Assurance Report ***2015 - 2016***



Submitted to
National Assessment and Accreditation Council
Bangalore

Theni Melapettai Hindu Nadargal Uravinmurai
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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2015 - 2016

1. Details of the Institution

1.1 Name of the Institution

Nadar Saraswathi College of Arts and Science, Theni

1.2 Address Line 1

Post Box No.55,

Address Line 2

Vadaputhupatti

City/Town

Theni

State

Tamil Nadu

Pin Code

625 531

Institution e-mail address

principal@nscollege.org.in

Contact Nos.

9095100250

Name of the Head of the Institution:

Dr.S.Chitra

Tel. No. with STD Code:

-

Mobile:

9688044416, 9488044417

Name of the IQAC Co-ordinator:

Ms.A.Saranya

Mobile:

9942368369

IQAC e-mail address:

dean_iso@nscollege.org.in

1.3 NAAC Track ID

TNCOGN20721

OR

1.4 NAAC Executive Committee No. & Date:

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

EC(SC)/06/A&A/041 dated 1-5-2015

1.5 Website address:

www.nscollege.org.in

Web-link of the AQAR:

<http://nscollege.org.in/wp-content/uploads/2016/09/2015-2016.pdf>

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.02	2015	30.04.2020
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

10/05/2011

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

- i. AQAR 2014-15 submitted to NAAC on 11-09-2015 (DD/MM/YYYY)
 ii. AQAR _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☒ No ☐

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

Type of Institution Co-education ☐ Men ☐ Women ☒

Urban ☐ Rural ☒ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☐ UGC 12B ☐

Grant-in-aid + Self Financing ☐ Totally Self-financing ☒

1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☒

Others (Specify)

1.11 Name of the Affiliating University

Mother Teresa Women's University, Kodaikanal.

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

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

-

2. IQAC Composition and Activities

2.1 No. of Teachers

15

2.2 No. of Administrative/Technical staff

3

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and

2

Community representatives

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. International Seminar on “International Research in Humanities and Science: Globalization, Context and Differences” on 13.08.2015.
2. State Level Awareness Programme on “Networking of Rivers” on 07.10.2015.
3. Faculty Development Programme on “Psychology of dealing the adolescent’s Inter and Intra personal Complications” on 11.06.2015.
4. Faculty orientation and training to the new recruits.
5. Fresher’s Orientation Programme.
6. Career Guidance Programme on 18.09.2015.

2.14 Significant Activities and contributions made by IQAC

- Ensure the quality of curriculum, teaching, learning and evaluation based on feedback from stakeholders.
- Enhancing awareness on student support services.
- Organized Staff Development Programmes.
- Prepared and submitted AQAR to NAAC on 11.09.2015
- Conducted Academic Audit.

- Released two issues of IQAC Newsletter.
- Consultancy services were provided.
 - St. Antony's College
 - NSCET
- Documentation of all the activities of the college, department and service units.

2.15 Plan of Action by IQAC/Outcome

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

S. No	Plan of Action	Achievements
1.	To submit the AQAR in the month of September.	AQAR 2014 - 15 was uploaded in the College website on 11.09.2015.
2.	Planned to conduct Academic Audit.	Department wise Academic Audit was done.
3.	Orientation Programmes for the faculty members and staff members.	Two Orientation Programmes were organised for teaching faculty and one programme for non-teaching staff.
4.	IQAC Newsletter.	Two Issues of IQAC Newsletter released
5.	Staff Evaluation	Faculty members were evaluated by students.

** Academic Calendar of the year has enclosed as Annexure I.*

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

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

- Prepared the Action Plan for the academic year 2015-16. Convened a meeting with stakeholders of the college to improve the quality culture of the college.
- Scrutiny was undertaken by the Management.
- Future Plan was designed for the Next Academic Year.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
M.Phil	4	-	4	-
PG	10	-	10	-
UG	12	1	13	-
PG Diploma	-	-	-	3
Advanced Diploma	-	-	-	-
Diploma	-	-	-	3
Certificate	-	-	-	4
Others	-	-	-	11
Total	26	1	27	21

Interdisciplinary	3	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS ☒ /Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	27
Trimester	-
Annual	-

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

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

** Analysis of the feedback has enclosed in the Annexure II*

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

-

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

Department of Physics

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Lecturers)
118	85	7	6	20

2.2 No. of permanent faculty with Ph.D.

14

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
38	-	-	-	-	-	11	-	49	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	18	-
---	----	---

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	3	-
Presented papers	23	55	-
Resource Persons	-	-	-

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

- ICT integrated teaching
- Learning through industrial visits
- Smart class room teaching
- LSRW module introduced for English language teaching
- ICT-enabled, e-library facility, Student Projects, language resource centre, seminars, Field trips, GD, case studies, role-playing, Psycho-social guidance, collaborative learning, student paper presentations, literature reviews, book reviews, learning through media sharing, interaction with subject experts, workshops.

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

202

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

- Blue Print for all subjects
- Project diary
- Knowledge board test
- Brain Enigma test - Open source quiz competition
- Answer key for Internals & Pre-semester Exams
- Skill Based Evaluation

2.9 No. of faculty members involved in curriculum
Restructuring / revision / syllabus development
as member of Board of Study/ Faculty

1

Curriculum Development workshop

-

2.10 Average percentage of attendance of students

90.51

2.11 Course/Programme wise distribution of pass percentage

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Under Graduates						
B.A. Tamil	15	46.67	46.66	-	-	93.33
B.A. English ‘A’	69	-	71.01	27.54	1.45	100
B.A. English ‘B’	70	1.43	58.57	40	-	100
B.B.A.	29	20.69	58.62	20.69	-	100
B.Com.	53	1.89	47.17	43.39	7.55	100
B.Com. (CA) ‘A’	37	2.70	97.30	-	-	100
B.Com. (CA) ‘B’	37	18.92	81.08	-	-	100
B.Sc. Chemistry	35	37.14	60	-	-	97.14

B.Sc. Mathematics	62	69.4	29	1.6	-	100
B.Sc. Biochemistry	17	17.64	70.59	-	-	88.23
B.Sc. Microbiology	28	35.72	39.28	3.57	-	78.57
B.Sc. Computer Science	52	63	27	-	-	100
B.Sc. Information Technology	40	12	71	17	-	100
B.C.A.	54	50	48.15	1.85	-	100
Post Graduates						
M.B.A.	19	31.58	68.42	-	-	100
M.C.A.	15	60	40	-	-	100
M.Sc. (CS & IT)	12	25	75	-	-	100
M.Com.	4	100	-	-	-	100
M.Com. (CA)	10	-	100	-	-	100
M.A. English	20	10	85	-	-	95
M.Sc. Microbiology	9	55.6	44.4	-	-	100
M.Sc. Chemistry	8	37.5	62.5	-	-	100
M.Sc. Mathematics	20	75	25	-	-	100
Research Oriented Programmes						
M.Phil. English	8	100	-	-	-	100
M.Phil. Microbiology	1	100	-	-	-	100
M.Phil. Commerce	2	100	-	-	-	100
M.Phil. Computer Science	5	60	40	-	-	100

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

1. IQAC collects feedback from the students, alumni and parents in a structured questionnaire, which consists of components on learning outcomes.
2. Regular orientation programmes for the teaching faculty on quality enhancement.
3. Recommendations to create internet-enabled smart class rooms in every department, free access for faculty members and students to e-library facility were implemented.
4. Faculty members with financial support to participate in Teaching & Learning related seminars encouraged.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	5
HRD programmes	8
Orientation programmes	120
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	8
Summer / Winter schools, Workshops, etc.	83
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	40	-	18	-
Technical Staff	12	-	3	-

Criterion – III

3. Research, Consultancy and Extension

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

- Providing the facilities through centralized Instrumentations.
- Encouraging research through proper incentives and awards.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	1	1
Outlay in Rs. Lakhs	-	-	1, 80, 000	1, 05, 000

3.4 Details on research publications

	International	National	State
Peer Review Journals	42	-	-
Non-Peer Review Journals	13	-	-
e-Journals	2	-	-
Conference proceedings	15	57	1

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2013-2015	UGC	Rs.1, 80, 000	Rs.1, 05, 000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (<i>other than compulsory by the University</i>)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	Rs.1, 80, 000	Rs.1, 05, 000

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	2	-	-	-
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
7	2	2	-	-	3	-

3.18 No. of faculty from the Institution

who are Ph. D. Guides

1

and students registered under them

1

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

-

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

JRF -

SRF -

Project Fellows -

Any other -

3.21 No. of students Participated in NSS events

University level 1

State level 5

National level 1

International level -

Others – Special Camp 200

3.22 No. of students participated in NCC events

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS

University level	<input type="text" value="-"/>	State level	<input type="text" value="1"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="37"/>
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="24"/>
		Any other	<input type="text" value="-"/>

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

- Blood Identification camp
- World population day
- Awareness programme on “Cancer”.
- Rally on youth awakening day.
- Data entry work for computerized the new voter’s data (Government Project).
- Participated in human chain awareness programme on “HIV / AIDS”.
- Field visit to Jeevan Jothi Hospice for republic day celebration.
- Awareness Programme on “Child Sex Abuse” at Nadar Saraswathi Matriculation School, Vadaputhupatti and Nadar Saraswathi Girls Higher Secondary School, Theni.

- Participated in human chain awareness programme on “Road Safety” at Vadaputhupatti.
- 50 trees are planted in Oonjampatti village.
- 200 Toronto trees and 3 Rose Plants are planted.
- First aid training programme.
- Pulse polio immunization drive at Oonjampatti.
- 13 students and 2 faculty members donated blood at blood donation camp.
- Donated Rs.1,64,770/- for the Chennai Flood Relief Fund to the Government of Tamil Nadu on 15th December 2015.
- Donated Rs.2,000/- for the Chennai Flood Relief Fund to the Indian Red Cross Society, Tamil Nadu Branch on 29th December 2015.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	18 acres	-	-	-
Class rooms	60	9	Management	69
Laboratories	13	-	-	-
Seminar Halls	2	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	109	2	Management	111
Value of the equipment purchased during the year (Rs. in Lakhs)	23.16 Lakhs	2.17 Lakhs	Management	25.33 Lakhs
Others	-	-	-	-

4.2 Computerization of administration and library

- Biometric Attendance for Employees
- Computerized Billing for Students
- Digital Library
- E-journal

4.3 Library services

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19274	33,59,070	385	1,20,082	19659	34,79,152
Reference Books	1879	12,67,381	35	14,250	1914	12,81,631
e-Books	-	-	-	-	-	-
Journals	-	12,16,784	-	-	81	13,19,735
e-Resources (Inflibnet and Delnet)	2	21,000	-	-	2	38,200
Digital Database	-	-	-	-	-	-
CD & Video	668	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall) (No. of Computers)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	387	266	8 Mbps	62	-	9	50	-
Added	-	-	-	-	-	-	-	-
Total	387	266	8 Mbps	62	-	9	50	-

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

- Inhouse and participation of students and teachers in technology upgradation programmes organized by colleges offer opportunities to make themselves upgraded.
- Internet access to staff and students in Departments and Internet lab.

4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs.17,14,605/-
ii) Campus Infrastructure and facilities	Rs.17,24,098/-
iii) Equipments	Rs.6,14,244/-
iv) Others	Rs.11,45,410

Total: Rs.51,98,357

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC plays an important role in enhancing awareness of student support services. Awareness is brought through

- Handbook and Calendar
 - Department and college notice board
 - Tutor ward system
 - Parent – Teachers Association
 - Orientation programme
 - Club activities
 - Student council
 - Research and Development Cell
 - Discipline and Anti-ragging
 - Student welfare committee
- First year UG Students are given awareness about student support services like National Service Scheme, Consumer Club, Youth Red Cross, Red Ribbon Club, Green Club, Literacy Club, Physical Education, and Association activities etc. on the first day of their entry in to the College by the respective faculty-in-charge.
- The **Clubs** plays another important role in developing green environment and awareness among the students.
- Tree Plantation
 - Clean India drive at cleaning the Thottraiya Swamy Temple at Oonjampatti village.
 - Rally on Dengue awareness programme at Oonjampatti Middle School village.
 - Awareness programme on “நீர் வளம் காப்போம் நிலவளம் காப்போம்”.
 - Parthenium eradication at college campus.
- Various committees of staff and stakeholders formed to monitor the student support services.

5.2 Efforts made by the institution for tracking the progression

- Students are motivated and guided by the faculty for the vertical mobility for the progression.
- Special support to slow learners
- Updating alumni profile on the occasion of Graduation Day
- Conduct of continuous internal assessment tests.
- Department- wise results analysis immediately after the publication of semester results.
- Assessment by feedback.
- Personal guidance, on both academic and non-academic matters, is done.
- One-to-one basis, tutor mentor system is followed. Mentor keep track of her academic performance, attendance record, course registration, fulfilment of course requirements and so on, giving guidance where necessary on matters pertaining to academics through student personal profile booklet.

5.3 (a) Total Number of students

UG	PG	M.Phil	Ph. D.	Others
2032	266	16	-	-

(b) No. of students outside the state

9

(c) No. of international students

-

No	%
-	-

Men

No	%
2314	100

Women

Last Year (2014 – 2015)						This Year (2015 – 2016)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
6	74	1	818	-	899	5	83	-	790		878

Demand ratio

1:1.06

Dropout %

0.25%

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

1. The college has conducted coaching programme for NET/SLET Examinations.
2. The college has conducted coaching programme for entry into services like IAS, TNPSC and IBPS examinations.
3. 545 Books are purchased and issued to the students for Competitive Exams.
4. 88 Competitive Exams books are purchased in the library.
5. The college has conducted Mock Test for TNPSC Group IV Examination.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- Students were counselled under four categories on need basis. i.e. Academic, Personal, Career and Psycho-social aspects.
- Career guidance based training was conducted, off and on campus were conducted.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	878	45	5

5.8 Details of gender sensitization programmes

- Awareness Programme on “Child Sex Abuse” for Girls School Students at Vadaputhupatti and Theni.
- One day state level seminar on “Women Empowerment”.
- Guest lecture on “Capacity building of women entrepreneur”.
- Guest lecture on “Women upliftment for advancement in life science”.
- National level seminar on “Beware of women cancer”.
- Awareness programme on “Available protection under Law for Women”.

5.9 Students Activities

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

State / University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State / University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

Scholarship Detail	Number of students	Amount
Financial support from institution	81	8,40,535
Financial support from government	204	14,98,500
Financial support from other sources	34	29,745
Number of students who received International/ National recognitions	7	4,66,000
TOTAL	326	28,34,780

5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="2"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
Exhibition:	State/ University level	<input type="text" value="2"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed

- College has provides a transport facility to 18 routes. Due to increase in student strength additional 2 routes (Cumbum and Usilampatti) and extension of interior routes were implemented.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

Our vision is to produce competent, disciplined matured citizen, scientists and administrators with high moral, ethical and professional standards through devoted service.

Mission

- To create and sustain an academic environment conducive to academic excellence.
- To provide quality education to the inspired youth.
- To create environment to foster the technology.
- To create avenues for women education in emerging arenas.
- To imbibe leadership quality amongst the students.

6.2 Does the Institution has a management Information System

Yes (Accounts Section and Library)

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

6.3.1 Curriculum Development

- The Choice Based Credit System followed at present in the college facilitates horizontal movement, enabling students to make their choices.
- Training the faculty through hands-on training to equip them with the skills on application of new software
- Encouraging faculty members to serve as subject experts and as resource persons for other institutions
- Workshop, Seminar and Conference arranged by various departments.
- Department wise Academic Audit was done.
- New programmes introduced.

6.3.2 Teaching and Learning

- Planning and implementing lesson plan.
- Real time learning rendered to the students through industrial visits.
- Seminars were conducted to enhance students learning ability.
- ICT-enabled teaching-learning process has made students active participants in the classroom.

6.3.3 Examination and Evaluation

- Semester system with Continuous Internal Assessment (CIA) is followed.
- The Principal and the Heads of Department monitor the performance of the students by making an analysis after every internal test and external examination.
- The examination and evaluation pattern are followed as per the University Guidance plan.

6.3.4 Research and Development

- Applied for Minor research projects funded by UGC.
- Publication of research papers in National and International journals.
- 130 research papers in International / National Journals and Magazines, ISBN certified Conference / Seminar Proceedings.
- 3 faculty members have been registered Ph. D.
- 12 faculty members pursuing Ph.D.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- New Books, journals and magazines are added to the Central Library.
- Water cooler is installed in the college and hostel.
- Surveillance cameras are installed in the campus.
- Library – Equipped with INFLIBNET and DELNET.

6.3.6 Human Resource Management

- Placement Cell offers Soft Skill Training.
- Surveillance cameras are installed in the campus.

6.3.7 Faculty and Staff recruitment

- Qualified Faculty Members are selected after recruitment institution arrange Orientation and Faculty development Program to the Faculty Members.

6.3.8 Industry Interaction / Collaboration

- Our Institute is a member in the Confederation of Indian Industry (CII).
- MoU with Developing Library Network (DELNET), New Delhi for using e-resources.
- MoU with ICT Academy of Tamil Nadu (ICTACT).
- MoU with Win ways (Pvt.) Ltd, Madurai for conducting the LAMP and Android courses.
- MoU with Regional Council of ICWAI, Madurai for Conducting ICWAI (Foundation) classes.
- MoU with Tally institute of learning in association with Kalvi Institute Private Limited, Madurai for Conducting Tally classes.
- MoU with Manavalakalai Mandram for Conducting Value Added Course Certificate Course in Yoga.
- MoU with EDU Panacea for conducting Value Added Course Lingua Treata.

6.3.9 Admission of Students

- Students are selected for admission on the basis of past academic record depending on the course to which admission is sought.
- Publicity in admission process is done through various Processes such as Advertisement Banners, Advertisement broad casted through Local Television channels, College Website, Pamphlets and Prospectus.
- Transparency in admission process is shown.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> ▪ Group Insurance Policy ▪ PF ▪ ESI ▪ Periodic revision of pay scales of the staff. ▪ Free bus facility. ▪ Sanction of Maternity leave with salary. ▪ Casual leave / Medical leave. ▪ Special leave for research scholar. ▪ Duty leaves facility wherever applicable. ▪ Contribution to EPF. ▪ Special leave for research scholars. ▪ Honorarium for publication of articles. 29 faculty members were benefitted with the amount of Rs.16,750/- ▪ Free hostel facilities for the tutors. ▪ Creche for the faculty children. ▪ Annual Gift
Non-teaching	<ul style="list-style-type: none"> ▪ PF ▪ ESI ▪ Festival Bonus ▪ Annual Gift ▪ Periodic revision of pay scales of the staff. ▪ Free bus facility. ▪ Sanction of Maternity leave with salary. ▪ Casual leave / Medical leave. ▪ Contribution to EPF. ▪ Creche for the staff children.
Students	<ul style="list-style-type: none"> ▪ Group Insurance Policy 3 students were benefitted with the amount of Rs.1,34,569/- ▪ Management Scholarship

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done ☒ Yes ☐ No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	TUV Rheinland	Yes	Internal Auditors
Administrative	Yes	TUV Rheinland	Yes	Internal Auditors

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

For UG Programmes Yes ☒ No

For PG Programmes Yes ☒ No

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

- Coding Sheet
- CBCS
- Instant Examination
- Re-examination for the students attended interuniversity match.

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

Not Applicable

6.11 Activities and support from the Alumni Association

- The Vritcham Alumni Association is functioning successfully.
- Vritcham Alumni Association contributed 2 Laser printers, 1 External Hard disk, 1 Bureau and 1 candle mould for college.

6.12 Activities and support from the Parent – Teacher Association

- Parents Meet was organized for the parents of the fresher's. Also department wise parents meeting have been conducted to familiarize the semester examination results.
- Computer awareness programme for parents.
- Consumer awareness programme for parents.

6.13 Development programmes for support staff

- NSCAS organized Staff Training Programme for newly appointed Non-Teaching Staff Members.

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

- Plastic Free Zone
- 3 Rose Plants, 200 Toronto trees planted in the college campus.
- E-Waste Management

Criterion – VII

7. Innovations and Best Practices

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

Implementations of ICT in Teaching-learning

The teaching methods are enhanced by using OHP/ LCD projectors and smart boards for the effective execution of curriculum. Learning procedures are facilitated through e – resources, video lectures, sufficient books and journals, easy access of net connectivity to smooth progress of independent learning.

Library automation

Functioning of library is improved through library automation and installation of OPAC.

Club activities

Two more clubs are initiated. All the six club activities enhance the social skills and responsiveness of the students and renovate them as good citizens.

Value added courses

Certificate course in Spoken English is the compulsory value added course for all the first year UG students which make the students more confident while conversing in English. The University affiliated DCA, DTP, DWD courses, and other job oriented value added courses

offered by the institution create the entrepreneur skills and job opportunities of the students in future.

EDC cum Earn While You Learn Cell

In order to promote the students as an entrepreneur the EDC cum Earn while you learn cell is initiated and the students are trained for book binding, jewellery designing, vermicomposting and mushroom cultivation which inspire them to become an entrepreneur. Earn while you learn scheme creates an opportunity for those students living below the poverty line to relieve the burden of their family members to certain extent.

Caring of slow learners

As the college is a centre of education for the rural people, slow learners are mainly focused. The institution takes due efforts to upgrade their knowledge and vision. Remedial and mentoring classes are arranged to them which in turn increase the pass percentage of the University examination results.

Knowledge board

Knowledge board is apprised with current affairs and advancements of all the subjects and updated every day. Based on this Knowledge test “Brain Enigma” is conducted for all the students every year to enrich their intelligence. This practice improves the aptitude of the students in achieving competitive examinations.

Innovation in Infrastructure

Reverse Osmosis system is installed to provide hygienic drinking water facility. Solar energy plants are installed.

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

- AQAR (2014 – 2015) was prepared and submitted to NAAC.
- The Staff council (Principal, HoDs, Deans, and IQAC team) conducted a meeting to review the proposed annual plan for the previous year. HoDs presented the department annual plan for the new academic year (2015-16).

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

**** Best Practices has enclosed in the Annexure III***

7.4 Contribution to environmental awareness / protection

- Tree Plantation
- Clean India drive at cleaning the Thottraiya Swamy Temple at Oonjampatti village.
- Rally on Dengue awareness programme at Oonjampatti Middle School village.
- Awareness programme on “நீர் வளம் காப்போம் நிலவளம் காப்போம்”.
- Parthenium eradication at college campus.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

Strength

- Loyal and Philanthropic management in the development of the rural women.
- Affiliated to the Women University in Tamilnadu which functions with the motto “Empowerment of Women through Education”.
- Extensively supportive Management in administration.
- Highly Committed Management, Principal and faculty members towards academic progress and administration to ensure the quality education among students.
- Eco-friendly campus.
- Well-furnished infrastructural facilities like class rooms, library, and laboratories.
- Offers value added courses to meet the challenging World with all the required skills.
- Dedicated in community service through the clubs like National Service Scheme, Youth Red Cross, Red Ribbon Club, Consumer Club, Green club and Literacy club.
- Resourceful and dedicated faculty members.
- Innovative teaching methodology implemented for improving the learning process. Counseling services and value education classes inculcate the moral values among students.
- Placement cell services enhance the recruitment rate.

Weakness

- Faculty mobility.
- Initiate Institution - Industry collaboration.
- Enhancement of research.
- Insufficient participation of Placement Agencies.

Opportunities

- To develop industry-academia relationship.
- To foster interest and talent based students to pursue higher studies.
- To promote research.

Challenges

- To hone the skills of the students to become good communicators.
- To focus on research.
- Convincing prospective employers for campus selection and placement.

8. Plans of institution for next year


- To launch innovative academic programs in thrust area.
- To strengthen the consultancy service.
- To upgrade the PG Departments as Research Centers.
- To strengthen the labs to enhance the quality of research.
- To encourage faculty members to undertake funded projects.

Name: A.Saranya



Signature of the Coordinator, IQAC

Name: S.Chitra



Signature of the Chairperson, IQAC

Annexure I

Calendar

JUNE 2015

Date	Day	Particulars	No. of Working Days
1	MON		
2	TUE		
3	WED		
4	THU		
5	FRI		
6	SAT	HOLIDAY	
7	SUN	HOLIDAY	
8	MON	College Reopens / Orientation Programme for faculty members	
9	TUE		
10	WED	Faculty Development Programme	
11	THU	“	
12	FRI		
13	SAT	HOLIDAY	
14	SUN	HOLIDAY	
15	MON	College Reopens for II and III year students	1
16	TUE		2
17	WED		3
18	THU		4
19	FRI		5
20	SAT		6
21	SUN	HOLIDAY / Parents Meet for I year Hostel Students	
22	MON	College Reopens / Campus Tour / Entry Behaviour Test (EBT) for I year students / Parents Meet for I year Day scholar Students	7
23	TUE	Orientation Programme for Fresher's	8
24	WED	“	9
25	THU	Bridge Course for Fresher's	10
26	FRI	“	11
27	SAT	HOLIDAY	
28	SUN	HOLIDAY	
29	MON		12
30	TUE		13
Total No. of Working Days: 13			
Total No. of Holidays: 03			

JULY 2015

Date	Day	Particulars	No. of Working Days
1	WED		14
2	THU		15
3	FRI		16
4	SAT	HOLIDAY	
5	SUN	HOLIDAY	
6	MON		17
7	TUE		18
8	WED		19
9	THU		20
10	FRI		21
11	SAT	HOLIDAY	
12	SUN	HOLIDAY	
13	MON		22
14	TUE		23
15	WED		24
16	THU		25
17	FRI		26
18	SAT	RAMZAN - HOLIDAY	
19	SUN	HOLIDAY	
20	MON		27
21	TUE		28
22	WED		29
23	THU		30
24	FRI		31
25	SAT		32
26	SUN	HOLIDAY	
27	MON		33
28	TUE		34
29	WED		35
30	THU		36
31	FRI	I Internal Examination Begins	37
Total No. of Working Days: 24			
Total No. of Holidays: 07			

AUGUST 2015

Date	Day	Particulars	No. of Working Days
1	SAT	I Internal Examination	38
2	SUN	HOLIDAY	
3	MON	I Internal Examination	36
4	TUE	“	37
5	WED	“	38
6	THU		39
7	FRI		40
8	SAT	HOLIDAY	
9	SUN	HOLIDAY	
10	MON		41
11	TUE		42
12	WED		43
13	THU		44
14	FRI		45
15	SAT	INDEPENDENCE DAY- HOLIDAY	
16	SUN	HOLIDAY	
17	MON		46
18	TUE		47
19	WED	NSS Inauguration	48
20	THU		49
21	FRI		50
22	SAT	HOLIDAY	
23	SUN	HOLIDAY	
24	MON		51
25	TUE		52
26	WED	Amuthasurabhi Inauguration	53
27	THU		54
28	FRI		55
29	SAT	HOLIDAY	
30	SUN	HOLIDAY	
31	MON		56
Total No. of Working Days: 22			
Total No. of Holidays: 09			

SEPTEMBER 2015

Date	Day	Particulars	No. of Working Days
1	TUE		57
2	WED		58
3	THU	Sports Day	59
4	FRI		60
5	SAT	KRISHNA JAYANTHI - HOLIDAY	
6	SUN	HOLIDAY	
7	MON		61
8	TUE		62
9	WED	Kalasangami – The Fine Arts Celebration	63
10	THU	“	64
11	FRI	“	65
12	SAT	HOLIDAY	
13	SUN	HOLIDAY	
14	MON		66
15	TUE		67
16	WED		68
17	THU	GANESH CHATHURTHI - HOLIDAY	
18	FRI		69
19	SAT	HOLIDAY	
20	SUN	HOLIDAY	
21	MON	II Internal Examination Begins	70
22	TUE	“	71
23	WED	“	72
24	THU	BAKRID - HOLIDAY	
25	FRI	II Internal Examination	73
26	SAT	“	74
27	SUN	HOLIDAY	
28	MON		75
29	TUE		76
30	WED		77
Total No. of Working Days: 21			
Total No. of Holidays: 09			

OCTOBER 2015

Date	Day	Particulars	No. of Working Days
1	THU		78
2	FRI	GANDHI JAYANTHI - HOLIDAY	
3	SAT	HOLIDAY	
4	SUN	HOLIDAY	
5	MON		79
6	TUE		80
7	WED		81
8	THU		82
9	FRI		83
10	SAT		84
11	SUN	HOLIDAY	
12	MON		85
13	TUE		86
14	WED		87
15	THU		88
16	FRI		89
17	SAT		90
18	SUN	HOLIDAY	
19	MON		91
20	TUE		92
21	WED	SARASWATHI POOJA - HOLIDAY	
22	THU	VIJAYA DASHAMI - HOLIDAY	
23	FRI	MUHARRAM - HOLIDAY	
24	SAT	HOLIDAY	
25	SUN	HOLIDAY	
26	MON	Pre semester Examination Begins	93
27	TUE	“	94
28	WED	“	95
29	THU	“	96
30	FRI	“	97
31	SAT	Last Working Day for II and III Year Students	98
Total No. of Working Days: 21			
Total No. of Holidays: 10			

NOVEMBER 2015

Date	Day	Particulars	No. of Working Days
1	SUN	HOLIDAY	
2	MON		99
3	TUE		100
4	WED	Last Working Day for I Year Students	101
5	THU		
6	FRI		
7	SAT	HOLIDAY	
8	SUN	HOLIDAY	
9	MON	DIWALI - HOLIDAY	
10	TUE	DIWALI - HOLIDAY	
11	WED		
12	THU		
13	FRI		
14	SAT	HOLIDAY	
15	SUN	HOLIDAY	
16	MON		
17	TUE		
18	WED		
19	THU		
20	FRI		
21	SAT	HOLIDAY	
22	SUN	HOLIDAY	
23	MON		
24	TUE		
25	WED	College Reopens	1
26	THU		2
27	FRI		3
28	SAT		4
29	SUN	HOLIDAY	
30	MON		5
Total No. of Working Days: 8			
Total No. of Holidays: 02			

DECEMBER 2015

Date	Day	Particulars	No. of Working Days
1	TUE		6
2	WED		7
3	THU		8
4	FRI		9
5	SAT		10
6	SUN	HOLIDAY	
7	MON		11
8	TUE		12
9	WED		13
10	THU		14
11	FRI		15
12	SAT		16
13	SUN	HOLIDAY	
14	MON		17
15	TUE		18
16	WED		19
17	THU		20
18	FRI		21
19	SAT		22
20	SUN	HOLIDAY	
21	MON		23
22	TUE	NSS Camp Inauguration	24
23	WED	MILAD-UN-NABI / MID SEMESTER HOLIDAYS	
24	THU	“	
25	FRI	CHRISTMAS / MID SEMESTER HOLIDAYS	
26	SAT	“	
27	SUN	“	
28	MON	“	
29	TUE	“	
30	WED	“	
31	THU	“	
Total No. of Working Days: 19			
Total No. of Holidays: 12			

JANUARY 2016

Date	Day	Particulars	No. of Working Days
1	FRI	NEW YEAR / MID SEMESTER HOLIDAYS	
2	SAT	“	
3	SUN	“	
4	MON		25
5	TUE		26
6	WED		27
7	THU		28
8	FRI		29
9	SAT		30
10	SUN	HOLIDAY	
11	MON		31
12	TUE		32
13	WED		33
14	THU		34
15	FRI	PONGAL – HOLIDAY	
16	SAT	THIRUVALLUVAR DAY – HOLIDAY	
17	SUN	UZHAVAR THIRUNAL – HOLIDAY	
18	MON	I Internal Examination Begins	35
19	TUE	“	36
20	WED	“	37
21	THU	“	38
22	FRI	“	39
23	SAT		40
24	SUN	HOLIDAY	
25	MON		41
26	TUE	REPUBLIC DAY – HOLIDAY	
27	WED		42
28	THU		43
29	FRI		44
30	SAT		45
31	SUN	HOLIDAY	
Total No. of Working Days: 21			
Total No. of Holidays: 10			

FEBRUARY 2016

Date	Day	Particulars	No. of Working Days
1	MON		46
2	TUE		47
3	WED		48
4	THU		49
5	FRI	Amuthasurabhi Valediction	50
6	SAT		51
7	SUN	HOLIDAY	
8	MON		52
9	TUE		53
10	WED	Annual Day	54
11	THU		55
12	FRI		56
13	SAT	Alumni Meet - HOLIDAY	
14	SUN	HOLIDAY	
15	MON		57
16	TUE		58
17	WED	Graduation Day	59
18	THU		60
19	FRI		61
20	SAT		62
21	SUN	HOLIDAY	
22	MON		63
23	TUE		64
24	WED	II Internal Examination Begins	65
25	THU	“	66
26	FRI	“	67
27	SAT	“	68
28	SUN	HOLIDAY	
29	MON	II Internal Examination	69
Total No. of Working Days: 24			
Total No. of Holidays: 5			

MARCH 2016

Date	Day	Particulars	No. of Working Days
1	TUE		70
2	WED		71
3	THU		72
4	FRI		73
5	SAT		74
6	SUN	HOLIDAY	
7	MON		75
8	TUE		76
9	WED		77
10	THU		78
11	FRI		79
12	SAT		80
13	SUN	HOLIDAY	
14	MON		81
15	TUE		82
16	WED	NSS Valediction	83
17	THU		84
18	FRI		85
19	SAT		86
20	SUN	HOLIDAY	
21	MON	Presemester Examination Begins	87
22	TUE	“	88
23	WED	“	89
24	THU	“	90
25	FRI	GOOD FRIDAY - HOLIDAY	
26	SAT	HOLIDAY	
27	SUN	HOLIDAY	
28	MON	Presemester Examination	91
29	TUE		92
30	WED	Farewell Day	93
31	THU		94
Total No. of Working Days: 25			
Total No. of Holidays: 6			

APRIL 2016

Date	Day	Particulars	No. of Working Days
1	FRI		95
2	SAT		96
3	SUN	HOLIDAY	
4	MON		97
5	TUE		98
6	WED		99
7	THU	Last Working Day	100
8	FRI	TELUGU NEW YEAR - HOLIDAY	
9	SAT	HOLIDAY	
10	SUN	HOLIDAY	
11	MON		
12	TUE		
13	WED		
14	THU	TAMIL NEW YEAR - HOLIDAY	
15	FRI		
16	SAT		
17	SUN	HOLIDAY	
18	MON		
19	TUE	MAHAVIR JAYANTHI – HOLIDAY	
20	WED		
21	THU		
22	FRI		
23	SAT		
24	SUN	HOLIDAY	
25	MON		
26	TUE		
27	WED		
28	THU		
29	FRI		
30	SAT		
Total No. of Working Days: 6			
Total No. of Holidays: 1			

Annexure II

Feedback Analysis

Feedback. Ref / Date / Month	Service category	Analysis / Conclusion	Planned Corrective / Preventive action
November 2015	Academic – Department Wise Feedback Analysis	88.9%	-
November 2015	Supporting Services	84.53%	-
April 2016	Academic – Department Wise Feedback Analysis	89.88%	-
April 2016	Supporting Services	86.75%	-
April 2016	Parents Feedback Analysis	86.20%	-
April 2016	Alumni Feedback Analysis	91.94%	-
April 2016	Employer Feedback Analysis	89.67%	-

Annexure III

7.3 Give two Best Practices of the institution

1. Brain Enigma

1. Goal

Aim

- To inculcate team spirit among students.
- To encourage the student to get updated with current affairs.

Concept

Keeping in mind the vision of the college, an attempt to foster technology and create arena for women in emerging fields. Brain enigma adds fuel to the flame of Knowledge, Discipline and Perfection.

NSCAS believes that apart from curriculum, the students must be aware of current affairs. If the students don't update themselves, they might get outdated. And hence the platform is created to work smartly and skilfully as a team.

2. Context

- Gain knowledge in all the field.
- Build team spirit among students.
- Develop competency among students.
- Enhance general knowledge in current affairs.

3. The Practice

The college conducts the competition Brain Enigma every year. It comprises of 350 questions from various disciplines to be answered in 3 hours. Each team is a group of 7 participants. Totally 3 teams per department and hence 27 teams participate. The Brain Enigma is a sort of open book quiz. The team members are allowed to access the library book, internet and faculty sources to answer the questions.

4. Evidence of Success

- The winners of the Brain Enigma were recognized in college annual day with prizes.

- The students show high spirit in participating, gathering data and finally running to the victory point.
- It stands as a torch for students to achieve in competitive exams.

5. Problems Encountered and Resources Required

The team requires more time to enhance their answering capacity. Time can be prolonged and more access to library books will evoke the smarter brains.

2. Knowledge Board Test

1. Goal

Aim

To make students active, keen observers, responsible and more studious.

Concept

Bookish knowledge alone would not be enough to rule the world. The college works on imbibing knowledge through being responsible and inspiring youth.

2. Context

- Gain knowledge.
- Develop competency among students.
- Enhance general knowledge by being responsible.

3. The Practice

The college conducts Knowledge Board Test every year. The knowledge board is displayed in the first block lobby and in-front of the library. The knowledge board is updated every day with the subject matters of their relevant discipline. And it is updated by the student of the department which is in turn for the updation. Every department is given 15 days period for updating the knowledge board. At the end of the year, knowledge board test is conducted with 25 questions based on the knowledge board information as a written quiz.

4. Evidence of Success

- The winners of “Knowledge Board Test” are recognized in college Annual Day with prizes.
- The students are made to be more responsible and duty conscious, to take note of all the data given in it daily.
- It stands as a torch for students to achieve in competitive exams.

5. Problems Encountered and Resources Required

- ICT enabled knowledge board.

6. Contact Details

Name of the Principal: Dr.S.Chitra

Name of the Institution: Nadar Saraswathi College of Arts and Science.

City: Theni

Pin Code: 625531

Accredited: Yes

Status: A Grade

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