



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

NADAR SARASWATHI COLLEGE OF ARTS AND SCIENCE

POST BOX NO.55, VADAPUTHUPATTI, ANNANJI (PO), THENI
625531

www.nscollege.org.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

“Education is the most powerful weapon which you can use to change the world.”

Nadar Saraswathi College of Arts and Science is established in 1996 by the philanthropic society of Theni Melapettai Hindu Nadargal Uravinmurai with the noble thought of educating rural women.

Women's education is the prime vision of the management which has set forth the growth of the college. The college is affiliated to Mother Teresa Women's University, Kodaikanal. Nadar Saraswathi College of Arts and Science is approved under 2(f) & 12(B) Status of UGC. It has been Nationally Accredited with 'A' Grade by NAAC in the year 2015.

Over the twenty three years, it has grown to become the leading self-financing college in imbining quality education to the rural women folk and has been well established in offering 15 UG Courses, 13 PG Courses and 6 Research Oriented Programmes, 3 PG Diploma Course and 24 Value Added /Add-on courses, Certificate and Diploma Courses. The college is offering distance education courses from the academic year 2014 – 2015.

The adequate infrastructure facilitates the teachers and learners towards the academic progress. The college has reached its glory of academic excellence by securing many University ranks every year. The college has a hilarious record of 444 University ranks, among which 132 was achieved during the past five years.

The college aims at training the young women with the quality to be the leaders in all walks of life. As always, the college is providing these educational services with a clear bias for the different Socio – economic, Cultural Background and deserving students with no discrimination of caste, creed and language.

The college works with the motto “Service to Humanity” and inspires women by stating, “Education can bend the iron rods with **Knowledge, Discipline, Perfection**”.

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.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Loyal and Philanthropic management in the development of rural women.
- Affiliated to the Women's University in Tamil Nadu, which functions with the motto "Empowerment of Women through Education".
- Extensively supportive Management in administration.
- Highly committed Management, Principal supported by resourceful and dedicated faculty members jointly working towards academic progress and administration to ensure quality education among students.
- Eco – friendly campus.
- Well – furnished infrastructural facilities like classrooms, libraries, and laboratories.
- Provision for taking on additional skills through Certificate/Diploma/PG Diploma Courses to fulfill the challenging World with all the requisite skills.
- Dedicated to community service through the National Service Scheme, Youth Red Cross, Red Ribbon Club, Consumer Club, Green Club, and Literacy Club.
- Innovative teaching methodology for improving the learning process.
- Counseling services and value education classes to inculcate moral values among students.
- Placement cell services to raise the recruitment rate.
- General Insurance for student funding.
- Updated curriculum with CBCS.
- Growing demand for all the programmes.
- Increasing laurels through students' activities.
- Regular conduct of seminars, conferences, workshops and cluster of College Programmes.
- Wi-Fi enabled campus with 100Mbps bandwidth.
- Air-conditioned labs, Conference Hall, Seminar Hall, Digital Library and Administrative Block.
- Campus wide CCTV surveillance.
- Bountiful transport facilities.
- Supply of RO water in all Blocks.
- Well – maintained library with online journals, Internet, INFLIBNET, N- LIST, DELNET databases, remote access facility, TV hall, well-stacked racks, rare records, and reference books.
- Well – furnished multipurpose Auditorium.
- Contribution of registration fees for students' participation and winning laurels in various competitions.
- Timely grievance redressal for Staff and students.
- Provision for Scholarships.
- Gold Medals for Academic Achievers.
- Incentives for publishing papers in Journals by faculty members.
- Provision of On-campus and Off-campus placement opportunities.
- Department assistants to assist and help the teaching faculty in all departments.
- Transparency in various functions of the institution.
- A big bit of extension activities organized to promote community welfare and to instill a sense of social responsibility among students.
- Separate Counselor is appointed, and the Tutor ward system is carried out.

Institutional Weakness

- Faculty Mobility.
- Difficulties in initiating 'Institution – Industry Collaboration' for research.
- Lack of research enhancement.
- Lack of student exchange programmes.
- No patent rights owned by the faculty.
- Being a self – financing college receiving grants from the government and other funding agencies is a constraint.

Institutional Opportunity

- Motivation given to faculty members and students to pursue online courses.
- Offering vital exposure to students through certificate courses, clubs and associations.
- To foster interest in talented students to pursue higher studies.
- Service to neighborhood community through extension activities by collaborating with various Govt. / NGO organizations.

Institutional Challenge

- Students predominantly from Tamil medium find it difficult to cope with the academic pressure of studying in English medium.
- The rural mindset of students and parents in taking up challenges.
- Drop out of students from studies owing to domestic reasons.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The curriculum is embedded to inspire students to aspire for excellence in education. The college emphasizes in imparting education with equity to the rural women to enhance the empowerment of women. The college provides need based courses to the rural women folk. The Institution is non-autonomous and affiliated to Mother Teresa Women's University, Kodaikanal and so college adopts the curriculum designed and developed by the University. All the programmes follow the Choice Based Credit System (CBCS) in the semester pattern in line with the Tamil Nadu State Council for Higher Education (TANSCHE).

The institution ensures that the day to day problems are brought into the educational pathway through various academic, extracurricular and co-curricular activities. It emphasizes on gender protection, climate change awareness, value education, environmental education, human rights, ICT, etc., Value added / Add-on courses are promoting skill augmentation and employability of the students in many sectors.

Faculty members of the institute are involved in various bodies of the University and other autonomous colleges as Board of Studies (BoS) members. Students benefit from the Choice Based Credit System (CBCS) as

it is provided in the syllabus. Students are given platform to work and interact with industry through Internship, Industrial visits and field projects to minimize the gap between Industry and Institute and to give insight to students about the actual functioning in the industry.

The institution collects and analyzes feedback on curriculum in a structured format obtained from various stakeholders such as students, alumni and parents. Necessary corrective actions are taken with the consultation of management.

Teaching-learning and Evaluation

The college has a well knitted admission committee representing the transparent policies as per the Tamil Nadu State Government reservation policy and guidelines. The students are from diverse rural backgrounds and so efforts are taken on imparting quality education to them through systematic rubrics and innovative methodologies. The institute has well qualified and dedicated faculty members, and they are periodically revitalized through internal and external training programmes. International/National/State Level Conferences, Seminars and Workshops are organized with eminent resource persons from industries, academics, research, etc. in the college to open new vistas for the students and the faculty. The required teacher-student ratio is maintained for the effective teaching learning process.

Innovative and advanced teaching methodology is implemented to enhance curriculum. For freshers, Orientation Programme and Bridge Course are organized. The students and faculty members are provided with the academic calendar at the beginning of the year. The calendar comprises the information about the activities of the college and its functioning. The faculty members plan well ahead for the semester and work done register is maintained. It helps in monitoring the unit-wise completion of the syllabus and the internal marks for the students in the concerned subject.

Result Analysis of First Internal examination serves as a baseline document to identify slow learners and advanced learners. To hone the knowledge of advanced learners, teaching strategies like peer teaching, online courses, applying for TNSCST projects, curriculum based assignments for enhancement etc., are practiced. Remedial Coaching, Knowledge from Peer teaching and counseling are used as tools for slow learners to attain their goals. Wi-Fi enabled campus, ICT facilitated Classrooms, well-equipped laboratories and Digital Library are extensively used in the teaching learning process.

The evaluation system of the institution comprises Continuous Internal Assessment(CIA) and Summative Examination. CIE is robust and transparent. Reforms are implemented in CIE whenever the need arises. Program Outcomes(POs), Program Specific Outcomes(PSOs) and Course Outcomes(COs) are well drafted and the faculty members are directed to comply with the same. The outcomes are evaluated and the success is achieved through 132 university ranks and 96.04% pass percentage in the past five years.

Research, Innovations and Extension

The college is devoted to the advancement of academicians and supremacy in organizing conferences, seminars, workshops, invited lectures, video conferences with the experts in the relevant fields, industrial visits, cultural programmes, etc. The institution monitors the aspects of research through the research and

development cell. The research departments seek the funded projects, explore the publications in reputed journals and proceedings by motivating the faculty and pupils to carry out the innovative research projects. The profitable yield has been obtained through academic training in the consultancy services mushroom cultivation, vermi composting. The practice of rainwater harvesting makes the students' community to be socially responsible. The publication of Journal of Management Science and Humanities fuels the thirst of dedicated scientific investigators. All the 9 departments along with the various clubs such as NSS, YRC, RRC, Green Club, Literacy Club, and Consumer Club achieve the creation of awareness on various day celebrations in collaboration with Government and Non-Government organization by pledging to care for the individuals' health and environmental issues. Our college has won many awards for its influential benefaction to the community. Every outreach activity is pursued by a cumulative reflection and individual assimilation growth.

Infrastructure and Learning Resources

The College campus spreading its wings over 18.77 acres with the built-up area of 23,987.74 sq.m to brand NSCAS as the place where cornice the women in the rural area in all aspects by providing excellent infrastructure for holistic learning experience in Theni District.

Academic facilities include 67 well-aerated spacious classrooms, 5 well equipped science labs, 7 computer labs, 8 ICT enabled classrooms, 2 smart classrooms, Vermicompost hut, Mushroom cultivation room, Wi-Fi enabled campus with 100 Mbps internet speed, Digitalized library with more than 26,000 books and 103 journals and magazines, gigantic multipurpose Auditorium with 3000 capacity to host major events of the College, Air conditioned Seminar Hall with 230 capacity and Conference Hall.

NSCAS Kalasangami – The Fine Arts club brings out the hidden cultural talents of the students. Counseling room, common room and secured hostel for girls are also available with adequate facility. Indoor and outdoor sports facilities like 200m athletic ground, volleyball ground, tennis court, Badminton court is available. Special sports scholarship is given to encourage the needy and meritorious sports students. Every year the college conducts intra university level intercollegiate tournaments on various games. Amenity facilities which include Generators, RO water, Reprography, Bus facility etc., are well utilized by the students. The College is under CCTV surveillance.

The college Learning Resource Centre is equipped with more than 26,000 books, e-journals, e-Shodhsindhu, Shodhganga membership, DELNET, INFLIBNET, e-books, 103 journals and magazines, Digital Library comprises 48 computers with internet facility to access the e-Resources. Digital platforms with learning resources such as OPAC, NPTEL, Spoken tutorials and videos by internal and external experts form part of learning process. Average Annual expenditure for Books and Journals is Rs 2.68 lakhs. The campus has Wi-Fi connectivity with 100 Mbps which adds value to the learning process. All the buildings on the campus are very well maintained by the Office Supervisor team and every year adequate funds are allotted for the maintenance and periodic replenishment is accomplished. These facilities ensure a conducive atmosphere for the teaching-learning process.

Student Support and Progression

Student Support Service: The main aim of the college is to enrich the students' knowledge, moral,

ethical and social values. By providing standard education, the students can sharpen their skills to a great extent which will help them to flourish with flying colors.

The scholarship from Management has been disbursed to the tune of Rs.30,89,111/- so far in addition to getting scholarships from Governments and Non-Government. Other than the curriculum the students are enhanced with Value Added/Add on/Vocational Education Courses. Several training programs and Career Guidance programmes are organized to sculpt their employability skills.

Student Progression: Focusing on the achievement, advanced learners and slow learners are identified and offered with remedial coaching. The students progressed to higher studies at our college and also at other colleges. Placement Cell had laid multiple ways for both On-Campus and Off-Campus opportunities. Our College supports the students in qualifying the Government exams through appropriate career guidance.

Student Participation and Activities: Our institution provides an excellent prospect to expose the hidden talents of the students through Cultural Fest (Kalasangami) and Sports Events. This had become a platform for the student's growth where they could boost up their confidence, team spirit and thus they exhibit their potential in extracurricular activities. Many students have won medals and awards in national sports and cultural activities. The college promotes leadership quality by representing them in various committees of the college and department association activities.

Alumni Enhancement: Nadar Saraswathi College of Arts and Science – Vritcham Alumni Association is a registered body through which Alumni supports the institution both financially and non-financially. Apart from that, Alumni have contributed their valuable presence as Board of Studies member and Guest to motivate the young minds.

Governance, Leadership and Management

NSCAS functions under the leadership of loyal and philanthropic Society Theni Melapettai Hindu Nadargal Uravinmurai in tune with the vision and mission of the institution. The institution has a well-structured Organogram to plan, manage and execute various functioning of administrative and academic processes which operates in both top down and bottom up approaches, ensuring the participation of all the members in the system to manage various institutional activities.

The College Governing body and IQAC, in consultation with the heads of all the departments, plans all the curricular and extracurricular activities of various departments and functional areas. All the activities of institutions are carried out as per the Quality System Procedures manual of NSCAS. The administrative office, the examination section and departments are enabled with e-governance facilities such as internet and intercoms for smooth transaction of activities. The resolutions taken in the statutory and non-statutory bodies are duly minuted and implemented.

The institution offers various welfare measures to the teaching and non-teaching staff members for their betterment. IQAC devises strategies to improve the quality of teachers. IQAC organizes several faculty development programmes for enhancing the skills and knowledge of the teachers. The management provides financial assistance for the teaching faculty members to attend conferences, seminars, workshops etc., to hone their technical skill. Transparency is maintained in financial transactions. Regular internal and external audits

are conducted and the audit statements are duly certified. The funds generated from management are properly utilized for the betterment of all communities of the institution.

IQAC takes measures to sustain standards in curriculum, teaching–learning and evaluation process and regularly conducts internal and external Academic Administrative Audit. The Management Review Meeting is conducted to review academic and administrative matters. Quality initiatives have been taken up by IQAC during the post-accreditation period.

Institutional Values and Best Practices

Our college implements various ingenious activities for the prosperity of students and faculty which differentiates our institution from other academic foundations. The College provides affliction to the physically challenged students through ramps and other supporting facilities. Water Conservation is facilitated by creating catchment ponds and check dams which increase the ground water level in and around our locality. Our college educates the rural community by adopting villages namely Vadapudhupatti, Ammapuram, Ammapatti and Madhurapuri to teach the untaught society. The institute very strongly implements the anti-ragging policy through the true spirit of actions by framing a committee. Through the fine arts club, the organization provides a platform to bring out the hidden talents in students. The pupil excels in sports and winning awards and honors to the college. The students are nurtured with the cultural and traditional values through the festival and day celebration. The college is very particular in cultivating the values of truthfulness to produce good civilians.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	NADAR SARASWATHI COLLEGE OF ARTS AND SCIENCE
Address	Post Box No.55, Vadaputhupatti, Annanji (Po), Theni
City	Theni
State	Tamil Nadu
Pin	625531
Website	www.nscollege.org.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	S.Chitra	04546-9688044416	9095100250	04546-9688044417	principal@nscollege.org.in
IQAC / CIQA coordinator	A.Saranya	-	9942368369	-	dean_iso@nscollege.org.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	19-07-1996

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Tamil Nadu	Mother Teresa Women's University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	03-09-2012	View Document
12B of UGC	03-09-2012	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	10-04-2019	12	

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Post Box No.55, Vadaputhupatti, Annanji (Po), Theni	Rural	18.77	23986.74

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Tamil	36	HSC	Tamil	50	45
UG	BA,English	36	HSC	English	150	148
UG	BCom,Commerce	36	HSC	English	60	59
UG	BCom,Commerce	36	HSC	English	96	96
UG	BBA,Management Studies	36	HSC	English	60	57
UG	BSc,Microbiology And Biochemistry	36	HSC	English	32	0
UG	BSc,Microbiology And Biochemistry	36	HSC	English	64	62
UG	BSc,Microbiology And Biochemistry	36	HSC	English	32	26
UG	BSc,Chemistry And Physics	36	HSC	English	64	60
UG	BSc,Chemist	36	HSC	English	64	63

	ry And Physics					
UG	BSc,Computer Science And Information Technology	36	HSC	English	64	63
UG	BSc,Computer Science And Information Technology	36	HSC	English	64	40
UG	BCA,Computer Application	36	HSC	English	64	42
UG	BSc,Mathematics	36	HSC	English	96	96
UG	BA,History	36	HSC	English	50	11
PG	MA,Tamil	24	UG	English	20	10
PG	MA,English	24	UG	English	40	20
PG	MCom,Commerce	24	UG	English	20	20
PG	MCom,Commerce	24	UG	English	20	9
PG	MBA,Management Studies	24	UG	English	60	20
PG	MSc,Microbiology And Biochemistry	24	UG	English	20	20
PG	MSc,Microbiology And Biochemistry	24	UG	English	20	4
PG	MSc,Chemistry And Physics	24	UG	English	20	19
PG	MSc,Chemis	24	UG	English	20	5

	try And Physics					
PG	MSc,Computer Science And Information Technology	24	UG	English	20	8
PG	MSc,Computer Science And Information Technology	24	UG	English	20	10
PG	MCA,Computer Application	24	UG	English	30	22
PG	MSc,Mathematics	24	UG	English	40	29
PG Diploma recognised by statutory authority including university	PG Diploma, English	12	UG	English	50	3
PG Diploma recognised by statutory authority including university	PG Diploma, Management Studies	12	UG	English	50	3
PG Diploma recognised by statutory authority including university	PG Diploma, Microbiology And Biochemistry	12	UG	English	50	0
Pre Doctoral (M.Phil)	MPhil,Tamil	12	PG	English	4	1
Pre Doctoral (M.Phil)	MPhil,English	12	PG	English	2	2
Pre Doctoral (M.Phil)	MPhil,Commerce	12	PG	English	4	4

Pre Doctoral (M.Phil)	MPhil, Microbiology And Biochemistry	12	PG	English	3	3
Pre Doctoral (M.Phil)	MPhil, Chemistry And Physics	12	PG	English	2	1
Pre Doctoral (M.Phil)	MPhil, Computer Science And Information Technology	12	PG	English	3	3

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				4				142			
Recruited	0	1	0	1	0	4	0	4	0	142	0	142
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				77
Recruited	10	66	0	76
Yet to Recruit				1

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				18
Recruited	0	18	0	18
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	1	0	0	0	0	0	0	0	1
Ph.D.	0	0	0	0	4	0	0	8	0	12
M.Phil.	0	0	0	0	0	0	0	119	0	119
PG	0	0	0	0	0	0	0	15	0	15

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	6	0	0	0	6
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	14	0	0	0	14
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	860	7	0	0	867
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	192	4	0	0	196
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	839	7	0	0	846
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	75	77	83	83
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	2	1	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	1005	935	898	790
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	3	4	5	5
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1083	1018	987	878

3. Extended Profile

3.1 Program

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

Response: 3753

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
37	32	28	27	26

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2612	2547	2479	2314	2275

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
784	823	809	712	720

File Description	Document
Institutional data in prescribed format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
925	785	802	741	745

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
145	134	124	117	113

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
147	137	126	118	114

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 72

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

2018-19	2017-18	2016-17	2015-16	2014-15
344.41	343.23	184.74	202.32	143.74

Number of computers

Response: 197

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The college is affiliated to Mother Teresa Women's University, Kodaikanal and it ensures that the curricula is delivered and deployed to build responsible citizens for the development of the society and nation.

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

The college strives in creating and sustaining an academic environment conducive to academic excellence. The curriculum delivery ensures that the youth are inspired through quality education, provoking the methodologies to foster technology, forge awareness on the emerging arena and imbibe leadership quality.

The college has a handbook and academic calendar which incorporates all the activities well in advance for an effective planning and implementation. The action plan with the upcoming events like guest lectures, industrial visits, association activities in accordance with the curriculum, study tours, etc are planned with clear discussions on the probable constraints on its accomplishment and it is ensured for the completion at the end of every semester. The faculty and class time table are set at the beginning of the semester and a work done register is maintained to ensure the completion of the syllabus, assessing assignments and seminars.

Majority of the students are first generation learners from rural areas. To strengthen their English language skills and Computer Literacy, Bridge Course is conducted in the beginning of the first semester for all the students. Spoken English is made mandatory for the First Year UG students. Departments, through one way or the other, offer courses on computer and technical skills.

Interactive learning methods like lectures, peer teaching, group discussion, quizzes, debates, exhibitions, model making, field trips and projects are included for effective outcomes. Through workshops and seminars, students are exposed to environmental, ethical, social, regional, national and global issues. ICT plays a vital role in the education deployment today and the students of our college are provided with ICT enable classrooms, an internet speed of 100 Mbps and a digital library with INFLIBNET and DELNET resources.

The college has an effective internal exam system. All the faculty members are involved in the internal examination system at various stages as question setters, invigilators, examiners, etc. Blueprints are prepared by the HoDs / senior most faculty member for all the subjects in the prescribed syllabus in the respective discipline for the internal examinations. Exam registers are maintained to ensure the data maintenance and its retrieval in the future. Students are given full liberty to obtain quality education made

available also through online courses offered through Government of India's funded projects such as NPTEL and Swayam.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 28

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

2018-19	2017-18	2016-17	2015-16	2014-15
12	5	1	2	8

File Description	Document
Details of the certificate/Diploma programs	View Document

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

Response: 11.85

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	12	0	1	2

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years**Response:** 9.19

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

Response: 345

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response:** 100

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

Response: 37

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response:** 30.19

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

2018-19	2017-18	2016-17	2015-16	2014-15
326	374	1065	937	929

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

NSCAS follows the syllabus obtained from the University and the syllabus has the cross cutting issues incorporated into the curriculum.

- **Gender Sensitization**

The students are given a fair play for a social status to stay equal for genders. They are given a prime opportunity to equip themselves with the global language “English” through value added courses compulsorily to face the rising demand in job market globally. The curriculum includes papers like **Penniyam, Ikkala Thiranaivum Illakia Kolgaikalum Penniya aiyuvagalum, Tamil Illakiyangal Vali Magalir Nilai, Subaltern Studies, Women’s Writing, Women Empowerment, History of Indian Women upto AD 1985 and Literature and Gender**. The students are given a high degree of confidence through driving classes which makes them more confident and self-reliant.

- **Environmental sustainability**

The syllabi framed from UGC are prescribed for all the UG students to create awareness on the issues related to environment and sustainability. The topics covered by Environmental Science are;

- Natural resources-sustainable conservation and Ecosystem concepts.
- Biodiversity and its conservation.
- Pollution, Causes, Effects and Control measures.
- Waste management, Disaster management.
- Environmental Ethics and Environmental Protection Act.

The course implants knowledge on structure and function of eco-system, natural resources and awareness on environmental pollutions. It gives knowledge, values, skills and the wisdom needed to face the environmental challenges on local and global levels. It develops awareness and sensitivity on various environmental issues. It helps in motivating students for active participation in environmental sustainability, diversity and preservation. They develop skills for identification and development of solutions for environmental problems. Environmental studies will help in regenerating the environmental and extinctive species and explore the importance of flora and fauna in creating a balance of human life.

Students also study courses like **Water treatment, Environmental Chemistry, Green Chemistry, Agricultural and Environmental Microbiology, Tourism Principles and Practices, Principles and**

Methods of Archaeology, Fundamentals of Tourism in India, and Biochemical and Environmental Toxicology.

- **Human values**

A course on value education is given for all the UG students. Value education imparts curiosity and it builds the attitude, improves the values and capacity to think and judge about them. It emphasizes on the holistic development with high personal, moral and academic values. It inculcates kindness, honesty, truthfulness, generosity, tolerance and respect for the culture of everyone. It molds the character and increases the faith and nobility of a person by promoting social, cultural, linguistic and religious benevolence.

The syllabus includes **Organizational Behavior, Personality Development, Total Quality Management, Training and Development, Business Etiquette, Advanced Behavioral Science, IPR Safety and Bioethics, Guidance and Counselling, Human Rights, and Human Resource Management.**

- **Professional Ethics**

Professional Ethics is included as a necessary component in the syllabus for the programs which are applicable. The courses included **EDP, Business Ethics, Company Secretarial Practice, Income Tax, Business Environment, Business Tax, Indirect Taxation, Strategic Management and Business Ethics, Industrial Relations and Labour Legislations, and Creative advertising.**

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years**Response: 4****1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years****Response: 4**

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 2.41

1.3.3.1 Number of students undertaking field projects or internships

Response: 63

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Any additional information	View Document

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

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected**Response:** E. Feedback not collected

File Description	Document
Any additional information	View Document

NAAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0.27

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

2018-19	2017-18	2016-17	2015-16	2014-15
11	5	10	7	1

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 73.26

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

2018-19	2017-18	2016-17	2015-16	2014-15
1083	1018	987	878	899

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

2018-19	2017-18	2016-17	2015-16	2014-15
1492	1465	1274	1240	1184

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years**Response:** 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
784	823	809	712	720

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:****To familiarize the new entrants with the collegiate education, NSCAS conducts several programs:**

NSCAS has well organized monitoring systems to help the slow learners and to afford adequate exposure and experience to advanced learners.

- The students admitted are of diverse backgrounds. In order to enable them understand the basics of higher education and its methodologies, an orientation program is conducted post the admission process.
- An academic year begins with parent meeting to elaborate on the history of the college, rules and regulations of the institution, hostel, transport, laboratory, value added courses, safety and security system, library and clubs.
- The freshers are guided by their seniors to acclimatize the holy place through campus tour.
- To prepare the students for intellectual challenges of university education, a bridge course is conducted for English and the core subjects. Acquisition of this fundamental knowledge would help them understand their subjects without fear. The bridge course consists of pre assessment and post assessment methods to assess the students.
- The institution takes keen interest in providing active classroom participation, inculcating moral values, and enriching them for academic and overall development.
- Academic progress of the students is monitored through Continuous Internal Assessments. The subject incharge analyses their progress and it will be reported to the parents then and there through the student's profile.

- “Word of the day” is being practiced by the students to improve their vocabulary. A word with its meaning and a simple sentence has to be framed and practiced constantly. Monthly assessments are conducted for the words written throughout the month and credit points will be added in the internal assessment. At the end of the year, toppers are awarded for their proficiency and hard work.

Slow learners:

- Newly enrolled students are assessed through bridge course and it is sustained by the internal assessment to identify the slow learners. We concede the diversity in the desires of the students based on their academic performance. Faculty provide face to face counseling to slow learners and take action with the direction of the Head of the Department to help them attain academic goals.
- Special remedial classes are arranged with periodic tests, assignments, question banks and peer teaching.

Advanced learners:

- The advanced learners identified volunteer as peer teachers in helping out their fellow-mates to learn the important topics.
- They are endowed with forum to act as organizing team members in department association programs.
- Students are encouraged to take part in curricular activities like Paper/poster presentations, Quiz, Paper publications, online courses, competitive exams and also guidance given to apply for TNSCST funded projects.
- University Rank holders are rewarded with Gold coin and centum scorers and Best Outgoing students are awarded on the Annual Day and their photos are displayed in Honor board and in Newsletters.

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio

Response: 18.51

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.11

2.2.3.1 Number of differently abled students on rolls

Response: 3

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Education at NSCAS is student centric and revolves around the development of the students academically and skillfully through co-curricular and extra-curricular activities. The students are given equal opportunities to participate in various activities within and outside the campus.

Experimental Learning

- All the undergraduate courses are enhanced with practical classes which make the students learn while doing.
- Teaching is made livelier through ICT classes.
- Post graduate students are encouraged to do their project work in order to improve their logical thinking.
- Students are persuaded to present their findings in conferences and are encouraged to publish it through reputed journals, which enhance their confidence and depth of core knowledge.
- Industrial visits and field trips provide students practical perspectives of the workplace.
- Students are encouraged to enrich their knowledge through their laboratory demonstration classes, practical experimentations, web-based learning programs, department clubs, Internships, in-plant training programs, etc.
- Students are taken to industries/cooperative offices/ration shops to help them visualize their theoretical knowledge with practical environment. College Bazaars are also conducted frequently to enhance confidence to the students to make them future entrepreneurs.
- Value added courses/add on courses are offered to enhance their knowledge on their own related subjects by experiencing the use of the computers and enhancement of language.
- Library hour is scheduled for the students in their weekly time table to develop the habit of silent reading and searching information, as it enhances their comprehension, independent decision making and literary skills.

Participative learning

Participatory learning is promoted among the students through various pedagogies:

- Video conferencing sessions captures the learners' attention through technological advancement.
- Dialogic methods and group discussions are involved in the teaching-learning process for participative learning.
- Usage of DELNET and INFLIBNET are made imperative to make the students participate in the self-learning process through e-contents.
- To enhance and provide communication and soft skills through language lab improves the ability of communication and confident decision making skills of the students.
- Under CBCS syllabus pattern, the students are given a chance to select their elective papers. Viva Voce is also used as an evaluation strategy.
- Students can explore their literary knowledge through "Kalachudar" which includes literary, social, scientific articles.
- The department associations are made to tune the students to develop their subject knowledge through their active participation in inter/intra departmental competitions.
- Various clubs like NSS, YRC, RRC, Consumer club and Green club will make them develop their extra skills apart from curriculum which chisels them into a socially responsible person.

Problem solving

- Industrial visits, Projects and internships facilitate the students in understanding the current technology and to solve problems using real time applications.
- Association activities such as seminars, debates, Group discussions enhance the students' creativity, communication and team building abilities.

File Description	Document
Any additional information	View Document

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

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 145

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues**Response:** 18.01**2.3.3.1 Number of mentors**

Response: 145

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning**Response:**

The college focuses on imparting quality education to the students through its systematic rubrics and innovative methodologies.

Academic Calendar

The academic and the organizational establishments of the college robustly believe in the competency of operating the academic year as per a well-thought-out schedule. Significant resources are invested in the preparation of the academic calendar by the confirmation of Head of the Educational Institute towards to the set plan.

- The students and faculty members are conferred with the academic calendar at the beginning of the year. The calendar incorporates the following information
 - Mission
 - Vision
 - Quality policy & Quality objectives
 - Rules and Regulations
 - Scholarships
 - Course Pattern
 - Members of different Committees
 - Teaching Staff List
 - Holidays and important Events

Work done Register

The main objective of maintaining the work done register is to bring more transparency and also to ensure that the work is done in a systematic manner and is documented.

- The work done register comprises lesson plan, assignment plans, seminar plans, result analysis and internal mark consolidation for the concerned subjects.
- It is maintained subject wise by the faculty which helps in monitoring the unit-wise completion of the syllabus.

- The heads of the departments will check it periodically to know the status of course delivery by the lecturer and the academic performance of their department students.
- Seminar and Assignment preparations are maintained in work done register with specific split ups which will help the lecturers in proper and systematic delivery of work.

Student-Centered Teaching Learning

The preparation, involvement, skill and knowledge of the teachers and effective participation of the students are the two phases of a teaching-learning process. To attain the teaching objectives, the teachers implement different strategies like

- Group Discussions
 - Power Point Presentations
 - Video Classes
 - Student Seminars & Assignments
 - Role Play of students
 - Guest Lectures
 - Traditional Chalk and Talk Method
- Peer teaching methods are used as a tool to train them to become teachers in the future and the learners to be able to capture views easier from their age group peers.
 - Seminar and assignment preparations help the students to invoke their capabilities and breakdown their despair to face the audience.
 - The college has a special emphasis on enhancing the vocabulary through “Word of the Day”, in which students are given an opportunity to build strong vocabulary and gain confidence in facing English oriented global job market.
 - Knowledge Board and Brain Enigma are the two principles followed by library where students get crystallized intelligence.
 - Counseling is handled as a stronger wand for encouraging the weak students to build self-confidence and attain goals.
 - To benchmark the students’ periodical exam, registers are maintained and their marks for the internals, assignment and seminar are registered in them by the respective departments.
 - The subject toppers, class toppers, centum scorers and 100% attendance students are awarded in the Annual Day celebration to encourage them to keep up the hardwork.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 6.63

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
13	8	7	8	7

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 4.21

2.4.3.1 Total experience of full-time teachers

Response: 619

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0.79

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document
Any additional information	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0.61

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The college has a strong notion on monitoring the students academically through periodic internal exams, assignments and seminars as per the norms stated by the University. The departments follow their respective internal split ups given by the University. The college has made many reforms in them as;

- There are two internal exams and a pre-semester examination planned in the beginning of the academic year itself.
- The assignments are awarded 5 marks as per University norms, the college has reformed to allot the 5 marks for the following criterions Handwriting, Coherence, Subject matter, extended ideas and Logical Presentation.

- The criterion for allocation of the marks for seminar are Subject matter, communication skill, logical presentation, responding questions and usage of teaching aids.
- There are e-assignments also given in departments and PowerPoint presentations are prepared and uploaded in recognized websites.
- The HoD prepares the blueprint for all the subjects and circulates them to the subject incharges for preparing question papers.
- Two sets of question for the internal examinations and the Pre-semester are taken by the subject incharges. They are submitted to the exam section and the sets are shuffled and rearranged.
- The set to be selected for the examination will be done by the Principal and seniormost staff in the exam section. It is kept highly confidential.
- Paper presentation / publication are made mandatory for M.Phil students.
- Internal papers are evaluated by another faculty other than the subject handling faculty for a feel of the external valuation for the students and for understanding about the student's presentation to the subject handling faculty.
- Internal marks and other curricular and co-curricular activities are intimated to the parents periodically through Student's profile. The student's profile is a book consisting for the student's data for the whole period of study in regard with marks, participations in all the college activities, attendance, counseling and her personal profile.
- Project diary are maintained for the students undergoing internship and projects. The students are reviewed through their proposed planned mentioned at the start of the project plan. Comments on the review and their work completion are kept as a record for monitoring the student's progress in the project.

File Description	Document
Any additional information	View Document

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

Response:

- NSCAS has a systematic approach for the conduction of the internal exams and the assessment of the internal marks and methods of communicating it to them.
- The internal exams are planned at the beginning of the academic year itself. At the specified timing, timetable are prepared and circulated to the students.
- The split up of the internal marks as per the University norms are intimated to the students through their Academic Diary.
- The internal exams are a mock of the University Semester Examination. They are scheduled and hall are allotted by the exam section.
- Internal answer booklets are also have a look and feel like the Semester exam answer booklets.
- Internal exams will also have hall plan and invigilation duties for the faculty to make the students experience the semester examination environment and it will make her feel more exam friendly.
- After valuation the internal papers are returned to the student to scrutinize the marks allotted.
- The internal marks are analyzed through the faculty members subject-wise and class-wise. The internal marks are registered in the Exam registered and student profile.
- The profiles are sent to the parent through the student.

- Counselling is given to the slow learners. The students are trained according to their caliber i.e advanced learners and slow learners.

Mechanism of robust transparency in internals:

- Attendance for every month is reported to the parents through the Student's Profile.
- Internal and Presemester exam papers are returned to the students after valuation for a self-analyses process.
- Retests are conducted at the required places.
- Internal, Presemester and Semester marks are communicated to the parent through the student's profile.
- Exam registers are maintained.

File Description	Document
Any additional information	View Document

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

Response:

- The students are given freedom to note-down their complaints in the complaints register in the exam section and write down their suggestions through the Suggestion box.
- The University norms in regard of the examination are strictly followed.
- The examination rules and regulations are stated and available in the college handbook and calendar.
- At the Orientation program itself the students are given an outline of the procedure and method of conduction of the internal and university examinations.
- Transparency and robust in frequency of the equity in the examination are ensured through proper and advanced communications to the students.
- After the semester examination the students and faculty can go through the results published by the University in the website and report their corrections i.e Names, Register numbers, Subject Names, Attendance and marks can be reported. A summative report of the all the corrections are made and sent to the university with the required back-papers.
- On receiving the mark statements, they are distributed to the respective students. The students are given two days' time to verify it and report for any corrections. And a summative report of the corrections are forwarded to the University with the required back-papers. On receiving the corrected mark statements, they are handed over to the students.
- The grievances in the examination are addressed in a transparent, time-bound and effective.

File Description	Document
Any additional information	View Document

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

The college has a handbook and calendar, which stands as the base for all the plans. The college in hand with the University's plan workout the ninety working days. With the structure of the start and the end of the semesters, the CIE are planned and given a sufficient timing to complete the syllabus.

A copy of the academic calendar is uploaded in the college website. All the students and faculty members are given a copy of the handbook and calendar at the beginning of the academic year. With the use of the academic calendar the faculty plan their lessons and draft their plan in the Work done registers. All the subject in-charges have a detailed lesson plan, assignment and seminar plan for their respective subjects. The HoD ensures the progress and adherence of the lesson plan strictly.

All the departments have an annual plan for the department activities, which is deployed at the beginning of the academic year. The department's plan includes the association activities, guest lectures, industrial visits, seminars and organized.

The common events are finalized by the Principal with consultation with the management. The HoD's are intimated of the same.

Utmost care is taken to adhere to the academic calendar for the conduct of the internal exams. The internal exams and presemester are planned by the exam section. The time-table are prepared and circulated with the timings. The hall allocation and invigilation duties are prepared and circulated to the faculty members and students.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes**2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students****Response:**

The learning outcome of the programmes offered by the institution comprises Programme Outcomes, Programme Specific Outcomes and Course Outcomes.

Program Outcomes (POs)

The University introduces a program where Under Graduate level / Post Graduate level has different

objectives; on the other hand, the main feature of these programmes are to perk up the quality of mankind through education, boost the employability, lead a valuable life and to make accountable persons for the society in every aspect. The predictable outcomes of each program are well analyzed by the departments in our college. The teachers and students are informed of the program outcomes, which are also displayed on our website.

Program Specific Outcomes (PSOs)

Program Specific Outcomes (PSOs) are linked with the developmental needs of the students in their respective disciplines. The PSOs enrich the students to become experts in Language, Arts, Management studies, Science and Technology. The conventional outcomes of all the programs were made for the students to understand the specificity of the particular disciplines.

Course Outcomes (COs)

Course Outcomes (COs) are derived from the specification of the particular subjects. The COs is initiated to facilitate the students to be employable in Science, Education, Technology, Research, Finance and Commerce sectors. The syllabus obtained from University details on the Unit wise topics and sub topics persuading the intention of each course. Based on the syllabus, the Departments of our college originate the learning outcomes for each course that ultimately satisfy the objective of the course. The learning outcomes of each course are displayed in college website. The faculty members are asked to plan teaching-learning process in order to attain the set outcomes. The faculty members make the students aware of the course outcome when they teach every unit.

Execution of POs, PSOs, COs to the student through the Faculty

- Faculty Development Programmes (FDPs) such as Orientation, Workshops and Seminars are conducted to improve the knowledge about POs, PSOs and COs which make them proficient in their skill and methodology.
- Programme specific outcomes are enriched through Association activities, Values Added Courses/add on courses like Spoken English and Computer based courses which are conducted on the basis of curriculum.
- The learning outcomes can be established by the students through various activities such as continuous internal assessment, Group discussions, Intercollegiate Meets, Seminar, Conference Paper/Poster Presentation.
- The college with the help of all the departments has taken initiatives to make the entire COs as student-centered course outcomes.
- The college perks up the personality of the students to dig up additional Certificate and Diploma programmes via add on courses.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document

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

Response:

Presently, the courses of all the programs are designed with Vision and Mission of the Institution and also with the departments. All the departments have designed their curriculum with Program Outcomes (Pos), Programme Specific Outcomes (PSOs) and Course Outcomes which are displayed in the college website. The Programme Outcomes are designed with specification of that particular programme, Programme Specific outcomes are designed with specification of that particular discipline and Course Outcomes are designed with specification of that particular subject.

The institution has cited a successful, transparent objective system to evaluate Programme Outcomes (PO), Programme Specific Outcomes (PSOs) and Course Outcomes (COs). The institution has set up the following systems to measure the attainment of learning outcomes of the programmes offered.

Measurement of Attainment of Outcomes

- The Course Outcomes (CO) is evaluated through the performance of the students in the Internal and Semester Examinations. The result analysis done in every semester exposes the levels of outcomes.
- The Question Paper of an Internal Assessment Test should cover the COs which are mentioned in the syllabus.
- The Question Papers are prepared in such a way that a student score of Maximum Marks (25) in the Internal Assessment Test without any particular choice in the Internal exam and in Pre Semester the question set is prepared on the basis of their University examinations.
- The Program Outcomes (PO) are evaluated by student progression to higher studies and getting placements. Records show that these two parameters have constantly increased over the years.
- Internal exam evaluation carries 25% of the total marks that can be secured by students in a course. It contains the following mechanism: Written examinations, Assignments, Seminar and Participation and interaction during classroom activities. Systematic preparation and submission of internal plans and question papers ensure timely completion of portions and formative evaluation.
- External exam includes the practical examinations, written examinations and Viva Voce examinations. It is used as an external assessment tool. It carries 75% of the total marks of a course. An academic record in the final exam results is another yardstick.
- University ranks and Pass percentage at UG & PG and M.Phil levels which are measured ensure attainment of the course outcomes.
- Planning, coordination, time management, lateral thinking, creative skills and inter – intra personal skills of students are measured by their organization skills observed in seminars, workshops and association programmes.
- Secular thinking, religious tolerances are measured by the participation of socio-religious festivals in the campus.
- Employability and entrepreneurship skills are measured through the performance of placement training as well as through placement record.

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students**Response:** 94.92

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

Response: 878

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

Response: 925

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.5

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 5.24

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

2018-19	2017-18	2016-17	2015-16	2014-15
2.49	0.95	0	0	1.8

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document
Any additional information	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 1.38

3.1.2.1 Number of teachers recognised as research guides

Response: 2

File Description	Document
Any additional information	View Document

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

Response: 0.06

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

Response: 8

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

Response: 642

File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

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

Response:

EDC (Entrepreneurial Development Cell)

- NSCAS has the EDC (Entrepreneurial Development Cell) and Earn while you Learn Cell to create awareness on entrepreneurship.
- The cell provides opportunities for the students to gather knowledge on the available small scale industries in and around Theni district.
- It arranges various guest lectures, workshops, seminars and industrial visits for promoting entrepreneurial culture among the students.
- Earn while you learn cell helps the students to make a modest income generation process during their free time in the campus, believing that making a small living has a huge meaning.
- College Bazaar is being conducted every year to kindle the entrepreneurial skill of the students. They are given a chance to exhibit their trade skill through selling buying in the college bazaar.

Innovation

- The students are encouraged in software development for the college activities and its implications are done.
- The students have developed software for the feedback mechanism in the college.
- A student has developed an App “NSCAS” for the college and it was released in the college day function.
- Students are encouraged and motivated through conduction on Mobile App Development programs and workshops to enhance their skills.

Research & Development Cell

- The college has a Research and Development Cell which functions by motivating and identifying the available funding agencies and helps the departments in applying for the same.
- The cell conducts workshops for the students to enhance their research skills in stipulated areas and creates the research culture in the college.

- The college has provided ample arena for the developing the research temperament among the younger generation. It significantly contributes to the outstanding research and researchers.
- The faculty members are empowered to take up research activities utilizing the existing facilities. The cell also monitors the following;
 - Motivating to undertake minor and major research projects from various funding agencies.
 - Identification and assisting for finance from funding agencies Like DBT, DST, NABARD, TNSSTC and AICTE.
 - Guidance for publication of papers/articles in reputed journals.

Eco-friendly campus

- The institution is significantly contributing to maintain an eco-friendly campus with various extension activities like Herbal gardening and planting trees on important occasions. The students are enlivened by watering the plants regularly at their relaxation time.
- The Herbal Garden consists of a variety of herbal plants which provides a vast knowledge on the appearance and medicinal use of the plant.
- The college works efficiently in creating responsibility among the students and staff for a “Poly bag free zone”. The college students have are getting cognizant in order reduce the utilization of plastic and single-use poly bags.
- Vermicomposting and Mushroom cultivation are practices in the campus to create environmental sustainability and devise the importance of waste management and organic farming.

File Description	Document
Any additional information	View Document

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

Response: 50

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

2018-19	2017-18	2016-17	2015-16	2014-15
13	4	14	15	4

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

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

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

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

Response: Yes

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

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

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

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

Response: 2

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

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

Response: 0.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
12	4	2	4	3

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 1.68

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
39	45	20	100	12

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

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

Response:

The College is established with the motto of service to humanities. The College aims to impart knowledge to students by quality of education and moral values and to equip the students to face the society with competence.

The College educates the students to know the social issues, good values, service orientation, and holistic development through various clubs such as NSS, YRC, RRC, Citizen Consumer Club, Green Club, and Electoral Literacy Club.

To create a socially responsible citizen, the College gives the orientation of all such clubs to first-year students and students will be in any one of the clubs for first and second year.

Our College is having 4 NSS Units such as Unit No. 14,15,16,17 with 400 students and 4 Program officers. Each clubs are having two program officers. The NSS Program Officers are taking their training

provided by Avinashilingam ETI Training Institute, Coimbatore.

Every year the NSS organizes 7 days special camp in the adopted villages such as Vadapudhupatti, Ammapuram, Ammapatti and Madurapuri with the help of Village Panchayat Officers and VAOs. During the camp, they organize various social awareness activities and also conducting lectures through experts for the benefit of public in the society.

Moreover, NSS conducts Rally, door to door campaign on Cleanliness, dengue awareness , plastic eradication , open defecation free awareness, Street Play, Yoga, Medical camp, etc . Many villagers and students participated in the activities.

The College students are getting awareness by various activities through clubs.

1. **NSS** : Swachh Bharath Abiyan , Swachh Hi Seva ,Swacchta Pakhwada, river cleaning , blood donation camp, Awareness program on handwashing , Save drinking water, Yoga , Road safety, campaign of new voters registration, Plastic eradication, Dengue awareness, sadhbhavana diwas , NSS Day, eye donation , Health checkup camp , Joy of giving etc.
2. **YRC**: visiting the old age home, awareness program on nutrition food, Picture expo on save water, National youth day etc.
3. **RRC**: Visiting HIV affected patients home, orphanages for rendering their service, AIDS awareness program, AIDS day etc.
4. **Consumer Club**: Consumer awareness program, ration shop visit, petrol bunk visit, consumer court visit, Food adulteration exhibition, consumer day celebration etc.
5. **Green Club**: Tree plantation, Environmental protection, vending of plantlets etc.
6. **Electoral Literacy Club**: Awareness on voting, Voter id registration campaign, Voters day celebration etc.

The College is having its reputation in the society on the formation of students on specific theme such as Eye Donation, Women's day, Voters Day, Yoga Day etc.

The College NSS students have participated in National Youth camp at Mysore, Hansur, Haryana organized by regional NSS Office located at Chennai. The College and program Officers received awards and recognition from Government and Non-Government agencies for its exemplary extension activities.

The NSS and various clubs help the students to grow individually and also as a group. It increases the students' confidence level, develops leadership, and improves knowledge on different people through different walks of life. Thus it provides an opportunity for youth in nation building.

File Description	Document
Link for Additional Information	View Document

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

Response: 11

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	2	2	3	4

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document
Any additional information	View Document

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

Response: 58

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

2018-19	2017-18	2016-17	2015-16	2014-15
12	9	13	13	11

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

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

Response: 80.31

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-

Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1556	2237	1821	2264	1885

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

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

Response: 114

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

2018-19	2017-18	2016-17	2015-16	2014-15
29	8	27	22	28

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Any additional information	View Document

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The institution has a very good infrastructure which facilitates the students and faculty to carry out their teaching and learning process in an effective way. The institution continuously introducing the new courses every year for the upliftment and development of the rural women students.

Total Area of the Campus	: 18.77 acres
Total Built up Area	: 23,987.74 sq m
Total Greeny and playfield area	: 51,971.76 sq.m

- **Classrooms**

The college has FIVE wi-fi-enabled academic blocks comprising 67 classrooms designed as per the safety guidelines of the Government of Tamilnadu and with the approval of the Licensed Engineer. The classrooms are spacious, well-furnished with adequate electrical gadgets. Some classrooms are equipped with LCD Projectors with Interactive Board for the enhancement of the learning process.

- **Laboratories**

To give the practical exposure to the students through the lab exercises and Research works, the Institution has 15 Language, Computer Science and Science Laboratories with latest configuration and well equipped instruments with safety devices to improve the experimental, reading, writing and listening skills.

- **Library**

Library, the Learning Resource Centre is equipped with 25,027 text books, 53 International and National Journals and 55 International and National Magazines with its own back volumes, Project and dissertation reports and the provision of accessing e-resources DELNET, INFLIBNET, and NPTEL through Digital Library with 48 computers.

- **Halls and Auditorium**

The institution has one air-conditioned Seminar Hall is available with a seating capacity of **230** members, equipped with audiovisual facilities, LCD projector, is used to conduct seminars/ conferences/ symposia/ guest lectures/ workshops/ competitions, on regular and video conferencing modes. One more air-conditioned Conference Hall with a seating capacity of **40**, equipped with audio/video facility, electronic podium and LCD projector, is used to host High Level College Committee meetings, Staff meetings etc., Followed that mini building with the capacity of **200** with Interactive Board, LCD and

Audio/video facility is used for the departmental programs like Guest Lecture, Motivational Speech and so on and also the mega building with a seating capacity of **3000** is used for major functions such as College Day, Graduation Day, Fresher's Day, Inter/Intra Collegiate Competitions, Hostel Day and other important functions of the Institution and .It has a large stage, two guest rooms, a good lighting, and fan with acoustic effects.

- **Other facilities**

Apart from this, IQAC, Mushroom Cultivation Centre, Vermicomposting Unit, Microbial Culture Room, UPS/Generator Rooms, crèche, Common Room, Sports Room, NSS Room, Transport Room, Counseling Room, Fire Extinguisher and Bio metric system for the Faculty members etc., are also available.

- **Divyangjan – friendly infrastructure**

The institution is divyangjan friendly by providing the classroom in the ground floor, ramp, lift and toilet facilities to feel free in making use of the infra.

- **Hostel**

The institution has the high security hostel with for 260 students. Four students will share a single room with individual cot, cupboard and table, chair. They are provided with hygienic toilets, washroom, drinking water and all the necessary needs of the students.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

1. Sports and Games

The institution gives much importance to the extra-curricular activities to the students. For that it provides the infra in a very effective manner. The institution has both Indoor and Outdoor sports facilities.

Indoor Sports Facilities:

Badminton - 2 Courts

Table Tennis - 1 Sets

Chess - 9 Boards

Carom – 6 Boards

Fitness Centre - Weightlifting & Power Lifting sets, Medicine Ball, Boxing set

The outdoor sports complex comprises:

Track - 1 Ground

Kho-Kho - 2 Courts

Ball Badminton - 1 Court

Kabaddi Court - 1

Volleyball - 1 Court

Tennis - 1 Court

Tennikoit - 1 Court

Shot-put

Disc Throw

Javelin

Since the sufficient infrastructure of the Institution the affiliated University Mother Teresa Women's University, Kodaikanal provides an opportunity to conduct the intercollegiate Sports Meet in our institution every year.

2. Cultural Activities

The institution provides equal importance to Cultural activities also. They are performed during the College festivals like Annual day, Kalasangami and Sports Day celebrations.

- Annual Day is planned at the end of every year to appreciate and honor the meritorious students in all aspects like University Rank Holders, Class toppers, subject toppers, Full Attendance, Best Outgoing students from the Final year students. The University Rank holders are honored with Gold coin and Rank Certificate, class and subject toppers are honored with shield and certificate.
- A “Kalasangami – Finearts Week Celebrations” is being celebrated every year with the motto **in bringing out the hidden talent of the students in all aspects**. This club mainly focuses on the ethnic activities from the students to show their talents. This club comprises of Non-Stage events which includes Essay writing, oratorical, drawing, cooking etc., and Stage Events like classical dance, fusion dance, Quiz, Tableau etc., which covers all the area to bring out the skills. Through this the students develop their personality. Inorder to give equal importance to all the students, the whole college students are divided into eight teams namely Safire, Ruby, Emerald, Topaz,

Diamond, Garnet, Zircon, Pearl under a Team Leader and 10 Faculty members from all the departments. This team is headed by the Principal, Vice Principals, Coordinator and followed by the Finearts club members. The judges are invited from the specialized area for evaluation followed by a grand function to honor the prize winners from the hands of legend.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 19.44

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 14

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

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

Response: 14.47

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

2018-19	2017-18	2016-17	2015-16	2014-15
18	20.93	34.45	40.03	32.5

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

1. Name of the ILMS software : Elifa
2. Nature of Automation (fully or partially) : Partially
3. Version : 3.0 version (updated in 2014)
4. Year of Installation : 2009

- An integrated Library Management Systems (ILMS) is synchronized with the LAN network in the library consisting of **four client computers** and **one server** that contains several functions.
- These functions include Acquisition, cataloguing, Circulation, Book Location and facilitating e-gate entry.
- Bar code technology to speed up the transaction purpose **3 Datalogic Quick Scan 2130** model scanners are purchased and in the same year e-gate entry facility was also introduced for monitoring library user attendance.
- The software has been updated on 30.12.2014.

A. Acquisition

- The requirement of the needed text and reference books are obtained from all the function area based on the requirement the budget has been allocated to purchase them. After the arrival of the books the entry of books details in the book master viz., Title, Author, Publisher, Department, Amount no. of copies are entered in the purchase register.

B. Cataloguing

- Each book is assigned an accession number with barcode for ease management.
- Cataloguing consists of title, author, publisher etc.,
- Details of membership are entered for both Faculty and students with unique ID number.

C. Circulation

- Processes of counter transactions such as issue, return and renewal of books to Faculty and students are made easier through the issue counter. The borrowed books details are updated in the students page through the OPAC and the same is updated in the Master book issue register also.

D. E-Gate Entry

- Processes of E-Gate Entry for monitoring library user accession of the library. In the entry itself through OPAC the Faculty and Student can able to search the availability of the books or journals, if it is issued to anyone, that details like to whom it is issued and when the book will be available in the library, will be informed to the them immediately.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

NSCAS Central Library rare books both in the academic side as well as in general arena of Knowledge are collected and kept. The college Library holds a mission to collect and preserve rare and special collection of books. The primary function of these books is to foster research in humanities by providing researchers access to the books after ensuring their longevity. In addition to this collection literary works “mgpjhd rpe;jhkzp” (The Encyclopedia of Tamil Literature) First edition, 1889 & second edition 1910 and “jpUf;Fws; Nguit khehL” “jkpo; gy;fiyf;fof ntspaPL Gj;jfq;fs;” books are preserved in the Library.

No. of Rare Books : 135

Manuscripts:

Available in DELNET and jkpopizak;

Special Reports:

- The directory of ISSN assigned Indian Serials - 2015 published by the National Science Library which includes our college journal International Standard Serial Number.
- Reports published by print media houses especially “The Hindu” speaks on scientific facts and management.
- New UGC 12th plan Grants Guidelines and Model Curriculum Volume 1 to Volume 10 is available.

These materials are useful to staff, Students and Researchers.

Other Knowledge Resource:

Through the following Internal circulation materials are available in the library.

Institutional Repository

- **NSCAS Journal** – published JOMSAH (Journal of Management Science and Humanities)

Bi-annual with ISSN 2395 – 0625 compiled by library. From the year of inception (2014).

- **Kalachudar** magazine published once in a year and the students exhibit their literary skills (Verse writing, Essay writing, Jokes and Drawings).
- **Suvadugal** published one in a year compiled by IQAC.
- **NSCAS News Letter** published in a Bi-annual report compiled by IQAC.

Through the following External circulation materials are available in the library.

Resource Sharing

- Our College Journal JOMSAH Sharing on mutual basis to TATVA- Institute of Management, Education and Research, Karnataka with ISSN – 0973-0974..

- **Inter Library Loan**

The Library offers inter-library loan service to its users for the books not available in the Library by borrowing them from DELNET.

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 2.33

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

2018-19	2017-18	2016-17	2015-16	2014-15
3.42	2.34	1.32	1.67	2.90

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

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

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 16.49

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

Response: 473

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college updates the IT infrastructure continuously for the upliftment of the college in the recent IT era.

- 1.The college has been equipped with 391 computers combined in Seven Computer Science Laboratories with latest software uniquely for the student's usage that leads to digital era.
- 2.Proprietary and Open Source Softwares are updated then and there with when the new edition is required. Two computer laboratories are equipped with LCD projectors for effective teaching and demonstration. The effective IT team supports for upgradation of laboratories to provide an excellent academic experience to the students and faculty for academic, research and administrative activities. The lab provides students a highly interactive and experimental learning to develop their knowledge beyond the outcomes of the curriculum.
- 3.Dedicated team of well qualified lab Administers and technicians maintain the entire IT infrastructure. The college has the policy to replace old PCs on regular basis so that students and faculty members can work with latest system of high configuration.

1. Computer Configuration Updation

2013 – 2016 - Intel® core™i3 with 500GB HDD, 2 GB RAM

2016-17 - Intel® core™i3, Intel Xeon E3-1225v.32Ghz 1 TB HDD, 4GB RAM

2018 onwards - Intel Core i5 7th Gen, 1 TB HDD, 4 GB RAM

2. Operating System Updation

2014 – 2016 - Windows XP, Windows 7, Ubuntu 1.98,

2016 – 2018 - Windows 8, 8.1

2018-2019 – Windows 10

3. System Antivirus Updation

2014 – 2019 – Quick Heal

2018 - 2019 - Quick Heal Server Pack, Avast 12 for Servers and Computer Labs

4. Internet Security Software Updation

2014 – 2017 - Sonicwall NSA Pro 2040

2017 – 2019 – Cyberoam

5. Wi-fi Updation

2014 - 2015 : TATA Communication, 2 Mbps

2015 - 2017 : TATA Communication, 8 Mbps

2017- onwards : BSNL, 100 Mbps

6. Proprietary Softwares

The institution provides the propitiatory softwares as follows

- Windows XP, W indows 7 (upgrade version), Windows 8, Windows 8.1(upgrade version), Windows 10(upgrade version), Windows Server 2003, Windows Server 2008 (upgrade version) (Standard & Professional), Windows Server 2012.
- Visual Studio 2008 (.Net) MSDN, Visual Studio 2010 (.Net) MSDN, Visual Studio 2012 (.Net) MSDN, Visual Studio Premium 2010, 2012, 2013 MSDN (upgrade version) Standard & Professional
- SQL Server Enterprises 2005(standard), SQL Server Enterprises 2008(standard), SQL Server Enterprise 2014(Standard), SQL Server Enterprise 2014 – Per core, SQL Server Enterprise 2014 – Ser Cal, SQL Server Standard 2014 – Per core, SQL Server Standard 2014 – Ser Cal, SQL Server Developer 2005 SP 4 (Upgrade version)
- Microsoft Office 2007, Microsoft Office 2010, Microsoft Office 2013
- Office Multi Language Pack 2007, Office Small Business – Basic 2010
- Adobe Photoshop Device license(6)
- ERP 9-Silver

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio

Response: 8.15

File Description	Document
Any additional information	View Document

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

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

File Description	Document
Any additional information	View Document

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

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 0.49

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

2018-19	2017-18	2016-17	2015-16	2014-15
8.45	0	0	0	0

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

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

Response:

The institution maintains its own maintenance policy which is approved by the head of the institution. As per the maintenance procedure, the college obtains and renews all the necessary certificates from the Government in the stipulated time period without any delay. Furthermore, with the help of the supervisors the building, water tank, electrical connection etc., is timely monitored. And the immediate steps have been taken whenever needed.

1. Maintenance and Utilization:

a. College Building

- The college building is maintained by verifying its stability, sanitary etc., with the help of the licensed surveyor in proper intervals of time. And the stability, Form-D, Sanitary certificated are obtained from the Government of Tamil Nadu, which also renews in the given period of time without any delay.

The electrical connections in the office room, classrooms, departments, library, and toilets are frequently scrutinized by the college electrician and the instant changes will be done whenever required.

- The college building whitewash and the repair works are done.

b. Laboratory

- Stock registers, utility register and maintenance registers are maintained in all the Computer science, Science and Language Labs by the well-trained Lab Admins and assistants.
- Internal Stock verification is done at the end of every Academic Year by a committee formed by the Principal. Follow up action is taken then and there on the committee's recommendations.
- Fire extinguishers are maintained in the lab with proper training of the lab assistants.
- Theory papers are suitably engaged with the Practical papers.
- Faculty members are used for giving the demo classes for the practical hours.
- Lab timetables are prepared and followed effectively.
- Research work of the scholars are carried out.

c. Library

- Classification of stacks into Science, Humanities, Computers, Reference and Competitive Examinations.
- Carrying out internal stock verification at the end of every Academic Year.
- **OPAC facility** to access and verify availability of books easily.
- Marking books with unique accession number and arranging in respective subject racks.
- Monitoring attendance of library users through **e-gate entry**.
- Displaying 'new arrivals' in separate rack.
- Keeping UG, PG and M. Phil. Projects and theses in a separate place as Reference section.

- Organizing Library committee with the Principal, Heads of all functional areas at least once in a year to offer suggestions.
- The library was extended with one more floor in the year 2018 and named as “TMHNU Centenary Library”. That exclusive floor for functions with newspapers, magazines, journals and back volumes.
- Adequate number of fire extinguishers are installed and maintained.
- Location plan for books, journals, e-books, reference section etc., including new arrivals are displayed at each rack in the library.
- The Chief Librarian and the team of people look after the effective function of the library.
- Regular budget allocation is made for the renewal of subscription, purchase of the books, magazines and journals.
- Master registers on accession, issue and return of books and journals/ magazines/ CDs/ etc., are maintained.
- Barcode technology used to speed up the transactions.
- Effective steps have been taken for replacement of books by the borrower based on the cost of the book.
- The books are protected from worms and insects with proper measures.
- The library is under the CCTV surveillance.
- Library functions between 9 am and 5 pm on all working days.
- Displaying of useful newspaper clippings about the College and general, career opportunities, awards, scholarships, research grants etc.in the library notice board.
- A digital library with a server and 48 client computers is available for users to download E-books and e-journals using INFLIBNET and DELNET databases.
- A separate reading room with books and periodicals is utilized by aspirants to prepare for various competitive examinations.
- The library lends books to students for a maximum period of 15 days and for M. Phil. Scholars for one month. The faculty members can utilize the library books for a maximum period of two months.
- The library conducts Brain Enigma, Knowledge board test to motivate the students.
- Library release a biannual journal with the name “Journal of Management, Humanities and Science” with the ISSN number: 3956-9789. Faculty and Students of NSCAS and other colleges can publish their papers in this Journal.
- Photocopying and scanning facilities are offered.
- TV hall is used for watching educational programmes and UGC telecast.

d.Sports Facilities

- There is proper allocation in the budget for the purchase of sports equipment, maintenance of apparatus and playfields.
- The sports advisory committee is constituted with eminent sports’ stalwarts to invite ideas for developing sports.
- Invoices for the purchase of sports equipment are filed properly.
- Stock and accession registers are being maintained for consumable and non-consumable items. Stock verification is carried out periodically.
- A separate register is maintained for the issue of sports equipment and uniform.
- Trophies, prizes and certificates won by students are showcased and well maintained.

e.Computers Laboratory:

- All computers and air-conditioners in labs are serviced by trained technicians from companies under on call service.
- Only high-end computers are procured for labs (LENOVO, HCL, HP etc.,) with adequate power backup facilities (UPS, Generator).
- CYBEROM FIREWALL is installed to ensure internet security.
- Quick Heal and Avast End-point protection anti-virus is available for system security.
- Internet service is provided through a separate leased line with a speed of 100 Mbps.
- Fire Extinguishers are installed and maintained in all computer laboratories.
- System cleaning and breakup are done periodically.
- To ensure optimum utilization of computers, timetable for practical classes is prepared in advance.
- Online comprehension tests, quizzes and assignments are conducted.
- PG and M. Phil. Viva-those examinations are conducted.
- Students are motivated to pursue courses in NPTEL, SWAYAM and other online education platforms.

f. Classrooms

- All classrooms have adequate furniture, LED lights, fans and multiple electrical points.
- Repair works, whitewashing/painting of buildings, replenishment of furniture, blackboards, electrical and plumbing works are carried out regularly.
- Academic blocks are installed with lightning arresters and pure RO water supply.
- Every academic block is provided power backup with UPS and generator.

File Description	Document
Any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 11.97

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

2018-19	2017-18	2016-17	2015-16	2014-15
348	347	285	246	257

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

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

Response: 16.55

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

2018-19	2017-18	2016-17	2015-16	2014-15
216	346	489	553	401

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document

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

Response: 64.8

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

2018-19	2017-18	2016-17	2015-16	2014-15
2522	1882	2115	1068	502

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 8.15**5.1.5.1 Number of students attending VET year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
212	225	152	255	151

File Description	Document
Details of the students benefited by VET	View Document
Details of the students benefited by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**Response:** Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression**5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 6.05**5.2.1.1 Number of outgoing students placed year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
67	17	97	49	16

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 27.57

5.2.2.1 Number of outgoing students progressing to higher education

Response: 255

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

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

Response: 37.26

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

2018-19	2017-18	2016-17	2015-16	2014-15
44	189	5	4	0

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

2018-19	2017-18	2016-17	2015-16	2014-15
65	210	31	32	0

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Any additional information	View Document

5.3 Student Participation and Activities

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

Response: 111

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

2018-19	2017-18	2016-17	2015-16	2014-15
35	22	25	21	8

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

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

Response:

Students of NSCAS are given due responsibilities in all the academic and administrative activities. Students play vital roles in committees and provide valuable opinions and inputs to make decisions from the student perspective. The students are members in bodies like Discipline & Anti Ragging, Students Welfare, Placement Cell, EDC & Earn While You Learn, Physical Education, Transport, Research & Development, Women Harassment, Grievance Redressal, Cultural Fest (Kalasangami) and Students Service Activities Clubs such as NSS, YRC, RRC, Citizen Consumer Club, Green Club, and Electoral Literacy Club.

- Anti-Ragging Committee will be the Supervisory and Advisory Committee in preserving a Culture of Ragging Free Environment in the college campus and to engage in the works of checking places like Hostels, Buses, Canteens, Classrooms and other places of student congregation.
- Student representatives from each classroom bridge the gap between the department and the classrooms.
- Every department has its student association and the office bearers of these associations are the students. These office bearers are indulged in the task of organizing events. The student who exposes their talents to a great extent will be rewarded with Miss Association award.
- NSS, YRC, RRC, Consumer Club, Electoral Literacy Club, and Green Club is a voluntary association in our college, enables students to participate in various programs of social service and also provides training to develop overall personality improvement of the students. Through these clubs, our students had attended the “**NSS Mega Camp, National Integration Camp, National Youth Festival, Pre Republic Day Parade training, State Republic Day Parade**”.
- The scope of **Entrepreneurship** in our college is tremendous. Nowadays, the youths of the nation are much more focused on starting their own business; this has given rise to a lot of new start-ups through our “**College Bazaar**”.
- To promote the skills and cultural talents among students, the students are divided into teams to show their competitive and team spirit during the Cultural Fest – Kalasangami every year.
- Likewise, to promote the leadership quality of the students, the students are divided into teams to exhibit their competitive expertise, Courage, and unity through the parade, rhythmic, athletic events during the Sports Day.
- Students had given a chance to act as a guest along with the chief guest for opening the new classrooms.
- Students celebrate all national and regional festivals and observe important national events and they are given a chance to voice out in Independence day and republic days.
- Students are allowed to expose their talents and had given chances to deliver their suggestions through medias such as **Adithya Channel, Puthiya Thalaimurai, Vendhar TV, Dinamalar, Dinathanthi, and Vikadan**, etc..
- The fascinated students are taking additional responsibilities in smooth transportation as taking attendance in the buses, controlling students during transportation, etc.

File Description	Document
Any additional information	View Document

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

Response: 3

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	3	3	3

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

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

Response:

The alumnus forms the major strength of the institution. The Alumni Association was formed in the year 2007 under the title “Vritcham Alumni Association - Theni”. Later it has been changed as “**NADAR SARASWATHI COLLEGE OF ARTS AND SCIENCE VRITCHAM ALUMNI ASSOCIATION – THENI**” (Registered: 169/2014) to establish a relationship between the alumni and the Institution for overall development.

The alumni meet are planned by the departments, where the alumni from different branches of the undergraduate and postgraduate programs share their views and give suggestions for the betterment of their junior students.

The alumni meet is hosted by the department generously and the alumnae are honored with mementos during the special visit of alumni as special guests. Such meetings are beneficial for the Institution and the alumni. This provides an opportunity for the alumni to meet their friends and act as a bridge for the faculty to share their experience, knowledge, and insights.

The alumni support us both financially and non-financially.

NON-FINANCIAL CONTRIBUTIONS:

- The alumni visit the institution to deliver Guest lectures and seminars for the students in their areas of expertise and motivate the young minds.
- Alumni act as members of the Board of Studies for the value-added /Add on Courses.
- The alumnus was invited as chief guest for the college annual day.
- The alumni Successful entrepreneurs are being invited to talk on their success stories on various occasions of the Institute.

FINANCIAL CONTRIBUTIONS:

The Alumni of our college render their help by providing the following:

- The 2016 -2019 batch students from the Tamil, Commerce, English, Physics, Chemistry, and Maths department have contributed the items of worth Rs.**21500** (Canon Scanner, Slotted Angle Rack, Library books (10), table, LED Projector Screen and Steel Rack).
- The 2015 -2018 batch students from the Microbiology, Tamil, Commerce, English, Physics, and Chemistry departments have contributed the items of worth Rs.**18900** (Steel Rack, Steel Almirah, Hard Disk, Speaker, Electronic Balance).
- The 2015 -2018 batch students from all the departments have contributed the items 3KVA-UPS and Stabilizer of worth Rs.**49855 to the Primary Health Centre, Vadaputhupatti** near our college who always render their timely help to our students.
- The 2014 -2017 batch students from the Tamil, Commerce, English, Microbiology, and CS&IT department have contributed the items of worth Rs.**17000** (Table, Tab, Wooden Board, Speaker, and Projector Screen).
- The 2015 -2018 batch students from all the departments have contributed Rs.**70000** towards the development of **College Infrastructure**.
- The 2013-2016 batch students from the Tamil, Commerce, Management Studies, Physics, Chemistry, CS&IT, and Maths department have contributed the items of worth Rs.**21250** (Steel Almirahs Printer, Water Filter, Hard Disk, TNPSC Book).
- The 2013 -2016 batch students from all the departments have contributed the items CCTV Camera Sets, Projector, Laptops, Fans, Chairs, Tables, and Stools of worth Rs.**321725** towards the development of **College Infrastructure**.
- The 2012 -2015 batch students from the Tamil, Commerce, and CS&IT department have contributed the items of worth Rs.**11450** (Steel Almirah, Rank-Holders Board and Photo Frame)

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: ? 5 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

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

Response: 3

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	3	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The Governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution. The institution has framed a well-defined Mission, Vision, Quality Policy and Quality Objectives in tune with the objectives of imparting higher education to the womanhood hailing from diverse rural demographics and to empower them with knowledge, skill and leadership quality.

VISION

Our vision is to produce competent, disciplined matured citizen, scientists & 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.

QUALITY POLICY

The Quality Policy of the Institution is committed to empower women by pursuing global standards of excellence in all endeavors, namely, teaching, research and consultancy through process of self-evaluation and continual improvement.

QUALITY OBJECTIVES

- To Improve Students Satisfaction
- To Accelerate Academic Excellence
- To Endeavour for Holistic Development of Students
- To Hone Skills and Talents of Faculties

NATURE OF GOVERNANCE

NSCAS was founded by the Philanthropic Society **Theni Melapettai Hindu Nadargal Uravinmurai** with the primary objective of providing higher education for deserving students especially those belonging to the rural sectors.

Our institution is approved Under **2(f) & 12(B)** Status of UGC. It is the endeavor of the institution to be certified with the prestigious ISO 9001:2008 certification since 2006 and presently enriched with **ISO**

9001:2015 certification. Our institution participated in the National Institutional Ranking Framework since 2015 - 2016 onwards. To upgrade into an Autonomous institution is our future endeavor.

The Top Management comprises President, Vice President, General Secretary, Treasurer and Executive Committee members. They guide the institution through the College Governing body comprising Secretary, Joint Secretary, College Committee Members and Principal.

The Principal is the academic and administrative head of the institution and is empowered to plan, design and formulate the quality policy in consultation with the Vice Principals, IQAC and Heads of the Departments in order to uphold the mission and vision of the college. The formulated policies are integrated in the strategic plan by the Top management with the help of the College Governing body. The Heads play a vital role in academic matters of their departments being the leader of the team. Bi-Annual Management Review Meeting with the participation of College Governing body and teaching faculty members is regularly conducted to keep all informed about the activities carried out and their opinions are sought.

The teaching faculty members enjoy the position of coordinators in various committees of the institution and are given sufficient autonomy in decision making. The non-teaching staff are given independent charge in assisting administration relating to accounts, examination, departments, documentation and various functional areas. Students are given opportunity to nurture leadership qualities and organizational skills by taking active roles in all the activities of the institution.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The Philanthropic Society of Theni Melapettai Hindu Nadargal Uravinmurai founded Nadar Saraswathi College of Arts and Science with the noble aim of uplifting woman folk in and around Theni by offering quality education. The College Council, established by the Top Management, is the Governing Body that monitors the holistic development of the college. The Principal, a member of the College Council, delegates power to the Vice Principals, IQAC, Heads of the Departments and finance committee with regard to the supervision of the regular functioning of the college, upholding quality on campus, academic ventures and account maintenance respectively. Faculty members and students spearhead various club activities. Faculty members, being member of the Board of Studies, reflects the feedback of the student community thereby bringing in necessary change to suit the need of time. The success of electives on campus is yet another example.

Decentralization and Participative Management - A Case Study

In order to decentralize and encourage participative management, **Annual Plan with Budget** prevails

in NSCAS. A two-tier mechanism is adopted for the effective and efficient use of financial resources and the allotment of the funds to the developmental need of the institution is done by the management. The Management has finance committee which decides on the quantum of management contribution towards development of the college, in terms of infrastructure, student, teaching faculty and non-teaching staff welfare.

The institution has a perspective plan for development. Before the commencement of each year, the annual plan has been developed by all the academic areas. The components of academic plan is based on the objective monitoring sheet of the department that includes students satisfaction, academic excellence, holistic development of students and honing skills & talents of faculty members.

The college finance committee prepares annual budget for non-academic areas such as Kalasangami – The Fine Arts Club, Sports day, Annual day, Amuthasurabhi etc., whereas for academic area budget proposals are submitted by the departments to the college finance committee which comprises the activities planned for the academic year. The college finance committee compiles and finalizes the annual budget of the college. The proposed budget is submitted to the top management by the College Governing body for approval. The approved budget allocation for various activities of the college is informed to the departments. After the utilization of the allotted fund, the details of expenditure were submitted by the departments to the college finance committee. The entire financial accounting is carried out by the college finance committee and monitored by the management finance committee. The execution of academic plans and programmes as projected by the departments are assessed in the Management Review Meeting conducted biannually.

NSCAS strongly relies on systematic planning and compliance of the same to ensure a disciplined way of functioning in all the activities of the institution and the success of this practice is evidenced by

- Judicious use of time and resources.
- Systematic compliance of the activities.
- Development of leadership and decision making skills.
- Incremental improvements in research contributions.
- Effective mentoring of the students.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

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

Response:

The Strategic plan is “**Empowering Rural Womanhood**” i.e. quality policy of the institution by inculcating Entrepreneurship skills promoting gender equality. NSCAS believes that education is the most

powerful tool to empower women with the knowledge, skills and self-confidence necessary to participate fully in the development process. So the institution promotes entrepreneurship among the rural womanfolk to nurture a passion for self-employment and to create avenues of employment opportunities thus turning them from being job seekers into job creators. This will provide them creativity, freedom and ability to generate wealth.

In order to promote the students as an entrepreneur the **EDC cum Earn while you learn cell** is initiated.

“Participation is the way to success”

To stimulate Entrepreneur skill among the students, EDC of our institution organizes Entrepreneurship Development Programmes and World Entrepreneurs Day is celebrated for promoting student participations in this arena. Women communities of the institution are motivated through program topics such as interaction with successful entrepreneur, how to become a successful entrepreneur, Loan facilities available for entrepreneurs from banks, Business Plan, Role of NSME for Entrepreneur Development, Financial Assistance for new Entrepreneur, Government Assistance to First Generation Entrepreneur, Field Trip, Market Survey, Consumer Product Preparation and Management concept on Entrepreneurial Development etc., are arranged periodically.

NSCAS students are trained for the following activities

- Vermicomposting
- Mushroom cultivation
- Bouquet Preparation
- DYCO
- Vegetables farming
- Lamination
- College Bazaar

The Philanthropic management has provided adequate facilities for the EDC activities such as vermicompost hut, specialized room for mushroom cultivation and cultured land for Vegetables farming. These activities are solely carried out by the students through the guidance of faculty members. The products generated through these activities are sold in and around the college. The management purchases bouquet from the students for honoring the dignitaries of various functions.

College Bazaar is initiated with the objective of producing interest among the students to start their own enterprises. The management widens the required support in empowering not only NSCians but also the Self Help Groups in association with the “MahalirThittam” to take part in the College Bazaar for marketing their products and thereby promotes their livelihood. By selling their products, the beneficiaries gain an understanding of financial opportunities and market strategies like the art of branding, packaging and promoting their products. In our College Bazaar an innovative concept “BANK” is initiated by the students to encourage the purchase of the customers. The initial investment of the bank is maximum of Rs.2500/- which is used for rotation. Through the bank, a person can avail a maximum of Rs.100/- as loan by surrendering the ID card. Within 2 days, the repayment should be made by them without interest charges. This bank facilitated the students to have hands on experience in finance management.

The revenue generated through these activities is utilized by the students for their academic

needs. This will foster the best business practices, provides opportunities for self-employment and empowers women in market workplace.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Organizational Structure

Our institution has a legitimate organizational structure to plan, manage and execute various functioning of administrative and academic processes. The Top Management comprises President, Vice President, General Secretary, Treasurer and Executive Committee members. The College Governing Body comprising Secretary, Joint Secretary, College Committee members and Principal are responsible for formulating the policy with the guidance of top management. Also the decision making procedures are made at appropriate levels in the organizational hierarchy.

The Principal heads the academic and administrative departments of the college and delegates the administrative work to the Vice Principals and Heads of the Departments who are in-charge of the academic and administrative functioning of departments. The teaching faculty members take care of the academic aspects and activities related to co-curricular and extra-curricular aspects. Statutory bodies such as IQAC Cell, Examination Cell, Finance Committee, Placement Cell, Research and Development Cell, Grievance Redressal Committee, Physical Education, Clubs, Discipline Anti-ragging Committee, Library Advisory Committee, Fine Arts Committee, Purchase Committee, Function Committee etc., embodied in the organizational structure of the institution deliberate their entrusted responsibilities. Non-teaching staff are indulged in the smooth functioning of above said committees. An optimum level of decentralization and participative decision making process prevails in the organizational structure of the institution.

Service Rules

The institution follows the service rules as mentioned by the Government of Tamilnadu and all employees of the College are governed by such rules. The teaching faculty members and non-teaching staff have the benefits of PF, ESI, Casual Leave, Medical Leave, Study Leave, Special leave and Maternity leave etc.,

Procedures

All the activities of the institution are carried out as per the Quality System Procedures manual of NSCAS.

Recruitment

Recruitment takes place according to the UGC and AICTE norms. The Secretary and the Principal are responsible for the recruitment of staff as per requirement. The recruitment process is carried out based on the standard procedure described in the Quality System Procedures manual of NSCAS.

Promotional policies

Promotional policies are transparent and are available for both teaching faculty members and non-teaching staff. Promotion for teaching faculty is based on the information collected from self-appraisal forms and for non-teaching staff based on their performances observed by the College Governing Body. In addition to Promotion, supplementary increments are provided to eligible persons.

Grievance Redressal Mechanism

Our institution comprises many committees to address several Grievances such as Discipline and Anti-ragging Committee, Students Welfare Committee, Examination, Women Harassment Committee, Grievance Redressal Committee, Ombudsman Committee and internal committee for persons with disability. The complainants can address their grievances through Feedback, Suggestion Box, Post/Courier and E-mail. The procedure for resolving the grievances are carried out as per the procedures given in Quality System Procedures manual of NSCAS.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

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

Response:

To monitor and evaluate policies and plans, the institution formulates various committees for effective implementation and improvement from time to time. Online Courses are successfully implemented based on the Minutes of HOD meetings under the guidance of IQAC.

Activity: Promoting Online Courses

IQAC motivates both the teaching faculty members and the Students to pursue **Online Courses** as a strategy to provide quality education to the inspired youth as stated in the mission of the college. Pursuing additional online courses strengthen students' academic platform, update their knowledge and enrich their technical skills. IQAC has popularized the online course that aims at unlimited participation and open access via the web. It provides interactive courses with user forums to support community interactions among Faculty members and Students. Studying these online courses widens the Students' exposure and gives them time flexibility. They need not login at a specific time for a live session; they can study and interact with their Instructor and fellowmates through the discussion forum as per their convenience.

The teaching faculty member and students of the institution are continuously taking part in the online course platforms such as

- NPTEL-Swayam
- Course Era
- EDX
- Alison

The institution affords the following amenities for promoting the online courses.

- NSCAS functions as one of the local chapters for NPTEL-SWAYAM.
- DELNET and INFLIBNET facilities are available.
- Free access to institution Wi-Fi facility with 100 MBPS bandwidth usage facility.
- Free access to internet Lab for hostel students after the college working hours.
- Separate hour allocation for internet lab and Digital Library usage in the class time table.
- Transportation facility for attending the exams with escort.

- Awareness programs on NPTEL are organized by IQAC.
- Library organized Hands on Training on “Accessibility of E-Resources”.
- A separate team works for disseminating information regarding NPTEL courses details.
- NPTEL ongoing courses poster is displayed in the college and department notice board.
- Marks for taking online courses is included as one of the evaluation strategies in the internal assessments.
- Provision for faculty members to attend NPTEL workshop.

The college has implemented the resolutions taken in the minutes of HOD meetings under IQAC guidance and well-directed efforts are taken in promoting online courses.

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The Management is executing welfare measures for both teaching faculty members and non-teaching staff in all aspects bearing in mind that their well-being is important for effective functioning of the institution and also to create cordial ambience.

Welfare measures for teaching faculty

- Group Insurance Policy.
- EPF is paid by the Management along with the faculty contribution.
- ESI provision.
- Periodic revision of pay scales.
- Free transportation facility.
- Sanction of Maternity leave with salary.
- Casual leave / Medical leave.
- Special leave for research scholar.
- Duty leave facility wherever applicable.
- Incentives for publication of articles and awards received.
- Financial Support for attending Programmes.
- Free hostel accommodation.
- Free creche for the faculty children.
- Annual Memento.
- Honor on Teachers' day
- Free Uniform Saree every year.
- Free Medical camp.
- Four wheeler driving class.
- Supplementary increment of Rs.1000/- is afforded to the SLET / NET exams cleared teaching

faculty members.

- Supplementary increment of Rs.2000/- is afforded to the Ph.D., awarded teaching faculty members.
- Orientation on Enhancement of ICT and Communication skill for newly joined.

Welfare measures for non-teaching staff

- Group Insurance Policy
- EPF is paid by the Management along with the faculty contribution.
- ESI.
- One month salary as Festival Bonus.
- Annual Memento.
- Periodic revision of pay scales.
- Free transportation facility.
- Sanction of Maternity leave with salary.
- Casual leave / Medical leave.
- Free creche for the staff children.
- Two sets of free uniform every year.
- Free Medical camp.
- Free hostel accommodation.
- Gift for marriage

File Description	Document
Any additional information	View Document

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

Response: 14.31

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

2018-19	2017-18	2016-17	2015-16	2014-15
03	10	21	31	21

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**Response:** 12

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

2018-19	2017-18	2016-17	2015-16	2014-15
13	6	23	12	6

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years**Response:** 5.82

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	4	19	10	1

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

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

The institution has well designed performance appraisal system prepared by the IQAC to evaluate the overall performance of the teaching faculty members. At the end of every year, IQAC collects the self-assessed performance appraisal details duly filled in by faculty members. This system inspires faculty members to widen their professional knowledge and academic growth as well as identifying areas for improvement.

The self-appraisal form determines the

- Educational qualification,
- Teaching experience,
- Research contributions,
- Improvement of professional competence,
- Additional responsibilities held in NSCAS
- Pass percentage of the subjects handled,
- Professional activities,
- Contribution to the teaching and development of the college.

Self-appraisal figures out the strengths and weaknesses of the faculty members and it provides them a vital platform to improve their professional proficiency. It is the process of self-evaluation that helps them reach the right level of self-sufficiency and gear them towards professional development. The improvements to be made are discussed in the faculty meeting and management review meetings. The Principal forwards the appropriate information of the faculty members on multiple activities to the top management to be considered for better appraisal at the time of promotion and increment. Also the Principal and Heads identify the needs of training to overcome the weaknesses of the faculty.

The performance of the non-teaching staff members are appraised by the College Governing Body based on the parameters such as efficiency, cordiality, accuracy of data, timely submission of data and overall helpfulness.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

- Theni Melapettai Hindu Nadargal Uravinmurai, the registered Charitable Trust governs the college in financial aspects.
- Budget preparation, internal checking of the bills and vouchers, daily collection note, physical verification of cash etc., are done by the Accounts department. Internal verification is done by the Vice principal (Accounts) and the same is authenticated by the Principal, Secretary and Joint Secretary.
- The budgets of the programs, bill settlements are approved by the Management and the Income &

Expenditure statements are verified by the Management.

- Quotations are received from various parties and after comparing the price, quality and affordance, the Management fixes the party in case of purchase of lab equipment and other bulk purchases.
- Regular internal audit is done by the Management with the objective of effective utilisation of the funds.
- Any clarification of the internal audit are closed immediately with the guidance of the Management.
- External audit is done yearly by the External Auditor of the Management Trust and Audited statements has been duly certified.
- As the funds generated are properly utilised with the support of the management, till date there is no audit objection.
- The Utilisation certificates are also obtained from the External Auditor for the funds received from UGC, NSS, PMKVY, TNSCST etc.,

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

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

Response:

Mobilisation of funds

Admission are based as per Tamilnadu Government Higher Education norms and tuition fees are

collected from the students. The management fixes the total fee to be collected from the students every year in two semester. The fees amount collected are deposited in the bank account and interest earned from the deposits are utilised for the development of the college and for meeting the recurring expenses.

Since it is a self- financing institution under Theni Melapettai Hindu Nadargal Uravinmurai Trust, apart from the fees collection, funds are provided by the Management for construction works, purchase of library books and assets, maintenance expenses, recurring expenses, guest lectures/seminar/conferences/workshop programs, legal expenses, etc., The college formulates a budget for every academic year by considering the Annual plan of the departments, functional areas and college programmes. For each programme, budgets are drafted by the Vice principal (Accounts) and authenticated by the Principal for further approval by the management.

Optimal utilisation of resources

The management takes care of the salary fixation of teaching faculty and non-teaching staff members. For the purchase of assets and important maintenance works, quotations are called for and decision are taken by the management based on the quality, price and affordance of the vendors.

All the financial transactions are made by the Accounts section of the office. The college has a Finance Committee consisting of Principal, Vice Principal(Accounts) and members from each department for reporting and processing of financial transactions with proper procedures.

The bills and vouchers produced by the Head of the Department are scrutinised by the Vice Principal (Accounts) authenticated by the Principal, the Joint Secretary and the Secretary before submitting to the management for further process.

Government and University scholarships are provided to the students. Apart from the institutional scholarship and free ships, through Karna donar scheme, financial support is provided to sports students and student welfare activities.

Funds are provided to the faculty members for the publication of papers in journals and to attend seminar/conference/workshop and other activities.

Our college acts as one of the senders for conducting Tamilnadu Public Service Commission and the funds received are expended for that purpose. Funds received from Government such as NSS, PMKVY, Minor Project TNSCST etc., are utilised for the concerned purpose.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the

quality assurance strategies and processes

Response:

IQAC plays a pivotal role in institutionalizing the quality assurance strategies and processes for the upliftment of all communities in the college. It monitors all the quality parameters and acts as a documentation centre containing records of all activities carried out in the institution. To attain excellence and for quality sustenance in all academic and administrative activities, IQAC offers valuable suggestions and measures for continual improvement of the institution. Among them, two important quality practices are discussed here.

Practice I: Academic Administrative Audit & Management Review Meeting

IQAC has a mechanism of conducting Academic Administrative Audits (Internal Quality Audit) and Management Review Meeting to accelerate academic excellence and to conform the sustenance of quality measures established.

- AAA are planned at the beginning of every year and the Audit Plan is prepared for both adequacy and compliance of the Quality Management System standard and it covers all the applicable clauses as per the Quality System Manual and Quality System Procedures Manual. Every year, an external surveillance audit is conducted by the external auditors from the ISO certification organization and four internal quality audits are conducted by IQAC with the support of approved internal auditors. IQAC records the audit observations and ensures necessary remedial measures to improve the institutional activities.
- MRM is conducted to ensure adequacy, continuing stability and effectiveness of the institutional activities. The review assesses and initiates opportunities for improvement of the Quality Education and the need for changes in the Quality Management System. An MRM is conducted at the end of every semester. The Heads of the departments and the representatives of the functional areas present their input for MRM. The College Governing body will review the effectiveness & sustainability of the overall Quality System, recommends suggestions for the continual improvements and appraises the outstanding performances of the departments. IQAC records the minutes of the meeting and monitors the quality objectives.

Practice II: Enrichment programmes for new entrants

IQAC organizes orientation programme, campus tour and bridge course to create a stress-free & friendly environment for the newly enrolled students. The freshers are from diverse backgrounds and most of them are first generation learners as well. Through orientation program, the quality culture of the institution is introduced to and promoted amongst the new NSCians. Bridge course is organized to bridge the gap between subjects studied at Pre-university level and subjects they would be studying at Higher Education level.

IQAC organizes the bridge course by preparing schedule, plan, course materials compilation and Assessment tests. An **Entry Assessment Test** is conducted and documented to assess the basic concepts of their choice of study and communication skill. After the completion of course, **Post Assessment Test** is conducted that serves as baseline document to plan the teaching methodology for the faculty members. The students gain confidence, fundamental knowledge and extricate their fear regarding academic paradigm shift. Hence bridge course proves to be the best opportunity for the students to adapt themselves to new

social and academic environment.

File Description	Document
Any additional information	View Document

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

Response:

IQAC has formulated Quality System Procedures and Process flow chart to sustain and maintain quality measures in all academic and administrative endeavors of the institution. Being an Affiliated College, the institution adheres to the syllabus framed by the University based on CBCS.

Example 1: Work Done Register

The Institution continuously reviews its teaching-learning process, structures & methodologies using Work done register as one of the tools by which teaching plan for the semester is effectively implemented by IQAC. It is a transparent mechanism of documenting the course delivery in a systematic way. In the beginning of the semester, teaching faculty members are instructed to record their lesson plan in work done register which includes plan date, topics to be covered, instructional strategies, resource usage, evaluation technique and expected learning outcome. The Course delivery Plans and systems are analyzed and approved by the Heads of the departments. It is strictly followed by the teaching faculty members and the following activities such as

- Timetable
- Attendance
- Topics covered with actual date
- Internal split up marks for assignment, seminar, attendance etc.,
- Result analysis and reason for failures in internal and semester examinations.
- Corrective actions proposed and taken for internal and semester exam failures and absentees.
- Record for completion of practical experiments.
- Monthly course delivery performances etc.,
- Total contact hours for completion of syllabus.

are recorded in the work done registers and reviewed periodically by the Principal, Heads of the Departments and IQAC. Through these measures the teaching learning process has been improved.

Example 2: Result Analysis

IQAC monitors and ensures the achievement of learning outcomes through the results, pass percentage and ranks obtained in examinations. Result analysis helps in fine-tuning and evolving new pedagogies and strengthening the teaching-learning process for the betterment of student community. It is

analyzed and reviewed in a detailed manner i.e. pass percentage, trend analysis, comparative result analysis and Performance & Topper details.

Based on the review, the following actions are taken

- Identifying the slow learners and advanced learners.

? For Advanced learners, additional assignments, advanced level problems, peer teaching, paper/poster presentation, paper publications etc., are given.

? For slow learners, remedial classes, frequent test, assignments are given to improve their performances.

- Modification in methodologies adopted for teaching learning process as per the requirements. For example

? Video Conferencing

? Online Courses

- Evaluation of Teaching faculty members skill matrix.

? Based on the area of improvement and motivational trainings needed for the faculty members, faculty development programs are arranged.

File Description	Document
Any additional information	View Document

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

Response: 7.4

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

2018-19	2017-18	2016-17	2015-16	2014-15
7	7	7	9	7

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
- 2.Academic Administrative Audit (AAA) and initiation of follow up action
- 3.Participation in NIRF
- 4.ISO Certification
- 5.NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

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

Response:

- The management has improvised the college campus for research activities by
 - Enhancing the Wi-Fi speed to 100 Mbps.
 - Library books were enriched by purchasing 4996 books.

- Around 30 instruments like uv-spectrophotometer, trinocular microscope centrifuge are purchased.
- An incentive for paper publication has been introduced and given.
- Special Increment for Ph.D. Completed, SLET / NET Cleared faculty members.
- Memento for receiving awards.
- The following courses have been introduced.
 - B.Sc., Physics
 - B.A., History
 - M.Com. (CA)
 - M.A., Tamil
 - M.Sc., Physics
 - M.Sc., Computer Science
 - M.Sc., Information Technology
 - M.Phil., Tamil
 - M.Phil., Chemistry
 - PG Diploma in Corporate Secretaryship
 - PG Diploma in Fashion Design and Technology
 - PG Diploma in Bioinformatics
- Faculty development and professional development programs by IQAC and Regular training programs in the concerned department for every semester are organized. Totally 56 Faculty Development Programs were organized.
- The departments are encouraged to conduct seminars, conferences and workshops every academic year. Totally we have conducted 47 seminars and conferences, and 24 workshops.
- Communication skill enhancement was taken as our primary focus and we have special value added courses and add-on courses arranged with various outsourcing companies through MoUs like Edu panacea, TOEIC, Voice & MaFoi.
- Interdisciplinary research was initiated and two conferences were conducted.
 - One day Interdisciplinary International Seminar on “Women: Pathway the Nuances and Possibilities of Mediating Language and Technology” organized by Department of CA and English on 20.12.2018.
 - One day National Level Conference on “Knowledge of Trilingual is Ingress to All Languages” organized by Department of Tamil and English on 30.01.2016.
- Placement and Career guidance cell is strengthened through the active participation of willing students who are oriented throughout the year with aptitude and soft skill trainings. Nine on-campus placement drives were arranged. 307 students were placed in reputed companies.
- Coaching classes for students are conducted and there is an initiation of success as two students have cleared SLET, eleven students have cleared ICMAI Foundation, three students have cleared NTA and five students have cleared other civil exams.
- The library was renovated and a new reading hall with 200 seating capacity has been instituted. 25188 books are available and 101 journals are subscribed.
- UGC guidelines have been applied in the recruitment process and more qualified faculty have been recruited. The college has 33 qualified teachers as per UGC norms.
- **Special Programmes Organized**
 - **A World Guinness Record on LARGEST HUMAN IMAGE OF AN EYE logo formation was tried on 12th July, 2018 on account of our Karmaveerar Kamarajar’s Birthday Celebration.**
 - NSCAS jointly with Vendhar TV organized a **television show “Aram Seivom – Maanava maanaviyar vivatha medai ”** on the topic **“Samuthaya valarchi saathiyamavathu**

nallavargalal ! vallavargalal !!”on 12.09.2018. The programme was telecasted in the Vendhar TV on 14.10.2018, 21.10.2018, 28.08.2018, 04.11.2018 and 11.11.2018.

- **Government Scheme Initiation**

- Pradhan Mantri Kaushal Vikas Yojana (PMKVY) and Unnat Bharat Abhiyaan (UBA) projects are carried out.
- Innovation Club is initiated

Infra Facilities

- Digital Library, IQAC and Examination Section is replenished with new higher end systems.
- Day Scholar Mess
- Additional Block ‘D’
- K3 Auditorium (Karmaveerar Kamarajar Kalaiarangam)
- Campus is renovated with paver and asphalt roads, and compound wall.
- Fashion Design Laboratory
- New Physics Laboratory
- Rain water harvesting
- Two Check dams
- A smart classroom with projector for each department to enhance ICT utilization.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 20

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	4	6	7	0

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

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

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

Response:

Safety and Security

- NSCAS is a safe environment for the women candidates to pursue their higher education.
- The management take it as their prime duty in providing safety and security for the students and employees.
- The college provides a women's hostel which accommodates approximately 350 students. Visitors can meet the students only with the visitor's card to prevent unavoidable problems.
- The hostel has high compound walls and it is guarded by securities 24 x 7.
- The hostel premises, hallways are secured by CCTV camera coverage. The students have safe drinking water facilities and fire extinguishers are provided at the required places to safeguard them from minor fire outbreaks.
- There is 24 hours of electricity supply and a backup generator is always ready for the break in electricity supply.
- The blocks have lightning arresters to handle the calamities that could be caused by lightning.
- The college also has security guards, and a check post is available at the back entrance to avoid

trespassing of the public or unnecessary people within the campus.

- The college has 57 CCTV cameras to have a keen look on the safety of the students within the campus.
- The students are provided with clean RO water and the water is being distributed to all the blocks through water coolers, which provides water in either cold or hot condition throughout the day.
- The day scholars are provided with bus facilities from in and around Theni district. Totally the college provides 50 trips from 38 places in Theni, Madurai and Dindigul district. The students can board their respective buses from their respective stops only, which is monitored by the non-teaching staff or faculty members.
- Women harassment committee and anti-ragging committee are functioning in the college which keeps an eye on the student's activities. The committee details its, rule and regulations are provided in the handbook and calendar.

Common room

- A common room is provided for the students to take rest at their physical weakness during the working hours.
- A well-qualified nurse is available in the campus during the working hours to take care of the students and to provide first aid at the emergency periods.
- A doctor visits the hostel daily to take care of the hostellers.
- There is a PHC available at the entrance of the college and it takes care of the students at its working time for all ailments and injuries.

Counselling

- NSCAS has a qualified counsellor with a private counselling room.
- She provides the necessary counselling to the students when approached. All the data are maintained highly confidentially.

Tutor-ward system

- The college has a well-structured tutor ward system.
- Faculty members are involved in guiding the students in their academic and personal life.
- The students are divided into small groups (15 - 20 students) and each group is delegated to a faculty who will be their Tutor. These faculty members meet the students at regular intervals and guide them.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

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

sources**Response:** 0.01

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

Response: 7.2

7.1.3.2 Total annual power requirement (in KWH)

Response: 54893.49

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs**Response:** 24.56

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

Response: 5794.2

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 23591.88

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

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

Response:

Waste management is the challenge for India. Government is taking many steps in this regard and they expect the younger generation to get aware, and the young blood can make a change in this regard. Youth are the future of tomorrow and hence many programs are initiated for them as 'Unnat Bharat Abhiyan', 'Swachh Bharat Abhiyan' and 'Swachhta Pakhwada'. 'Clean India' mission, is sensitizing

students with the effective waste management techniques.

Solid waste management

- The solid waste are collected through dustbins within the campus. There are 175 dustbins in the campus including the classrooms, departments and laboratories.
- The waste are collected and segregated according to their degradability.
- The degradable waste are kept in pits for composting and introduced into the vermi hut for vermicomposting process.
- The housekeeping staff clean the campus daily and the leaf litters are collected and composted before introduction into the vermi composting.
- Usage of polybags is prohibited within the campus.
- To an extent of plastic are avoided within the campus.
- Paper utilization are minimized by initiation of paperless office. Communications are given through emails, sms or whatsapp to the extent. Papers are reused as one-side sheets and used for printing data at the administrative, clerical and examination section.
- The Science labs minimize the chemical utilization by making the students aware of the conventional experiments and avoid macro utilization to micro chemical utilization.
- The other solid waste are collected and sold by the management.

Liquid waste management

- The waste water from the RO units are utilized for the gardening.
- The waste water from all the blocks are redirected through neat gutters into the ground fill methods to the local municipal waste.

E-waste management

- The electronic waste and electrical waste are collected as scarp.
- Their lifetime and servicing condition are verified and handed over to the management for sale.
- The items that can be used are taken as pieces for demo for the younger generation.
- The lower configured computers are used in our sister institutions for educating toddlers and kids.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

NSCAS is located in Vadaputhupatti, which belongs to the Theni district. It lies surrounded by the Western ghats and is slightly elevated from the sea level. Theni district shares borders with Idukki district to the west and Dindigul district, Madurai district and Virudhunagar district to the east. The district receives rainfall from both the southwest and the northeast monsoon. Theni is a tropical climate zone and

when compared to winter, the summers have more rainfall. Rain water harvesting is very imperative and the need of the day today. The management has taken a tremendous effort in saving the rain water.

- They have built two catchment ponds in the campus by regenerating the wasteland into water conserving units.
- One lies on the hill top which will directly flow in the water from the hill to the pond.
- Another catchment pond lies at the end of the college campus.
- The pond is planned very carefully and there are contour bunds, small check dams and a well-planned water channels to collect not only the surface water but also to prevent soil and water erosion from the hill.
- The catching water helps in recharging the aquifers (bore well) as the water can slowly percolate into the ground and increase the ground water level.
- Catchment ponds or 'eyeries' are the traditional rainwater harvesting system in Tamil Nadu.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

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

Response:

The institution has a strong concern on greening the landscape and is involving in many activities for green initiatives.

Bicycles

- The students and staff are motivated to use the public transport to avoid release of carbon dioxide.
- There are 34 students who come by walk and the others use college bus. Five faculty among the 137 only use their own two-wheelers and the others use the college buses.

Public transport

- As the college lies interior and has little access to the public transport, the management has provided transport facilities. The students commute the buses from luke and corner of the Theni district.
- There are 38 buses and 50 trips are taken to commute the students to the college from their homes

and back in the evening.

Pedestrian friendly roads

- The campus is completed structured with paver block roads and tar roads and the students and faculty members find ease in walking throughout the campus.

Plastic free zone

- Trees and plants are planted around the blocks and roads.
- Use of plastic bags is prohibited within the campus.
- Aluminum foil containers are used for packaging in the canteen.
- Plastics are avoided to the extent within the campus.

Paperless office

- Internet facility is available within the college premises and emails and whatsapp group are used as an effective mode of paperless office.
- Students are sent SMS for important intimations.

Green landscaping with trees and plants

- In the sprawling area the college has totally 349 trees and 569 plants making the campus green.
- A green club functions taking care of the flora within the campus.
- To keep up the pace of greeneries gardeners are available, who nourish and take care of the plants in the campus.
- An herbal garden of 201 plants with 42 types of medicinal plants are available.
- Students are involved in sapling plantations and they voluntarily do plantation at important days like Ramanujar Birthday.
- Our greeneries concentrate more on CO₂ sequestrations and hence we can find 121 neem trees, 56 teak plants which are reported to sequester carbon dioxide to the maximum. Other trees like Indian badam, coconut, peepal, Pongamia, Peltophorum, tree jasmine, Cassia, Royal palm and Mango are found in the college premises. Plants like Yellow oleander, Nerium oleander are found within the campus making it look pleasant and they also play a role in the CO₂ sequestrations.

File Description	Document
Any additional information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary

component during the last five years**Response:** 0.03

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

2018-19	2017-18	2016-17	2015-16	2014-15
0.11	0.051	0.023	0.096	0.077

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

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

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

A. 7 and more of the above**B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**Response: 8**

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	1	1	2

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**Response: 5**

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	1	1	2

File Description	Document
Any additional information	View Document

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

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

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

File Description	Document
Provide URL of website that displays core values	View Document

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

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

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

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

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

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

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

Response: 102

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

2018-19	2017-18	2016-17	2015-16	2014-15
21	21	27	23	10

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

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

Response:

To emphasis and build-in the strong understanding of the nation's history, the leaders, their contribution to the motherland and for cultivating a healthy society in mind and action, national festivals, national leader's birthdays or anniversaries and other days are commemorated in NSCAS. Such celebration helps in developing values such as national spirit, patriotism, secularism, honesty, truthfulness, love, compassion and equality among the students.

- Triumph of the nation stands by analyzing the roles and responsibilities of a citizen and remembering the national leaders on the **Republic Day** and **Independence Day**. They are given more importance as NSCAS always stands in building responsible citizens.
- **Teachers' Day** is celebrated to pay regard to the National leader Bharat Ratna Sarvepalli Dr Radhakrishnan, and to motivate the teaching fraternity.
- **National Science Day, Computer Day and Srinivasa Ramanujam Day** are being celebrated every year to create awareness about need of science innovations and scientific research.
- Days like Road Safety Week, World Population day, Youth Awakening Day, National Unity Day, World AIDs Day, National Library Week, etc are celebrated to conceive the importance of society, rules and regulation, health, equality and humanity.
- To endorse the ideals of democracy and to engrave the spirit of our constitution, the college celebrates festival which infuses harmony, oneness and secularism amongst the student community

in a grand manner; Pongal and Onam (the harvest festivals), and Diwali or Dasara. Festives like Vinayagar Chathurthi, Saraswathi Pooja are also given emphasis to inculcate the spirit of worship and prayer to divinity.

- The Educational Day (Kalvi Thiruvizha) is celebrated to make the students realize the importance of being a responsible leader like Thiru.K.Kamarajar and to serve the nation without any expectation.
- On all these occasions' special lectures or competitions emphasizing the day's importance is being done regularly to spread the impact of knowledge that it carries.

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

Response:

NSCAS is well known for its trustworthiness and maintains high principles and virtues in its functioning since its initiation. It shows complete transparency in its financial, academic, administrative and auxiliary functions.

Financial Transparency

- The financial aspects of the college is monitored by the Management Trust and all the financial transactions are audited by the competent auditor of the Trust annually.
- Receipts are issued to all the students for all type of fees paid by them.
- All the financial transactions are made by the Accounts section of the office and no faculty member is permitted to collect any amount from the students directly.
- Utilization certificates are submitted to the concerned fund agencies for which the funds are allocated.
- Internal checking and verification is done for all the transactions.
- The college has a Finance Committee consisting of Principal, Vice Principal (Accounts) and members from each department for reporting and processing of financial transactions with proper procedures.
- Group insurance policy covers teaching and non-teaching faculty members apart from students.

Academic Transparency

- The admission process is evident and the student enrollment has full transparency.
- Students are notified for all the academic programs available through newspaper advertisements, flyers, local television channels and the college website.
- The Principal conducts regular meetings to discuss official matters with the heads of the departments.
- Regular circulars are given to the faculty members in regard of the official activities.
- Academic endeavors are discussed in the department meetings. The teaching plan is prepared and monitored periodically.
- The academic audits are held for the departments and functional areas.
- College programs are planned, scheduled, and completed and a report of the same is prepared at the same day itself.

- The programs conducted in the departments are reported to the IQAC through “Program check list” with the photos and report.
- All the college programs are consolidated to the college magazine “Suvadugal” and the IQAC newsletter regularly.
- Circulars are forwarded to the students at the call of scholarships to avail them.
- The library is a partially automated and the entry gate monitors the entry of students into the library.
- The students are given freedom in borrowing books from the library and their ID cards have barcode system to monitor the books duration.
- The students are given an opportunity to evaluate the teaching process of the faculty members and the facilities provided in the college.

Administrative and Auxiliary function

- The functioning of the college is a huge network frame with an organizational hierarchy followed in all aspects.
- The Secretary and joint secretary decides the execution of the administrative affairs and delegates the instructions to the Principal.
- The Principal discusses about the academic, administrative, and other activities of the college in HoDs meeting or faculty meeting and monitors its progress.
- The Vice-Principals and HoDs handles the departments and monitors its functioning.
- Hostel warden, sub-wardens, tutors and administrative staff ensure the smooth functioning of the hostel.

7.2 Best Practices

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

Response:

Best Practice I : “College Bazaar”

Objective of the Practice

Conduction of College Bazaar by the EDC provides an opportunity to enhance the entrepreneurial skills among the students. It also helps to market the products produced by SHG members in Theni District. Hence we practice with the objectives as,

- **To develop team spirit among the students**
- **To enhance their marketing skills**
- **To inculcate the entrepreneurial skill among students**
- **To get an insight on advertising their products**
- **To learn to make a living with the availabilities**
- **To prepare income and expenditure account statement**

The Context

NSCAS strongly focuses on the development of students of the rural background in all fields either as an employee or as an employer. The college bazaar is an avenue to develop the entrepreneurial skill among the students and provides a platform for the SHGs to showcase their products. It helps in showcasing and selling their products. It is also a venue for meeting the customers directly and gathering information on the modern trend in the market and requirements of the customers.

The Practice

- The bazaar is a testing arena for young entrepreneurs.
- The students are informed about the bazaar well ahead and they are given sufficient time to register for the same.
- According to the category of the product to be sold and the number of participants for the stall, the students are pooled into groups and allotted numbers.
- One hundred rupees is collected as the registration fee for each stall.
- The students are allowed to bring their products and sell it on all the days of the bazaar or even for a single day.
- The MBA students conduct games of fortune in the bazaar to make it livelier.
- There is a temporary banking system operated by the Management studies students for lending loan to the students to purchase their needs without hindrance by surrendering their student ID card.
- The student can return the borrowed amount in 24 to 48 hours.

Evidence of success

The students enjoy the program and its success is observed through the feedbacks. The students experienced happiness, disappointments and found it challenging in facing this new junior of sales and purchase. They learn a lot of entrepreneurial skills and are involved in tactic marketing of their products. The students develop patience in handling crowded customers, queries on their products and able to handle people.

Problems encountered and Resources Required

The students can be given more time on preparation for the products to be sold. They can analyze the dates of the bazaar well in advance and prepare for selling their own products, which would be of great use. They should learn more in fixing the selling price for their products.

Notes

- The EDC motivates the students by conducting awareness programs, workshops and guest lectures. The highlight of the EDC is “College Bazaar”.
- It is welcomed by all the students and results in effort put for the stall installation and clearing the stock put in for the three days.
- The students actively involved in developing their marketing and selling skills with effective participation and by choosing the products to be sold.
- College bazaar strengthens the budding professionals and creates an interest in starting their own ventures.
- It is a great pathway to self-employment and opens the minds by standing as a gateway for innovation in business.
- As Dr.APJ.Abdul Kalam states “the education system should highlight the importance of

entrepreneurship and prepare the students right from college and school to get oriented towards setting up of enterprises which will provide them creativity, freedom and ability to generate wealth”, the college focuses on women empowerment through entrepreneurship development.

Best Practice II : “Quizzes competitions – Library”

Objective of the Practice

- **To develop the basic general knowledge in the students**
- **To inculcate team spirit**
- **To encourage their perseverance and hard work**
- **To make them responsible**

NSCAS builds character and knowledge through various activities. The library plays a predominant role in being the source of knowledge hunter. The library extends its hand towards knowledge building through various activities like “Knowledge Board Test” and “Brain Enigma – Open Book Quiz Competition”.

The Context

“A Library is the delivery room for the birth of ideas, a place where history comes to life”

Library plays a vital role in building an educated and socially responsible community. The books can eradicate ignorance and find new ideas for innovations. The college has a central library with 24000 number of books and journals. The NSCAS TMHNU Centenary Library stands as a platform for grooming the students through its distinctiveness. The library conducts two distinctive quiz programs – “Knowledge Board” and “Brain Enigma” which involves the students and kindles their thirst to hunt for knowledge.

The Practice

NSCAS library, the learning resource, actively involves in the conduction of orientation programs, lectures on the awareness of library usage. They also celebrate Library Week every year to enhance the Library usage. Mock exams are conducted for the competitive examinations like TNPSC Group IV, IBPS exam and UGC NET/SET Coaching). To make the students livelier two quiz competitions are practiced regularly.

The practice involves;

i. Knowledge Board

- Knowledge board is a green board which consist of 5 to 7 questions daily.
- The departments are allotted 15 days in a cyclic order to prepare the Knowledge Board.
- The departments change the questions daily.
- The students will have to note down these question all throughout the year.
- The library at the end of the year will conduct a test with the questions which were displayed throughout that year.
- Top fifteen students are awarded prizes in the Annual Day.

The knowledge board brings out a responsibility within the student to note down the questions daily, so that she will be able to face the final test with ease. The students are found enjoying noting down the questions and answers, as the questions and its pattern vary from department to department. It kindles the passion for learning new concepts and builds a foundation on the basis and current affairs among the students, aiding them in facing competitive exams with ease.

ii. Brain Enigma

Brain Enigma is an open book quiz competition held by the Library for all the department students.

- The students are allowed to participate in teams.
- A team comprises of seven students of the same department but can be of any class.
- Three teams from each department can register for the competition.
- The competition is conducted on a day for three hours at a stretch.
- The students are assembled at the library.
- They will be given a set of 400 question from different area like General science (20), Indian Polity (20), Economic Affairs of India (20), History and Culture of India (20), Geography (India and the World) (20), Computer Awareness (20), Indian National Movement (20), Agricultural & Environment (20), Sports & Games (20), Marketing Aptitude (20), General Intelligence and Reasoning (25), Quantitative Aptitude (20), English Language (25), English Language (25) and General Tamil (100).
- The students will be given two hours of timing to utilize the library books to surf and search for the answers.
- In the last one hour the students are allowed to utilize the internet lab, digital library or get answers from any faculty within the campus.
- The faculty members can help any student from any team when approached.

The winning team is awarded with prizes in the Annual Day. The quiz competition has created a big impact among students. They voluntarily participate and it helps in developing team spirit and sportiveness.

Evidence of success

The students are prepared for the future and are involved in learning leadership and team spirit. The outcome of these quizzes are;

- Quenching thirst
- Expanding knowledge
- Making new friends
- Experiencing joy of success
- Lucrative prizes

The students develop their skills and learn the current affairs and improve their time management skills. Assessment through quiz is always beneficial in assessing the student at a short duration with measurable knowledge, skills and abilities. Quizzes are a type of teaching methodology and has the highest impact among the learning outcomes.

The students get trained with the basic questions and brush up their general knowledge which helps

them participate in the quiz competitions held in the intercollegiate and national level competitions. There are 63 students who have participated in the Quizzes (30 programs) conducted in various places and 31 winners among them. This stands as a start for the evidence of success in this assessment period and there are miles to go with its achievements heading the road.

Problems encountered and Resources Required

The students find it a short span of time to answer the questions in the Brain Enigma. They usually prefer surfing the internet for a quicker search process but the duration to use the internet is shortened to make them familiarize to search through books. In regard of the Knowledge Board, students with sheer interest make through the quiz by noting down the questions daily and benefiting out of it. More online test practices can be included in the library reading hour modules to enhance the evidence of its success.

Notes (Optional)

- Library stands as a platform for learning and NSCAS library always paves way in student development through its activities like Library Week Celebration, Competitive Exam Coaching and Mock exam conduction, awareness programs and quizzes are the lime lights.
- Quizzes are a form of teaching learning process which inculcate effective learning and have wonderful outcomes.
- Quizzes can be conducted for any age group and they help in improving knowledge and gathering information of either general or specific areas.
- They help in expanding the critical thinking power, and thinking from different angles.
- They aid in building team spirit.
- Quizzes are fun based learning process with competency.

File Description	Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

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

Response:

Logo are the face of the event or a company or organization. They are unique and used to create a public identity and recognition. Logo are formed to create a social awareness among the students and the public by making them remember the event logo and its importance. They also play a vital role as;

- They can easily grab attention.
- Creates a strong first impression
- Foundation for the occasions identity
- It stands in the memory for long.

Vision

Logo formation mark a social responsibility in the student community and impregnate the importance of being socially responsible.

Priority

“You can’t escape the responsibility of tomorrow by evading it today”

– Abraham Lincoln.

Students are involved in creating logos and representing the logo. It has created a public awareness of the event and stands in the minds for a longer duration. The students learn team spirit, leadership, patience, helping tendency and perseverance. The logos will stand in their memories for their lifetime. The students show enthusiasm and feel happy on being a part of the activity.

Logos on - **World Cancer Day, National Voter’s Day, Human Eye – Donate Eyes, International Yoga Day celebration, Women’s Day celebration, Handloom Day Celebration, Pongal Day Celebration, World Aids Day, Clean India and Independence Day Celebration** are the logo formation represented by students in the assessment period.

Logos depicting Clean India movement played a vital role in reaching the Swachh Bharath Scheme to the students. The logo insisted the students to take up the message of clean up the streets, roads, and infrastructures of the cities, towns, urban and rural cities in India.

A Guinness World record attempt on the largest human eye image was done on 12.07.2018, 2500 students from NSCAS has participated in the logo formation. The students worked hard to achieve the formation in twenty minutes duration. The students were representing the team spirit for the upcoming “Kamarajar’s Birthday celebration” to be held on 15.07.2018. The motto donate eyes was the theme the institution aimed at taking home by the end of the session. “One Eye donation can make two blind people see”.

International Yoga Day was one logo formation that was welcome by the students and the public. They actively involved and created an awareness on the practices of yoga for a vital living. A healthy mind is a healthy body. Yoga can create a healthy mind, soul and body. Regular practice of yoga has many beneficial effects on the body and mind.

Being a women is a blessing and being a part of the women activities will double it. On depicting the importance of women, the International women day was represented as the ? symbol. The students felt proud of being a part of it and for being a women too.

World Aids Day logo and Handloom celebration are the need for the society. Students representing them were put forth in the daily newspapers which has brought many public to get aware of them. AIDS stands as deadly disease which is need of an awareness and which is being insisted by WHO through the World AIDS Day every year on December first. Handloom industry was declining in their manufacture and their sales process. Hence the college planned to encourage the utilization of linen or kathar, which should be brought to the eyes of the public and the handloom day paved way for it.

The National festival like Independence Day and the harvest festival of the south “Pongal Day” was given importance. The students organized the logos and parorama of the program was cherished by its success.

Thrust

The logo formation are the healthy practice in our college which involves to;

- Improves team spirit and boost the morale of the students
- Inculcates the social responsibility of the students
- Impregnate the importance of national day celebrations
- Maintain a pace of organizing skills
- Make them realize their roles and responsibilities.
- Be active problem solvers
- Become effective volunteers and leaders.

On a birds view the logo formation make look simple but needs plenty of patience and perseverance of organizing the students to stand during the practice hours and at the final day. They need plenty of stamina and determination to be a part of the activity. As the college motto states, we believe in them, “Service to Humanity”, we can bend iron rods with Knowledge, Power and Discipline.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

NSCAS feels proud on envisioning to produce competent, disciplined matured citizen, scientists and administrators focusing on enhancing moral values, knowledge, skill and social responsibility. The college activities foster the development of the person as an individual and the community with her. Every student has an opportunity of completing three add on courses or value added courses and engrave themselves in a club for the first two years. They get to know the social problems and the methods of creating awareness on the problem, through the various club activities.

NSCAS is a platform for the rural women folk to empower themselves through the activities and functioning of the college. The college has steadily grown from its inception to its 24th year achieving radially with the possibilities from its locational favor.

- One new course B.Com (Bank Management) is proposed to be offered in the forthcoming academic year 2020-2021.
- Employability is to be enhanced with the MoU courses like Active English, English for All, English for Future, Lingua Treata and CCC (Campus to Corporate Connect).
- A mega alumni meet is planned for the Silver Jubilee celebration.
- A special incentive of Rs.4000/- is given to the faculty who complete their Ph.D Degree and Rs.2000/- for those who complete their NET/SET examinations.
- Extension activities are done in five villages through UBA and all the government schemes will be deliberated with responsibility and students will be with its importance.

Concluding Remarks :

NSCAS focuses on imparting quality education and it strongly believes that education can bend iron rods with “**Knowledge, Discipline and Perfection**”. “**Youth are never useless, they are used less**”, on realizing this the college works on imparting knowledge and creating socially responsible citizens. Tomorrow lies in the hands of the present generation, and they need to be prepared socially, physically and mentally to face the challenging digital era with utmost caliber equipped during their period of study and NSCAS strives hard in imparting that needed education to the rural women folk. The philanthropic management lends a supportive hand in the planning and deployment of the necessities to the college and a high sense of committed education to the students at an affordable cost. IQAC keeps up the pace in achieving and enhancing the quality with excellence in education at NSCAS.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>3</td><td>16</td><td>1</td><td>3</td><td>3</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>0</td><td>12</td><td>0</td><td>1</td><td>2</td></tr></table>	2018-19	2017-18	2016-17	2015-16	2014-15	3	16	1	3	3	2018-19	2017-18	2016-17	2015-16	2014-15	0	12	0	1	2
2018-19	2017-18	2016-17	2015-16	2014-15																	
3	16	1	3	3																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	12	0	1	2																	
1.2.1	<p>Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>1.2.1.1. How many new courses are introduced within the last five years</p> <p>Answer before DVV Verification : 476</p> <p>Answer after DVV Verification: 345</p> <p>Remark : Provided some syllabus copy and BOS meeting are in regional language. DVV has made the changes as per provided details of new courses by HEI.</p>																				
1.3.2	<p>Number of value added courses imparting transferable and life skills offered during the last five years</p> <p>1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years</p> <p>Answer before DVV Verification : 23</p> <p>Answer after DVV Verification: 4</p>																				
1.3.3	<p>Percentage of students undertaking field projects / internships</p> <p>1.3.3.1. Number of students undertaking field projects or internships</p> <p>Answer before DVV Verification : 201</p> <p>Answer after DVV Verification: 63</p> <p>Remark : DVV has made the changes as per provided clarification of HEI.</p>																				
1.4.1	<p>Structured feedback received from</p> <p>1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-</p>																				

	<p>Semester wise/ year-wise</p> <p>Answer before DVV Verification : B.Any 3 of the above</p> <p>Answer After DVV Verification: E.None of the above</p> <p>Remark : Provided feedback report does not reflect that who gave feedback to whom and on which matter. Feedback report on curriculum not provide by HEI.</p>																				
1.4.2	<p>Feedback processes of the institution may be classified as follows:</p> <p>Answer before DVV Verification : B. Feedback collected, analysed and action has been taken</p> <p>Answer After DVV Verification: E. Feedback not collected</p> <p>Remark : Provided feedback report does not reflect that who gave feedback to whom and on which matter. Feedback report on curriculum not provide by HEI. Provided action taken report are in regional language.</p>																				
2.1.3	<p>Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years</p> <p>2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>677</td><td>666</td><td>588</td><td>577</td><td>551</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>784</td><td>823</td><td>809</td><td>712</td><td>720</td></tr></table> <p>Remark : DVV has made the changes as per details of actual students admitted from the reserved categories.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	677	666	588	577	551	2018-19	2017-18	2016-17	2015-16	2014-15	784	823	809	712	720
2018-19	2017-18	2016-17	2015-16	2014-15																	
677	666	588	577	551																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
784	823	809	712	720																	
2.3.2	<p>Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.</p> <p>2.3.2.1. Number of teachers using ICT</p> <p>Answer before DVV Verification : 147</p> <p>Answer after DVV Verification: 145</p> <p>Remark : DVV has made the changes as per full time teachers in 3.1.</p>																				
2.3.3	<p>Ratio of students to mentor for academic and stress related issues</p> <p>2.3.3.1. Number of mentors</p> <p>Answer before DVV Verification : 147</p> <p>Answer after DVV Verification: 145</p>																				

Remark : DVV has made the changes as per full time teachers in 3.1.

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
30	13	9	33	5

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	0	0	0

Remark : DVV has not considered those teachers who participated and received awards in journals .

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
16	6	19	23	5

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
13	4	14	15	4

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

3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
12	8	3	4	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
12	4	2	4	3

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4	5	3	4	11

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	2	2	3	4

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
15	11	15	16	15

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
12	9	13	13	11

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15

2671	2497	2429	2264	2225
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Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1556	2237	1821	2264	1885

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
10	8	7	7	5

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Relevant document not provide by HEI.

4.2.3 Does the institution have the following:

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

Answer before DVV Verification : A. Any 4 of the above

Answer After DVV Verification: B. Any 3 of the above

Remark : E-copy of letter of subscription/ member ship of E-ShodhSindhu for 2018-19 not provide.

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3.56	2.47	2.49	1.78	3.11

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3.42	2.34	1.32	1.67	2.90

Remark : DVV has made the changes as per provided expense of books and journals in CA certified statement.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
159.93	301.09	167.57	177.15	119.97

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
8.45	0	0	0	0

Remark : DVV has made the changes as per maintenance expense in audited statement duly signed by CA.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2522	1882	2308	1128	563

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15

2522	1882	2115	1068	502
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Remark : DVV has made the changes as per report of students benefited by schemes by HEI.

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

5.1.5.1. Number of students attending VET year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
289	346	306	386	314

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
212	225	152	255	151

5.2.2 Percentage of student progression to higher education (previous graduating batch)

5.2.2.1. Number of outgoing students progressing to higher education

Answer before DVV Verification : 190

Answer after DVV Verification: 255

Remark : DVV has made the changes as per HEI clarification.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
44	190	5	4	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
44	189	5	4	0

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
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5.3.3	<p>Average number of sports and cultural activities/ competitions organised at the institution level per year</p> <p>5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>20</td><td>18</td><td>18</td><td>18</td><td>14</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td></tr></table>	2018-19	2017-18	2016-17	2015-16	2014-15	20	18	18	18	14	2018-19	2017-18	2016-17	2015-16	2014-15	3	3	3	3	3
2018-19	2017-18	2016-17	2015-16	2014-15																	
20	18	18	18	14																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
3	3	3	3	3																	
6.3.2	<p>Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years</p> <p>6.3.2.1. Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>10</td><td>17</td><td>36</td><td>45</td><td>31</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>03</td><td>10</td><td>21</td><td>31</td><td>21</td></tr></table>	2018-19	2017-18	2016-17	2015-16	2014-15	10	17	36	45	31	2018-19	2017-18	2016-17	2015-16	2014-15	03	10	21	31	21
2018-19	2017-18	2016-17	2015-16	2014-15																	
10	17	36	45	31																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
03	10	21	31	21																	
6.3.3	<p>Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years</p> <p>6.3.3.1. Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>15</td><td>11</td><td>26</td><td>17</td><td>7</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>13</td><td>6</td><td>23</td><td>12</td><td>6</td></tr></table>	2018-19	2017-18	2016-17	2015-16	2014-15	15	11	26	17	7	2018-19	2017-18	2016-17	2015-16	2014-15	13	6	23	12	6
2018-19	2017-18	2016-17	2015-16	2014-15																	
15	11	26	17	7																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
13	6	23	12	6																	
6.3.4	Average percentage of teachers attending professional development programs viz., Orientation																				

Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
12	32	19	37	12

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	4	19	10	1

6.5.3

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
30	30	29	35	27

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
7	7	7	9	7

6.5.4

Quality assurance initiatives of the institution include:

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

Answer before DVV Verification : A. Any 4 of the above

Answer After DVV Verification: B. Any 3 of the above

Remark : DVV has not considered AQAR report for the year 2017-18.

7.1.1	<p>Number of gender equity promotion programs organized by the institution during the last five years</p> <p>7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>8</td><td>8</td><td>8</td><td>7</td><td>1</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>3</td><td>4</td><td>6</td><td>7</td><td>0</td></tr></table>	2018-19	2017-18	2016-17	2015-16	2014-15	8	8	8	7	1	2018-19	2017-18	2016-17	2015-16	2014-15	3	4	6	7	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
8	8	8	7	1																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
3	4	6	7	0																	
7.1.8	<p>Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years</p> <p>7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>5.13152</td><td>4.65477</td><td>14.32484</td><td>12.47917 5</td><td>11.2905</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>0.11</td><td>0.051</td><td>0.023</td><td>0.096</td><td>0.077</td></tr></table> <p>Remark : DVV has made the changes as per tree plantation expense, Water Sapling, Garden Cleaning, Tree Cleaning, vermi Compositing Expense, Mushroom Cultivation, Coconut tree Cleaning and purchase seeds in audited statement duly signed by CA .</p>	2018-19	2017-18	2016-17	2015-16	2014-15	5.13152	4.65477	14.32484	12.47917 5	11.2905	2018-19	2017-18	2016-17	2015-16	2014-15	0.11	0.051	0.023	0.096	0.077
2018-19	2017-18	2016-17	2015-16	2014-15																	
5.13152	4.65477	14.32484	12.47917 5	11.2905																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
0.11	0.051	0.023	0.096	0.077																	
7.1.10	<p>Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>1</td><td>2</td><td>1</td><td>1</td><td>2</td></tr></table> <p>Answer After DVV Verification :</p>	2018-19	2017-18	2016-17	2015-16	2014-15	1	2	1	1	2										
2018-19	2017-18	2016-17	2015-16	2014-15																	
1	2	1	1	2																	

	<table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>2</td><td>2</td><td>1</td><td>1</td><td>2</td></tr></table>	2018-19	2017-18	2016-17	2015-16	2014-15	2	2	1	1	2										
2018-19	2017-18	2016-17	2015-16	2014-15																	
2	2	1	1	2																	
7.1.11	<p>Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)</p> <p>7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>1</td><td>1</td><td>1</td><td>1</td><td>2</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>0</td><td>1</td><td>1</td><td>1</td><td>2</td></tr></table>	2018-19	2017-18	2016-17	2015-16	2014-15	1	1	1	1	2	2018-19	2017-18	2016-17	2015-16	2014-15	0	1	1	1	2
2018-19	2017-18	2016-17	2015-16	2014-15																	
1	1	1	1	2																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	1	1	1	2																	
7.1.17	<p>Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years</p> <p>7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>22</td><td>23</td><td>28</td><td>24</td><td>11</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>21</td><td>21</td><td>27</td><td>23</td><td>10</td></tr></table>	2018-19	2017-18	2016-17	2015-16	2014-15	22	23	28	24	11	2018-19	2017-18	2016-17	2015-16	2014-15	21	21	27	23	10
2018-19	2017-18	2016-17	2015-16	2014-15																	
22	23	28	24	11																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
21	21	27	23	10																	

2.Extended Profile Deviations

ID	Extended Questions										
1.1	<p>Number of students year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>2721</td><td>2547</td><td>2479</td><td>2314</td><td>2275</td></tr></table>	2018-19	2017-18	2016-17	2015-16	2014-15	2721	2547	2479	2314	2275
2018-19	2017-18	2016-17	2015-16	2014-15							
2721	2547	2479	2314	2275							

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2612	2547	2479	2314	2275

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
749	732	637	620	593

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
784	823	809	712	720

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
147	137	126	118	114

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
145	134	124	117	113

- 3.3 Number of computers
 Answer before DVV Verification : 334
 Answer after DVV Verification : 197