



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		A.D.M.COLLEGE FOR WOMEN (AUTONOMOUS)
Name of the head of the Institution	Dr. R. Anbuselvi	
Designation	Principal (in-charge)	
Does the Institution function from own campus	Yes	
Phone no/Alternate Phone no.	04365248118	
Mobile no.	9487570108	
Registered Email	admcnagai@yahoo.co.in	
Alternate Email	admiqac2019@gmail.com	
Address	No1 College Road, Velippalayam	
City/Town	Nagapattinam	
State/UT	Tamil Nadu	
Pincode	611001	
<b>2. Institutional Status</b>		

Autonomous Status (Provide date of Conformant of Autonomous Status)	07-Oct-2004																														
Type of Institution	Women																														
Location	Rural																														
Financial Status	Self financed and grant-in-aid																														
Name of the IQAC co-ordinator/Director	Dr.N.K.Premavathi																														
Phone no/Alternate Phone no.	04365248118																														
Mobile no.	9865384172																														
Registered Email	premajawahar1994@gmail.com																														
Alternate Email	admiqac2019@gmail.com																														
<b>3. Website Address</b>																															
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.adjadmc.ac.in/iqac/AQAR2018-19.pdf">http://www.adjadmc.ac.in/iqac/AQAR2018-19.pdf</a>																														
<b>4. Whether Academic Calendar prepared during the year</b>	Yes																														
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://www.adjadmc.ac.in/Academic_calendar_2019-20.pdf">https://www.adjadmc.ac.in/Academic_calendar_2019-20.pdf</a>																														
<b>5. Accreditation Details</b>																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>A</td> <td>86.15</td> <td>2004</td> <td>16-Sep-2004</td> <td>15-Sep-2009</td> </tr> <tr> <td>2</td> <td>A</td> <td>3.11</td> <td>2011</td> <td>16-Sep-2011</td> <td>15-Sep-2016</td> </tr> <tr> <td>3</td> <td>A</td> <td>3.28</td> <td>2017</td> <td>12-Sep-2017</td> <td>11-Sep-2022</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	1	A	86.15	2004	16-Sep-2004	15-Sep-2009	2	A	3.11	2011	16-Sep-2011	15-Sep-2016	3	A	3.28	2017	12-Sep-2017	11-Sep-2022
Cycle	Grade	CGPA	Year of Accreditation	Validity																											
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2	A	3.11	2011	16-Sep-2011	15-Sep-2016																										
3	A	3.28	2017	12-Sep-2017	11-Sep-2022																										
<b>6. Date of Establishment of IQAC</b>	27-Sep-2004																														
<b>7. Internal Quality Assurance System</b>																															
Quality initiatives by IQAC during the year for promoting quality culture																															
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries																												

No Data Entered/Not Applicable!!!

[View File](#)

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

7

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

- Organized Communication Skill Development Training Programme for the second year UG students and Life Skill programmes for final year UG students.
- Organized 7 Skill Initiative Programmes to the first year students.
- Convened periodical meetings with staff representatives of all departments to formulate the plan of action to be implemented to strengthen the academic activities.
- Organized Faculty Development Programmes to enhance the skill of the faculty members.
- Collected feedback from various stakeholders and analyzed.

No Files Uploaded !!!

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

Plan of Action	Achievements/Outcomes
No Data Entered/Not Applicable!!!	
<a href="#">View File</a>	

14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Name of Statutory Body</th> <th style="width: 50%; text-align: center;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">College Committee</td> <td style="text-align: center;">12-Dec-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Committee	12-Dec-2020
Name of Statutory Body	Meeting Date				
College Committee	12-Dec-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	12-Mar-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<ul style="list-style-type: none"> <li>• The College is following the Standard Operating Procedure (Manual Guide) for effective functioning.</li> <li>• SOP is specifically designed to monitor the academic programmes and other educational supportive systems to enhance the skills of the students.</li> <li>• Governing Body, College Committee, Academic Council and College Council Committee executes the plans and budget allocations for the developmental activities.</li> <li>• The following are the features which helps to carry out the academic and administrative activities to enhance the quality of the institution.</li> <li>• College Website</li> <li>• Academic Calendar</li> <li>• Online Admission</li> <li>• Student Information Management System - SMS to parents</li> <li>• Student Attendance Management System - Student Portal</li> <li>• CIA Mark Management</li> <li>• Hostel Management</li> <li>• Student Feedback system - Feedback from students is obtained through Students Satisfaction Survey to improve the important aspects of Curricular, CoCurricular and Extra Curricular activities. Feedback from Alumnae, Parents, Stakeholders and External Examiners are also collected regularly to improve the quality of the teaching learning process and to develop the infrastructure.</li> <li>Administration: <ul style="list-style-type: none"> <li>• Salary Administration by using online</li> </ul> </li> </ul>				

web pay roll, Attendance Software by using internet, CCTV surveillance in campus, Biometric Attendance through Finger Print Recognition System.

Finance and Accounts: • Tally ERP for Finance and Account Management • Student Induction Programme creates opportunity to the freshers' to be aware of the facilities in the college and scope of the subjects. • Departments and library are well equipped with internet, computer facilities for the staff to upgrade their skills and knowledge. • Well established Computer lab facilities are available for students in UG, PG and for research. • Internal Academic Audit is done by the members of IQAC, COE, Vice Principals and Principal. • External Academic Audit is conducted with the External Subject Experts and Management representative to review the performance of the departments. • Administrative Audit is done regularly by the authorized agency.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
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BA	HISTORY	12/06/2019
BA	ECONOMICS	13/06/2019
BA	TAMIL	12/06/2019
BA	ENGLISH	14/06/2019
BCom	COMMERCE	12/06/2019
BSc	MATHEMATICS	14/06/2019
BSc	ZOOLOGY	14/06/2019
BSc	CHEMISTRY	14/06/2019
BSc	PHYSICS	12/06/2019
BSc	COMPUTER SCIENCE	20/06/2019
BSc	INFORMATION TECHNOLOGY	20/06/2019
BCA	COMPUTER APPLICATIONS	20/06/2019
BSc	BIO-CHEMISTRY	15/06/2019
BSc	GEOLOGY	14/06/2019
BBA	BUSINESS ADMINISTRATION	14/06/2019
BVoc	Software Development in Multimedia and Animation	20/06/2019
BVoc	Marine Food Processing and Preservation Technology	16/08/2019
MA	ECONOMICS	13/06/2019
MCom	COMMERCE	12/06/2019
MSc	MATHEMATICS	14/06/2019
MSc	CHEMISTRY	14/06/2019
MSc	PHYSICS	12/06/2019
MSc	COMPUTER SCIENCE	20/06/2019
MSc	ZOOLOGY	14/06/2019

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	Yes
Alumni	Yes
Parents	Yes

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

**Feedback Obtained**

The College maintains Feedback System as a quality consistence and quality enhancement measure. Feedback was collected manually from Stake holder's viz., Students, Parents and Alumni. A survey was conducted to evaluate teacher quality. Principal conducted staff meeting and motivated them to improve their quality of performance. Staff motivation needed for extracurricular activities. Feedback regarding course content, learning resources, continuous internal assessment, quality of teaching and examination pattern was collected from students. After scrutinizing the feedback a very good feedback received for Teaching and Learning. From the analyzed feedback about staff by the students, the staff members were congratulated by the principal for being a good model to the students. A broad survey was conducted to get feedback from students regarding library. The feedback was analysed and based on the request of the students necessary steps were taken to issue books to the student from 10.00 am to 5.15 pm. The feedback was taken for the improvement of hostel and importance given to cater their need and steps will be taken to provide required things. As per students feedback improvement was needed in the Canteen and more items of snacks and meals are provided on demand basis. The Principal appreciated the HOD's and Staff for their co-operation and for effective functioning of their department. From the report of out gone student, the principal advised the staff to plan and modify syllabus for the betterment of the students. From the parents feedback report, during PTA meeting principal assured them to take necessary steps to fulfill their expectation.

**CRITERION II – TEACHING- LEARNING AND EVALUATION**

**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

**2.2 – Catering to Student Diversity**

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1762	91	43	2	72

**2.3 – Teaching - Learning Process**

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

Number of Teachers on Roll	Number of teachers using	ICT Tools and resources	Number of ICT enabled	Numberof smart classrooms	E-resources and techniques used
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ICT (LMS, e-Resources)	available	Classrooms		
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File of ICT Tools and resources</a>				
<a href="#">View File of E-resources and techniques used</a>				

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

Yes. The College is practicing a system of mentoring called the Tutor- ward System whereby a tutor was provided to every ward to look after her academic and psychological wellbeing and also to monitor her attendance and performance. Each faculty member was allotted a minimum number of 10 to 17 wards. The tutors were responsible for the academic progress and the psychological wellbeing of their wards. They were also entrusted with the task, of monitoring the attendance and academic progress of their wards. The tutors maintain records of their wards personal details including educational background and socio economic status. Regular meetings were held between the tutor and the ward. A report card was maintained for each ward. The report card has both personal and academic data. Students were allowed to approach the tutor for both academic and personal problems. Personalized professional / career advice was given to the ward. Few students have approached the tutor for financial assistance and the others came forward with their personal problems. Weaker students were identified and special coaching was given by the respective tutors. Some of them were informed to their parents for their personal problems and even parents also counseled by the tutors to some extent. Continuous monitoring, counseling, guidance and motivation in all fronts would surely help the students to empower themselves. Unruly and disobedient students were identified and proper attention was paid with the help of their parents to bring them back to the right path.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1842	117	1:16

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
122	117	5	4	50

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Nill	Nill	Nill
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year



Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
Nil	Nil	0

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.adjadmca.ac.in/syllabi.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

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

[https://www.adjadmca.ac.in/igac/sss\\_2019-20.pdf](https://www.adjadmca.ac.in/igac/sss_2019-20.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Promotion of Research and Facilities

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

<b>Yes</b>
Name of the teacher getting seed money
<b>Dr. K. Amudha</b>
<b>No file uploaded.</b>

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

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
<b>National</b>	-	-	<b>Nil</b>	-
<b>International</b>	-	-	<b>Nil</b>	-
<b>No file uploaded.</b>				

### 3.2 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>Major</b>	0	-	0	0

Projects				
Minor Projects	0	-	0	0
Interdisciplinary Projects	0	-	0	0
Projects sponsored by the University	0	-	0	0
Students Research Projects (Other than compulsory by the University)	0	-	0	0
No file uploaded.				

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

0
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### 3.3 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		
<a href="#">View File</a>		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
<a href="#">View File</a>				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	-	-	-	-	Nil
No file uploaded.					

### 3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Mathematics	18
Commerce	4
Zoology	3
Chemistry	2
Economics	1
Computer science	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

Department	Number of Publication
Nil	Nil
No file uploaded.	

### 3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
Nil	Nil	Nil	Nil
No file uploaded.			

### 3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2020	Nil	Nil	Nil
<a href="#">View File</a>						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
-	-	-	2019	Nil	Nil	-
No file uploaded.						

### 3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
<b>Attended/Seminars/Workshops</b>	2	8	18	37
<b>Presented papers</b>	Nil	3	7	2
<b>Resource persons</b>	Nil	Nil	Nil	Nil
No file uploaded.				

## 3.5 – Consultancy

### 3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Chemistry	Soil and Water	Farmers	500

	<b>Analysis</b>		
<b>Zoology</b>	<b>Water Analysis</b>	<b>Students</b>	<b>500</b>
<b>Commerce</b>	<b>Income Tax calculations</b>	<b>Staff</b>	<b>900</b>
<a href="#">View File</a>			

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

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
-	-	-	0	0
<b>No file uploaded.</b>				

### 3.6 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>National Service Scheme</b>	<b>NSS Appreciation Award</b>	<b>Bharathidasan University, Trichy</b>	<b>50</b>
<b>No file uploaded.</b>			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 3.7 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
-	-	-	0
<b>No file uploaded.</b>			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry	Duration From	Duration To	Participant
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		/research lab with contact details			
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5011788	5011788

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
<b>No Data Entered/Not Applicable !!!</b>	
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
-	-	-	Null
<b>No file uploaded.</b>			

### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/	Others
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								GBPS)	
Existing	304	235	20	12	0	15	15	100	27
Added	11	0	50	0	0	1	0	100	3
Total	315	235	70	12	0	16	15	200	30

#### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS
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#### 4.3.3 – Facility for e-content

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

### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4515910	4515910	259168	259168

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

The physical facilities including laboratories, classrooms and computers are made available for the students those who are admitted in the college. Standard Operating Procedure(SOP) is followed by constituting various Committees like Purchase Committee, Finance Committee, Library Committee, Building Committee, Maintenance Committee, Clean and Green Committee, Software Maintenance Committee, Hostel Committee, Canteen Committee, Laboratory Maintenance Committee, Sports Development Committee, Fine arts Committee, Furniture Maintenance Committee etc.,

- The maintenance and the cleaning of classrooms and laboratories are done by the non-teaching staff.
- The campus maintenance is monitored through surveillance cameras.
- With the help of full time sweepers (2) and part time sweepers (6) cleanliness of Classrooms are maintained.
- The Security guard of this institution play a vital role in protecting the students in the college as well as in the hostel.
- Fire Extinguisher (25) is installed in the institution as a precautionary measures to avoid unexpected happening.
- Since water is an important factor to the staff and students community, necessary ground and RO Water is provided.
- Parking facility is well organised and efficiently maintained by infrastructure Committee.
- Periodic reporting on requirements of furniture, repairs and maintenance are submitted by the HODs to the Principal. The requirements are collectively processed in every semester break, so as to keep things ready for the upcoming semesters.
- The college has adequate number of computers with internet connections.
- The departments and the staff can make use of the computer system with internet at their seating places.
- The college website has been maintained regularly by AMC
- Optimum working condition of all properties/equipment in the campus is ensured through Annual Maintenance Contracts (AMC)
- The civil, electrical work and plumbing is adequately monitored and maintained by Infrastructure Committee.
- Record of maintenance account (log books) are maintained by lab attenders and supervised by the HODs of the concerned departments.
- Proper inspection is done and verification of stock takes place at the end of every year.
- The requirement list of books for

library is taken from the concerned departments and HODs are involved in the process. The finalized list of required books is duly approved and signed by the Principal. • The library has special facility for the physically challenged students by setting up ramp. • Pest Control for Library books and records is done every year by the maintenance Committee. • To ensure return of books, 'no dues' from the library is mandatory for students before appearing in examination. • The proper account of visitor - students and staff on daily basis is maintained. • Other issues such as weeding out of old titles, schedule of issue/return of books are resolved by the library Committee. • Indoor and outdoor games are available within the college premises for development of sportsmanship. • Annual sports are conducted every year and prizes are distributed to the winners. • Students are performing cultural programs during Annual day celebration and talents day.

<http://adjadmca.ac.in/iqac/PROCEDURESANDPOLICIES-19-20.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	7

### 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>					

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

Items	Number of students selected/ qualifying
<b>No Data Entered/Not Applicable !!!</b>	
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

## 5.3 – Student Participation and Activities

### 5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Nil	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>						

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

**Objective:** • To develop competitive spirit in a healthy way and inculcate in them a team spirit so as to mould them into a multifaceted personality. • To act as a tool to unleash the students hidden potential at all levels • To offer the students a free arena to perform their talents. College Student Council profile: Students are the essential part of all the activities of the college. The Students' Council has to play a more pro-active role in promoting students' talents, inspires all activities which include workshops, seminars, group discussions, cultural expressions. The various activities organized successfully over the years by the respective department are standing proof of their functional excellence, leadership and mastery of life skills. Every year, student representatives are elected from the students' Council, through election and the elected representatives form a Union which is formally inaugurated by eminent personalities. Students council motivates the students



to involve in various all around activities like the Talents Day, Fresher's Day, Farewell Day, Quiz Club, Founders Day, College Day, Independence Day, Republic Day, Tamil Literary Association / Bharathi Tamil Sangam Arunthathirai English Association. These Activities help them to develop their leadership qualities and sharpen their talents. Students council members maintain discipline during prayer everyday according to the guidelines provided by the institution. The College Union Chairman, Vice- Chairman, Secretary, Joint-Secretary, Treasurer and Joint-Treasurer fully help the college in development and administrative activities. The Secretary, Joint-Secretary students of Tamil and English Association actively participates in Cultural activities like Classical Dances, Oriental / Folk Dances, Mime Show, Western Dances and won prizes in Oratorical and Essay Competition and Poem Writing both in Tamil and English. Students participate in various Quiz competitions conducted in the College and in other Colleges. They also participate in State Level and National Level Quiz Competitions. Every year Department of Tamil release Tamil Osai Journal. Students are motivated to develop their creative skill by contributing articles to the Journal. The institution has a Fine Arts Club to cater the students creative urge and self expression. Institution publishes the college magazine every year to cater to students creative urge and kindle the creative, innovative, interest in the Curriculum, Co-curriculum and Extensions Activities. Students are encouraged to participate in the sports and games activities at State and National level.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

120200

5.4.4 – Meetings/activities organized by Alumni Association :

Department Date Economics 28.02.2020 Commerce 05.03.2020 Mathematics 10.03.2020  
Zoology 05.03.2020

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

Academic Committee is the centralized committee headed by Principal responsible for supervising, modulating and executing the various academic activities of the college and prepares the academic calendar of the institute which is a mirror image of University's academic calendar that includes curricular, co-curricular and extracurricular activities. • Dean of Academics is responsible for confirmation and observation of academic activities and gives input to IQAC. • Class teachers ensures continuous conduct of practical and lecture of respective class, prepares roll call list, does result analysis and syllabus coverage once in every month. • Head of the department informs for the extra classes for weak and poor students for their academic improvement. At the end of semester the Internal Academic Audit committee visits every department and check out the continuous internal assessment marks, theory and practical attendance register of every subject and other cocurricular, extra curricular,

placement and extension activities. RESULT • The Academic Committee conducts the meeting periodically for the discussion of issues and challenges for the development aspects of the institute through proper channels i.e. through parent-teacher meet, alumni meet, class teachers meetings, student feedback system and through other various committee meetings. The feedback received from various stakeholders of the institute is reviewed and those which are in line with our institute's Vision and Mission Statements are considered by the AC for decision making. 2.PARTICIPATORY APPROACH OF IQAC The IQAC members act as the facilitators along with the HODs in identifying the best practices being followed by the respective departments individually. • Search committee is constituted to identify the various funding agencies for research promotions and departments are informed to apply for minor/major projects and FDP not only for UGC sponsored but also for non Government agencies. • The IQAC also acts as a documenting centre for the seminars, workshops, publications, and records of evidences related to all activities conducted in the college. • To encourage the faculty to use innovative technology in their class room teaching learning. • Academic diary is maintained by each staff member including the use of ICT Tools and monitored by the HOD and IQAC. • Student feedback is taken in every semester to review the performance of staff and necessary appraisal is done. • Peer feedback includes feedback by Head of the Departments, Principal and Management representatives. Feedback from parents at Parent-Teacher Meet, from alumni at Alumni Meet, is collected to review the performance of faculty. Exit analysis report by the outgoing students help to review the performance of staff and also institutional performance . • Based on the performance and feedback, the Principal takes personal interest in guiding the teachers. Senior faculty members of the department groom the new recruits to help them to enhance their teaching and evaluation performance. • College is providing Remedial Coaching to SC/ST, Bridge Course for first year students, Soft Skill Development programmes for the second year students and communication development programmes and training programmes through Career Development Cell to final year students.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	<ul style="list-style-type: none"> <li>• Admission of Students • Principal of the college along with the admission committee carry out the admission process. • Economically poor students are provided with free admission by the college authority. • An admission committee is formed for U.G., P.G. and M.Phil., Programmes. • Institution strictly adheres to the norms of the State Government applicable to Aided institutions.</li> </ul>
Industry Interaction / Collaboration	<ul style="list-style-type: none"> <li>• Industry Interaction / Collaboration The College collaborates with Institutes and Industries for the societal Development. • Department of Chemistry collaborates with Oil and Natural Gas Corporation Ltd, Karaikal for doing Project and Industrial</li> </ul>

Training . • Department of Computer Science have Collaboration with Shalom InfoTech, Tiruchirapalli and Arileo Consultancy Pvt. Ltd., Chennai

Human Resource Management

• Human Resource Management • Three Faculty Development Programmes are organized to develop good human resources. • Teaching and Non-Teaching staff members are encouraged to attend in- service training programmes, orientation/ Refresher courses and faculty development programmes organized by other institutions to improve their classroom performance and to use modern teaching aids. • In the year 2019 Computer training was given to the Office Staff Members on "Fundamentals of Computer Application". The course duration was from 16-05-19 to 15-06-19. • The Part -V and other extension activities aim at developing civic responsibility among the students and help them to realize their responsibilities to their fellow human beings.

Curriculum Development

• Curriculum has been continuously reviewed and need based programmes are added. • Value Education, Environmental Studies, Gender Studies and Soft Skill Development are included in the Curriculum. • Value Added courses are introduced to enhance the employability potentials of the students by introducing papers like Computerized Accounting, Security Analysis and Portfolio Management, Economic Reforms, Archaeology, Communication Physics, Bio- Medical instrumentation , Clinical Biochemistry, Coastal Aqua Culture, Herbal Medicine and Cosmetology are some of the courses introduced aimed at enhancing the employability of the students.

Teaching and Learning

• Teaching and Learning Student centric methods such as experiential learning, participative learning problem solving methodologies are used for enhancing learning experiences Institution has made provision in structure of all programmes to give students experiential and participative learning experience. Students can join any industry and advanced laboratory etc., for internship. Project work, assignment, quiz, presentation etc. are integral part of CIA in all programmes. Teaching learning methods are adopted

by the faculty members that includes Lecture Method, Interactive Method, Project-based Learning, Computer - assisted Learning, Experiential Learning etc. The Teaching-learning activities are made effective through illustration and special lectures. To acquire first-hand knowledge on the subjects and current practices students are engaged in field study. Lessons are taught through Power Point presentations to make learning interesting besides oral presenting methods.

**Examination and Evaluation**

• Examination and Evaluation  
 Evaluation of Students performance in examinations is done in two phases, namely Continuous Internal Assessment (CIA) and Semester Examinations (SE). Choice Based Credit System (CBCS) pattern of Examination System is followed and the total credits turn out to be 140 for all UG, 90 for all PG and 24 for all MPhil degree courses. The performance of a student in each course is evaluated in terms of grade points and also provided with the equal percentage of marks. The ratio of marks to be allotted to CIA and to End semester examination is 1:4 and to Practical Examination is 2:3. For all UG, PG and MPhil degree courses, Central Valuation is followed. Question Paper Scrutiny Board is instituted to scrutinize the question papers before the commencement of the examinations. One Fixed Examination Schedule is prepared and it is strictly followed by the College except for Covid - 2019 or unforeseen circumstances. The End Semester Examination is conducted by the College Examination Committee headed by the Chief Superintendent (CS) who is in charge of all the Exam arrangements. The CS hands over the answer scripts to the COE's office. Panel of Examiners are appointed for valuing the answer scripts and the marks are uploaded. After moderation and verification of marks are over, the results will be announced in the award committee convened by the COE.

**Research and Development**

• Research and Development • Faculty Members participated in 2 International Conferences, 8 National Conferences and 55 State level Seminars.12 papers were presented by the faculty members(3

National and 9 State level). • The departments are motivated to organize National/ International Seminars getting Funds from the Funding agencies. One workshop and eight Seminars were conducted. • Faculty members have published 7 articles in National level Journals and 35 articles in International level Journals, notified on UGC website. • The college provides seed money to the faculties for their research work. One faculty member received Rs10,000 during the year 2019-2020. • Efforts are taken to establish linkages with institutes/Industries and to enhance the Infrastructure facilities needed for enhancing the quality of Research

Library, ICT and Physical Infrastructure / Instrumentation

• . Library, ICT and Physical Infrastructure / Instrumentation • The Library is fully computerized and bar coded. • On line Public Access Catalogue, bar coded user entry and bar coded circulation system is followed. • CRT Monitors are replaced by LED Monitors. • Moodle, Wi-Fi enabled LCD Projectors are available in the seminar halls. • CC TV surveillance is installed within the campus. • Bio-metric attendance is maintained for both Teaching and Non-Teaching staff members.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>Planning and Development • Implemented SMS system for dissemination of information including regular notice to all stakeholders. • The daily events are updated in the college website.(updated in website upto March 2020) • All academic details are updated in the college website</p>
<p>Administration</p>	<p>• ADMINISTRATION • All important administrative information including notices are regularly published on the website. • The college is connected through high speed internet. of bandwidth 100 MBPS fully automated wireless office with 24x7 internet facility. • The salary of the staff members is done through the IFHRMS software. • The college office is linked through intranet with the Principal's office for online supervision by the management. • Biometric attendance for all staff</p>

	members. • Office of controller of Examination and library are fully computerized
Finance and Accounts	<ul style="list-style-type: none"> <li>• FINANCE AND ACCOUNTS • The accounts of the institution are maintained through the Tally.</li> <li>• Fees are collected using software which maintained records of students receipt and profile account.</li> <li>• Daily cash collection and payment reports are generated from the software and recorded in the cash book later which is posted to various ledgers.</li> <li>• Teaching and non teaching staff members salary are computerized.</li> </ul>
Student Admission and Support	<ul style="list-style-type: none"> <li>• STUDENT ADMISSION AND SUPPORT • College prospectus and admission brochures are uploaded on the college website.</li> <li>• Classrooms are equipped with LCD projector</li> <li>• English language lab is functioning with 20 computers for part 2 English Major Students.</li> <li>• Students utilize library to prepare PowerPoint presentation for taking seminars and to present articles in journal club.</li> <li>• Web Designing, Animation, HTML, MS- Office, CorelDraw/Photoshop, Tally courses are offered to the students to improve their employable skill.</li> </ul>
Examination	<ul style="list-style-type: none"> <li>• EXAMINATION • Autonomous rank lists are uploaded in the college website.</li> <li>• The examination schedule is put up in the college website and the results are published through the website.</li> <li>• The teachers can enter internal assessment marks into the central data bank at the controller's office through LAN.</li> <li>• The SE marks are also entered in the examination automation directly with external examiners.</li> <li>• Reports generated: Reports about result analysis (Classification of failed, I class Distinction students).</li> <li>• CIA-SE Report Comparison graph.</li> <li>• Online Certificate verification.</li> </ul>

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. R.Vanitha Dr.V.Umamaheswari	UGC- Two day (30.10.2019 31.10.2019) National	IQAC	5445

Workshop on Training of Teachers for Student Induction Programme (SIP) at Dr. Usha Mehta Convention Centre, Bharathiyar

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	FDP on Women Power	-	19/06/2019	19/06/2019	43	Nil
2019	Workshop on Classroom communication for Teaching Faculty	-	26/07/2019	27/07/2019	100	Nil
2019	Life Saving and First Aid Training	-	06/12/2019	06/12/2019	87	Nil
2020	OBE – The need of Tomorrow	-	11/01/2020	11/01/2020	107	Nil
2019	-	Fundamentals of Computer Application	16/05/2019	17/06/2019	Nil	15

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	2	14/06/2019	27/06/2019	14
Refresher	1	01/08/2019	14/08/2019	14

Course				
Refresher Course	2	23/10/2019	05/11/2019	14
Professional Development Programme	2	27/01/2020	07/02/2020	12
Professional Development Programme	2	15/02/2020	15/02/2020	01
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
51	66	18	35

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. Group Insurance Scheme            2. Festival Advance            3. Prompt facilitation of Provident Fund            4. Help with facilitation of bank loans            5. PF Contribution by management for faculty working in Self finance Section.            6. Fee concession to the needy and deserving children of Self finance teaching staff in the School run by the Management.            7. Financial support for attending seminar/workshop/conferences.</p>	<p>1. Group insurance Scheme            2. Festival Advance            3. Prompt facilitation of Provident Fund            4. Help with facilitation of bank loans            5. Appointment as non teaching staff on compassionate ground for the wards.            6. Crash course in computer basics for supporting staff.</p>	<p>1. Student Benefit Fund            2. Scholarship for Students            3. Group Insurance Scheme</p>

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution conducts Internal and External Financial Audits regularly. It has a well planned budgeting, accounting and auditing system evolved over the years of experience. Internal audit is done every year where the auditing team checks the income received from the Students which is recorded in the software and reconciled with the fees that is to be received according to class wise. Cashbook is checked with the help of bank Statement and Vouchers maintained by the institution along with Physical cash verification. A Reports of income and Expenditure statement is submitted to the chartered Accountant and other reports for the Institution. The External audits are done by the Joint Directorate of Collegiate Education and Office of the Accounts General as per the government norms and rules. All the accounts of the college are maintained by using Tally software.

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

Name of the non government	Funds/ Grnats received in Rs.	Purpose
----------------------------	-------------------------------	---------



funding agencies /individuals

No Data Entered/Not Applicable !!!

[View File](#)

6.4.3 – Total corpus fund generated

0

## 6.5 – Internal Quality Assurance System

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

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

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

• Many points of agenda were discussed during the meeting to improve the college in many areas like Infrastructure, discipline, extracurricular activities and performance of the students. • The college always invites suggestion for improvement from the parents and the stake holders and the feedback obtained from them are always given due importance. Interpersonal interaction also took place between the parents and the concerned subject teachers out of which the parents were able to know about their ward's attendance record and the performance in the recently concluded examination. There was a transparent discussion about the behaviour of the students in the campus and the need of the students.

6.5.3 – Development programmes for support staff (at least three)

• Training was given to the Non-teaching Staff Members on "Fundamentals of Computer Application" from 16-05-19 to 15-06-19. • Library Assistant Ms.R.Lakshmi and Office Assistant Ms.M.Kandharuby has undergone MS Office Package training on 22.07.2019 to 26.07.2019 • Junior Assistants- Mrs.B.Thilagavathy, Mr.R.Vignesh, Mrs.P.Mahalakshmi , Typist- Ms.Abinaya and Office Clerk- Ms.R.Thilagavathy was given training on applications of Internet from 28.10.19 to 15.11.2019

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

1. Applied for DBT Star College 2.Skill Initiatives Programmes (SIP) and Certificate courses are offered • Journalism • Bakery and Confectionary • Integrated Live Stock Management • Life Saving and First Aid Training • Travel Management and Tourism • Library and Information Science • Fashion Technology Certificate courses: • Basic Economics • Disaster Management • E-Banking 3. Initiated to constitute consultancy centre for the Departments of Chemistry, Zoology and Physics

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

## 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	FDP on Women Power	19/06/2019	19/06/2019	19/06/2019	43
2019	Workshop on Classroom communication for Teaching Faculty	26/07/2019	26/07/2019	27/07/2019	100
2019	Life Saving and First Aid Training	06/12/2019	06/12/2019	06/12/2019	87
2019	OBE - The need of Tomorrow	11/01/2020	11/01/2020	11/01/2020	107
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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Skill Initiative Programmes	25/11/2019	05/12/2019	458	Nil
Exhibition in connection with POSHAN ABHIYAN	25/09/2019	25/09/2019	25	Nil
Women Empowerment through Economic Development	02/03/2020	02/03/2020	116	Nil
Personality Development Programme – Self Motivation	04/03/2020	04/03/2020	120	Nil
Penne nee Nimirndhu Nil	05/03/2020	05/03/2020	86	Nil
Women Development through Entrepreneurs	06/03/2020	06/03/2020	115	Nil
????????? ????????????????????	25/01/2020	25/01/2020	60	Nil

????????????? ??????				
Arts and Craft training Programme	08/03/2020	08/03/2020	186	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1.SOLAR ENERGY Students from Department of Physics made project on solar energy and placed a lamp post to glow along with the support of solar energy. 2.Use of LED bulbs/ power efficient equipment Maintenance committee has taken various steps in reducing the usage of power. • 140 tube lights around the campus • 15 street lights in and around the campus • 24 tube bulbs inside the campus

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Braille Software/facilities	No	Nil
Rest Rooms	Yes	1
Scribes for examination	No	Nil
Special skill development for differently abled students	Yes	1
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	Nil	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>							

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Hand Book and Calendar for Students	17/06/2019	General Discipline: • Student should greet the Principal and other superior and members of the faculty. • Students are expected to be attentive and silent during class and

important occasions. •  
Using Cell Phone is strictly prohibited. •  
The cleanliness of the college should be maintained. • Ragging should be avoided. •  
Students should follow the library rules. •  
Regular Attendance for classes and games is required.

Standard Operating Procedures (SOP) Manual for Administrative and Academic Staff

18/06/2019

• Organizational Chart to allocate the work. •  
Objectives, Operating Authorities, Members and Functions of the Statutory Bodies. •  
Governing Body • College Committee • Academic Council • College Council •  
Board of Studies • Finance Committee •  
Objectives and Procedures to maintain the Infrastructure. •  
Guidelines, Rules and Regulations for Management of Hostels. •  
List of Regular works to be carried out in Liaison with JDCE's Office. •  
Various Committees are framed to maintain discipline among the students. •  
Roles and Responsibilities of the Heads of the Departments. •  
List of Registers to be maintained in each department. •  
Duties and Responsibilities of the Teaching Faculty. •  
Examination Reforms.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

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

• NCC wing of the college conducted activities like Clean, Green Campus Programme, Promotion of Compost pits and Proper Management of Plastic waste from 10.6.2019 to 31.07.2019 • PG Research Department of Commerce conducted one day seminar on "Educational on Eco-Friendly products" on 05.08.2019 and Health and Food Safety on 23.01.2020 • An awareness programme on "Current Scenario in

Herbs research" was organized by the Department of Botany on 01.10.2019 • The campus is regularly cleaned and students are advised to minimize the use of plastics to make the campus plastic free zone. • Buy-back system is followed to dispose the old computers, electronic gadgets to carry out e-waste management efficiently. • More number of saplings are planted in the campus to maintain the campus green and to create a pollution free environment. • Rain water harvesting structures in these places to enrich ground water level. • Implementation of green practices like using bicycles and public transport by staff and students. • Reduced used of plastic, e-communications for reduced use of papers in office, maintaining greenery in the campus and the affordable expenditure on the green initiatives amply prove the environmental concern of the institution.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**BEST PRACTICE I**

1. TITLE OF THE PRACTICE Community Engagement through Village Adoption Scheme

2. OBJECTIVES OF THE PRACTICE • To involve students in the process of social upliftment and thereby developing leadership qualities among them. • To help the students to realize social human values and learn the values of community activities. • To create awareness regarding Government schemes and help the village community to apply for the same. • To create awareness on health, sanitation and hygienic environment. • To bring out clean environment in and around the village. • To take necessary steps to solve the basic problems like improving the basic needs (water, medical needs, etc). • To conduct programmes on awareness, personal hygiene, self confidence and motivation to the village people.

3. THE CONTEXT A.D.M.College for Women has adopted a nearby rural/coastal village, Andanapettai in Nagapattinam District. A good number of faculties and students have devoted themselves in doing professional and service activities for the betterment of the villagers. This community engagement by the college plays a vital role in exchange of knowledge resources and services with the proximate communities in the form of service learning during the college life of the students.

4. THE PRACTICE Students from different streams and subjects are encouraged to study the problems and attempt to find necessary solutions to fulfill the needs of the villagers. The students work for the welfare and development of the village. These practices are implemented with the help of NSS volunteers, NCC cadets, members from Exnora, Rotaract, Youth Red Cross and other clubs. Young volunteers make significant following contributions in meeting the needs of the most vulnerable people through this village Adoption Scheme. • Training for disaster management was provided, as this area is prone to cyclone and floods. • Road safety awareness programme, first aid training for school children, were provided by the authorities from the District Collectorate, Transport Office and expert Trainers. • NCC cadets camped in the village for 7 days to claim Swatch Bharath Clean India Program throughout the village. During the program the cadets made more initiatives to clean and dispose the plastics properly, which gave awareness on "No Plastic" to keep the environment clean and safe. They painted awareness posters on the school compound walls and cleaned the public area. • NSS volunteers organized a special camp - "Cleanliness for Youth" for five days. During these days the Volunteers gave awareness on women's personal hygiene and made temple cleaning. • Exnora and Environmental Club has conducted an awareness programme on " The Traditional Medicine and its fundamental" and conducted " Herbal Exhibition" in the village, motivated the village people to identify the local medicinal plants, assist them to grow the medicinal plants and provided rare medicinal plants to plant in their house. • More number of saplings were planted around the village by the Department of Commerce to maintain eco friendly environment. • Health awareness Programmes are conducted for women and children to take nutritious and balanced diet. Yoga and simple

asanas are taught to solve their general menstrual health and immunity by the department of Physical education in addition with Blood Test Camp. • Skill development programmes were conducted, in Arts Crafts by the handicrafts trainers to the women folk of the village to supplement their family income and promote entrepreneurship capacity. 5. EVIDENCE OF SUCCESS The impact of the practice is such that once a student joins in a village Adoption Scheme are eager in continuing the next program. It indicates that feeling of community responsibility is imprinted in their mind. As a result of this practice the students of the institution have acquired the quality of being associated with society and social issues. The students immediately run to help people at the time of calamities. It shows their commitment to social community. The students also develop the habit of helping fellow students suffering from serious disease. That they come forward to help others indicates their realization of human values. In such case the students work in group that reflects community activity. The impact of cleanliness drives, awareness programmes etc. could be gauged from the fact that the villagers have become environmentally conscious.

They keep their roads and households very clean and the bamboo dustbins provided by the college are found in the village. The Bore well and reservoir constructed for the spring water tapping in the adopted village is now providing continuous flow of water for drinking as well as irrigation, besides other household uses. 6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED College

confronted few problems during the implementation of this scheme, and these problems are minimized with the help of the villagers and management. The most important obstacle comes from lack of systematic planning by the higher authorities to involve students in the act of social responsibility. While the work started with the scheme of Swatch Bharath summer internship cleaning and segregating of a pond, the village people showed their restriction and came to stop the project. Under the eminent leadership Lieutenant Dr.R.Latha and the Principal Dr.L.Megala, the people are given awareness and made understand about role of village adoption activities and services for the society and convinced

to complete the project successfully. RESOURCES REQUIRED Motivating the students to participate in Village adoption is a challenge. Both financial resources and technically sound human resource is required for amending the extension and outreach programme in the village. The fund currently available for such initiatives is not sufficient. It is expected that through approval of schemes under Government's village development schemes, the college would be able to deliver service to the community as per the requirements of the villagers. BEST PRACTICE II 1. TITLE OF THE PRACTICE Participating Management

2. OBJECTIVES OF THE PRACTICE An institution manages its functions with the help of an organizational framework which facilitate the processes of making and implementing decisions. Functions of an educational institution are determined by the needs of the stake holders - teachers, learners and the society and neighborhood. This covers the curricular functions, administrative functions, infrastructure development, evaluation of performance.. Keeping the mission and goals in mind, the management of this college has prepared a Standard Operating Procedure in consultation with the Academicians and Administrators for the effective functioning of the institution to involve IQAC, College Council, Students Council and all faculty members in decision making, implementation and acknowledge their contributions. 3. THE CONTEXT

Ultimate goal of our management is to enhance and ensure the quality in teaching, learning and community services. This goal requires good governance which make with the vision of the institution's participating management concept to develop the quality enhancement of teacher, taught and non-teaching staff. To develop and create a conducive environment for an effective administration, college committee meets regularly to review the organizational functions of the college. Faculty and students have an easy access to the management. There is informal delegation of power to Vice Principal (Academic), Deans (Infrastructure) and Heads of departments. All academic and

administrative problems are discussed and resolutions of the meetings are recorded and decisions are circulated to the faculty concerned. Action taken shall be monitored by the Principal and Secretary of the college and submit to the College Committee. 4. THE PRACTICE The practice in the institution is to regularize the function with the help of committee system. All the faculty and students council members are involved in the administrative academic activities by constituting various committees like College Council, Academic Committee, Discipline Committee, Maintenance and Cleaning Committee, Library Committee, Fine Arts, Examination Committee, Admission Committee, Women Cell, NCC, NSS, Sports, Grievance Redressal, Anti Ragging Committee, Entrepreneur Development Cell and Internal Quality Academic Audit Committee. Internal and External audit for both academic and administration are undertaken in an effective manner. Governing Body and College Committee advise Principal, Academic Council, Board of Studies regarding their plan for the growth and development of the college, quality enhance teaching learning, discipline and welfare activities. College Council consists of Principal, HODs, Staff, Secretary and IQAC coordinator which is responsible for internal co-ordination, maintenance of students discipline, assessment of infrastructure needs, redressal of students, staff grievances, etc., Feedback Mechanism provides details on staff self appraisal, students feedback about the teachers performance, non-teaching activities, adequacy of infrastructure, students welfare measures, curricular aspects, Evaluation of Examination are made with the use of questionnaires. The reports obtained from students, parents and employees are analysed and feedback given to the assesses confidentially and follow up action are monitored according to the need. 5. EVIDENCE OF SUCCESS Overall administrative efficiency has improved through this effective management participation adherence of Academic Calendar guides the entire departments to function effectively. Performance of teachers have been improved by using innovative ICT learning techniques. Improvement of team work ensures the quality enhancement in all perspective. Each activity of the college becomes the goal directed. 6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: • Human resources with Commitment, Motivation and involvement. • Co-operation of the Campus Community (Teachers, Non Teaching staff, and Students)

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

[http://adjadmca.ac.in/iqac/BEST%20PRACTICES\\_19-20.pdf](http://adjadmca.ac.in/iqac/BEST%20PRACTICES_19-20.pdf)

### 7.3 – Institutional Distinctiveness

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

7.3 Institutional Distinctiveness ANNUAL INTERNAL QUALITY ACADEMIC AUDIT To monitor the continuous progress of the college and review the academic performance of the teaching faculty, Annual Internal Academic Audit is conducted by the Academic Performance committee regularly during the month of April every year. Internal Academic Audit plays a vital role to ensure the quality and improves the academic and administrative performance of the institution. Objectives: • To enable and motivate the faculty to aim constantly at quality and sustenance activity. • To encourage the teachers to improve their professional grades and motivate them to use new innovative teaching techniques and e-content development. • To review the academic, co-curricular, extension and research activities of the departments. • To evaluate teacher performance, students performance in both academic and non-academic activities. • To upgrade the skills of non-teaching and supporting staff. The Practice: IQAC of ADMCA draws up the schedule well in advance by sending circular to all the departments along with the check list which contains the details of all the records of evidence to be kept for the audit. A self-study report format for the individual staff and department is given to be duly filled in. The

instructions and objectives of the audit are explained by the Principal and IQAC Co-ordinator in the college council meeting. The audit team comprises of all the IQAC members, one representative from management and an external member who is an educationist. The audit team visits the departments and interacts with the faculty members and checks the documentary evidence. The format is prepared in accordance with the self study report of NAAC and the filled in data are reviewed and compiled by the team. IQAC draws up the SWOT analysis of the departments and gives its remarks and suggestions to the departments to be aware of the areas to be improved such as Research Promotion, Collaborations with Industries, Consultancy, E-Content development, Improving and Strengthening the Students support progress and Activities like instituting more Scholarships to students, effective coaching training through the Placement Cell, Quiz Club, Journal Club, Speakers' Forum, motivating students to participate in National level and Internal level competitions, identifying the prominent and reputed alumni and providing more number of Value Added, Skill Initiative Certificate Courses and Vocational Programmes to enhance the employable skills among the students. • This audit plays a catalytic role to ensure the quality in the functioning of the institution. • The teachers assess themselves consciously and bring improvements in their teaching methodology and research attitude. • This audit helps the departments to focus towards planning and execution of activities with evidence and documentations. • Academic Audit being an annual occurrence in the college, it has a place in the academic calendar events and making documentation is a regular feature of the departments. Thus conduct of Annual Internal Academic Audit programme in the college, ensures the achievements of the institutions goal with proper implementation and gives suggestions for improvement and provides scope for every department to identify their best practices.

Provide the weblink of the institution

[http://adjadmc.ac.in/iqac/INSTITUTIONAL%20DISTINCTIVENESS\\_19-20.pdf](http://adjadmc.ac.in/iqac/INSTITUTIONAL%20DISTINCTIVENESS_19-20.pdf)

## 8.Future Plans of Actions for Next Academic Year

PLAN OF ACTION FOR THE NEXT ACADEMIC YEAR (500 WORDS) 1. Curriculum development • To introduce new vocational courses to students for acquiring employability and entrepreneurship skills B.Voc Courses in 1.B.Voc - Banking ,Finance and Insurance 2.B.Voc - Fashion Technology 3.B.Voc - Nutrition and Dietetics 4.B.Voc- Modern Office Practices Value added certificate courses in 1. Computer Hardware, Laptop and its servicing. 2.Tour Operation and Tourist Guide. 3.Business skills for chemists 4.Aquarium fish keeping 5.Objective English 2. Teaching learning • To initiate the faculty members to use ICT tools like LMS, e. resources and motivate the staff to register and attend the courses offered in SWAYAM or MOOC platforms. • To constitute an Academic Standing Committee to monitor the E.Content Development progress and uploading process • To motivate the faculty to apply for various funding agencies to organize seminars/conferences 3. Research Innovation Extension • To direct the Research departments to identify and apply for Industry sponsored projects. • To encourage the submission of more number of Students Research projects • To establish a consultancy center for Science Departments to provide service to farmers, public and assistance to researchers. • To provide training to the corporate/business firms by the department of computer science • To advise the RD cell to register our institution for INSTITUTION INNOVATION CELL (IIC),and apply for DBT STAR College with the aim to improve practical training in the existing science courses. 4. Infrastructure/Learning Resource • To develop infrastructure by establishing a Media Centre, Smart Class rooms and Smart Boards for Science Departments. 5. Students Progress • To strengthen the activities of Women, Cell Entrepreneurship Development Cell in order to empower the students in enhancing their personality, confidence and skills. • To encourage the students to participate actively in JOURNAL CLUBS SPEAKERS FORUM which help them to improve their communication skill, analytical skill and research skill. in order



to empower the students in enhancing their personality, self confidence and skills. • To encourage the students to participate actively in JOURNAL CLUBS SPEAKERS FORUM which help them to improve their communication skill, analytical skill and research skill.