YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	ADM College For Women (Autonomous)
• Name of the Head of the institution	Dr.R.Anbuselvi
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	9487570108
• Alternate phone No.	04365248118
• Mobile No. (Principal)	9443601993
• Registered e-mail ID (Principal)	admcnagai@yahoo.co.in
• Address	No.1, college Road, Velippalayam
• City/Town	Nagappattinam
• State/UT	TamilNadu
• Pin Code	611001
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	07/10/2004
• Type of Institution	Women
• Location	Rural

• Financial Status	**Grants-in aid**
• Name of the IQAC Co-ordinator/Director	**Dr.N.Sampathlakshmi**
• Phone No.	**04365248118**
• Mobile No:	**9994256110**
• IQAC e-mail ID	**admiqac2019@gmail.com , sampath2810@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.adjadmc.ac.in/iqac/AQAR2020-2021.pdf
4.Was the Academic Calendar prepared for that year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.adjadmc.ac.in/docs/academic_calendar/special-academic-calendar-2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**86.15**	**2004**	**16/09/2004**	**15/09/2009**
Cycle 2	**A**	**3.11**	**2011**	**16/09/2011**	**15/09/2017**
Cycle 3	**A**	**3.28**	**2017**	**16/09/2017**	**15/09/2022**

6.Date of Establishment of IQAC	**27/09/2004**

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
A.D.M College for Women (Autonomous) Nagapattinam	The college is selected as a Skill Hub by UGC for imparting Vocational Education for school dropouts/ willing candidates with age limit 15-29. Two Courses were approved by UGC. • Beauty Therapy • Plumber General	UGC	16/12/2021	724000

8.Provide details regarding the composition of the IQAC:

• Upload the latest notification regarding the composition of the IQAC by the HEI	View File	
9.No. of IQAC meetings held during the year	12	
• Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Did IQAC receive funding from any	No	

funding agency to support its activities during the year?	
• If yes, mention the amount	

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

• IQAC organized NAAC sponsored National Seminar on "SSR preparation on Assessment and Accreditation under revised NAAC framework and effective DVV Process". The programme was supported with financial Assistance Rs. 30,000 by NAAC and Dr.B.S.Ponmudiraj, Advisor, NAAC inaugurated the programme on 30.03.2022. • 8 Faculty Development Programmes to enhance the teaching learning process of the faculty members and 1 FDP for Non- Teaching staff members on PFMS with TSA was conducted. The SHGT (Self Help Group Training) on "Computer Literacy Programme" was conducted from 07.04.2022 to 09.04.2022 by the PG Department of Computer Science. • The Internal Academic Audit was conducted on 26th April 2022 • Various proposals were sent to DST- SERB MATRICS, DST- FIST, DST- CURIE, DBT-STAR, ICSSR, NAAC, TNSCST and TANSCHE during the Academic year 2021-22. TANSCHE Sanctioned Rs. 10,000 to the Department of English to organize One day International Conference and Two student proposals were approved by TNSCST with a sum of Rs 15000 to the Department of Physics and Economics.

12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
To plan and document the Statutory and Non- Statutory meetings	IQAC convened 12 meetings (2021-22) to plan the following Academic activities. • Academic Calendar, Workload and Timetable for the Academic Year 2021-22 • Board of Studies Meeting • Prepare AQAR 2020-21 • Prepare SSR/DVV for the 4th Cycle NAAC visit. • Prepare e-content/ e-modules • Prepare department activities report 2020-21 • Organize Speaker's Forum/ Journal Club /Mentor MenteeMeeting/ Quiz Programme/ Women Centered Programme • Conduct Extra Credit, Value Added and Short Term Certificate Courses on Saturdays with

	special timetable. • Motivate the faculty members to join SWAYAM/MOOC/NPTEL online courses • Organize Student Induction Programme (SIP) for the freshers. • Conduct Internal Academic Audit • Research Project proposals to funding agencies.• 24 Planning and Evaluation Committee (PEC) meetings were convened by Principal with the Heads of the departments to plan and execute the Academic Activities as per the Schedule. • On 09.08.2021 Board of Studies (BOS) meeting was conducted by all Departments to restructure and update the schemes and structures of the Courses to match International Standards. • On 17.08.2021 Academic Council (AC) meeting was conducted to approve and ratify the syllabi framed for UG & PG (2021-24 batch and 2021- 23 batch respectively). • On 29.09.2021 General Body (GB) Meeting was conducted to plan, organise, implement and evaluate the academic programmes. • On 29.09.2021, 22.12.2021 and 11.06.2022 College Committee (CC) meetings were conducted to review the Academic and Administrative Activities and make recommendations/ suggestions to the development of the college.
To organize Staff Training Programmes (Teaching and non Teaching Staff)	8 Faculty development programmes (7 for Teaching faculty and 1 for Non- Teaching staff) were conducted during 2021-22..
Efforts to promote Research Activities • To apply for	In the Academic year 2021-22 various proposals were sent to

| Research projects / Patent /Copyrights • To Strengthen the consultancy / MOU/ Linkages | DST- SERB MATRICS, DST- FIST, DST- CURIE, DBT-STAR, ICSSR, NAAC, TNSCST and TANSCHE. • DST – FIST "PG College proposal – Level A" were sent to Ministry of Science and Technology seeking Financial Assistance to develop infrastructure 10.08.2022 for the academic year 2021-22 worth Rs.1,55,88,504.• DST - CURIE proposal was submitted by PG Science Departments on 10.01.2022.• 1 Major and 4 Minor research project proposals were submitted to ICSSR • 20 students projects were submitted on 24.09.2021to TNSCST. • TNSCST – Dissemination of Innovative Technology (DIT)2 proposals were sent to TNSCST- DIT for seeking Financial Assistance to organize workshop and training Programme to the public .• TANSCHE - 17 proposals were sent to seek partial financial assistance for organizing Seminar/ Conference/ Workshop .• On 01.06.2022, DBT STAR Proposal was submitted to develop laboratory and infrastructure facilities. • On 16.08.2022 , a proposal was submitted on "Commercial cultivation of Traditional Paddy variety Poongar and Thanga Samba in Orathur Rural Area for Sustainable Livelihood Development in Nagapattinam District, Tamil Nadu, Southern India" under SEED division of STI Hub for SC Community to Ministry of Science and Technology Government of India. • Four proposals were sent by the PG Students to TNSCST on 29.08.2022 • On 18.08.2022, 12 |

	Proposals were sent to TANSCHE seeking Partial Financial Assistance for conducting Seminar (5), Conference (5) and Workshop (2). Seed money for faculty members doing Ph.D: 12 Ph.D Scholars were provided a sum of Rs 21,600 as seed money to carry out their research work on 22.04.2022 MOU: • Sendhi Nadar College, Virudhunagar • Kerala Mathematical Association, Kerala • MS Swaminathan Foundation, Poompuhar • AVVM Sri Pushpam College (Autonomous) Poondi • Shalom Info Tech, Tiruchirappalli • C.A TamilSelvi Associates, Nagapattinam Consultancy: • City Union Bank, CAIIB Coaching to bank employees • Sales of Phenol, Soap Oil, Hand Wash under IIC Linkage: • Central University, Thiruvarur • District Employment Office, Nagapattinam • Sri Amman Bio Care, Thanjavur. • Sea Breeze Aqua farm, Nagapattinam
To conduct Seminar/ workshop/ Conference with Financial assistance.	• IQAC sent Seminar proposal to NAAC Office Bangalore on 02.02.2022.The proposal was approved with financial Assistance Rs. 30,000 to organize one day National Level Virtual Seminar on the topic "SSR PREPARATION FOR ASSESSMENT AND ACCREDITATION UNDER NAAC REVISED FRAMEWORK AND EFFECTIVE DVV PROCESS" on 30.03.2022. • Seventeen (17) Proposals were sent to Tamil Nadu State Council for Higher Education in the Month of January 2022. Among the 17 proposals sent, 01 proposal was accepted by TANSCHE with partial financial assistance Rs.

	10,000 to the Department of English to organize One day International Conference on "Disability Studies in Indian English Fiction" on 25.03.2022 • 20 proposals were sent to TNSCST- Student Project Scheme. Two proposals were approved and a sum of Rs 15000 was sanctioned to the students of the Department of Physics and Economics (Rs 7500 each student)
To upload/ register / enroll the college in NAAC/ AISHE / NIRF 2022 rankings	• AQAR 2020-21 was uploaded to NAAC on 28.01.2022 • NIRF – Data Capturing System (DCS) submitted on 07.02.2022 • On 05.03.2022, IQAC collected the data and registered ADM College in All India Survey for Higher Education (AISHE) portal.
To Encourage the Faculty members to register in MOOCs / SWAYAM / NPTEL	Three faculty members completed NPTEL 12 week Course successfully. (Jan – April 2022) • Dr.R.Manimozhi, Assistant Professor of English successfully completed NPTEL Online Certification course on the topic "The Nineteenth -Century English Novel" • Dr.P.Sujatha, Assistant Professor of Economics , successfully completed NPTEL Online Certification course on the topic "Introduction to Econometrics" • Dr.T.Sumathi, Assistant Professor of Zoology, successfully completed 12 week NPTEL Online Certification course on "Basics of biology"
To promote Student Welfare Schemes. • Scholarship • Student Welfare Fund	Central Sector Student (CSS) Scholarship • 55 meritorious students (those who secured above 80% in Board Exams) applied for Central Sector

	Student (CSS) Scholarship. 54 students were credited Rs.10,000 each. • A sum of Rs.70,000/- is rendered by the Aided faculty members to support the economically poor students through Student Welfare Fund. • 177 students got Moovalur Ramamirtham Scholarship. (Rs. 1000 per month)
To enrich the Curriculum for Enhancement. • CO-PO mapping for syllabus. • Preparation of E-Module & E-Content	• CO-PO Mapping is included in the syllabus. • Unit VI (Self Study) is added in all the core courses. • Special time table is followed on all Saturdays to conduct Extra Credit, Value added courses and for Mentor -Mentee meeting. • Faculty Members were motivated to prepare e-Modules & e-Contents to be uploaded in the college website and YouTube channel. As on August 2022 total e-Modules 253 & e-Contents 172 is available in the college YouTube channel and website respectively.
To obtain the feedback from the students through Student Satisfactory Survey (SSS).	Feedback was obtained from 1786 students through SSS during the month of March 2022.
To conduct Academic Audit	The Internal Academic Audit was conducted on 26th April 2022

13.Was the AQAR placed before the statutory body?	Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
College Committee	28/12/2022

14.Was the institutional data submitted to AISHE ?	Yes

- Year

Year	Date of Submission
2020-2021	05/03/2022

15.Multidisciplinary / interdisciplinary

- Skill based courses and non major elective courses are interdisciplinary in nature. Multidisciplinary programmes like Vocational Programmes (B.Voc. Software and Multimedia and B.Voc. Marine Food Processing) and seminars/workshops/ training programs have been introduced which enable the integration of humanities and science streams.
- UG projects in the science departments are interdisciplinary. Multidisciplinary component includes English, Languages – Tamil, and French and capability enhancement courses -Human rights, Value education, Environmental studies, Women studies, Cyber security and Digital security.
- All academic activities are interdisciplinary.
- Value added courses are offered by all disciplines to enhance the employability/ skill development/ entrepreneurship capabilities of students.
- Social service activities are mediated by NSS, NCC, relevant clubs and committees in sensitizing students towards environmental, social and health issues.

16.Academic bank of credits (ABC):

- The college has registered with the National Academic Depository (NAD) of MHRD from 2019.
- The institution has MoU with several other institutions like A.V.V.M. Sri Pushpam College, Poondi, Society of Daughters of Mary Immaculate and industries like Sri amman Biocare &SAB Research Centre, Swaminathan Research Foundation, Poompuhar, Kerala Mathematical Association , Ernakulam, for collaborative ventures.
- Students are encouraged to enroll and successfully complete courses through online platforms such as MOOC, Swayam, Courses etc. to enrich their learning experience. Currently, they can earn extra credits through internship and projects in all UG and PG programmes.

- Departments have signed MoUs with Industries and Corporates for Student Exchange Programmes in the form of Workshops, Training Programmes, Seminars and Internships.

17.Skill development:

- Six skill based courses and 26 value added courses are offered from 3rd Semester to 6th Semester for all disciplines. 6 Certificate courses is done in collaboration with Corporates/Industries.
- Placement training for soft skill is done in collaboration with many industries.
- Internship is offered for 13 UG and 4 PG Department students and Project is offered for 12 UG and 7 PG Departments.
- Life skills are provided in the form of Yoga, and Communication skills. Certificate Course on Multimedia is offered by the Department of Computer Science. Research skills are inculcated through individual and group projects for both UG and PG

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

- The college offers one Indian language Tamil and two foreign languages French and Arabic.
- Cultural ethos of Tamil Language is manifested in the celebration of great poets Bharathidasan vizha, Kanadasan 100th Birthday.
- Guest Lectures, Seminars and Competitions are organized by the Language and Major Departments to foster the spirit of Language and Culture along with health fitness activities like yoga by the department of Physical Education.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

- Focus on Outcome based education (OBE): OBE was implemented in the year 2019. The syllabus specifies the Vision and Mission of the Department, Program Education Objectives (PEO), Program Outcomes (PO), Program Specific Outcomes (PSO) and Course Outcomes (CO). Mapping is done between PEO's 2) PEOs with POs and 3) COs with POs/ PSOs.

- Self-study topics, Blended learning and Beyond the curriculum has been incorporated in the syllabus.
- Field trips, Industrial/ Institutional visits, Internships and Projects are mandatory in all the departments.

20.Distance education/online education:

- **MOOC, SWAYAM/ NPTEL courses are optional for all the PG students. Additional credits are given on the completion of the course.**
- **e-content prepared by the staff can be viewed through the Website and Youtube of the college.**
- **PPTs are available to students through Google classroom. Conferences/ Seminars are organized through Google meet, Zoom, Webex, YouTube, Go To meeting.**
- **Recording is done through Zoom, and G- Suite. Licentiate is obtained for 100 G-suite authorized users.**
- **Students can view their Syllabus, study materials and submission of Assignments through the website of the College.**

Extended Profile

1.Programme

1.1 Number of programmes offered during the year:	**34**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.Student

2.1 Total number of students during the year:	**1810**

File Description	Documents
Institutional data in Prescribed format	[View File](#)

2.2 Number of outgoing / final year students during the year:	**575**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.3 Number of students who appeared for the examinations conducted by the institution during the year:	**1660**

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1	**877**
Number of courses in all programmes during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	**116**
Number of full-time teachers during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.3	**121**
Number of sanctioned posts for the year:	

4.Institution

4.1	**1810/100%**
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	

4.2	**62**
Total number of Classrooms and Seminar halls	

4.3	**305**
Total number of computers on campus for academic purposes	

4.4	**4616963**
Total expenditure, excluding salary, during the year (INR in Lakhs):	

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The Institution takes utmost care in designing the curriculum keeping in mind its accountability, responsibility to its stake holders and focuses on the learning need. Academic programmes have a strong focus on development, environment and sustainability.

To compete with the technological demands of the modern era, faculty members have been insisted to follow innovative pedagogy of teaching methods.Diverse courses like International Trade, Computerized Accounting are included to impart knowledge on various modes of entering into International Business, International Economics, International Trade and Tourism.

To enable the students to take up challenging jobs, Weather Forecasting and Astrophysics and Pharmaceutical Chemistry are incorporated in the curriculum. Courses like Coastal Aquaculture, Fish processing Technology, Bioinformatics, and Genetic Engineering are aimed at developing the entrepreneurial skills of the students. The curriculum offers scope for earning extra credits through value added courses, certificate courses, internship and projects to get experiential learning. Extra credit courses and value added courses like Introduction to Civil Services, Economics of Insurance, and Disaster Management are also introduced.To improve the economic and social status of the underprivileged, marginalized women and school dropouts, B.Voc., Marine Food Processing and B.Voc Software Development programmes are offered. Six add on courses are introduced with focus on Journalism, Fashion Technology etc., to develop global competencies and employability.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	https://adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F1.%20Curricular%20Aspects%2F1.1.%20Curriculum%20Design%20and%20Development%2F1.1.1%20Revision%20of%20Curricula

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

Year : 2021-2022 Number of syllabus revision carried - 23

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

Year : 2021-2022 Number of courses - 348

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

Year : 2021-2022 Number of new courses - 74

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

26

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	[View File](#)
Any additional information	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

1.3 - Curriculum Enrichment

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

The conscious development of curriculum in tune with the vision and mission of the college integrates all cross cutting issues into Curriculum and Co-curricular framework:

Curriculum Framework

The college offers Value added certificate courses (30 Contact Hours) by all the departments to hone the employability/entrepreneurship skills. Courses like Personality Development and Gandhian Thought impart the basic human values that help the students to become responsible citizens.

Various courses introduced and framed for Competitive Examinations aims at enhancing the employability potential of thestudents.

Coastal Aquaculture, Fish Processing Technology, Medical Lab Techniques are some of the courses aimed for developing the entrepreneurial skills of the students.

Environment & Sustainability

- Environmental studies, value education, gender studies are made mandatory for all the UG programmes to promote value based education which aims at the professional success of the students.
- In Part I language (Regional Tamil), option for Hindi, French and Arabic languages focus on imparting values, life skills and ethical living.

Co-curricular Framework

In view of creating social awareness and human values among the students, extension activities are made as an integral part of the

educational process by participating in activities like NSS,NCC, Women Development Cell, YRC, Red Ribbon Club, Rotaract club, EXNORA, Citizen Consumer Club, Green and clean club, Human Rights Club, Entrepreneurial and Development Cell.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

Year 2021-2022 Number of Value added Courses - 26

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

946

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

1304

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	Nil
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following	B. Feedback collected, analysed and action taken

File Description	Documents
Provide URL for stakeholders' feedback report	Nil
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

687

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

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

Year - 2021-2022 Number of seats filled against reserved categories - 687

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The institution assesses the learning level of the enrolled students at entry level and during the course duration at various stages and arranges special programmes for both slow and advanced learners. At entry level, Bridge courses are conducted which make them competent for college learning process.

Strategies adopted for slow learners

Programme for Slow Learners:

- **Remedial Coaching Classes - Giving assignment on important topics and problem solving, giving simplified learning materials and personal counseling by the mentors.**

Programmes for Advanced learners:

- **Guiding the toppers in the class to secure University Ranks. Providing additional learning materials, motivating for paper presentation in workshops and seminars, assisting them to participate in internship programme, competitive exams etc. Further advanced learners are motivated to choose NPTEL programmes, MOOC, SWAYAM through their mentors/co-ordinators.**

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	<u>https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F2.%20Teaching-learning%20and%20Evaluation%2F2.2%20Catering%20to%20student%2F2.2.1%20Assess%20Learning%20Level</u>

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
31/08/2022	1622	116

File Description	Documents
Upload any additional information	<u>View File</u>

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:

Teaching methodologies have become more student-centric rather than teacher centric, to make learning into a pleasure than a pressure. In the college, the conventional chalk and talk method of teaching is supplemented with information and communication technology (ICT) tools, Interactive Method, Project-based Learning, Computer – assisted Learning and Experiential Learning. Institution has made provision for experiential and participative learning experience.

Experiential Learning

- Conducting Laboratory practical classes in all the science departments.
- Hands on training to the students.
- Marketing Research.
- Training given on Tally, MS-Office etc.,
- Internship programme given to all II year students.
- Organizing Annual Science Exhibition, field visit etc.,

- Engaging students in field work during elections (NSS students, YRC.,)

Participative Learning

- **Inter-departmental Quiz Competition**
- **Journal Club and Speakers' forum activities**
- **Participating in Literary Debate, Industrial visit and Group discussions.**

- **Participation of students in seminars and conferences**
- **Writing articles in Newsletter and Magazine of the college.**
- **Training by corporate entities and prospective recruiters.**
- **Conducting Webinars.**
- **MOOC - participation.**

Problem solving methods:

- **Projects based learning and research work.**
- **Encouraging students responsible for organizing academic and cultural programmes.**
- **Providing soft skill programmes and leadership training.**
- **The Language Lab is accessed by the students other than class hours to hone their communication skills.**

File Description	Documents
Upload any additional information	[View File](#)
Link for additional Information	[https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F2.%20Teaching-learning%20and%20Evaluation%2F2.3%20Teaching%20Learning%20Process%2F2.3.1%20Student%20Centric%20Methods](#)

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

All the faculty members use the latest ICT tools to enhance the conventionalteaching learning process and to make learning more interesting and studentsfriendly.

ICT Tools Used

- **LCD Projector**
- **Online platform - Google meet, Google classroom, Zoom, Youtube, NPTEL Lectures**
- **E-content modules are prepared and uploaded in the college website**
- **E-Lectures are taken by using Power Point Presentation .**

- **E- Learning technology is implemented through college website in which faculty members are teaching, communicating, providing study materials and syllabus, making academic announcements, conducting tests, uploading assignments, making presentations, sharing mentors information.**
- **Wifi facility is also available in the campus for students and staff.**
- **Staff and students are registered in SWAYAM courses.**
- **Multimedia lab, seminar Halls and Audio Visual Room.**
- **Online feed back is also received in the student portal of college website and feed back committee from the stake holders.**
- **The college library has access to DELNET, Inflibnet N-List.**

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F2.%20Teaching-learning%20and%20Evaluation%2F2.3%20Teaching%20Learning%20Process%2F2.3.2%20Teachers%20Using%20ICT
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

Year - 2021-2022 Number of Mentors - 52

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Academic Calendar

IQAC of the college prepares the annual academic calendar and circulate to all the departments which in turn prepare their departments' calendar focusing and scheduling the annual curricular, co-curricular and extra curricular activities.

Besides a committee is constituted every year to design the college calendar/hand book. This committee interacts with the Principal, COE, HODs, Part V Co-ordinators and Administrative office. In the Handbook, provisions are given to fill the students' personal data and time table. The college follows day order system and work for 92 days per semester and 184 days per academic year. This calendar contains important dates and events of the college, dates regarding payment of tuition fees, examination fees, internal test and commencement of semester examinations etc.,

Department Calendar

Respective departments prepare academic calendar related to

- Teaching of theory, practical and other departmental activities.
- Date for Speakers' forum, Journal club, Association Meeting, Field trip, Workshop, Seminar and Internship.
- Date of commencement of mid semester, model, theory/practical semester examinations.

Teaching Plan

Teaching plans are prepared by the individual faculty members which covers

- Course objectives
- Course outcome
- Teaching methodology
- Plan of work
- Unit/modules
- Topic to be covered
- Proposed date
- Lecture hours /Practical hours
- Activities
- Test
- Assignment
- Quiz
- Seminar
- Tutor/Ward Meeting

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

Year 2021-2022 Number of Full time Teachers - 116

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	View File

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

Year 2021-2022 Number of Full time Teachers with Ph.D - 58

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

Year 2021-2022 Total Teaching Experience of Full time Teachers - 116

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms

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

Year - 2021-2022 Number of days taken for declaration of results – 7 days

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	[View File](#)
Any additional information	[View File](#)

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

Nil

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	**No File Uploaded**
Upload any additional information	[View File](#)

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

- **Examination Procedures**
- **Processes/ Procedures integrating IT**
- **Continuous Internal Assessment System**

Examination Procedures:

Evaluation of Students performance in examinations are done in two phases, namely Continuous Internal Assessment and Semester Examinations. Choice Based Credit System is followed. As per the SOP given by UGC, Govt. of TamilNadu, due to Covid-19 pandemic, internal examination and one End Semester examination for November 2021 is conducted through online mode. End Semester examination for April 2022 is conducted through offline. Each student is provided with mail id to write online exam and exam papers are valued through online mode. For that following steps are taken. Students can login only through College mail.id. Examination monitoring Committee is constituted to monitor their exams through online. Students submission of answer sheets are monitored by the staff invigilators. COE office is fully computerized with the examination processing software. Reports about ranks, moderation, percentage of results, result analysis, CIA – SE reports and comparative graph are

generated from the exam automation software. Students can view their profile, hall ticket, Timetable, CIA and result through the student portal by login to their account.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://adjadmc.ac.in/iqac_portal2022/Criteria/?dir=2.%20Teaching-learning%20and%20Evaluation%2F2.5%20Evaluation%20Process%20and%20Reforms%2F2.5.3%20Marks%20Changes%20after%20Revaluation

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

Outcome Based Education is student centric teaching through which the curriculum, course delivery and assessment are planned with a view to attain the stated objectives and outcomes.

- College focuses on the outcome of the students with nurturing values of a responsible Indian citizen and these outcomes have been prepared very meticulously through feedback mechanism.
- At the Institutional level, teachers induction programmes are conducted to inculcate the mapping of outcomes and attainment of the same.
- At the students level, orientation program, class room discussion, expert lectures and seminars are arranged.

Programme Outcomes:

Developed according to the core objectives based on the mission of the college to mould the graduates.

Programme Specific Outcomes andCourse Outcomes

The objectives of each course in all the UG/PG/Research programmes are drafted and presented in the curriculum structure by the Board of Studies of each department in consultation with the stakeholders and the Academic Council carefully exercises its power to implement it.

Communication Methods

The vision and mission, objectives, formulated POs, PSOs and COs are communicated to the students by the course teachers in the class room and through Hand Book/Calendar, college prospectus during admission.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F2.%20Teaching-learning%20and%20Evaluation%2F2.6%20Student%20Performance%20and%20Learning%20Outcomes%2F2.6.1%20PO%2C%20PSO%20%2CCO%20of%20all%20Programmes

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The course outcomes are measured in terms of the performance of the students and the programme outcomes of the college consists of certain strategies for shaping the graduates in their proficiency, societal responsibility, professionally ethical and communicatively expressive.

CO's Assessment Process:

Based on the Continuous Internal Assessment (CIA) and Semester Examinations (SE), COs' attainment level is assessed. Attainment of COs in a course is set as 25% from CIA and 75% for end Semester Examination.

At the end of each semester, End Semester Examinations are conducted. Student is declared as PASS in a subject when she secures a minimum of 40% in the UG and 50% in PG inclusive of external valuation and internal assessment.

Mapping

The course codes are mapped with POs and PSOs to ascertain the number of COs which are attained the framed POs and PSOs. The attainment levels are fixed as K1, K2, K3, K4, K5, and K6 based on the criteria.

Effective feedback system enables the institution to evaluate the

attainment of Programme Specific Outcomes and to assess the performance of the faculty members and library. Students mentor system, Grievance and Redressal mechanism helps in resolving students' problems and supporting them to attain the POs.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://adjadmc.ac.in/iqac_portal2022/Criteria/?dir=2.%20Teaching-learning%20and%20Evaluation%2F2.6%20Student%20Performance%20and%20Learning%20Outcomes%2F2.6.2%20Attainment%20of%20POs%2CPSOs%20and%20COs

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

Year - 2021-2022 Number of Students passed for UG - 483 PG -92

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://www.adjadmc.ac.in/iqac_portal2022/Criteria/2.%20Teaching-learning%20and%20Evaluation/2.6%20Student%20Performance%20and%20Learning%20Outcomes/2.6.3%20Average%20Pass%20Percentage%20of%20Students.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

https://adjadmc.ac.in/iqac_portal2022/Criteria/?dir=2.%20Teaching-learning%20and%20Evaluation%2F2.7%20Student%20satisfaction%20survey

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Research and Development cell of the college facilitates and monitors the research activities of the research department. Search committee assists the faculty members to identity the various funding agencies and submit proposals to ICSSR, SERB, CSIR, TANSCHE and TNSCST. Department of English conducted international conference with the help of TANSCHE on 25.03.2022 and two students projects were sanctioned from TANSCHE to Department of Economics and Physics. A.D.M College has submitted proposal to DST-FIST for seeking financial assistance to develop laboratories and infrastructure facilities. PG & Research Department of Mathematics produced 14 Ph.D scholars and PG &Research Department of Zoology produced one Ph.D. during the academic year. IQAC conducted eight FDP programmes on research topics and guided the faculty members to promote research activities.

Implementation:

- Curriculum of the college promotes research culture by mandating projects and internships in both UG/PG programmes.
- Faculty members are encouraged to participate in workshops and online courses to improve the research skills of the guides and scholars.
- Eminent experts are invited to address the faculty members to give awareness on the key areas like funding, consultancy, research methodology, proposal writing and publishing research articles.
- IPR cell assists the researchers in applying for patent.
- Management awards seed money to motivate the faculty members to involve in research.
- The College bears the registration charges for faculty members of the Self-Financing section to attend seminars/workshops etc.
- College campus is Wi-Fi enabled and e-resources are accessed by the scholars through the internet connectivity.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://www.adjadmc.ac.in/research/research-policy.pdf
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

Year 2021-2022 : Rs.21,600 / -

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	View File
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	View File
Any additional information	View File

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

Year 2021-2022 Number of Teachers awarded with Ph.D - 7

File Description	Documents
e-copies of the award letters of the teachers	View File
List of teachers and details of their international fellowship(s)	View File
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

Year - 2021 -2022 Grant Received : Rs.15,000/-

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	No File Uploaded

3.2.3 - Number of teachers recognised as research guides

Year 2021-2022 Number of Teachers recognised as Research guide - 15

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

Year : 2021-2022 Number of departments having research projects - 2

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://assessmentonline.naac.gov.in/storage /app/public/agar/23613/23613_235_539.pdf
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

A.D.M College promotes entrepreneurship through skill based and value added courses. Students of computer science in UG final year and PG final year students of all disciplines have carried out projects.

8 Departments have signed MOU with various industries, institutions and universities to undertake internships training, project works and faculty development activities.

- Departments promote self-confidence and entrepreneurship through 34 extra credit courses and 26 value added courses in the curriculum.
- 10 patents have been published by the faculty of Mathematics and Computer Science for IPR.
- After accreditation, the college has expanded its research wings in all departments and 6 departments are recognized as centres for Research by the university. The quality of research carried out is evident from the papers published in the reputed journals. (44 Publications)
- The institution has organized College Bazaar in the premises to promote and motivate the women self-help groups and entrepreneurs from 30.03.2021 to 1.04.2021.
- IIC (Institution Innovation Council) conducted four programmes to focus on the promotion of startup activities and entrepreneurship training to identify new business ventures.
- EDC has organized eight programmes and technical training sessions for the students to prepare phenyl, liquid soaps, and hand sanitizer and 30 students underwent training.
- The Skill-Hub centre provides space for self-employment to the school/college dropouts between the age group of 15 to 45 by providing courses on Beauty Therapist and Plumbing.

SSIP (Students Skill Initiative programme) provides an opportunity to first/second year students to select the courses of their own choice to acquire skill and knowledge.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/public/aqar/23613/23613_236_540.pdf?1673717396

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

Year - 2021-2022 Number of Workshops/Seminar - 14

File Description	Documents
Report of the events	[View File](#)
List of workshops/seminars conducted during the year	[View File](#)
Any additional information	[View File](#)

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software	**B. Any 3 of the above**

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	[View File](#)
Any additional information	**No File Uploaded**

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

Year : 2021-2022 Number of Ph.D registered : 5

File Description	Documents
URL to the research page on HEI website	https://adjadmc.ac.in/research/research-culture.pdf
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

Year : 2021-2022 Number of Research Papers : 49

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

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

Year : 2021-2022 Number of Books : 03

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

Year : 2021-2022 Number of Citations in Scopus : 10

File Description	Documents
Any additional information	**No File Uploaded**
Bibliometrics of the publications during the year	**No File Uploaded**

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

Nil

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

Year : 2021-2022 Revenue Generated from consultancy : Rs. 27,785

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<u>View File</u>
List of consultants and revenue generated by them	**No File Uploaded**
Any additional information	<u>View File</u>

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

Nil

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	**No File Uploaded**
List of training programmes, teachers and staff trained for undertaking consultancy	**No File Uploaded**
List of facilities and staff available for undertaking consultancy	**No File Uploaded**
Any additional information	**No File Uploaded**

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

A.D.M.College has an important initiative to impart value based education to the students to understand the reality of the society. The college to community outreach programme is an integral part of the curriculum.

- **The college has two NSS units and they are actively involved in Blood Donation camps, Health Check-up Camps, Eye Checkup Camps and Covid 19 Vaccination camps in the college premises and adopted village. They participated in the road safety programme organized by the collectorate and created awareness on traffic rules and road safety among the public.**
- **The NCC of the college actively involved in activities like RDC Selection camp, IUC selection camp, TSC selection, Fireing camp, Voters day, Anti-drug programme, Corona awareness programme ,Tree plantation, and Vaccination awareness programme for the benefit of students and people in the adopted village.**

Activities undertaken in 2021 – 2022 are first aid demonstration, awareness programme on the linking of Aadhar card documents, Road safety week celebration, Voter's Day awareness programme, Coaching class to XI& XII Students in the Adopted Village, training to village women on Ornamental Jewel Preparation, World Cancer day awareness programme, teaching of the importance of medicinal plants, Free Computer Education Training, Anti-Drug awareness rally, Waste

Management Programmes, Awareness programme on "Swacha Bharat" AIDS awareness programme on blood donation Camps, Sugar Testing Camps and awareness programme on Gender issues, Legal Rights of Women, Food & Fruits Preparation, e – literacy programmes, health & safety programme, arts & crafts training programme.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F3.%20Research%2C%20Innovations%20and%20Extension%2F3.6%20Extension%20Activities%2F3.6.1%20Extension%20Activities

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

Year : 2021-2022 Number of Awards : 14

File Description	Documents
Number of awards for extension activities in during the year	[View File](#)
e-copy of the award letters	[View File](#)
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

Year : 2021-2022 Number of Extension Programme : 146

File Description	Documents
Reports of the events organized	[View File](#)
Any additional information	[View File](#)

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

Year : 2021-2022 Number of Students Participated : 1122

File Description	Documents
Reports of the events	View File
Any additional information	View File

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

Year : 2021-2022 Number of Collaborative Activities : 08

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

Year : 2021-2022 Number of Functional Mou : 08

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

ADM College has adequate physical infrastructural facilities with sufficient classrooms laboratories, seminar halls auditorium library faculty rooms, playgrounds, food court, parking area and hostels to support the academic activity in the campus.The college is set on an area of 26-acre with imposing buildings and infrastructure with all amenities.

The facilities that promote a good teaching-learning ambience are:

- 62 well-furnished class rooms,
- 06 Seminar Halls with ICT
- The Audio-Visual Hall with the state-of-art high resolution projector and LED Display Digital Board.
- 12 Science and B.Voc Programme laboratories
- Language Laboratory with 20 systems.
- 305 systems with printers and scanners to facilitate teaching and learning.
- 100 Mbps broadband connectivity and 20 controlled Wi-Fi access
- 5 Generators with a total capacity of 75 KVA .
- A Recording studio that supplements the needs of the faculty for the e-content development.
- A herbal garden
- Two blocks have ramps for differently-abled students, with a lift in the main block.
- 20 systems equipped with internet facility for free browsing facility to students in the Library.
- 12 departments are maintaining departmental libraries.

The Library is situated in an area of 6348.24sq.ft.The central library houses 41,098 books

and 72 reputed Journals and 15 Magazines. Its salient features are:

Subscription to 6658 online full-text access journal titles and e-resources cubicles for researchers. The College has Women's Hostel with 20 rooms for 200 students covering an area of 23,376Sq.ft.,

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F4.%20Infrastructure%20and%20Learning%20Resources%2F4.1%20Physical%20Facilities%2F4.1.1%20Facilities%20for%20Teaching%20-%20Learning

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

The Institution has adequate facilities and infrastructure for promoting sports and games. The college has 4.8 acres of sports

ground for playing.

Outdoor:

- a regular 400 meters track - [2017, 176.76 x 92.76 Sq.Mts]
- a ball badminton court - [1980, 24x12 Sq. Mts.]
- a volleyball court - [1979, 18 x 9 Sq.Mts]
- a handball Court - [1979, 40 x 20 Sq.Mts]
- a Netball Court - [1980, 30.5 x 15.25 Sq.Mts]
- a Kabbadi Courts - [1975, 12 x 8 Sq.Mts]
- a Kho – Kho Court - [1975, 23 x 14 Sq.Mts]

Indoor Auditorium:

The indoor sports facility is spread around 6825sq.ft area which is meant for playing Badminton, Shuttle, Table Tennis and Yoga practice.

Indoor:

Two Shuttle Ground - 2 [2016, 13.4x6.1 Sq. Mts. each]

A Table Tennis Court - 1 [2016, 4.178 mts]

Yoga – 200 sq.mts.

Equipment available in Fitness Centre are as follows. Hip Twister (2), Treadmill(1), aerobic stepper (2), Gym ball (2), Weight bar (1), Weight Training Plate Set (1 pair), Weight Plates-5 Kg(1), Weight Plates-4 Kg (1), Weight Plates-3 Kg (1), Weight Plates-2 Kg(1), Weight Plates – 1 Kg (3), Iron Dumbbells (1pair), Rubber dumbbells (1pair), Medicine Balls (5)

Promoting Cultural Activities

An open auditorium with a stage, supporting audio-visual aids, lighting facilities, necessary equipments and properties are available to conduct various cultural events. The College has well-stocked provisions with costume and jewellery to support cultural activities maintained by the cultural centre.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	https://www.adjadmc.ac.in/iqac_portal2022/Criteria/5.%20Student%20Support%20and%20Progression/5.1%20Student%20Support/5.1.3%20Capability%20Enhancement%20Schemes/5.1.3.6%20Yoga%20and%20Healthy%20Skills.pdf

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

Year 2021-2022 Number of Class rooms and Seminar Halls with ICT: 62

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

Year : 2021-2022 Expenditure for infrastructure augmentation :46,16,963

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	View File

4.2 - Library as a Learning Resource

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

Central Library is well equipped with good collections of books, journals, magazines, CD & DVD's, Project reports, question papers and e-books in various disciplines of Arts, Science and Commerce. 78 Journals and 11 magazines in science and arts are also subscribed.

Library's built up area is 6348.24 Sq.ft. with three floors.

It is fully automated with KOHA software and OPAC. It has institutional membership with DELNET, UGC INFLIBNET, N-List, British Council Library, American Resource Centre to access their electronic contents and other resources. Resources like computers with internet connectivity, printers, photocopies and surveillance system for security are available. It remains open on all working days from 8.30 a.m. to 5.30 p.m.

Automated services provided in the library are

- Inter library loans and document delivery services through DELNET.
- Online public access catalogue (OPAC) service provided, helps the students / staff to locate books easily
- Reprographic service & Printing service
- Computerized library / transaction
- Reference service
- Circulation service
- Internet & E-Resources Access (E-books and E-Journals)
- Reader's Club (Competitive Exam coaching, To improve reading habit)
- Volunteer Service Rendered by the Students
- Students can spare their services to the College library during their leisuretime as part time volunteers. Such students are honored with certificates at the end of each academic year.
- Books Arrangement
- Circulation service
- Data Entry work

Besides, it has membership with American Information Resource Centre, Chennai (AIRC) from 2012andBritish Council Library, Chennai from 2006 subscribes to the database through which staff, students and researchers can accessnearly 6658 e-journals and 1500 e-books.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F4.%20Infrastructure%20and%20Learning%20Resources%2F4.2%20Library%20as%20a%20Learning%20Resource%2F4.2.1%20Library%20Automation

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources	**A. Any 4 or more of the above**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	[View File](#)
Upload any additional information	[View File](#)

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

Year : 2021-2022 Expenditure for infrastructure augmentation :59,696.00

File Description	Documents
Audited statements of accounts	[View File](#)
Any additional information	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

Total number of teachers and students on every working day for all working days = 19582 + 2329 = 21911

File Description	Documents
Upload details of library usage by teachers and students	[View File](#)
Any additional information	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The college has updated its IT facilities by increasing the number of computers, printers, scanners, smart boards, interactive LCD projectors, Xerox machines, online admission process, website, and various software. The teaching and learning process is enhanced through incorporating ICT tools and e-resources. The campus is equipped with manageable switches with wired and wireless network for structured networking through VLAN connections, and is enabled with L3 switches and L2 switches with uninterrupted power support. The college has recently upgraded the internet connection from 32Mbps to 100 Mbps. Optic fiber cabled intra-net connectivity is provided to all blocks on campus with 10/100 Mbps.

20 Wi-Fi access points provide simultaneous access to 500 users.

The campus has 305 computers.

Principal office is equipped with LED TV.

The Browsing Centre has 20 Systems.

72 Cameras with recording facilities are connected to CCTV

The computers are maintained by System Engineer.

KOHA, INFLIBNET, NPTEL online courses, CD's, Swayam, LMS, Video lectures, are exclusively made available to the learners to enhance learning capabilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F4.%20Infrastructure%20and%20Learning%20Resources%2F4.3%20IT%20infrastructure%2F4.3.1%20Updation%20of%20IT%20infrastructure

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
1810	305

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus	A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	View File

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing	B. Any three of the above

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F4.%20Infrastructure%20and%20Learning%20Resources%2F4.3%20IT%20infrastructure%2F4.3.4%20E-Content%20Facilities
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

Year : 2021-2022 Expenditure for infrastructure augmentation :46,16,963

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

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

The physical facilities including laboratories, classrooms and computers are made available for the students those who are admitted in the college.The maintenance and the cleaning of classrooms and laboratories are done by the non-teaching staff. The security guards of this institution play a vital role in protecting the students in the college as well as in the hostel. Fire Extinguisher is installed in the institution as a precautionary measures to avoid unexpected happening.

- **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 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. The requirement list of books for library is taken from the concerned departments and HODs are involved in the process.
- 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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.adjadmc.ac.in/iqac_portal2022/Criteria/4.%20Infrastructure%20and%20Learning%20Resources/4.4%20Maintenance%20of%20campus%20Infrastructure/4.4.2%20%20AMC%20Details.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

Year : 2021-2022 Number of students benefitted by the Govt. scholarship - 1470

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

Year : 2021-2022 Number of students benefitted by the Institutional Scholarship - 44

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F5.%20Student%20Support%20and%20Progression%2F5.1%20Student%20Support%2F5.1.3%20Capability%20Enhancement%20Schemes
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

218

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of

A. All of the above

online/offline students' grievances Timely redressal of grievances through appropriate committees	

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	View File
Upload any additional information	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

218

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

230

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	View File

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government

examinations) during the year

`nil`

File Description	Documents
Upload supporting data for students/alumni	**No File Uploaded**
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

`Year :2021-2022 Number of awards - 81`

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The Student Council is the representative body of students in the college. Student involvement in every sphere of activity within the college enables the students to develop leadership qualities resulting in their overall development. Interested students file their nominations through the convenor and introduce themselves to the students with their election manifestos. The installation of Office bearers and celebration of Talents Day/ Fresher's Day mark the beginning of activities of the students council. Student council organizes the celebration of various important days like Independence Day, Republic Day and Teachers Day.

Role:

- **Alumni are given the opportunity to be the members of Part V activities and various clubs.**
- **Students feedback on teaching, knowledge about the subject and the use of Information & Communication Technology (ICT) tools in imparting knowledge and evaluation about the faculty plays an important role in raising the standard of learning process.**
- **Every semester, all the departments conduct the following programmes to improve the Leadership Quality, Communication**

> **Skill and Personality Development of the students.**
>
> o **Association Meeting, Youth Development Programme, Women Centred Programme, Speakers Forum, Journal Club, Quiz, Seminars, Exhibition and Debate.**

Representation:

Student's representatives in IQAC share their views to maintain quality in the college. Internal Complaints Committee, Anti Ragging Committee, Hostel Committee, Sports Committee, Discipline Committee are represented by the student council members to assist the faculty in maintaining discipline inside the college campus

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F5.%20Student%20Support%20and%20Progression%2F5.3%20Student%20Participation%20and%20Activities%2F5.3.2%20Presence%20of%20Student%20Council

5.3.3 - Number of sports and cultural events / competitions organised by the institution

25

File Description	Documents
Report of the event	[View File](#)
List of sports and cultural events / competitions organised per year	[View File](#)
Upload any additional information	[View File](#)

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The college has an Alumnae Association to promote relationship between students and their Alma matter. The Alumina have contributed towards the betterment of the students through financial support, organizing workshop, seminars etc.

The college extends all the necessary facilities to held alumina meet. The alumina share their achievements with the staff and students during the alumina meet. This has been the motivating force for the students in the campus.

Alumini can also facilitate workshops for students to develop their skills, presentation skills and other soft skills to promote opportunities for their employability. The alumni has a role to develop positive thinking, maintenance of harmonious relation and moral among students.

During convocation day, alumina meetings are conducted regularly. Elite alumina's are honoured during Women's Day Celebration. Prominent Alumini are requested to act as resource persons to motivate the existing students.

- Collecting valuable suggestion and feedback for the betterment of the institution.
- Collecting Alumnae feedback periodically to understand the curricular gaps and recent market trends.
- Assisting Placement training.
- Donating Sapling to the college.
- Providing opportunities for the deserving alumina to get placed within the institution as teaching and non-teaching faculty members.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F5.%20Student%20Support%20and%20Progression%2F5.4%20Alumni%20Engagement

5.4.2 - Alumni's financial contribution during the year	D. 2 Lakhs - 5 Lakhs

File Description	Documents
Upload any additional information	[View File](#)

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

Vision and mission

Vision

- Empowering women through higher education.
- Providing quality higher education blended with technical skills to endow the nation with resourceful human resources.
- Moulding the students into disciplined, dutiful and devoted citizens of the nation.

Mission

- Imparting higher and quality education especially to under privileged students from rural areas and economically backward classes.
- Providing value based education that foster creativity, innovation, leadership and prepare them to serve humanity.
- Continuing to enhance its purposeful extension activities and outreach programmes to achieve excellence.

Perspective plan:

It is derived from the mission and vision of the college.

- Sustaining quality and diversity through greater use of ICT tools in teaching by e-modules.
- Introducing e-governance with PFMS in administration, examination, and admission. .
- Proving remedial coaching to the slow learners.
- Ensuring concern and care through mentors.

- Promoting employment and entrepreneurship competencies through Entrepreneur Development Cell, Women Cell and Placement Cell.
- Applied to Tamilnadu State Council for Higher Education for funding to conduct Seminars and Workshop.

Participation of Teachers in Decision making bodies:

Teachers have their representation in the Apex, Administrative, Academic bodies and various committees to mould the student community to develop their personality.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional Information	<u>https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F6.%20Governance%2C%20Leadership%20and%20Management%2F6.1.%20Institutional%20vision%20and%20leadership%2F6.1.1%20Governance%20of%20Institution</u>

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Participatory approach of IQAC

The IQAC of the college ensures participative management. The college adopts a multi- stake holders approach with participation of the head of the institution, management representatives advisor, IQAC members, alumni, parents and external experts like people from the industry, etc, guiding the college in its enthusiastic journey towards achieving its mission and its vision.

Practice:

- 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 from UGC sponsored schemes but also from non Government funding agencies.
- Reviewing the functioning of all departments academic and extension activities and facilities by arranging internal and external academic audit annually.
- Term wise teaching plan is taken in every semester to review the performance of the staff.

- Effective delivery of curriculum by incorporating the suggestions provided by the external members of BOS and Academic Council.
- The IQAC introduced the student feedback system as per the NAAC guidelines on institutional parameters. The students continuously assess curriculum, teaching and learning, library and infrastructure Facilities.

- **Enhanced usage of ICT Tools improves teaching learning method.**
- **Competitive exam coaching and skill initiative programmes are conducted by the placement cell to enhance the employable skills of the students.**

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F6.%20Governance%2C%20Leadership%20and%20Management%2F6.1.%20Institutional%20vision%20and%20leadership%2F6.1.2%20Decentralization%20and%20Participative%20Management

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Title of the practice: Research and Development cell

- **It aims to nurture research culture in the college by promoting research in newly emerging and challenging areas.**

- **To promote research activities in the institution.**

- **To submit research proposals to research funding agencies and obtain patents and publish research papers.**
- **To promote more MOU**

- **Meeting held twice in a semester.**
- **Publications in reputed and peer reviewed journals are encouraged.**
- **Motivating the departments to apply for research grants and send research proposals to various research funding agencies.**
- **Applying for guide ship is insisted.**
- **Encouraging staff to register in SWAYAM platform.**

Result:

- **Dr.R.Priscilla, Department of Physics got Ph.D Guideship from**

Bharathidasan University

- **10 Patents have been filed and published by faculty of Mathematics and Computer Science.**

- **8 New MOUs were obtained by the various Departments. They organized Workshops, Seminars, Internship training and National Skill Development Programme.**

- **Institution Innovation Cell and Department of Chemistry jointly organised Entrepreneurship Training Programme for the Preparation of Phenyle, Soap Oil and Handwash**

- **TANSCHE Sanctioned Rs.10,000 to the Department of English to organize One Day International Conference on Disability studies in Indian English Fiction on 25.03.2022**

- **Rs.15000 was sanctioned by Tamil Nadu State Council for Science and Technology to the students of the Department of Physics and Economics (Rs.7500 each Student Research Project)**

- **3 Staff members have successfully completed 12 weeks NPTEL Online certification course.**

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F6.%20Governance%2C%20Leadership%20and%20Management%2F6.2%20Strategy%20Development%20and%20Deployment%2F6.2.1%20Strategic%20Plan%20%26%20Deployment%20Documents
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

The Organogram is an administrative diagram of the college describes the structure of an administration. The college committee is governed by the president, the Vice president, and the Secretary. The apex body of the college is 'College committee'. As per the constitution of the college the governing body has 12 members. Among in it, 5 of them are from college committee, and 7 of them are

selected from an eminent educational background.

The administrative set up consists of the Principal followed by the Vice-principal, Deans/ Directors, Faculty in charges, Superintendent, Junior Assistants, Assistants and Lab Attenders. An organization of the Department includes Head of Departments, Associate Professors, Assistant Professors, Librarian, Library assistants and Physical Director.

In academic level there are Curricular and Co-curricular activities for the students are followed by the Board of studies, Academic Council, COE, NAAC & IQAC. The institution has Students Council, Anti-ragging, Grievance –Redressal cell, Placement cell, PTA, Alumnae association and also various clubs and cells to motivate the staff and students to do service to the society. For the service conditions and rules, the college follows the rules and regulations laid down by the affiliated University, UGC and Government of TamilNadu.

File Description	Documents
Paste link to Organogram on the institution webpage	https://www.adjadmc.ac.in/iqac_portal2022/Criteria/6.%20Governance,%20Leadership%20and%20Management/6.2%20Strategy%20Development%20and%20Deployment/6.2.2%20Organizational%20Structure/6.2.2.1%20Organogram.pdf
Upload any additional information	View File
Paste link for additional Information	https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F6.%20Governance%2C%20Leadership%20and%20Management%2F6.2%20Strategy%20Development%20and%20Deployment%2F6.2.2%20Organizational%20Structure

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

Welfare measures for Teaching Staff

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. Staff club facilitates interaction among the faculties of various departments of the college. The staff club secretary coordinates and conducts various Programmes and records the minutes. It honors the services of the retiring staff members by convening retirement function at the end of the academic year.

8. Staff Benefit Fund was started with an initial contribution of Rs.200/- as Subscription by the staff members in the year 2004. Members of the Staff Benefit Fund can avail loans from it.

9. Financial support for attending seminar/workshop/conferences to the faculty.

10.Felicitation by management in the Women's Day Celebration and Annual Day Celebration for the following staff members – Retired

Teachers, Former Principals, Office Superintendent, Clerks and Junior Assistant.

11.Using indoor stadium by staff.

Welfare measures for Non-teaching Staff

1. Group Insurance Scheme.

2. Festival Advance.

3. Prompt facilitation of Provident Fund.

4.. Appointment of non-teaching staff on compassionate ground for the wards.

5. Crash course in computer basics for supporting staff.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F6.%20Governance%2C%20Leadership%20and%20Management%2F6.3%20Faculty%20Empowerment%20Strategies%2F6.3.1%20Welfare%20measures%20-%20Teaching%20%26%20Non-Teaching

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

3

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

| 10 | |

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

Year :2021-2022 Number of Teachers undergone FDP - 116

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Institution is conducting 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 from the respective classes. Cashbook is checked with the help of bank statement and vouchers maintained by the institution along with physical cash verification. Reports of income and expenditure statement and other reports are submitted to the chartered Accountant.

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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F6.%20Governance%2C%20Leadership%20and%20Management%2F6.4%20Financial%20Management%20and%20Resource%20Mobilization%2F6.4.1%20Financial%20Audit

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

Year : 2021-2022 funds received - Rs.1,45,000

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	View File

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

The college has a well functioning mechanism for mobilization of funds and optimum utilization of resources. The college committee, in consultation with building committee, purchase committee, campus maintenance committee and library committee has formulated strategies for fund mobilization and its optimal utilization. The major sources of funds are from UGC and State Government. In addition, Funds are allocated for NSS and NCC units of the college. Besides Grants – in aid for salary is distributed by State Government.

The institution seeks to mobilize government and non government grants for the improvement of institutional infrastructure and knowledge resources, prepares and submits proposals to the relevant authorities such as UGC, Government of Tamilnadu State Council for Higher Education, Tamilnadu State Council for Science and Technology.

It also encourages donations, memorial prizes and endowments from staff members, alumnae and service organizations.

All government and non government financial grants are fully utilized for the best interest of the stakeholders.

The college caters the needs of the rural, financially weaker sections of the students. Affordable fee is collected from the students in both aided and self financing section without violating the standard norms.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F6.%20Governance%2C%20Leadership%20and%20Management%2F6.4%20Financial%20Management%20and%20Resource%20Mobilization%2F6.4.1%20Financial%20Audit

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

IQAC was instituted in the year 2004, as per guidance, with an aim to enhance quality of the institution.

MOU and Institute –Industry Linkage

- **All the departments are maintaining functional MoUs with various institutions, industries and companies by conducting skill based training, counselling, career related seminars campus interviews, field visits and internships.**
- **The collaborated organizations/industries/companies provided their expertise and support to impart the skill component to the students. This helped the students to acquire optimum knowledge in a systematic manner.**
- **An MOU was established with institutions of national repute and leading industries for teaching skill components and to provide hands on training of practical components to students of B.Voc Programme.**

MOUs were signed in year 2021-2022

- **V.H.N SendhiKumara Nadar College (Autonomous) Virudhunagar, TamilNadu.**
- **Kerala Mathematical Association, Kerala**
- **AVVM Sri Pushpam college (Autonomous) Poondi**
- **Charted Accountant Tamilselvi & Associates, Nagapattinam**
- **Arileo Technologies PVT LTD ,Chennai**
- **District Central Library Nagapattinam**
- **Naturals Beauty Parlour, Chennai.**

Skill Initiative Programmes:

- **The college offers seven skill initiative programmes and in the year 2021-2022 the institution conducted short term certificate courses namely Digital Marketing, Beautician Course, Fashion Technology, Integrated Live Stock management, Life Saving & First Aid Training, Journalism, Travel Management and Tourism were conducted to boost the self-confidence of the students.**
- **The institution is one among the 110 colleges selected by UGC for the Pradhan Mantri Kaushl Vikas Yojana 3.0 (PMKVY 3.0) scheme**
- **Beauty Therapist and Plumber –General courses are organised by the institution under National Skill Development Programme.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F3.%20Research%2C%20Innovations%20and%20Extension%2F3.7%20Collaboration%2F3.7.3%20Functional%20MoUs

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

ACADEMIC CALENDER:

- **IQAC Periodically reviews the teaching learning process structures methodologies of operations and learning outcomes**
- **The institution prepares academic calendar three months prior to the reopening of the college .The Academic calendar specifies the teaching learning schedule of every academic year and continuous internal evaluation. Teaching plan is**

framed in accordance to the availability of number of working days in each semester based on proposed academic calendar.

- It is mandatory for the students and the faculty to adhere to the academic calendar for the completion of academic activities

ACADEMIC AUDIT:

- All faculty members submit teaching plan and laboratory plan for conduction of theory and laboratory sections to the respective head of the departments
- All faculty members maintain academic diary and the head of the department reviews the various academic activities during the department meetings.
- The IQAC has framed the procedures to conduct Inter departmental audit once in a semester and external audit once in a year to evaluate the effectiveness of teaching and learning.
- Inter-departmental committee visits each department and verifies all the document and files thoroughly and submit the audit report.

Effective outcome of teaching plan is assessed by External Academic audit committee once in a year.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://www.adjadmc.ac.in/iqac_portal2022/?dir=Criteria%2F6.%20Governance%2C%20Leadership%20and%20Management%2F6.5%20Internal%20Quality%20Assurance%20System%20IQAS%2F6.5.2%20Reforms%20for%20Quality%20Enhancement

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)	B. Any 3 of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://www.adjadmc.ac.in/annual_report.php
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college offers admission to economically weaker students to empower them through education.

There is a provision of the students' union that also works in association with the administration of the college for the welfare the students of the college.

A.D.M. College takes necessary steps and efforts to sensitize the students and neighbourhood on gender equity through curricular ,co-curricular and extension activities

Curricular Activities

To sensitize students about gender equality, course on "Gender studies " as part V during the 6th semester for all the UG Programmes

Co-curricular Activities

The college has a discipline committee for continuous monitoring of the safety and security in the campus.

Women cell organized programs to educate students on gender equality. Internal Complaints Committee has been constituted to review the existing provisions of the constitution and laws affecting women and recommend amendments.

Human Rights club creates awareness among the students about their

rights. The college focuses on improving student profile through inclusive practices by organizing meetings, seminars, workshops and social events to provide a platform of equal opportunity and co-existence.

Entrepreneurial development cell has organized the college Bazaar, Food festival, and Beautician course in the college to motivate the students to develop their skill among the young entrepreneurs.Students Induction programme has organized one week orientation programme to the first year students to creates awareness among the students and motivate them by the external experts (resource person).

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://www.adjadmc.ac.in/iqac_portal2022/Criteria/7.%20Institutional%20Values%20and%20Best%20Practices/7.1.1%20Gender%20Equity%20Programmes.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy　　　Biogas plant Wheeling to the Grid　Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment	D. Any 1of the above

File Description	Documents
Geotagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

As a part of the green initiative, the college always tries to reduce and remove the wastes to ensure the cleanliness and eco-balance on the campus.The plastic-free campus initiative, ensures the adoption of the green protocol for all the events conducted in the campus. The initiative for paperless offices through office automation and consistent efforts to reduce plastic carry bags helps in minimizing solid waste.

All the departments in the college conduct awareness programs to educate students on sustainable living practices in addition to Exnora club activities. The college organizes various programs such as a plastic-free campus campaign, recycling plastic campaign, and awareness classes on world environment day. The college is following good laboratory practices to ensure the safety of the personnel and adhering to a strict protocol of liquid waste disposal in its laboratories.

E-waste can cause damage to human health and the environment. Electronic goods are used at their optimum level by proper up-gradation and maintenance which is taken care by the suppliers themselves.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geotagged photographs of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways

A. Any 4 or All of the above

4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions/awards**
5. **Beyond the campus environmental promotional activities**

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-

C. Any 2 of the above

reading software, mechanized equipment, etc.
Provision for enquiry and information:
Human assistance, reader, scribe, soft copies of
reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

Linguistic Inclusion:

English, the international language, is used for communication in the campus to make the students from different states (including union territories) to feel inclusive.

The college has a Language Lab, dedicated to language learning that helps students from rural and non english speaking background to adjust to life in the campus.

Inclusive Environment:

The college has the curriculum with inclusion of topics related to human rights, promotion of social values, awareness on environmental protection,ethics and value education to inculcate a set of values related to societal, religious and cultural ethics.

Cultural inclusion:

The college regularly organizes different activities for inculcating the values such as tolerance and harmony towards cultural diversities. Various activities such as sports day, teacher's day, welcome and farewell program, induction program, bridge course, important days and cultural activities are organized in the college to promote harmony towards each other.

Regional inclusion:

Commemorative days like Women's day, Yoga day, Ramanujars Day, Science Day, Founders Day, etc., are also celebrated along with many regional festivals.

Socio-economic Inclusion:

The Students Benefit Fund provides financial assistance to the students from lower-income group to help their education.. This enhances academic quality of the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

College has been committed to educating students as constitutionally aware citizens sensitized to their Fundamental Rights and Duties. Various programmes and activities are organised both by departments and by the various clubs.

The National Cadet Corps (NCC) units create 'sense of patriotic commitment' for national development. .In National Service Scheme (NSS) students engage themselves in community service programmes like polio vaccination camp, Chess Olympiad Rally, Temple cleaning, etc.,

International Yoga Day has been observed by the college through Yoga club and a webinar is also organized by the club.

College has formed Internal Complaints Committee which arranges seminars and special awareness programs..

Mentor and Mentee Systems and Students Induction Programmes are conducted to inculcate values and to analyze the challenges students face and find possible solutions to guide them to become compassionate and responsible citizens.

Legal Aid Cell creates awareness among the students about their rights and offers advice to the students as to how to safeguard them

against domestic and other forms of violence in their day-to-day life.

The institution conducts various activities for student's welfare such as Sports Meet, Farewell for outgoing students, Alumni meet, etc. which builds support and integrity among all the students.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized	**C. Any 2 of the above**

File Description	Documents
Code of Ethics - policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

College gives higher priority towards the commemoration of special occasions on national level traditional and cultural festivals. Along with this in remembrance and honor of the great Indian personalities by celebrating their birth and death anniversaries are celebrated every year to cultivate the sense of community. The

prominent days are enthusiastically celebrated with pledges, awareness and with socio cultural perspectives. They are:

1. International Yoga Day: International Yoga Day is celebrated toacknowledge mental, physical, and emotional benefits of yoga.
2. 75th Independence Day: Various departments celebrate the 75th Independence Day.
3. Founders Day: Founders Day is celebrated in remembrance our college founder VidhyaSevaRatna' Thiru. A. D. JeyaveeraPandianAnnachi
4. Bharathiyar's Birthday: The Great Tamil Poet Bharathiar's Birthday anniversary is being celebrated by the department of Tamil.
5. Ramanujans Day: Ramanujan's birthday is celebrated as the Mathematical Day by the Mathematics Department.
6. CHEMFEST: Chemistry Department celebrates the Chemfest to focus the significance of chemistry in daily life.
7. Women's Day: Women's Day is celebrated with enthusiasm to explore the local point in movement for the Women Rights. The day is celebrated byoverall by the college through women's cell and the departments individually.
8. National Science Day: Physics Expo 22 celebrated by the physics department.
9. Mass cleaning campaign was conducted to commemorate the birth anniversary celebration of Former Chief Minister of Tamilnadu Dr. Kalaignar Karunanithi.
10. Environmental Day and Drive against drugs is also celebrated by all the departments.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	[View File](#)
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Practice I

Title: Mentor-Mentee System

Objectives

- Providing personalized care and attention to the students through mentor system.
- Helping the students in their personal development and self-confidence to manage their problems.

Context:

- Mentors play an important role in nurturing the students' aspiration, preparing them for future challenges, building confidence and motivating and fostering their all-round growth.

Practice:

- Mentor Mentee ratio is 1:16
- Tracking the academic performance of the mentees and giving guidance.

- Informing about the scholarships and monitoring them to apply.
- Maintaining a confidential data sheet.

Success:

- Stronger relationships have been forged among students, parents and faculty members.
- Providing financial supports to the needy students from students aid funds, staff alumnae fund, staff benefit fund, retired staff voluntary contributions, management authorities, service organization and individuals philanthropist of the society.

Problems

Mentors need to be trained often.

Best Practice II

Title: SPORTS AND YOGA

CONTEXT

Sports education helps to develop mental and physical growth along with the power of reasoning.

OBJECTIVES

- **To maintain good fitness level and healthy life**

- **Daily yoga Practice is given to the students from 4 pm to 6pm**

Success

- **Students have won 5 International, 65 All India Medals, 25 National awards and 36 State Medals both in yoga, sports and games.**
- **Students have participated in the Asia Book of Record for Yoga held at Chennai, Abdulkalam World Record School Games of Development Foundation, Tamil Nadu Noble World, Chennai.**

Problems

- **It is difficult to retain the students after college hours.**

File Description	Documents
Best practices in the Institutional website	https://www.adjadmc.ac.in/best_practices.php
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

The college is giving education to women who hail from economically and socially weaker sections.

Empowering Women:

- **34 programmes are offered with the dedicated and professionally qualified faculty to discharge their duty of imparting higher education.**

- 48 skill oriented courses in the curriculum
- Communication skills through Bridge course, language lab, speaker's forum and Journal club.
- Students' are provided with special assistance in the form of Mentoring, Remedial Coaching and Counseling.

Developing the employable skills:

- Certificate Courses: Students are provided with value added courses, extra credit courses, certificate courses to enhance their employable skills (65 nos.).
- Choice based students skill Initiative Programmes (SSIP) are made compulsory to all the students who have been trained in any one of the selective programmes' and offered certificates by the agency deputed (478 students beneficiaries)
- Students gain interpersonal, leader and management skills through their participation in students union, associations and club activities.

Developing the Social Responsibility:

- Part V programmes provide various outreach activities for the benefit of the public in the adopted village.
- Department of Computer Science regularly undertake Basic Computer Literary Programmes to Self Help Group Women (326 - beneficiaries)

Health Empowerment:

- Health care courses included in the curriculum of Botany, Biochemistry, Chemistry and Zoology.

Cultural Empowerment:

- Architecture and Epigraphy courses by Department of History.
- Excavations of sculptures by the history department in collaboration with
- Daily prayer assembly
- Villakhu pooja on occasion.
- Traditional dress code on special days and decent dress code on all days.

File Description	Documents
Appropriate link in the institutional website	https://www.adjadmc.ac.in/distinctiveness.php
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

Plan of Action for the next Academic Year:

Criterion

Plan of action

Criterion II

To have a few more number of ICT enabled class rooms/smart class rooms

Criterion III

To take efforts to organize more number of seminars/workshops on IPR

Criterion IV

To establish an Instrumentation Lab.

Criterion V

To strengthen the Alumnae engagement

Criterion VII

To construct a separate wash room for Divyanjan students/physically challenged students.