SELF STUDY REPORT

FOR

4ᵗʰCYCLEOFACCREDITATION

A.D.M.COLLEGE FOR WOMEN (AUTONOMOUS)

NO.1,COLLEGE ROAD VELIPPALAYAM
611001
www.adjadmc.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

May2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

ADM College for Women is an autonomous institutionaffiliatedtotheBharathidasanUniversity,establishedin the year 1975, International year of women by the visionary founders Vidhya Seva Rathina Thiru.A.D.Jeyaveera Pandian and his brothers, the college has contributed much to the socio – economic development of the women folk from the disadvantaged sections of society.

ADM College is committed to the empowerment of women by imparting holistic education through excellenceinteachingmethods,facilitationoflearningandresearch.Overthepastfourdecades,thisinstitution   has acquired a reputation for equipping women students with the knowledge, skills and values necessary to meet the prevailing needs of the society.

Conferred with the status of Autonomy in the year 2004, accredited by NAAC with A Grade and re – accredited with A Grade in 2011 (2nd Cycle) and in 2017 (3rd Cycle)with CGPA of 3.28 and subsequent autonomy extension in 2011 and 2016 also submitted its proposal toUGC for extension autonomy in November 2021.

These credentials led to the institution being recognized under UGC Scheme for mentoring NAAC Accreditation Aspirant Institutions to promote Quality Assurance in the Higher Education under PARAMARSH Scheme in 2018.

ADMCollegeforWomenhas116teachingfaculty,cateringto1673studentsenrolledin1467UG,206 PG and 27 research scholars inPh.D.Programmes.64 Scholars were awarded Ph.D degree and 57 M.Phil degree through this institution during this assessment period.12 patent applications were filed and awarded.

Vision

Discipline leads to duty; and duty leads to devotion.When the three becomes one, miracles of achievements are done.

VISION:

The laudable and noble vision of **ADMC** is

- To empower women through higher education.
  To provide quality higher education blended with technical skills to endow the nation with resourceful

human resource.

- To mould the students into disciplined, dutiful and devoted citizens of the nation.

Mission

- To provide quality education in all the programmes from under graduate to post-graduate and research degrees.
- Toinculcatediscipline,moralsandvaluesofthelifeamongthestudents. To
- provide peaceful and conducive learning atmosphere.
- Toinstillahighstandardofprofessionalconductandethicsamongthestaffandstudents.To extent
- the educational horizon with technical vistas.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Programme diversity through the introduction of 2 B.Vocprogrammes from 2018 and 26 value added courses from 2017onwards. (gradually increased from 5 to 26)
- 1586 students have placed through on campus and 520 students have applied for higher education.
- The faculties are well qualified, proficient in teaching and engaged in research and have commendable number of publications in the International, National and peer reviewed journals.
- Teachersstudentsratiois1:16whichreflectsinthehighlycommendableexaminationsresultsand students mentors system takes care of the overall personality development of the students.
- Entirecampusiswi-fienabledandgoodinternetconnectivity.GoodICTfacilitiesstrengthenthe teaching learning process.
- The presence of vibrant NSS & NCC units and Associations of various departments act as a catalyst in the holistic development of the students.
- Institution has community outreach activities under Village AdoptionScheme.
- Efficient examinations management with the declaration of results approximately within 30 days.
- Placementcellreachesouttoco-orateentitiesforjob opportunitiesandarrangesexperttalkand programmes to improve in advise market ready graduate.
- 52.9%offacultyaredoctoratesinAidedsectionand16.4%areresearchsupervisors Industry
- Institute linkage through MoUs.
- Mobilization of funds to the tune of 1.92 crores through various UGC / TNSCHE and others
- Digitalizationofacademic,administrationandexaminationcentrethroughdevelopedsoftware. Faculty
- have acted as resource persons in various Schools, College and Departments.

Institutional Weakness

- Insufficient industry commissioned consultany projects by faculty.
- Only a few departments offer and encourage the use of MOOC s as a part of their course structure.
- College is situated in the coastal area which is often cyclone prone and efforts put up by the institution for green institution becomes vein.
- Studentsandfacultyexchangeprogrammesneedstobestrengthen
- Minimummemberofstudentscratingthecompetitiveexaminations
- Needs to strengthen activities of Incubation centre and startups.
- Repeatedattemptandeffortstakenbytheforfundedresearchprojectsandcollaborations.Difficu
- lty in obtaining CSR funds.

Institutional Opportunity

- Facultyfromself–financingsectioncouldbemotivatedtotakeupDoctoralresearch Transition to
- Learning Management System.
- Mentoringprogrammescouldbeutilizedtoimprovetheresearchinitiativeandmorenumberofstudent – faculty collaboration in research
- Experts from industries and corporate could be invited as guest faculty to create competencies whichwould create the employability of the students.
- Morenumberofskillinitiativecertificatecoursesandvalueaddedcoursescouldbeintroduced. Faculty /
- Department may utilize their expertise by offering consultancy services.
- FacultymaybeencouragedtoactivelyuseMOOCplatformwhileteachingtheircourses. The
- green initiatives at the campus could be enhanced.
- Alumnicouldbeencouragedtosharetheirskills,experienceandnetworkingandprovidefinancialassistance
- Planning to create more e-content resources to improve digitalization of curriculum

Institutional Challenge

- Despitecontinuousefforttogoforpaperlessadministration,itisdifficulttofollow. Difficult to
- maintain 100 % placement records.
- Lackofenthusiasmamongstudentstobackjobsbeyondtheircontortzone. Lack of
- patents and copy rights inspire of the consistent initiatives.
- Low English proficiency among the students at the entry level.
- Though the college has a good progress in the development of e-content continuously upgrading ICTfacilities is difficult.
- Industry institute collaboration is still in the processing stage.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- All programmes deploy the choice – Based Credit System (CBCS) and adopt guidelines of the UGC,the Tamil Nadu State Council for Higher Education (TANSCHE),Bharathidasan University and NEP.

- TheCurriculumaredesignedtofacilitatethedevelopmentofglobalcompetencies,employabilityskills and social responsibility in students.
- 3 new programmes were introduced during the assessment period (Geology and 2 B. Voc).
- All UG and PG programmes were revised periodically and major revision was done in the year 2021 – 2022.
- From2019onwards,aparadigmshifttoOutcomeBasedEducation(OBE)withthecurriculumreflecting this in contents and learning initiatives.
- Programmes outcomes, Programme specific outcomes and courseoutcomes (POs, PSOs and Cos) are incorporated in the syllabi and teaching plans for effective translation of goals into practices.
- 42%ofcoursesfocusonskilldevelopmentand22%ofcoursesonEntrepreneurialDevelopmentand

36% of courses on employability.

- The cross cutting issues such as Gender, Environment, Human Values and Ethics are incorporated into the curriculum.
- TheinstitutionsupplementsthegivencurriculumthroughvariousvalueaddedCourses32,ExtraCredit Courses 32 which impart skills with core values.
- Students have been provided with the option of choosing electives on an inter disciplinary basis.
- 81.25%studentundergoingfieldprojects/internships/studentsprojectswhichincorporatecross cutting issues and aspects needed for skill development and employability.
- ParticipationinMOOCCoursesareencouragedamongPGstudents. Students
- get 1 credit for Part V / Extension activities.
- The inclusive internships, project works, 42 skill based electives 31 non major electives 2 self-learning paperwithextracredit.26valueaddedcourses,7certificatecoursesand32extracreditcoursesfocus on student centric experiential learning to enhance and develop their knowledge, skills and article thinking
- Internship is a mandatory component at UG level.

- PGcurriculumiscomprisedofcores,coreelectives,MOOCcourse,self-leaningcourse,internshipand projects. Research Methodology and project work are integral to all the PG programmes.
- Feedback on curriculum development is obtainedfrom alumni.

The conduct of Annual Academic Audit facilitates the departments to plan quality initiatives.

Teaching-learning and Evaluation

- ADM College follows student – centric teaching learning pedagogy.
- TheadmissionprocessistransparentandunbiasedinlinewiththenormsofStateGovernment,Statutory Bodies including reservation policy,
- Teacher – Students ratio is 1 : 16 with all the sanctioned faculty position.
- TheAcademicCalendarispreparedbyIQACwiththeinputsfromthefacultymembersofall departments.
- InternalAssessmentandthetermexaminationsarescheduledbasedonthe90dayspersemester. Students
- induction programme is organized for the freshers.
- The Bridge Course is conducted regularly before the commencement of classes for all the first year students.periodicassessmentshelpthefacultytoclassifythestudentsintermsofslow,intermediateand advanced learners and designthe pedagogy accordingly.
- Student centric methods such as experiential learning, participative learning, problem solving methods, ICT enabled learning methods, along with traditional learning methods are adopted.
- Teachers use ICT tools, prepare e-contents and facilitate multi –model learning.
- DepartmentAssociations,Club,Committees,StudentsCouncilareformedfortheeffectivefunctioning of the college.
- The tracking of the students' progress is done by the mentors and the HoDs.
- TeachingplansandAcademicdiaryensuresthemeticulousaccomplishmentofthetargets.
- Among the faculty, 54 teachers have Ph.D degree and out of these 16 are research guides.
- Average teaching experience of faculty during the assessment period is16 years.
- Faculty Induction programmes are organized to the newly recruitedteachers.
- Each programme develops an action plan at the beginning of the academic year, which is implemented by the faculty members and office bearers of thestudents council.

- College has wi-fi enabled class rooms, facilities like G-Suite, Google Class room e-mail accounts.
- TheonlineStudentsSatisfactorySurvey(SSS)inconductedtoevaluatetheteaching–learningprocess and corrective measures are implemented. Regular feedback on curriculum is obtained from students. Feedback on teachers are obtained which helps in the performance appraisal of the faculty.
- Completeautomationinexaminationsectionhasfacilitatedhassle–freeissuanceofhall–tickets,mark entry, publication of results within 30 days. Students – friendly re-examination, supplementary examinations revaluation and photocopy of the answer script are in force.
- The examination reforms have brought transparency, shorter assessment period, quicker processing, early publication of results, and e-enabled internal and external examinations.

Research, Innovations and Extension

ADM College strives constantly to ensure research culture on campus.

- Faculty members have undertaken 8 minor projects awarded by UGC during this assessment period.
- FivedepartmentshaveappliedforDST–FISTand8departmentshaveappliedforDBT–STAR College and yet to get the result.
- 3 staff members have applied for SERB and 26 have applied for TANSCHE.
- 7 Departments have been recognized as research centers and 17 staffmembers are recognized as researchguidesand12staffmembersareawardedwithPh.Ddegreeand64studentsareawardedPh.D during this assessment period.
- Seed Moneyis provided to encourage the self – financing staff to pursue their researchand publish articles in the reputedjournals.
- The institution has conducted 4 workshops on IPR covering research paper writing andresearch funding,
- Institution'sInnovationCouncil(IIC)underMOEwasconstitutedfrom2020
- 12patents were registered and awarded.
- Duringthisassessmentperiod420articlesarepublishedinUGClistedjournalsapartfromcontributions to books and conference proceedings.
- Faculty members have attended 778 national and International conferences, seminars and workshops.
- IndigenousdevelopmentofsoftwareforacademicpurposeswasdevelopedbytheDepartmentof Computer Science as pre incubation activities of the institution.
- 317extensionactivitieswereconductedundercommunityoutreachprogrammesbyallthedepartments in the neighborhood schools during the accessorial period.
- NCC and NSS are awarded with university NSS award given by Bharathidasan University, Tiruchirapalli for sensitizing students for social upliftment. All the UG students participate in the extension activities through Part V programmes.
- GovernmentschemesunderSwacchBharatandUnnathBharatAbhiyanareimplementedwithfocuson digitalliterary,cleanlinessdriveatpublicplacesandcoastalbelt,healthandhygineawareness,planting saplings, water analysis and training to produce Eco – friendly products.

Institutionhas26functionalMOUswithcollaborativeactivitiessuchasstudentsinternships,fieldprojects, research collaborations and faculty exchange with other institutions and universities.

Infrastructure and Learning Resources

Institutionhastherequiredinfrastructureforcarryingoutitsacademicandadministrativeactivitiesinasmooth and efficient manner.

- Alltheclassroomsarewellfurnishedandventilated.Theinstitutionhas11linesforinternet connectively.
- Free Wi-Fi and internet connectivity are provided to the office, faculty and students.
- Collegehas12laboratories,7seminarhallswithLCDprojectorsandwi-ficonnectivity.
- The college has a media centre fully equipped with reconcile green matte facilities for audio and video recording of lectures.
- Institutionhas305functionalcomputersacrossthecampusincludinglanguagelab,4computerlabsand I B.Voc Softeare lab.
- An average Rs.33,53,717 is spent annually on the upkeep of infrastructure facility.
- The college library has 41098 collection of books and 192 CD / DVDs. It operates under Open Access System and its activities are automated using KOHA software. It subscribes 78 journals, 17 magazines and 06 newspapers. It has an average daily usage of 33.5 students / staff and 5 % use of e-access facilities.
- Inter – library loan facilities are made through INFLIB NET, DEL NET, British council and American Information resource centre.
- There is a separate wing for the smooth functioning of the office of controller of examinations with required software.
- UGC has granted Rs. 60,000,00 Lakhs for outdoor stadium in the year 2016.
- College hasan openauditorium forconducting culturalactivities, meetings,important daycelebrations and functions, Premises is under the control of CCTV Surveillance.
- Sports infrastructure includes courts – Volley Ball, Throw Ball, Basket Ball, Table Tennis, Yoga provision, etc.
- The Record Room efficiently stores all documents and stationery, supporting academic and administrative departments, photo copies section in the premises for the use of both faculty and students.
- A cafeteria adheres to standards of cleanliness, offers healthy snacks for students and staff, prioritizing nutritional value and affordability.

Student Support and Progression

- The students council (College Union) comprises democraticallyelected members who excel in in-campus responsibilities like discipline maintenance, attending prayer duties,assisting the departments to organize meetings, cultural programmes celebrating festivals, national days, undertaking civic sensing - promoting activities like community services, green campus imitativeness,participating in Government sponsored rally programmes etc.These opportunities develop the leadership and personality development skills of the students and also improve their capability in team building and explore the hidden talents of the students.

- Apart from Government Scholarships, college also facilitates other agency scholarships to needy students.
- Students benefit fund provide financial assistance to the economically poor students.
- Staff in service, retired faculty, alumni, philanthropists and service organizations provide financial assistance, endowment scholarships, academic scholarships and prizes / medals for academic achievements.

- Career Guidance and Placement Cell, Competitive Examination Coaching Centrecombined together to provide various skill courses for students and capacity building programmes in the specific subject domains.
- Student – oriented Grievance Redressal Cell, Placement Cell, Anti – Ragging Cell, Entrepreneurship Development Cell, Women Cell assist them in enhancing their skills and resolving issues.Students representatives are also part of Anti – Ragging Committee and Grievance Redressal Committee.No cases of ragging and sexual harassment reported during the period.
- Student – Centric programmes like remedial coaching, counseling and Bridge Course assist in overcoming challenges.
- Theplacementcellofthecollegehelpstotendsuitablecareersthroughplacementdrivesandorganizes training sessions on career counseling and pre – placement training.
- The college offers a multi – layered mechanism to address student's grievances. Students can register their grievances if any through

  Suggestion Box providedat the prominent location
  Classrepresentatives,ClassteachersandHoDsandStudents'Council. e-
  mail to Principal / authorities

- Track record of students progression shows 1586 placements 520 pursuing higher education 04 qualified for competitive examinations during this assessment period.
- During the assessment period 7,489 students (benefited) from Government scholarship Rs.1.98 crores (Five years) 12.39 lacs non-Government scholarships and students have also availed fee concession from the institution.
- College has won variousawards and recognitions in sports at the national and inter- university levels.

- MedalsatInternationallevel8,Nationallevel99,36atstatelevel/Universityleveland20atinter collegiate level during the assessment period.
- The alumni has contributed Rs.6,05, 580 during the assessment period.

Governance, Leadership and Management

- The college is administered by college committee and the management executive authority vests with Chairman and Secretary.
- Decentralization and participative management of the college is evident in all its academic and administrative spheres. It empharises on collaborativeadministration by incorporating all its stakeholders such as faculty, administrative staff, students, alumni parents, industrialists and public.
- The Head of the institution is Principal who administers all academic programs, college office with the support of the staff council. (Planning and Evaluation Committee), Chairperson of Academic Council and ex-officio member of the Governing Body and College Committee. She administers all curricular, Co-curricular and extracurricular activities assisted by various committees.
- The management provides opportunity for the faculty members shoulder various responsibilities in administrative positions which include Vice – Principal, Deans, IQAC / NAAC Co-ordinators, Controller of Examinations, Heads of Departments, Co-ordinators, Conveners of various cells.
- There are 5 statutory bodies functioning effectively with the support of 18non – statutory bodies.
- e-Governance is incorporated in the areas of administration, finance and accounts, students admission, examination cell and library.
- Well-structuredorganogramisinstrumentalinthesmoothrealizationoftheinstitutionsvisionand

mission.

- College looks into the welfare measures of faculties through statutory welfare schemes, financial assistance, awards and acknowledgements, career promotion and advancement.
- The college conducted 19 faculty development programmes during the assessment period for teachers and 2 programmes for non – teaching staff.
- Staff participation in the Career Development programmes, orientation and Refresher programmes are encouraged and need based workshops and training programmes are conducted.
- There are strategies strictly followed by the College Committee and Governing Body on financial management, purchases and infrastructure augmentation.
- Annual Budget is systematically prepared and management allocates funds accordingly. Income and expenditure are verified by the auditors (internal and external audit) regularly.
- Major quality initiatives monitoredby IQAC are Academic and Administrative audit feedback mechanism, PTA and Alumnimeet, initiatives for the introduction of OBE, e-contents development, ICTintegration, Staff empowerment initiatives, initiating for research funding proposals to DST - FIST, DBT-STAR and other agencies.
- IQACsubmitsAQARperiodically,preparesAnnualReportandpublishesNewsletters. College
- submits reports to AISHE and participates in the NIRF ranking every year.
- The institution has a well-established SOP for all thecommittees, departments, Lab, Office, CoE etc.

Institutional Values and Best Practices

The vision of the institution - Empowerment of women is the anchor in all curricular, Co-curricular activities, best practices and Institutional Distinctiveness.

- ADM College inculcates values in students through service oriented and nation building activities and enables them to become socially responsible citizens.
- WomencellandEntrepreneurDevelopmentCellorganizedprogrammesongenderequality,inclusivity and women's empowerment. College organizes seminars and conferences on these topics to enlighten students on these values.
- The code of conduct for students, teachers, administrators and other staff are displayed on the website and Standard Operating Procedures (SOP) are circulated to all the faculty members.
- Value education has been made a mandatory credit course for the UG students with the objective of guiding students leave the portals of the college as a good citizen.
- Greenauditenvironmentandenergyauditandawarenessinitiativespertainingtoenvironmentalissues, are conducted in the college. Usage of LED bulbs has been implemented in the campus.
- Water conservation methods such as rain water harvesting and open well recharge have also been adopted on campus.
- Management of e.waste and chemical waste through external
- agencies.StreamlineddrinkingwaterdistributionROsystemsareeffectivelymaintai
- ned. Ban of plastic use, restricted entry of vehicle, harness green campus
- initiatives. Divyangajan friendly environment with a lift, ramps and washroom facilities.
- The college inspires the feeding of belongingness to the community and nation, patriotism, harmony and tolerance by celebrating festivals, national events, birthdays of leaders and memorable days of the architects of the nation.
- The institution presents two best practices – Academic Audit and Skill Initiative for staff and students.
- Theinstitutionaldistinctivenessisempoweringwomenthroughdevelopingtheemployableskill,developing the social responsibility, health empowerment and cultural empowerment.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	A.D.M.COLLEGEFORWOMEN (AUTONOMOUS)
Address	No.1, College Road Velippalayam
City	Nagapattinam
State	Tamil Nadu
Pin	611001
Website	www.adjadmc.ac.in

Contacts for Communication					
Designation	**Name**	**Telephonew ith STD Code**	**Mobile**	**Fax**	**Email**
Principal	Anbuselvi R	04365-248118	9487570108	-	admcnagai@yahoo .co.in
IQAC / CIQA coordinator	N.Sampathlak shmi	04365-249004	9994256110	-	sampath2810@gm ail.com

Status of the Institution	
Institution Status	Private and Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of Establishment, Prior to the Grant of 'Autonomy'	10-07-1975
Date of grant of 'Autonomy' to the College by UGC	07-10-2004

University to which the college is affiliated		
State	**University name**	**Document**
Tamil Nadu	Bharathidasan University	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	02-06-1982	[View Document](#)
12B of UGC	09-02-1998	[View Document](#)

Detailsofrecognition/approvalbystationary/regulatorybodieslike AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Monthand year(dd-mm-yyyy)**	**Validityin months**	**Remarks**
No contents				

Recognitions	
IstheCollegerecognizedbyUGCasaCollege with Potential for Excellence(CPE)?	No
IstheCollegerecognizedforitsperformanceby any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**CampusArea in Acres**	**BuiltupAreain sq.mts.**
Maincampus area	No.1,CollegeRoad Velippalayam	Rural	26	7249.09

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Durationin Months	Entry Qualification	Mediumof Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,History	36	Higher Secondary	English	50	47
UG	BA,Economics	36	Higher Secondary	English	50	44
UG	BSc,Mathematics	36	Higher Secondary	English	50	46
UG	BSc,Chemistry	36	Higher Secondary	English	44	44
UG	BCom,Commerce	36	Higher Secondary	English	69	69
UG	BSc,Zoology	36	Higher Secondary	English	44	37
UG	BA,Tamil	36	Higher Secondary	English	50	18
UG	BA,English	36	Higher Secondary	English	50	28
UG	BSc,Physics	36	Higher Secondary	English	32	8
UG	BSc,Bio Chemisty	36	Higher Secondary	English	40	12
UG	BBA,BusinessAdministration	36	Higher Secondary	English	55	51
UG	BSc,Computer Science	36	Higher Secondary	English	60	49
UG	BCA,Computer Science	36	Higher Secondary	English	60	13
UG	BSc,Geology	36	Higher Secondary	English	40	3
UG	BVoc,Bvoc Software	36	Higher Secondary	English	40	5
UG	BVoc,Bvoc	36	Higher	English	35	11

	Marine		Secondary			
PG	MA,Economics	24	UG Degree	English	30	11
PG	MSc,Mathematics	24	UG Degree	English	35	35
PG	MSc,Chemistry	24	UG Degree	English	30	23
PG	MCom,Commerce	24	UG Degree	English	23	23
PG	MSc,Zoology	24	UG Degree	English	25	11
PG	MSc,Physics	24	UG Degree	English	25	7
PG	MSc,Computer Science	24	UG Degree	English	30	11
Doctoral (Ph.D)	PhDorDPhil,Economics	36	PG Degree	English	3	0
Doctoral (Ph.D)	PhDorDPhil,Mathematics	36	PG Degree	English	17	8
Doctoral (Ph.D)	PhDorDPhil,Chemistry	36	PG Degree	English	6	0
Doctoral (Ph.D)	PhDorDPhil,Commerce	36	PG Degree	English	18	0
Doctoral (Ph.D)	PhDorDPhil,Zoology	36	PG Degree	English	22	0
Doctoral (Ph.D)	PhD or DPhil,English	36	PG Degree	English	6	0
PreDoctoral (M.Phil)	MPhil,Economics	18	PG Degree	English	4	2
PreDoctoral (M.Phil)	MPhil,Mathematics	18	PG Degree	English	10	5
PreDoctoral (M.Phil)	MPhil,Commerce	18	PG Degree	English	10	3

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctionedbythe UGC /University StateGovernment				0				0				54
Recruited	0	0	0	0	0	0	0	0	0	49	0	49
Yet to Recruit				0				0				5
Sanctionedbythe Management/Society or Other AuthorizedBodies				0				0				67
Recruited	0	0	0	0	0	0	0	0	0	67	0	67
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC/UniversityState Government				32
Recruited	10	8	0	18
Yet to Recruit				14
Sanctioned by the Management/Society or Other Authorized Bodies				22
Recruited	5	17	0	22
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC/UniversityState Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	13	0	0	17	0	30
M.Phil.	0	0	0	0	5	0	0	14	0	19
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	17	0	17
M.Phil.	0	0	0	0	0	0	0	50	0	50
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

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

Details of Visting/Guest Faculties				
NumberofVisiting/GuestFaculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

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

Programme		FromtheState WhereCollege is Located	From Other StatesofIndia	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	548	0	0	0	548
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	121	0	0	0	121
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	8	0	0	0	8
	Others	0	0	0	0	0
Certificate/ Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
PreDoctoral (M.Phil)	Male	0	0	0	0	0
	Female	10	0	0	0	10
	Others	0	0	0	0	0

ProvidetheFollowingDetailsofStudentsadmittedtotheCollegeDuringthelastfourAcademic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	159	141	183	144
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	3	4	1	2
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	517	534	573	543
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	3	3	2	6
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		682	682	759	695

2.3 EVALUATIVE REPORT OF THE DEPARTMENTS

Department Name	Upload Report
Bio Chemisty	[View Document](#)
Business Administration	[View Document](#)
Bvoc Marine	[View Document](#)
Bvoc Software	[View Document](#)
Chemistry	[View Document](#)
Commerce	[View Document](#)
Computer Science	[View Document](#)
Economics	[View Document](#)
English	[View Document](#)
Geology	[View Document](#)
History	[View Document](#)
Mathematics	[View Document](#)
Physics	[View Document](#)
Tamil	[View Document](#)
Zoology	[View Document](#)

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The institution believes that the commitment to human rights, sustainable development, living and global well – being, thereby reflecting a truly global citizen. 1. The institution has redesigned all its academic programmes in such a way that the student get flexibility to choose elective courses offered by the departments. 2. The respective Heads of the Departments have discussed the curriculum frame work in detail with their respective specialization settingacademicstandardsandbenchmarksofquality and excellence in education. 3. The institution offers high quality education to students to reach their full potential through student centered learning. 4. UG projects in the science departments are interdisciplinary. Multidisciplinary component includesEnglish,Languages–Tamil,andFrenchand capability enhancement courses – Human rights, Value education, Environmental studies, Women

	studies,CybersecurityandDigitalsecurity.5.Value added courses are offered by all disciplines to enhance the employability / skill development / entrepreneurship capabilities of students. 6. Social service activities are mediated by NSS, NCC, relevantclubsandcommitteesinsensitizingstudents towards environmental, social and health issues.
2. Academic bank of credits (ABC):	• The institution has taken the initiatives by registering with the National Academic Depository (NAD) of MHRD from as proposed in NEP 2020. This facilitates the students to avail the benefit of multiple entries and exit during the chosen programme. • The institution has MoU with several other institutions like A.V.V.M. Sri Pushpam College, Poondi, Society of Daughters of Mary ImmaculateandindustrieslikeSriammanBiocare& SAB Research Centre, Swaminathan Research Foundation, Poompuhar, Kerala Mathematical Association, Ernakulam and CA Tamilselvi Associates, Nagapattinam for collaborative ventures. • Students are encouraged to enroll and successfully complete courses through online platforms such as MOOC, SWAYAM, 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 (with 2 Credits for each course). • The inter – disciplinary electivesof2creditsforeachcourseareofferedinV and VI semester under Part V programmes.
3. Skill development:	• Skill building is a powerful tool that empowers individualsandimprovestheirsocialrecognition,•It helps the students develop into healty, responsible and productive members of the society. By blending educationandskilldevelopment,studentsaretrained to become employable. • The skill enhancement are provided to improve the skill levels of students in various domain such as cognitive skills, analytical skills, employable skills and communication skills through various committees framed for students progress such as Career Guidance and Placement Cell, Competitive Examinations Coaching Centre, English Language Lab, Speakers Forum, Journal Club, Health Club, Yoga and Environmental studies etc.,•InlinewiththeGovernmentofIndia,National

	Skills Qualification Framework (NSQF), college introduced two UGC sponsored B.Vocational programmesfrom2018(MarineFoodProcessingand Preservation Technology and Software Development in Multimedia an Animation), which enhances the entrepreneurship skills and placement opportunities. • In addition to this, skill HUB, the institution has signed MoU with NATURALS and certificates are issued to the trained students as an initiative of the institution under its social responsibility. • Six skill basedcoursesand26valueaddedcoursesareoffered from 3rd Semester to 6th Semester for all disciplines. • Certificatecoursesareofferedincollaborationwith Corporates / Industries. • Placement training for soft skill is done in collaboration with many industries. Internship is offered for 13 UG and 4 PG Departments students. • 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.
4. Appropriate integration of Indian Knowledge system(teachinginIndianLanguage,culture,using online course):	Language is an integral part of human life. It plays a vital role in the learning brown and knowledge enhancement of students. • The institution Offers Compulsory Courses of Part I – Languages and PartII English, Non – Major Elective Courses, Soft Skills courses and Inter Disciplinary courses in developing languageandcommunicationskills.InpartI,College offers Regional Language Tamil and also offers two foreign languages in French and Arabic. The department of English helps the first generation learners learn the language and encourages the students to enhance their communication skill by conductingbridgecoursesfortwodaysandfollowup will be done by the department. • The college curriculum is framed with compulsory courses on Environmental Science, Gender Studies, Value Education which enable the students to become a responsible citizens of India. • Cultural ethos ofTamil Language is manifested in the celebration of great poets Bharathidasan Vizha, Kannadasan 100th Birthday.GuestLectures,SeminarsandCompetitions 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.
5. Focus on Outcome based education (OBE):	• Outcome Based Education is an approach to education in which decision about the curriculum, instruction and assessment are driven by the exit learning outcomes that the students should demonstrate at the end of a programme or a course. ADMCs Teaching Plan is formulated with the questions and answers--- ? What the students are expected to take away from this course / programme ?(outcomes)?Whatthestudentsneedtoknowfrom the course ? (curriculum) ? What type of activities facilitates the learning ? (Teaching – learning pedagogy) ? How the students learning are evaluated ? (Assessment) ? How the teachers know the students have understood the subject ? (Unit wise testing criteria) • The faculty members develop the Cos for their courses based on the guidelines of UGC, affiliated University and TANSHE. • Coursestructure is formulate for the attainment of Cos and Pos using assessment tools. • Every department calculates the programme and course attainment in order to understand the effectiveness of the programme in imparting the knowledge and skills. • Correctivemeasuresintermsofsyllabusupgradation, teaching methodologies and any other necessary measures are devised to match the target in future. • The syllabus specifies the Vision and Mission of the Department, Program Education Objectives (PEO), Program Outcomes (PO), Program SpecificOutcomes (PSO) and Course Outcomes (CO). • Mapping is done between 2) PEOs with Pos and 3) Cos with Pos / PSOs. Self – study topics, Blended learning, beyond the curriculum has been incorporated in the syllabus. Field trips, Industrial / Institutional visits, Internships and Projects are mandatory in all the departments. In a nutshell, ADMC practice of OBE where • Students – centric teaching involving activities ensuing students to demonstrate their learning. • Summative Assessments are used, for continuous improvement • Produces graduates with knowledge, skills and well behaviour. Thus the institution ensures the overall development of the students with the due weightage givenforprogrammeandcourseoutcomes.TheOBE framework shall guide the learning and teaching process within the institution and is embedded with the design and delivery of the programme in order to

	achieve the outcomes framed.
6. Distance education/online education:	Inspite of the pandemic, the institution had a very smooth transition from face to face learning to online learning. Gradually, the college witnessed blended learning is effective than traditional face to face learning. This may be due to several reasons. • Blend of online and face to face learning gives the students to see the opportunity to interact with and understand the subject content in a variety of contexts. • This online learning has the potential to allow learners to follow their own interests or learning pathways and also more personalized. • Now – a – days studentsare more digital natives who expect to learn via technology. • MOOC , SWAYAM / NPTEL courses are optional for all the PG students. Additionalcreditsaregivenonthecompletionofthecourse.•E- content prepared by the staff can be viewed through the Website and You tube of the college. PPTs are available to students through Google classroom. • Conference / 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. • The institution has conducted webinars, classesandguestlecturesviaonlinemodenotonly during the pandemic but also continues to provide otherwise.

Institutional Initiatives for Electoral Literacy

1.WhetherElectoralLiteracyClub(ELC)hasbeen set up in the College?	Yes
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whethertheELCsarefunctional?WhethertheELCs are representative in character?	Yes, Students' coordinator Details SL.NO NAME Class1.k.R.KamalavikashiniII,B.A.,History2.A. DashleemaIIIB.A.,History3.A.SivapriyaIIB.SC., Chemistry 4. S.P. Krishna Priya II B.SC., Chemistry 5.A.LeyalgracyIIB.A.,HistoryCOORDINATING FACULTY MEMBERS NAME OF THE STAFF DEPARTMENTMrs.S.MalaHistoryDr.R.Devi History
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntarycontributionbythestudentsinelectoral	InnovativeProgrammesandinitiativesundertakenby ELC. VOTER ID REGISTRATION 1 02.12.2021 2021 - 2022 VOTER ID REGISTRATION A.D.M.

processes-participation in voter registration of students and communities where they come from, assistingdistrictelectionadministrationinconductof poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	College for Women, (Autonomous), Nagapattinam. DR. R. DEVI, Nodal Officer, A.D.M. College for Women,(Autonomous),Nagapattinam.265Students registered 2.11.01.2023 2022 -2023 VOTER ID REGISTRATIONA.D.M.CollegeforWomen, (Autonomous), Nagapattinam. T.GIRIJADEVI,Deputy Election Officer, Nagapattinam. 250 Students registered. VOTER AWARENESS PROGRAMME 3. 25.01.2019 2018 -2019 NATIONAL VOTERS' DAY – RALLY from "Valivalam Desigar Polytechnic to Collectorate", Nagapattinam.THIRU.N.SURESHKUMAR,I.A.S District Collector,Nagapattinam 180 students participated. 4. 13.03.2019 2018-2019 VOTER AWARENESSPROGRAMMEA.D.M.Collegefor Women, (Autonomous),Nagapattinam. THIRU.A.K.KAMALKISHORE,IAS,Sub Collector, Nagapattinam 150 students participated. 5. 22.08.20222022-2023VOTERAWARENESS PROGRAMME "LINKING VOTER ID WITH AADHAAR CARD". A.D.M. College for Women, (Autonomous),Nagapattinam. N. MURUGESAN, RevenueDivisionalOfficer.K.SHANTHI,Election Tahsildar, K. KARTHIKEYAN, L. Tahsildar, M. T.GIRIJADEVI, N. Deputy Election Officer. 350 Students participated. 6. 12.10.2022 2022 -2023 Voter Awareness Programme - "WALL POSTER MAKING COMPETITION". A.D.M. College for Women, (Autonomous),Nagapattinam. . DR. R. DEVI, Nodal Officer, A.D.M College for Women, Nagapattinam.15studentsparticipated7.09.11.2022 202-2023 VOTER ID AWARENESS RALLY PROGRAMME. - "MY VOTE IS MY RIGHT". From A.D.M College to New Bustand, Nagapattinam. MR.ARUN THAMBURAJ,I.A.S District Collector, Nagapattinam. T.GIRIJADEVI, DeputyElectionOfficer,Nagapattinam.150students and public participated. 8. 25.01.2023 2022-2023 NATIONAL VOTERS DAY - RALLY PROGRAMME from EGS Pillai Polytechnic College, Nagapattinam. Dr.ARUN THUMBURAJ, I.A.SDistrictCollector,Nagapattinam.82studentspartici pated.
4. Any socially relevant projects/initiatives taken by Collegeinelectoralrelatedissuesespeciallyresearch projects,surveys,awarenessdrives,creatingcontent, publications highlighting their contribution to	Sociallyrelevantprojectsundertakenbythecollege: AWARENESS PROGRAMME VOTER AWARENESS PROGRAMME . 1. 25.01.2019 2018 -2019 NATIONAL VOTERS' DAY – RALLY from

advancingdemocraticvaluesandparticipationin electoral processes, etc.	"ValivalamDesigarPolytechnictoCollectorate", Nagapattinam. THIRU. N. SURESH KUMAR,District Collector,Nagapattinam as the Resource Person 180 students participated. 2. 13.03.2019 2018-2019 VOTER AWARENESS PROGRAMME A.D.M. College for Women, (Autonomous),Nagapattinam.THIRU.A.K.KAMAL KISHORE, IAS, Sub Collector, Nagapattinam 150 students participated. 3. 22.08.2022 2022- 2023 VOTERAWARENESSPROGRAMME"LINKING VOTER ID WITH AADHAAR CARD". A.D.M. CollegeforWomen,(Autonomous),Nagapattinam. N.MURUGESAN, Revenue Divisional Officer. K.SHANTHI, Election Tahsildar, O. KARTHIKEYAN,P.Tahsildar,Q.T.GIRIJADEVI,R. Deputy Election Officer. 350 Students participated. 4.. 12.10.2022 2022 -2023 Voter Awareness Programme - "WALL POSTER MAKING COMPETITION". A.D.M. College for Women, (Autonomous), Nagapattinam. . DR. R. DEVI, Nodal Officer, A.D.M College for Women, Nagapattinam.15studentsparticipated5.09.11.2022 202-2023 VOTER ID AWARENESS RALLY PROGRAMME. - "MY VOTE IS MY RIGHT". ". From A.D.M College to New Bustand, Nagapattinam.MR.ARUNTHAMBURAJ,I.A.S District Collector, Nagapattinam. T.GIRIJADEVI,Deputy Election Officer , Nagapattinam.150studentsandpublicparticipated.6 25.01.2023 2022-2023 NATIONAL VOTERS DAY - RALLY PROGRAMME EGS Pillai Polytechnic College, Nagapattinam. Dr. ARUN THUMBURAJ, I.A.SDistrictCollector,Nagapattinam.82studentspartici pated.
5.Extentofstudentsabove18yearswhoareyettobe enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Efforts taken by college to register eligible students as voters No of students not applied Voter ID in our College -Efforts taken by the college to register eligible students as Voters 550 students (Survey Report)AlreadyissuedVoterIDapplicationformsto the students. Also students are motivated and 350 students were enrolled.

Extended Profile

1 Program

1.1

Number of programs offered year-wise for last five years

2021-22	2020-21	2019-20	2018-19	2017-18
25	25	25	27	25

File Description	Document
Institutional data in prescribed format	View Document

1.2

Numberofdepartmentsofferingacademicprogrammes

Response: 16

2 Students

2.1

Number of students year-wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1788	2150	1851	1833	1812

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2021-22	2020-21	2019-20	2018-19	2017-18
503	679	527	466	554

File Description	Document
Institutional data in prescribed format	View Document

2.3

NumberofstudentsappearedintheexaminationconductedbytheInstitution,year-wiseduringthelast five years

2021-22	2020-21	2019-20	2018-19	2017-18
606	650	618	578	657
File Description		Document		
Institutional data in prescribed format		[View Document](#)		

2.4

Number of revaluation applications year-wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
18	01	06	21	10

3 Teachers

3.1

Number of courses in all programs year-wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
877	840	907	900	825
File Description		Document		
Institutional data in prescribed format		[View Document](#)		

3.2

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

2021-22	2020-21	2019-20	2018-19	2017-18
116	116	117	106	117
File Description		Document		
Institutional data in prescribed format		[View Document](#)		

3.3

Number of sanctioned posts year-wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
133	126	132	133	124

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Numberofeligibleapplicationsreceivedforadmissionstoalltheprogramsyear-wiseduringlastfive years

2021-22	2020-21	2019-20	2018-19	2017-18	
866	724	954	972	961	

File Description	Document
Institutional data in prescribed format	View Document

4.2

NumberofseatsearmarkedforreservedcategoryasperGOI/StateGovtruleyear-wiseduringlastfive years

2021-22	2020-21	2019-20	2018-19	2017-18	
490	511	489	440	487	

File Description	Document
Institutional data in prescribed format	View Document

4.3

Totalnumberofclassroomsandseminarhalls

Response: 62

4.4

Totalnumberofcomputersinthecampusforacademicpurpose Response:

305

4.5

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

2021-22	2020-21	2019-20	2018-19	2017-18
46.16	48.42	45.15	50.05	17.2

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curriculum Design and Development

1.1.1 Curricula developed and implementedhave relevance to the local, national, regional and globaldevelopmentalneedswhichisreflectedinProgrammeoutcomes(POs),ProgrammeSpecific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the Institution.

Response:

The Institution takes utmost care in designing the curriculum keeping in mind its accountability and responsibility to its stake holders. The prime focus of the college remains producing skilled human resources, ready to serve the cause of Nation building. It has well structured outcome based education processes as per the guidelines of UGC TANSCHE and affiliated university.

In the curriculum POs, PSOs and COs are carefully drawn, by including Alumnae, Industrialists, subject experts in BOS and Academic Council. The process of curriculum development is designed and revised once in every 2 years. Prior to the conduct of BOS, department level meetings, interaction with the subject experts are organised to ascertain the nature of needs. The curriculum offers scope for earning extra credits through 26 value added courses and 34extra credit courses from 2021-2022 like Women Empowerment, Front Office Management, Basics of Accounting, Food and Nutrition, Community Medicine, Introductionto Civil Services, Economics of Insurance, Business skill for chemists, Spatial Modeling, Multimedia technology, AquariumFish Keeping etc. The institution has also incorporate internships, projects and fieldworkinthe curriculum of all the departments to ensure that the students are given the opportunity to get experienced knowledge.The college aims at improving the economic and social status of the underprivileged and marginalized women and school dropout through vocational courses like B.Voc., Marine FoodProcessing and Preservation Technology and B.Voc Software Developmentin Multimedia. Mini projects are carried out by students which help them to consolidateand apply their ideas and concepts on various subjects. Seven add- on courses are introduced with focus on Journalism, Bakery and Confectionary, Integrated Live Stock Management, LifeSavingand First Aid Training,Travel Management and Tourism, Library and Information Science, Fashion Technology to develop global competencies and employability. Inthe syllabi of the existing programmes, courses which have local, national and global relevance are incorporated andtospecifya few:

Local Relevance: Agricultural Economics, Business Environment, Industrial Chemistry, Modern Governments, Coastal Aquaculture, Hospital Management.

Regional Relevance: HumanRights, ,Herbal Medicine,Data Analytics.

National Relevance: Hindi, French, Arabic as oneof the options under Part I(Tamil) GST, Income Tax Law &Practice, Marketing Management,N on-conventional energy, renewable energy, Microbiology , Immunology, Web Designing.

Global Relevance: International Trade,Banking Theory, Law and Practice, Computerized Accounting, Foreign trade, Advertising Management, Introduction to Tourism, Archaeology, Journalism, Green Chemistry.Theknowledge about stock exchange , CGST, SGST, International Business, Banking and Finance is acquired by offeringcourses like IndirectTax Laws, BankingTheory Lawand Practice, International Business, Security Analysis and Portfolio Management etc. The students areable to understand Fiscal policy, Foreign trade andglobalizationby studyingcourses like Industrial Economy and International Economics.

To impart Knowledgeabout the protection of humanrightsat international level, Introduction to Tourism, Journalism, Human Rights areincorporatedin the syllabus.

To enhance the employabilityof the students, Pharmaceutical Chemistry, Forensic Chemistry, Agricultural Chemistry are included in the curriculum. To enable the students to take up challenging jobs in Physics, Weather Forecasting, AstroPhysics, Communication Physics, Biomedical Instrumentation are offered.Apiculture, FisheryBiology and Fish processing Technology equip the students with practical skills and interpersonal Skills. Bioinformatics and Medical LabTechniques are some of the courses aimed at developing the entrepreneurial skills of the students.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.1.2 Percentage of Programmes where syllabus revision was carried out during the last five years.

Response:88

1.1.2.1 **Number of all Programmes offered by the institution during the last five years.**

Response: 25

1.1.2.2**HowmanyProgrammeswererevisedoutoftotalnumberofProgrammesofferedduringthe last five years**

Response: 22

File Description	Document
MinutesofrelevantAcademicCouncil/BOS meeting	[View Document](#)
Detailsofprogramsyllabusrevisioninlast5 years(Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.1.3Averagepercentageofcourseshavingfocusonemployability/entrepreneurship/skill development offered by the institution during the last five years

Response:33.28

1.1.3.1**Numberofcourseshavingfocusonemployability/entrepreneurship/skilldevelopmentyear- wise during the last five years..**

2021-22	2020-21	2019-20	2018-19	2017-18
319	177	186	390	372

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU'swithrelevantorganizationsforthesecourses, if any	[View Document](#)
Minutes of the Boards of Studies/ Academic Councilmeetingswithapprovalsforthesecourses	[View Document](#)
Average percentage of courses having focus on employability/ entrepreneurship(Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.2 Academic Flexibility

1.2.1Percentage of new courses introduced of the total number of courses across all programs offered during the last five years.

Response:14.77

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

Response: 134

1.2.1.2 **Number of courses offered by the institution across all programmes during the last five years.**

Response: 907

File Description	Document
MinutesofrelevantAcademicCouncil/BOS meetings	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.2.2PercentageofProgrammesinwhichChoiceBasedCreditSystem(CBCS)/electivecourse system has been implemented(Data for the latest completed academic year).

Response:96

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

Response: 24

File Description	Document
MinutesofrelevantAcademicCouncil/BOS meetings	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

The Conscious developmentof curriculum in tune with the vision and missionofthe college integrates all cross cutting issues into Curricularand Co-curricular frame work .Environmental studies, value education, gender studies are made mandatory for all the UG programmes to promote value basededucation which aims at theprofessional success of the students.

Curriculum Framework:

Gender Sensitivity Courses like Value Education, Personality Development and Gandhian Thought impart thebasichuman values that help the students to become responsible citizens.Gender Studies,Women and Health broaden the students understanding of gender issues .Environmental Education sensitizes students to various environmental issues threatening the world and the roleofstudents in protecting the environment. Non-Major Elective Courses provide the basic understanding ofthesubjects concernedand also help in employability.

Professional focus and Human Values

A D.M.College hasgivenequal importance to professional ethics along withacademics which addresses the concepts of right and wrong. Value education offered to first yearstudentsto stress the human values, ethics and societal issues Soft skills development course related toprofessional ethics is included as a part of the curriculum whichincludes personality development. Industrial visit and internship are made compulsoryand experts are invited to share their expertise with students. A wide variety of coursesare offeredlike language courses, Industrial Chemistry, Vermiculture, Journalism, Entrepreneurial development ,etc. inculcate leadership, communication, time management and other professional qualities in the students. The issuesrelatedto human values, professional ethics havebeen integrated into the courses like Women empowerment, Translations studies,Yoga, Health and Hygiene..

Environment and sustainability Institution has initiated on campus activities to ensure environment friendliness. The protection of environment andmakinguse ofavailable natural resourcesisthe most pressing demands in the presentstageof development. Environmental studies are offered as a mandatory course to all undergraduate courses. Environmental Chemistry, Ecology, Remote Sensing,Water Quality Analysis, Climatology, Environmental Toxicology emphasizesthe control and managementof waste by industries and preservingthe purity of the environment. Nuclear and ParticlePhysics, Statistical Programming by SPSS package, Research methodology and Nano materialskindle theEnvironmental research acumen of the students. Introduction to Tourism, Archaeology, Journalism, Agricultural economics, Health Economics, Banking Theory, Law and Practice, Income Tax Law and Practice, Pharmaceutical Chemistry, Forensic Chemistry, Agricultural Chemistry, Clinical Biochemistry, Public Health and Hygiene and Business Communication aim at enhancing the professional ethics of the students. Coastal Aquaculture, Apiculture, FisheryBiology and Fish Processing Technology, Medical Lab Techniques, Herbal Medicine and Cosmetology are some of the courses aimed for environmental sustainability.

Co-curricularFramework: In view of creating social awareness and human values among the students, extension activities are made as an integral part of the educational process.PartV activities like NSS, NCC, YRC, RRC, Rotaract, Exnora,Citizen ConsumerClub are motivating the students to involve themselves in socialandenvironmental related issues. The celebration / observation of all national and international day s like international women's day human rights day, world environmental day, world water day, nationalscience day strengthen students exposure to cross cutting issues.

Description	Document
Upload the list and description of the courses which addresstheGender,EnvironmentandSustainability, Human Values and Professional Ethics into the Curriculum	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3.2Number of value-added courses for imparting transferable and life skills offered during last five years.

Response: 32

1.3.2.1 **How many new value-added courses are added within the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
17	03	04	03	05

File Description	Document
List of value added courses (Data Template)	[View Document](#)
Brochureoranyotherdocumentrelatingtovalue added courses	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3.3 Average Percentage of students enrolled in the courses under 1.3.2 above.

Response:18.88

1.3.3.1**NumberofstudentsenrolledinsubjectrelatedCertificateorAdd-onprogramsyearwise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
518	556	295	243	188

File Description	Document
List of students enrolled	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3.4Percentageofstudentsundertakingfieldprojects/internships/studentprojects(Dataforthe latest completed academic year)

Response:28.13

1.3.4.1 **Number of students undertaking field projects / internships / student projects**

Response: 503

File Description	Document
List of programs and number of students undertakingfieldprojects/internships/student projects (Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

1.4 Feedback System

1.4.1Structuredfeedbackfordesignandreviewofsyllabus–semester-wise/year-wiseisreceived from 1) Students, 2) Teachers, 3) Employers,4) Alumni

Response:B. Any 3 of the above

File Description	Document
Any additional information	[View Document](#)
ActiontakenreportoftheInstitutiononfeedback report as minuted by the Governing Council, Syndicate, Board of Management	[View Document](#)
URL for stakeholder feedback report	[View Document](#)
Link for Additional Information	[View Document](#)

1.4.2 The feedback system of the Institution comprises of the following :

Response:B. Feedback collected, analysed and action taken

File Description	Document
Any additional information	[View Document](#)
URL for stakeholder feedback report	[View Document](#)
Link for Additional Information	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response:61.78

2.1.1.1 **Numberof students admitted year-wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
687	653	730	800	766

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1132	1131	1193	1256	1168

File Description	Document
Institutionaldatainprescribedformat(Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC,ST,OBC, Divyangjan,etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 143.3

2.1.2.1**Number of actual students admitted from the reserved categories year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
687	653	677	675	763

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 Theinstitutionassessesthelearninglevelsofthestudentsandorganises special Programmes for advanced learners and slow learners

Response:

The faculty members have adopted innovative practices to fosteralearner- centric and studentfriendly approach. New techniqueshave been blended into the teaching learningmethod leading to an interactional approach. In this institution the teaching faculties are facilitators rather than a provider of knowledge.

Students enrolled in various disciplinesare identified as slow and advanced learners based on their regular weekly/monthly test by the class teachers and tutors. This helps to design specialcoaching sessions or tutorialsessions to bridge the gapbetweenthe slow learners and the advanced learners.

Strategies adopted for slow learners

Remedial Classes areconducted with an aim to improve the academicperformance of the slow learners, absentees and students who participate insports andother extra curricular activities. This practice helpsthestruggling learners to improve subject knowledge and helps them to catch up intotheir peers.

Academicandpersonal counseling are given to the slow learners by the class teachers, mentors and the counseling cell. **Bridge course**isconducted to the new entrants (I year UG students) for theCommunicative English Program me due to their vernacular medium andrural background.This program me is executed andmonitoredbytheDepartment of English inthebeginning oftheacademic year.Alldepartments have stream based core courses like BasicMathematicsandBusiness Mathematics, Basicsof Accounting, Front Office Managementetc. **Bilingual explanation** and discussions areimparted to theslow learners after the class hoursforbetter understanding.

- Provision of simple and standard lecturenotes/coursematerials.**Strategies of theadvanced learners** Special Coachingclasses aregivenfor the first 5 class toppers ofevery class to secure UniversityRanks and those who got ranks will be honoured with medals in the Graduation day. Coaching is given to students under Skill Development Programmes for Communicative English andAptitude.
-

- Provision of additional learning and reference material. Students areencouraged to participateand present papersin various Seminar s/Conferences / Workshops / Quiz Programmes Participationby the studentsinthein- house competitions such as Debate, Group Discussion, Problem solving methods

- The academic achievements of the students areextremely motivated and highly praised by the college by celeb rating Annual Day and Graduation day every year.

- Students – Mentor – system with a ratioof 1:13 provides opportunity to identify various needs relatedto academic and personal counselingandinteraction with both slowand advanced learners. ThefinalUG and PG students are givenco aching forNET, SETand Competitive Examinations through Competitive Examinations Coaching Centre. PG students areregistered with MOOC, SWAYAMand NPTEL courses.

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

2.2.2 Student - Full time teacher ratio (Data for the latest completed academic year)

Response:15.41

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

-

2.3 Teaching- Learning Process

2.3.1Studentcentricmethods,suchasexperientiallearning,participativelearningandproblem solving

methodologies are used for enhancing learning experiences

Response

Student-Centric Learning: It helps in the holistic development of the students resulting in improved learning and development of skills. The curriculum is designed to promote a student- centric approach in teaching and learning. All programmes have the formal pedagogy of teaching and learning within the curriculum with stipulated marks and grades such as assignments, seminars, projects, field trips, industry visits, internship, lab work and doing courses like MOOC and SWAYAM. PG and M.Phil students undertake research on socially relevant topics for their dissertation.

Apart from the above-stated methodologies, informal modes have also been explored in order to assure a greater and extensive learning experience such as paper presentation in seminar, publication in college magazine, exhibitions, poster displays, etc. Organizing conference and academic events play a vital role in enriching the learning experiences of the students.

Methods	Techniques used	Activities and Departments
Experiential Learning	• **PG Projects** Students are assigned research based projects on topics related to their syllabi which helps them to develop their experience in research aptitudes.	All the PG departments are conducting Conferences and Seminars to create awareness and knowledge towards research.
	• **Internships** Students get exposure and learn practical skills by undergoing internships which helps them to enhance their professional skills.	Students from BCA, Computer Science, Commerce, BBA and Geology undertake internships with private organisations/ industries.
	• **Group Project** Students across programmes are assigned Group Project which enhance their interactive analytical activity learned in classrooms.	All the second year UG students are given the opportunity for group presentations.
	• **Field/Industrial Visits** Students visit the working of Plants and Industries which lead to direct learning.	Students from Commerce, Zoology, Physics, Mathematics and Computer Science have undergone field/industrial visits.
	• **College Festivals and department festivals** Students get opportunity in organizing programmes, taking leadership to	Students' Council representation from various departments conducting various programmes.

	conduct various celebrations. Conducting College bazaar, exhibition led them to gain good experience and marketing skill.	
	• **Laboratory and Practical Experiments** Students are given practical experiments to enhance their learning experience, builds teamwork and develops understanding.	Students of B.Sc., and M.Sc. programmes are given practical experiments on SPSS, Latex, Python, Physical Chemistry, etc.
Participative Learning	• **Conduct of Seminars/Webinars, Workshops** It promotes students participation and helps them to acquire knowledge in their related field. • **Debates and Quiz** Debates across departments are conducted to develop knowledge on reasoning, creativity, summarizing and presentation. Quiz programmes are conducted to measure their depth in knowledge, abilities or skills. • **Activities of Journal Club and Speakers' Forum** • **Students Participation in Extension activity/Part V- NCC, NSS, Sports & Games, etc.**	Departments conducts various programmes on the topics like, Leadership, Excellence of Mathematics, etc. Department of Tamil and English conducts debates. All the departments conducts Journal club and Speakers' Forum twice in a year.
Problem Solving Techniques	• Assignments, Quiz, Computer Practical and Presentations. It develops logical reasoning and problem solving skills	Assignments and quiz enable the students to have an exposure to the latest trends and issues in their own discipline.

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

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

Response :

Number of teachers using ICT : 116

All faculty use ICT enabled tools for effective teaching and learning process. They are using

- ICT enabled classrooms (LCD Projector, Video conferencing , Laptops)

- Use of Information and Communication Technology in teaching and learning promotes the skills of both the teacher and taught. Students are exposed to innovative learning technology. Institution has One Smart Class, Eight ICT enabled class rooms with LCD Projector and One Media centre with recording facilities. Staff members are scheduling classes through Online platform – Google meet, Google classroom, Google groups, Google quiz, Google Assignment, Google test.

- Faculty members have updated their knowledge to improve teaching learning process through online courses on MOOC and SWAYAM.

- Training periodically to teacher for emerging technology - Besides teaching, post study materials e-content modules and online subject links helps the students to download the necessary materials through College website. CIA components are evaluated online. Lectures and Workshops are conducted online.

  College periodically conduct doctoral work and Viva for research scholars through E - Mode.

Digital Culture in ADMC

- Use Of Zoom, PPT, Video Clippings , Online Quiz, Assignment

- Smart class room facility

- ICT enabled labs

- Webinars through online.

- Question banks availability in website.

- Components of CIA evaluatedthrough online.

- Students attending online test.

- Media centre (Multi media lab) with recording facilities.

Blended Learning

- Playing Educational Videos
- Online NPTEL videos are viewed by the students.
- Preparing e- contentsand uploading in the college website
- Access of e-resources like e-books and e-journals by both teachers and teachers.
- Study Materials, PPTs and Questions Bank in the college website.
- subscription of G-Suite and provided individual email IDs to faculty members and students.
- Effective use of GoogleDrive, Google Meet, Google Classroom, Google Form, Gmail and other services.
- College has its official Website, Facebook page and WhatsApp groups which are updated and used on a regular basis.
- ADM College ERP covers Evaluation Management (internal and external) including Question Banking, Documentation, Academic and Office Administration.
- Apart from regular programmes, PG students and faculty members register in MOOC and SWAYAM Courses and obtain Certificates.
- UG and PG Students of Computer Science and Computer Applications are given Internship in both Online and Offline mode.

Role of Media Centre

- Enhancement of learning resources including pre recorded lectures.
- FDP / Workshops with hands on training using online resources by inviting experts from Multimedia Field.
- Videos of E-contents are edited using appropriate software by the students of B.Voc Software in Multimedia and Animation.
- E-contents are uploaded in the college website.
- Anytime /Anywhere learning

Library E- Resources

- Inflibnet
- N- Lists – **Access to 6658 e-journals and above 1,00,000 e- books**
- DELNET
- NDL

Database

- British council Library
- American Information Resource Centre

Online Digital Repository of e- journals, e- thesis, e- books, Shodh Ganga accessed by staff and Students. Students are oriented by the librarian on the availability of e- resources.

File Description	Document
Any additional information	View Document
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	View Document
Link for Additional Information	View Document

2.3.3Ratioofstudentstomentorforacademicandotherrelatedissues(Dataforthelatestcompleted academicyear)

Response:16.87

2.3.3.1 **Number of mentors**

Response: 106

File Description	Document
Uploadyearwise,numberofstudentsenrolledand full time teachers on roll	View Document
Circulars pertaining to assigning mentors to mentees	View Document
Any additional information	View Document
Link for additional information	View Document

2.3.4PreparationandadherenceofAcademicCalendarandTeachingplansbytheinstitution

Response:

The institution takes utmost care in planning and executing the academic activities of the college. IQAC and the calendar Committee work together in preparing the academic calendar, towards the closure of every academic year, for the forth coming academic year. All the Heads of Departments, COE and Co-ordinators of various activities are consulted and decide the important dates for the 90 working days of the odd and even semesters (as per UGC/State Government / affiliated university norms). All the faculty members schedule their teaching plan on the various courses to be handled. Every course is expected to have a detailed plan on the schedule of assignments, Class/Unit test, Quiz and Seminar. HODs should ensure that the teaching plan of the course are strictly adhered.

Hand Book

The institution distributes Hand books to all the students and faculty members, whichcontains details of the academic and cultural activities month- wise. It covers the details as given below

- Vision and mission of the college.
- Conducting Prayer is an unique practice of Institution.
- Departmental Activities – Association, Guest Lectures, Debates, Competition & Quiz.
- Regular Attendance System.
- Details of Scholarships available to students.

The milestones of the institution are updated every year in the calendar highlighting the new courses introduced, awards and other important events.

Academic Calendar

The academic calendar consists of the details regarding

- The schedule of the continuous formative assessment tests.
- Prescribed minimum 180 Instruction days.
- Day order pattern per week.
- Scheme of Examinations with title of the paper- (choice based credit system).
- Last day for fee remittance for I, II &III UG& PG.
- Commemoration day of Founder.
- Conduct of Orientation and Bridge courses for the first year students.

Department Calendar

The departments prepare their own Academic Calendar by keeping in mind all the curricular, co curricular, extension activities, dates / days are allocated to conduct the programmes in co-ordination with the college academic calendar. It covers

- The dates for speaker forum, Journal club, Association, Field trip, Workshop, Seminar & internship.
- The dates of commencement of model practical/ mid term / model test.

Department timetable is prepared by the respective department, facilitating the teachers to allot sufficient time for the teaching of each course as per the workload allotted by the University.

Teaching Plan

Teaching plan consists of the following components

- Course objectives
- Course outcome
- Teaching methodology
- Plan of the work

     - Unit/modules

     - Topic to be covered

     - Proposed date

     - Lecture hours /Practical hours

- Activities

File Description	Document
UploadAcademicCalendarandTeachingplansfor five years	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.4 Teacher Profile and Quality

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

Response :88.39

File Description	Document
Yearwisefulltimeteachersandsanctionedposts for 5 years(Data Template)	[View Document](#)
Listofthefacultymembersauthenticatedbythe Head of HEI	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.4.2AveragepercentageoffulltimeteacherswithPh.D./D.M./M.Ch./D.N.BSuperspeciality/ D.Sc. / D.Litt.during the last five years(consider only highest degree for count)

Response:42.24

2.4.2.1**NumberoffulltimeteacherswithPh.D./D.M/M.Ch./D.N.BSuperspeciality/D.Sc./D'Lit.year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
54	53	52	50	32

File Description	Document
Institutionaldatainprescribedformat(Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.4.3Averageteachingexperienceoffulltimeteachersinthesameinstitution(Datatforthelatest completed academic year in number of years)

Response:1

2.4.3.1 **Total experience of full-time teachers**

Response: 116

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

Evaluation Process and Reforms

2.5.1Averagenumberofdaysfromthedateoflastsemester-end/year-endexaminationtillthe declaration ofresults year-wise during the lastfive years

Response:42.2

2.5.1.1**Numberofdaysfromthedateoflastsemester-end/year – endexaminationtillthedeclaration of results year wise during the lastfive years**

2021-22	2020-21	2019-20	2018-19	2017-18
37	68	31	38	37

File Description	Document
Institutionaldatainprescribedformat(Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.5.2Averagepercentageofstudentcomplaints/grievancesaboutevaluationagainsttotalnumber appeared in the examinations during the last five years

Response:0

2.5.2.1 **Number of complaints/grievances about evaluation year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Numberofcomplaintsandtotalnumberofstudents appeared year wise	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.5 3 IT integration and reforms in the examination procedures and processes including Continuous InternalAssessment(CIA)havebroughtinconsiderableimprovementinExamination Management System (EMS) of the Institution

Response:

Examination Procedures:

Evaluation of Students performance in examinations is done in two phases, namely Continuous Internal Assessment (CIA) and Semester Examinations (SE). Choice Based Credit System (CBCS) pattern of ExaminationSystemisfollowedandthetotalcreditsturnouttobe140forallUG,90forallPGand24for allM.Phil.,degreecourses. Theperformanceofastudentineachcourseisevaluatedintermsofgradepoints and also provided with the equal percentage of marks. The ratio of marks to be allotted to CIA and to End semester examination is 1:4 and to Practical Examination is 2:3. For allUG, PG and M.Phil degree courses, Central Valuation is followed. Question Paper Scrutiny Board is instituted to scrutinize the question papers before the commencement of the examinations. One Fixed Examination Schedule is prepared and it is strictly followed by the College except for Covid – 2019 or unforeseen circumstances.

The End Semester Examination is conducted by the College Examination Committee headed by the Chief Superintendent(CS)whoisin- chargeofalltheExamarrangements.TheCShandsovertheanswerscripts to the COE's office. Panel of Examiners are appointed for valuing the answer scripts and the marks are uploaded. After moderation and verification of marks are over, the results will be announced in the award committee convened by the COE.

Transparency, Revaluation and Retotalling :

Application for Transparency shall be made within 7 days and Revaluation/Retotalling of the answer scriptisalsopermittedandshallbemade10daysafterthepublicationofresults.Arrearexaminationswill be conducted before the commencement of regular semester examinations. Supplementary Examination is conductedforstudentswhohavefailedinonlyonesubjectandtheresultsarealsopublishedattheearliest. After the publication of results academic analysis is made based on the feedback report received from the examinersduringvaluationandalsoonperformanceofthestudentsintheirrespectivedisciplines.Review report is prepared and submitted to the College Committee and necessary action to improve the performance is also insisted.

The Mark Statements issued by the COE office are made more secured and are not easily duplicated. They are issued to the students at the earliest (within ten days) after the publication of results.

Cumulative Statement of Marks is printed in special security paper TESLIN with fourteen security features to enable security and it is not easily transferable to any other printing. It will be issued to students who have successfully completed all their papers within a week's time and without any delay.

ProcessesIntegratingIT:

The COE Office is fully computerized with the Examination Processing Software for the entire work flow. The Examination schedule, Semester examinations, Publications of results, Distribution of certificates, Revaluation results, Conduct of arrear examinations, Supplementary examinations and Provisional formats are carried out on time. The CIA marks are received through online Student Portal and the SE marks are entered by the external examiners through LAN connectivity at the College valuation centre. The examination schedule is put up in the college website and the results are published through the website Examiners details updated and kept in the database. Report about Autonomous ranks, Moderation

Report, Percentage of Results, Result Analysis, CIA-SE report & comparison graph are taken from Exam Automation Software.

Student Portal and Staff Portal enable Student's attendance, Continuous Internal Assessment and Staff Particulars like classes handled, Portions covered, tests, Quiz, Seminar, Assignments andother academic details through Automation. Students can view their profile, hall ticket, Timetable, CIA and result through the student portal by login to their account. Examination related details like syllabus, previous semester question papers and Autonomous rank lists are uploaded in the College Website. General circulars can be shared through the Student Portal, Website and Mass SMS. The Exam Application, Rank Certificate Application, Revaluation / Retotalling / Transparency forms are available online. Online Certificate Verification is done by the office with the link provided inthe College Website.

Online Examinations during covid pandemic period:

As directed by the Government and University, the April 2020 Examinations were conducted for the final year students online through Google Meet links created in Gsuite email ids. Sixty five links were created for a total of 610 III UG and II PG students. Average of ten students were writing the examination in one link. Students in the links were invigilated by staff members and the pdf files of the answer scripts were collected by them. Thirty MCQs were included in Section A and the question paper pattern was modified. The answer papers were corrected online and the results were published.

Continuous Internal Assessment System: Continuous Internal Assessment Tests are conducted twice a semester. The first test is conducted in the middle of the semester. The second test is conducted towards the end of the semester. The average of two tests marks are taken for the test component of CIA (If a student has appeared for one test average may be given by considering zero mark for the other)

The components of CIA are as below:

Components		CIA-25	CIA-15	CIA-10
Two tests Mid Semester and Model Examination (Average)	-	10 marks	5 marks	4 marks
Assignments	-	2 marks	3 marks	2 marks
Seminar	-	3 marks	1 mark	1 mark
Quiz/ Group Discussion etc.,	-	5 marks	2 marks	1 mark
Attendance		5 marks	4 marks	2 marks
Total	-	**25 marks**	**15 marks**	**10 marks**

The attendance component of CIA is calculated as below.

% of Attendance	**CIA 25**	**CIA 15**	**CIA 10**
90% to 100%	5	4	2
75% to 89%	4	3	1.5
60% to 74%	3	2	1

The remaining components of CIA are provided by the concerned staff handling the particular paper and entered in Student Portal and displayed online. Afterwards the entire CIA marks are transferred to Exam Software. The entire Consultancy service is offered by PSG Technology, Coimbatore.

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

2.5 Student Performance and Learning Outcomes

Response:

- Outcome Based Education(OBE) is student centric teaching through which the curriculum ,course delivery and assessment are planned with a view to attain the stated objectives and outcomes (goals).Teachers and students are aware of the stated programme and course outcomes of the programme offered by the institution.

- BOS and Academic Council of A.D.M college always emphasise on the productivity of the students.

- College focuses on the outcome of the students with nurturing the values of a responsible Indian citizen and these outcomes have been prepared very meticulously through feedback mechanism.

- Instead of mere displaying all outcomes on the website, ,the mission and objectives of all the departments are exhibited in the Digital flex, Hand book Academic Calendar and through annual report.

- 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. All these outcomes are shared with students and also informed to stake holders especially parents to persuade maximum students towards skill oriented and value based courses.

- Learning outcomes form an integral part of college vision, mission and objectives. The learning objectives are communicated through college prospectus.

- The program outcomes and course outcomes are clearly made known to the students.
  Successful alumnae are invited to interact with both the students and teachers at specific events and meetings. They share their experiences as to how the programs and courses offered by the institution is helpful in shaping their career.

- The college also organizes career counseling lectures and capability enhancement programmes to communicate effectively the learning objectives and outcomes.

- Programmes offered by A.D.M. College is Outcome Based Education (OBE), which is learner-centric teaching – learning through which the curriculum, course delivery and assessment are planned with a view to attain the stated objectives and goals (outcomes).

Programme Outcomes:

It is developed, according to the core and objectives based on the mission of the college to mould the graduates.

Programme Specific Outcomes:

It is describing the skills which the graduates can possess after undergoing the programme.

Course Outcomes:

TheobjectivesofeachcourseinalltheUG/PG/Researchprogrammesaredraftedandpresentedin the curriculum structure in detail by the Board of Studies of each department in consultation with all the stakeholders and formulate the ProgrammeSpecific Objectives and

CourseObjectives,followingthenormsofautonomy.TheAcademicCouncilcarefullyexercisesitspower to implement the POs, PSOs and COs of all the programmes.

Communication Methods:

The curriculum with POs and PSOs are displayed in the college website for reference of all stakeholders.Thevisionandmission,objectives,formulatedPOs,PSOsandCosarecommunicatedtothe students by the course teachers in the class room hours and through prescribed Hand Book/Calendar distributed during the opening days of every academic year and through college prospectus during admission.A.D.M. College adoptedOBE in Blooms Taxanomy, moving from knowledge to critical thinking.

File Description	Document
UploadCosforallcourses(exemplarsfrom Glossary)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

The course outcomes are measured in terms of the performance of the students and the programme outcomesofthecollegeconsistsofcertainstrategiesforshapingthegraduatesintheirproficiency,societal responsibility, professionally ethical and communicatively expressive.

Evaluation of the Learning Outcomes:

- The resources like faculty, library, labs and ICT tools are adopted for effective course delivery.
- The outcomes are assessed and measured to identify the extent to which the goals are accomplished.
- The learning outcomes are measurable and using the action plan (Blooms Taxonomy) which clearly describe the knowledge, skills and competencies which the students are expected to acquire as a result of completing their programme of study.
- The assessment of student learning outcomes is done by using direct and indirect measurement tools.

Attainment of COs and POs

COs' attainment level is assessed based on the Continuous Internal Assessment (CIA) and Semester Examinations (SE),Attainment of COs in a course is set as 25% from CIA (inclusive of Assignments (3), Seminar (2), Quiz/Group Discussion (5), Test (15) and 75% for end Semester Examination.

AssessmentforPracticalcourseissetas40%fromCIA(Mid-Semester(10),ModelExam(10), Practical Skill (10), Record Work (5), Attendance (5)and 60% for end Semester Examination.

Attheendofeachsemester,EndSemesterExaminationsareconducted.StudentisdeclaredasPASSina subjectwhenshesecuresaminimumof40%intheUGProgrammeand50%inPGProgrammesinclusive of external valuation and internal assessment.

· **'A andA+' -**students score 60% of marks and above.

· **'B'**   - students score 50% of marks and above but below 60%.

· **'C'**   - students score less than 50%.

MarksawardedforCIAcomponentsarethedirectevidencesforattainingCosandPOs.Coursewiseand Programme wise Pass Percentage are presented by Controller of Examination in front of the Award Committee for the approval and published the result. The comments and suggestions of the members are submitted to Chairman and Secretary of the Governing Body for improvement.

Besides, Students Mentor system and Grievance and Redressalmechanism helps in resolving students' problems – psychological, academic, etc.and support them to attain the POs.

Attainment of PSOs

PSOs are assessed by the students' knowledge and skills from their performance in internships anddoing projects.Effective feedback system, feedback collected from final year students and alumni enables the institution to evaluate the attainment of Programme Specific Outcomes (PSOs).

Mapping

A common structure mapping is planned for all programmes. The course outcomes are mapped with POs toascertainthenumberofCoswhichareattainedtheframedPSOs.TheattainmentlevelsarefixedasK1, K2,K3,K4,K5,andK6basedonthecriteria(Acquire/Remember,Understand,Apply,Analyse,Evaluate   and create). POs and PSOs are mapped with COs to get the overall average results and to know her attainment level of PSOs.

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

2.6.3 Pass Percentage of students(Data for the latest completed academic year)

Response:96.53

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

Response: 584

2.6.3.2**Totalnumberoffinalyearstudentswhoappeared for the examinationconductedbythe Institution.**

Response: 605

File Description	Document
UploadListofProgrammesandnumberofstudents passed and appeared in the final year examination(Data Template)	View Document
Any additional information	View Document
Link for the annual report	View Document
Link for additional information	View Document

2.7Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:3.55

File Description	Document
Upload database of all currently enrolled students	View Document
Link for any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Promotion of Research and Facilities

3.1.1 Theinstitution'sResearchfacilitiesarefrequentlyupdatedandthereisawelldefinedpolicy for promotion of research whichis uploaded on the institutional website and implemented

Response:

ResearchandDevelopmentcellofthecollegeguidesandmonitorstheresearchpromotiveactivitiesofthe college.SearchcommitteeisconstitutedbyIQACtoidentifythevariousfundingagenciesanddirectedthe eligible faculty members to submit proposals to various funding agencies.

The **Research Policy** of A.D.M. College is focusing on

- Promoting research culture among staff and students.
- EncouragingstaffmemberstoapplyforresearchfundingfromICSSR,UGC,CSIR,ICAR,TANSHE and TamilNadu State Council for Science and Technology.
- Insisting the researchers to maintain honesty and originality in research.
- Advisingfacultymembersandscholarstoensurepublicationsinqualityjournals,indexedin Scopus and Web of science.
- Organizingworkshops,trainingprogrammes,sensitizationprogrammes,awarenessprogrammeson IPR to promote research culture in campus.
- Encouraging the Departments to establish industry-institute linkages.

Research Facilities:

- Sevendepartments(Economics,Mathematics,Chemistry,Zoology,Commerce,Physics&English) are Research Centers which facilitate and promote contemporary and socially relevant projects.
- There are 17 research guides facilitating the intake of research scholars, both M.Phil and Ph.D.
- College Library provides necessary research materials both printed and e-versions. It has 41098books,CDSandDVDs,77NationalandInternationalJournals,17Magazines,6Daily Newspapers,UG,PG,M.PhilandPh.Dthesisforthereferenceoftheresearchersandhas membership in INFLIBNET,N-List, DELNET, British Council Library and American Information ResourceCentre.IthasN-Listdatabasethroughwhichresearcherscanaccesse-journalsande- books.

Implementation:

- Curriculum of the college promotes research culture by mandating projects and internships in both UG/PG programmes.
- Seven Faculty Development Programmes on research topics are regularly conducted and faculty members to are encouraged participate in workshops and online courses to improve the research skills of the guides and scholars.

- NineEminentexpertsareinvitedtoaddressthefacultymemberstogiveawarenessonthekeyareas likefunding,consultancy,researchmethodology,proposalwritingandpublishingresearcharticles.
- IQAC initiated all the science departments to send proposals to 1- CURIE, 2- FIST, 1-DRI 40-TANSHE,2SERBMATRIX,26–TNSCST,1–NAAC,1-FISTDST,2-BECH–RUSA,

3–SERB-SURE,1-DST-SEED,1-STAR,1–DBT-STAR,,5-ICSSRforthelaboratories development in both UG/PG Programmes.

- Management awards seed money to motivate the faculty members to involve in research.
- CollegecampushasWi-Fienabledande-resourcesareaccessedbythescholarsthroughthe internet connectivity.
- Totally 64 have been awarded Ph.D., degree in the assessment period.
- Duringtheassessmentperiod(2017-2022),2student'sprojectswereundertakenbytheDepartment of Economics and Physics.
- 8 Minor Research projects are funded by UGC to the tune of Rs. 19,55,000/-
- IPR cell assist the researcher in applying for patent and 11 patents have been published.
- The College bears the registration charges for the faculty members to attend seminar/ workshop etc.

File Description	Document
MinutesoftheGoverningCouncil/Syndicate/Board ofManagementrelatedtoresearchpromotionpolicy adoption	View Document
Any additional information	View Document
URLofPolicydocumentonpromotionof research uploaded on website	View Document

3.1.2The institution provides seed money to its teachers for research(average per year, INR in Lakhs)

Response:0.21

3.1.2.1**The amount of seed money provided by institution to its faculty year-wise during the last five years (INR in lakhs).**

2021-22	2020-21	2019-20	2018-19	2017-18
0.21	0.555555	0.10	0.20	0

File Description	Document
Minutes of the relevant bodies of the Institution	[View Document](#)
Listofteachersreceivinggrantanddetailsofgrant received	[View Document](#)
Listofteachersreceivinggrantanddetailsofgrant received	[View Document](#)
Budget and expenditure statements signed by the FinanceOfficerindicatingseedmoneyprovidedand utilized	[View Document](#)
Any additional information	[View Document](#)

3.1.3Percentageofteachersawardednational/internationalfellowshipforadvanced studies/research during the last five years

Response:2.62

3.1.3.1**Thenumberofteachersawardednational/internationalfellowshipforadvancedstudies/ research year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
7	1	4	2	1

File Description	Document
Listofteachersandtheirinternationalfellowship details	[View Document](#)
Listofteachersandtheirinternationalfellowship details	[View Document](#)
e-copies of the award letters of the teachers	[View Document](#)
Any additional information	[View Document](#)

3.2 Resource Mobilization for Research

3.2.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response:19.65

3.2.1.1 **Total Grants from Government and non-governmental agencies for research projects ,**

endowments, Chairs in the institution during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0.15	0	2.0	2.6	14.9

File Description	Document
List of project and grant details	[View Document](#)
List of project and grant details	[View Document](#)
e-copiesofthegrantawardlettersforresearch projects sponsored by government and non- government	[View Document](#)
Any additional information	[View Document](#)

3.2.2 Percentage of teachers having research projects during the last five years

Response:1.4

3.2.2.1 **Number of teachers having research projects during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	1	1	5

File Description	Document
Names of teachers having research projects	[View Document](#)
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

3.2.3 Percentage of teachers recognised as research guides

Response:14.66

3.2.3.1 **Number of teachers recognized as research guides**

Response: 17

File Description	Document
Uploadcopiesoftheletteroftheuniversity recognizing faculty as research guides	[View Document](#)
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

3.2.4AveragepercentageofdepartmentshavingResearchprojectsfundedbygovernmentandnon-government agencies during the last five years

Response:2.5

3.2.4.1**NumberofdepartmentshavingResearchprojectsfundedbygovernmentandnon- government agencies during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	0	0	0

3.2.4.2 **Number of departments offering academic programes**

2021-22	2020-21	2019-20	2018-19	2017-18
16	16	16	16	16

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)
Any additional information	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.3 Innovation Ecosystem

3.3.1 Institution has created an eco system for innovations, creation and transfer of knowledge supported by dedicated centers for research, entrepreneurship, community orientation, Incubation etc.

Response:

ADMCollegehaspromotedthecultureofinnovationinitsacademic,non-academicandextension activities. It has a healthy ecosystem for the transfer of knowledge and to foster innovation.

Research Promotion:

Inordertoinstillresearchandcreativethinkingamongthestudents,IQAChasorganized7research workshops, 25 faculty development programmes,3 e-learning workshops for faculty members and research scholars. The R&D has Organized and invited guest speakers to interact withresearch scholars andstudents on research and innovation.

R&D encourages faculty members and students for paper presentation, publication andstudents projects.Asaresult,twostudentshavebeenselectedandawardedRs.15000,424paperswerepublishedin Peer reviewed journals and 8 Minor research projects were sponsored by UGC.

PromotingEntrepreneurship Skill:

EDC and women cell of the institution organized 26 training programmes, workshops and interactiveseminarswiththesuccessfulandprominententrepreneurs.500studentswerebenefitedbythese programmes by acquiring training and skills in arts and crafts given by department of economics and skill traininggivenbydepartmentofChemistryandotherdepartments.Themainobjectiveistopromotespecial skillandknowledgeinthefieldofhandmadeproducts,Phenyle,SoapOilandHandwashproducedatlow cost of production.

MOU:

Eleven Departments have signed MOU with various industries, institutions and university to undertake internships, project work and faculty development activities. 484 students underwent internship and 45 students undertake project work.

PATENT:

11 has been published by the faculty of Mathematics and Computer Science.

INTELLECTUAL PROPERTY RIGHTS AND IIC:

Intellectual Property Rights cell has organized three workshops on the topics like Intellectual Property Rights, Patent application filling and IIC conducted 5 programs to motivate and empower students with entrepreneurial skills.

COMMUNITY ORIENTATION:

Every year the institution is organizing three days College Bazzar in the premises to promote and motivatethewomenself-helpgroupsandentrepreneurs.Studentsareencouragedtodisplaytheirself-made products for sales and generated income and they are given an opportunity to present their start up ideas.

TheSkill-HubCentreprovidesspaceforself-employmenttotheschool/collegedropoutsbetween

Theagegroupof15to45byprovidingcoursesonBeautyTherapistandPlumbing.60arethebeneficiaries. This center was sanctioned by Central government and established in the academic year 2021-22.

SSIP:

Student Skill Initiative Programme provides opportunity to all first and second year students to select the courses of their own choice to acquire skill and empowerment. The Courses like Journalism, Integrated Live Stock Management, Life Saving & First Aid Training, Travel Management & Tourism, FashionTechnology(Tailoring),FashionTechnology(Aariwork),andBeautician&DigitalMarketingare offered. Every year around 600 students are benefitted.

Besides value added and extra credit courses are also provided to enhance the knowledge and skill of the students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.3.2Numberofworkshops/seminarsconductedonResearchmethodology,IntellectualProperty Rights (IPR),entrepreneurship, skill development during the last five years.

Response:49

3.3.2.1 **Total number of workshops/seminars conducted on Research methodology, Intellectual PropertyRights(IPR),entrepreneurship,skilldevelopmentyear-wiseduringthelastfiveyears.**

2021-22	2020-21	2019-20	2018-19	2017-18
13	13	09	11	03

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

3.4 Research Publications and Awards

3.4.1The Institution ensure simple mentation of its stated Code of Ethics for research through the following: 1. Inclusion of research ethics in the research methodology course work 2. Presence of Ethics committee 3.Plagiarism check through software 4. Research Advisory Committee

Response:B. 3 of the above

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

3.4.2NumberofPh.D'sregisteredperteacher(asperthedatagivenw.r.trecognizedPh.Dguides/ supervisors provided at 3.2.3 metric) during the last five years

Response:1.71

3.4.2.1 How many Ph.Ds are registered within last 5 years

Response: 29

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

Response: 17

File Description	Document
ListofPhDscholarsandtheirdetailslikenameof the guide , title of thesis, year of award etc	[View Document](#)
URL to the research page on HEI web site	[View Document](#)

3.4.3NumberofresearchpapersperteachersintheJournalsnotifiedonUGCwebsiteduringthe last five years

Response:3.71

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

2021-22	2020-21	2019-20	2018-19	2017-18
48	85	71	120	100

File Description	Document
Listofresearchpapersbytitle,author,department, name and year of publication	[View Document](#)
Any additional information	[View Document](#)

3.4.4 Number of books and chapters in edited volumes / books published per teacher during the last five years

Response:0.12

3.4.4.1**Totalnumberofbooksandchaptersineditedvolumes/bookspublishedandpapersin national/ international conference proceedings year-wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
13	0	0	0	1

File Description	Document
Listbooksandchaptersineditedvolumes/books published	[View Document](#)
Any additional information	[View Document](#)

3.4.5Bibliometricsofthepublicationsduringthelastfiveyearsbasedonaveragecitationindexin Scopus/ Web of Science or PubMed

Response:3.75

File Description	Document
Bibliometricsofthepublications during thelastfive years	[View Document](#)
Any additional information	[View Document](#)

3.4.6BibliometricsofthepublicationsduringthelastfiveyearsbasedonScopus/WebofScience-h- index of the Institution

Response:3.5

File Description	Document
BibiliometricsofpublicationsbasedonScopus/ Web of Science - h-index of the Institution	[View Document](#)
Any additional information	[View Document](#)

3.5 Consultancy

3.5.1Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs).

Response:0.25

3.5.1.1**Totalamountgeneratedfromconsultancyandcorporatetrainingyear-wiseduringthelast five years (INR in lakhs).**

2021-22	2020-21	2019-20	2018-19	2017-18
0.2	0.010	0.019	0.019	0

File Description	Document
List of consultants and revenue generated by them	[View Document](#)
Auditedstatementsofaccountsindicatingthe revenue generated through consultancy and corporate training	[View Document](#)
Any additional information	[View Document](#)

3.5.2Totalamountspentondevelopingfacilities,trainingteachersandstaffforundertaking consultancy during the last five years (INR in Lakhs).

Response:0.23

3.5.2.1**Totalamountspentondevelopingfacilities,trainingteachersandstaffforundertaking consultancy during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0.23	0	0	0	0

File Description	Document
Listoftrainingprogrammes,teachersandstaff trained for undertaking consultancy	[View Document](#)
Listoffacilitiesandstaff available orundertaking consultancy	[View Document](#)
Audited statements of accounts indicating the expenditureincurredondevelopingfacilitiesand training teachers and staff for undertaking consultancy	[View Document](#)

| Any additional information | View Document |

3.6 Extension Activities

3.6.1 Extensionactivitiesarecarriedoutintheneighbourhoodcommunity, sensitizing studentsto social issues, for their holistic development, and impact thereof during the last five years

Response:

College imparts value based education to the students to understand the reality of the society. The college tocommunityoutreachprogrammeisanintegralpartofthecurriculuminadditiontopartVandextension activities attended by the students. All the departments carry out their social responsibility by creations awareness among the public in various domains.

- ADMCollegehastwoNSSunitswhichactivelyinvolvedinBloodDonationcamps,HealthCheck- up Camps, Eye Check up Campsand Covid 19 Vaccination camps in the college premises and adopted village. They participated in road safety programme organized by theDistrict collector office and create awareness on traffic rules and road safety among the public. During this last five years students regularly visited the adopted village and five organized special camps for 10 days every year. They regularly monitor the socio-economic conditions, health and sanitary issues and environment cleanliness for the betterment of the village people.

- The NCC unit of the college is actively involved in the activities like RDC Selection camp, IUC selection camp ,TSC selection, Firing camp, Voters day, International yoga day, Anti drug programme,Coronaawarenessprogramme,TreeplantationandVaccinationawarenessprogramme for the benefit of the students and the people in the adopted village.

- The Volunteers of YRC, RRC, Rotract and EXNORA were provided with an opportunity to serve the public and get sensitized with the social issues, guided by the coordinators to do activities for achieving its goals and objectives.

Activities undertaken in the last five years (2017 to 2022) are:Dengue fever awareness programme, first aiddemonstration,awarenessprogrammetolinkAadharcardwithrelevantdocuments,roadsafetyweek 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 ofimportance of medicinalplants, free computer education training, rainwater harvesting awareness procession, World Water Day celebration, Anti-Drug awareness rally, Waste Management Programme, Awareness programme on "Swachh Bharat" AIDS awareness programme on blood donationCamp, sugar testing campand awareness programme on Gender Issues, Legal Rights of Women, Food Preparation, Cleaning ofAdopted Village, Schools, Temples, Community Halls,

Wall Painting, Promotion Of Compost Pits And Proper Management of Plastic Waste, Education About

Eco Friendly Products, E – Literacy Programmes, Health and Safety Programme, Arts and Crafts Training Programme, 'Covid-19 Awareness' Programmes, Conduct of Bio-Science Exhibition , Drawing Competition to school children for Go Green and Remain Clean, Yoga Day celebration, JAL Shakti Abhiyan programmes, Mega Tree Plantation Campaign, GAJA cyclone relief work, coastal cleaning of plastics, Women's Safety and Protection, Women Entrepreneurship through small scale business , women empowerment and girl child awareness programme.

File Description	Document
Upload Any additional information	View Document
Paste link for additional information	View Document

3.6.2NumberofawardsandrecognitionreceivedbytheInstitution,itsteachersandstudentsfor extension activities from Government / Government recognised bodies during last five years

Response:28

3.6.2.1**TotalnumberofawardsandrecognitionreceivedforextensionactivitiesfromGovernment/ Government recognised bodies year-wise during the last five years.**

2021-22	2020-21	2019-20	2018-19	2017-18
13	4	5	5	1

File Description	Document
Numberofawardsforextensionactivitiesinlast5 year	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.6.3 Number of extension and out reach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years
Response:320

3.6.3.1**Number of extension and out reach programs conducted by the institution through NSS / NCC, Government and Gover**2021-22	2020-21	2019-20	2018-19	2017-18
50	75	85	45	65

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach Programmes conductedwithindustry,communityetcforthelast five years	[View Document](#)
Any additional information	[View Document](#)

3.6.4Averagepercentageofstudentsparticipatinginextensionactivitieslistedat3.6.3aboveduring the last five years

Response:32.19

3.6.4.1**Totalnumberofstudentsparticipatinginextensionactivitieslistedat3.6.3aboveyear-wise during the last five years.**

2021-22	2020-21	2019-20	2018-19	2017-18
546	625	573	649	634

File Description	Document
Reports of the event	[View Document](#)
Averagepercentageofstudentsparticipatingin extension activities with Govt or NGO etc	[View Document](#)
Any additional information	[View Document](#)

3.7 Collaboration

3.7.1 Number of Collaborative activities per year for research /faculty exchange / student exchange/ internship/ on –the-job training/project work

Response:5

3.7.1.1**Total number of Collaborative activities per year for research / faculty exchange / student exchange/ internship/ on –the-job training/project work**

2021-22	2020-21	2019-20	2018-19	2017-18
08	04	03	06	04

File Description	Document
NumberofCollaborativeactivitiesforresearch, faculty etc	[View Document](#)
Copies of collaboration	[View Document](#)
Any additional information	[View Document](#)

3.7.2 Number of functional MoUs with institutions of national, international importance, other institutions, Industries,corporatehousesetc.duringthelastfiveyears(onlyfunctionalMoUswith ongoing activities to be considered)

Response:21

3.7.2.1**NumberoffunctionalMoUswithinstitutionsofnational,internationalimportance,other Institutions, industries, corporate houses etc. year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
8	1	1	8	3

File Description	Document
e-copiesoftheMoUswithinstitution/industry/ corporate house	[View Document](#)
Details of functional MoUs with institutions of national,internationalimportance,otherInstitutions etc during the last five years	[View Document](#)
Any additional information	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 TheInstitutionhasadequateinfrastructureandphysicalfacilitiesforteaching-learning.viz., classrooms, laboratories, computing equipment etc.

Response:

Response:

ADM College (Autonomous) with its location advantages of accessibility has adequate physical infrastructural facilities, which includes a number of sufficient classrooms laboratories halls auditorium libraryfacultyrooms,playgrounds,foodcourt,parkingareaandhostelstosupporttheacademicactivityin the campus.ADM College Management augments and constantly upgrades the physical facilities to facilitate the teaching-learning process. The college is set on an area of 26**-acre green campus** with imposing buildings and infrastructure with all amenities.

The College has well-constructed heritage building with an area of 78,028.114sq.ft. with provisions for learning resources. All classrooms totally occupy35305.733 sq.ft.

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

- **62** well-furnished class rooms,**07 Seminar Halls with ICT** provisions to facilitate the conduct of seminars, conferences, workshops, special lectures, meetings and events organised by the departments.
- The**Audio-VisualHall**withthestate-of-artacoustics,highresolutionprojectorandLEDDisplay Digital Board can seat 100 participants covers an area of 2700.54 sq.ft.
- **18 Science and other laboratories** furnished with adequate equipment.
- **Language Laboratory** with 20 systems to enhance students' communication skills.
- **305**systems with printers and scanners to facilitate teaching and learning.
- **100 Mbps broadband connectivity** and **45** controlled Wi-Fi access points with Optic fiber cabled connectivity provided to all the buildings in the campus.
- **5 Generators** with a total capacity of 75 KVAthat guarantee uninterrupted power supply.
- **A Museum** with a variety of zoological specimens maintained by the Department of Zoology and Department of B.Voc Marine.
- **A Recording studio**that supplements the needs of the faculty for the**e-content development.**
- **Aherbalgarden,**maintainedbythedepartmentofBotany,helpsstudentsgainpractical knowledge on the cultivation of medicinal plants and organic plants.
- A**Counselling Centre** with counsellors offering individual and group counselling.
- Twoblockshaverampsfordifferently-abledstudents,witha**lift**inthemainblock.   20
- systems equipped with internet facility for **free browsing facility** to students.

The Centre is open till 5.30 p.m. for the benefit of the students.

- **12departments**maintaindepartmentallibraries.Alldepartmentsareprovided with

computers with internet facility and printers.

The Library is situated in an area of 6348.24sq.ft.The central library houses 41,098 books and 77 reputed Journals and 17 Magazines. Its salient features are: Subscription to 6658 online full-text access journal titlesande-resources cubicles for researchers.

ADM College has playground covering an area of Basket Ball court with 5447.79 sq.ft , Ball Badmintoncourtwith3935.9sq.ft,KabbadiCourtwith1720.52sq.ft.,VolleyBallcourt3097.8sq.ft.,and Khokko court with 3082.74. sq.ft.

The College has Women's Hostel with 20rooms for 200 students covering an area of **23,376 Sq.ft.,**

The campus is wi-fi enabled to accessthe Internet and Internet facilities and infrastructureincludes Training and Placement Centre, IQAC Office, Contoller of Examinations Office, Students Counselling Centre , College Canteen etc.

File Description	Document
Upload Any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

The college has **4.8acres** ofsports ground for playing Volleyball, Ball badminton, Handball, Throw ball, Football, Kho - Kho, 200m Track, Shot put, Discus and various games.

An **indoor stadium and outdoor stadium is** constructed with the financial support from UGC under the XI and XII Plan to facilitate students' accomplishments in sports.

The playground includes

(They ears of introduction of the sports and games and size of the track / court are mentioned in parenthesis.)

Outdoor:

- A regular 400 meters track [2017,176.76x92.76Sq.Mts] with necessary facilities to conduct long jump, high jump and triple jump pit, shot-put, javelin, discus and hammer throw sector.
- A Kabbadi Courts   -[1975, 12 x 8 Sq.Mts]a
- Kho – Kho Court   -[1975,23x14Sq.Mts] a
- Volleyball court   -[1979, 18 x 9 Sq.Mts]
- A handball Court   -[1979,40x20Sq.Mts] a
- Ball badminton court   -[1980, 24x12Sq. Mts.]
- A Netball Court   -[1980,30.5 x 15.25 Sq.Mts]

Indoor Auditorium:

Besides, the college has infrastructural facilities for indoor games like table tennis, chess and carom.

The indoor sports facility is spread around 6825sq.ft area which is meant for playing Badminton, Shuttle, Table Tennis and Yoga is available in the campus exclusively for Indoor games.

It also includes a first aid section with adequate facilities. The facilities, with year of establishment and area specification, are listed below:

Indoor:

TwoShuttleGround-2[2016,13.4x6.1Sq.Mts.each]

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

Yoga – 200 sq.mts.

An **open area**, with a seating capacity of 800, affords a panoramic view of the ground. Our sportswomen, of whom 50 are **University Blues**, have been winning accolades in variousTournaments. The sports pavilion has a rest room for the ground staff and an equipment store room.

Meditation in Action Movement (MAM) is part of curriculum under part IV Value Education for all I year Undergraduate students. Students are trained by Yoga experts. Nearly 150 students can be accommodated at a time for a session. Every year International Yoga Day is celebrated in the college on 21st June.

In the FitnessCentre WeightReductionProgram,WeightManagementProgramincludingmachinework-outs, group fitness, etcare given by the PhysicalDirectress.

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)

Counselling Centre

A Counselling Centre is open for students. Faculty members / Mentorsoffer individual and group counselling.

Promoting Fine Arts

An open auditorium with a stage, with supporting audio-visual aids, lighting facilities and necessary equipment's and properties for conducting various cultural events is available. The College has well-stocked backstage provisions with costume and jewelleryto support cultural activities. Students interested in fine arts and cultural events are trained and encouraged to take part in intra and inter collegiate competitions. The Fine Arts Coordinator and the team members are entrusted with the responsibility of trainingandensuringstudent-participationincompetitions.ADMCollegeconductsinter-departmental

cultural festival " Talents Day".

File Description	Document
Upload any additional information	View Document
Geotagged pictures	View Document
Paste link for additional information	View Document

4.1.3PercentageofclassroomsandseminarhallswithICT-enabledfacilitiessuchassmartclass, LMS, etc. *(Data for the latest completed academic year)*

Response:100

4.1.3.1 **Number of classrooms and seminar halls with ICT facilities**

Response: 62

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure for infrastructure augmentation excluding salary during the last five years (INR in Lakhs)

Response:54.66

4.1.4.1**Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
33.8	24.21	22.51	25.02	8.64

File Description	Document
UploadDetailsofExpenditure,excludingsalary during the last five years	[View Document](#)
Upload audited utilization statements	[View Document](#)
Upload any additional information	[View Document](#)
Link for any additional information	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 LibraryisautomatedusingIntegratedLibraryManagementSystem(ILMS)

Response:

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. 77 Journals and 17magazines in science and arts are alsosubscribed. Library is built up area in 6348.24 Sq.ft. and it has three floors.

Library is automated with ILMS software.

- Name of the ILMS : KOHA
- Natureofautomation:Fully
- Version :18.11
- Yearofautomation:2019
- Year of updating : 2019

Automated services provided in the library are reader oriented and reader (user) friendly. They 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
- Reprographicservice&Printingservice
- Computerized library / transaction
- Reference service
- Circulationservice
- Today's News
- Today's thought
- Newspaperclippingservice
- Table of contents alert
- Current Awareness service
- Internet & E-Resources Access (E-books and E-Journals)
- Reader'sClub(CompetitiveExamcoaching,Toimprovereadinghabit) Any
- other :
  - Extension activities for library programme

Volunteer service

ThecollegelibraryhasmembershipinINFLIBNET(N-List)since2012andDELNETsince2013foreasy access to e-resources. Besides, it has membership with American Information Resource Centre, Chennai (AIRC) from 2012andBritish Council Library, Chennai from 2006 subscribes to the database through whichstaff,studentsandresearcherscanaccessnearly6658e-journalsand1500e-books.CCTV–camera have been installed to monitor the movement of the students and staff has gate entry system is in practice. The library functions with the mechanism of cataloguing, circulations public access, barcoding, serials control which are automated.The software KOHA is free open-source licensed software designed to meet all types of library housekeeping operations.

Collegetakestepstoimprovethepossiblemeasuresofinnovationinthelibrary.Theyare Free

- wi-fi,Internet access,Free download facility,
- National Library week day celebration, Webinar, Workshop, Book exhibition,
- Dissemination of information through whatsapp and e-mail.
- New arrivals of books communicated through e-mail and whatsapp.
- LibraryusageisoptimizedbykeepingitopenduringexaminationdaysandSaturdays Library
- Working Hours
    Library Working Time :9.00 a.m. to 5.30 p.m.
    Vacation Time   : 10.00 a.m. to 4.00 p.m.
    Holiday   :Sunday's&AllGovernmentHolidays

- Earn while you learn scheme practiced/ encouraged/given.

Topromotereadingcultureamongthestudents,thefollowingstepsaretaken: Best

- News reader award is given
- Bestuseraward(Student)isgiven
- Best user award (Staff)
- NationalLibraryweekprogramme(Competitionsforstudents)
- NationalLibrariandayprogramme(Competitionsforstudents)
- Library orientation programme (I Year UG & PG)
- Orientation programmefor e-resources (UG &PG)

File Description	Document
Upload any additional information	[View Document](#)
Paste Link for additional information	[View Document](#)

4.2.2Institution has access to the following: 1.e-journals 2.e-ShodhSindhu 3.Shodhganga Membership 4. e-books 5. Databases 6. Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Detailsofsubscriptionslikee-journals,e-books,e-ShodhSindhu, Shodhganga Membership etc	[View Document](#)

4.2.3Averageannualexpenditureforpurchaseofbooks/e-booksandsubscriptiontojournals/e- journals during the last five years (INR in Lakhs)

Response:0.3

4.2.3.1**Annualexpenditureofpurchaseofbooks/e-booksandsubscriptiontojournals/e-journals year wise during last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0.59736	0.19	0.3	0.2	0.2

File Description	Document
Detailsofannualexpenditureforpurchaseofand subscription to journals/e-journals during the last five years	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

4.2.4Percentageperdayusageoflibrarybyteachersandstudents(footfallsandlogindatafor online access)during the latest completed academic year

Response:41.33

4.2.4.1 **Number of teachers and students using library per day over last one year**

Response: 787

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 *InstitutionhasanITpolicycoveringwi-fi,cybersecurity,etc.,andallocatedbudgetforupdating its IT facilities*

Response:

I The bandwidth of the internet connection also has been increased from 10 mbps to 100mbps. IT infrastructure of the College comprises 305 computersand 4 servers connected with Wi-Fi, LAN and eleven access points. TheinstitutionhaseightwellmaintainedcomputerLaboratorieswithWi-FiandLAN Network facility. The existing computer systems have been upgraded to the new configuration to support theadvancedsoftwaretechnologieswithUPSandBatterybackupfacilities;andareprotectedwithoriginal   anti-virus software. Language lab is installed with 20 terminals and ExpressProliteSoftware installed in 2019. Licensed Software Windows 10 is available in the COE Section. n 2012 TALLY ERP 9 (Gold) was installed in the College Office and every year renewal is done. Cyber security for entire internet networkingiscontrolledbya default thardwarefirewallavailableinthemodem,withanti-virusfacilityfor all systems.

The institution is equipped with licensed Microsoft software products under Microsoft Open Value Subscription Education Solutions Agreement. The Software tools such as Mat Lab, R programming are used in Mathematics practicals. 06 classrooms and 01 Laboratory of the college are equipped with LCD projectors and 62 classrooms are Wi-Fi enabled to facilitate the teachers to switch over to IT supported teaching-learningmethods.Theadministrativeofficeisprovidedwithafacilityofonlineadmissionforthe students, a software for fee collection, account maintenance and Bulk SMS services. A software for Students E-Attendance Monitoring System' has been installed to monitor the regularity of students' attendance. Digital learning orientation has been organized by the college library to motivate the teaching staff and students for using e-library resources.

ThesoftwareKOHA,OPAC,NPTELonlinecourses,INFLIBNETN-LIST,DELNETareregularlyusedin the college library. ADM Portal is the ERP software used to manage all the administrative and academic processonline.ADM   CollegeERP,coversAdmission,Attendance,   Evaluation   Management (internal   and   external)   including   Question   Banking,Documentation,AcademicandOffice Administration.

ThelearningprocesshasbeenmoreeffectiveduetosubscriptionofG-Suite.AsapartofG-Suiteservices,   all   the students and teaching staff members have been given individual email IDs. GoogleDrive, Google Meet, Google Classroom, Google Form, Gmail and other services of Google are extensively used for effective teaching-learning process. Besides, Google Classroom is regularly used by the teachers as a platform for sharing course materials, giving assignments and sharing subject related e-resources. The institution regularly updates its website to disseminate valuable information to the stakeholders. The College has its official Website, Facebook page and WhatsApp groups which are updated and used on a regular basis.

The computer lab for Mathematics has been set up by the Management for the benefit of non IT students. Mikes, amplifier and other sound systems are used for various programmes of the college. During Covid 19theinstitutionconductedtheevenandoddsemesterexaminationsthroughonlinemodewiththesupport of180systemsandinternetfacilityintheentirecampus.ThecollegecampusisunderClosedCircuit(CC)   TV surveillance. A good number of CC Cameras have been installed at all strategic places. Repair and maintenance work related to IT facilities such as software installation, hardware repair, network related issues etc., are outsourced through Annual Maintenance Contract.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response:5.86

File Description	Document
Student - computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution.

Response:?50 MBPS

File Description	Document
Upload any additional information	View Document
Detailsofavailablebandwidthofinternet connection in the Institution	View Document

4.3.4 Institution has the following Facilities for e-content development

1. **Media centre**
2. **Audio visual centre**
3. **Lecture Capturing System(LCS)**
4. **Mixing equipments and softwares for editing**

Response:B. 3 of the above

File Description	Document
Upload Additional information	View Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage expenditure incurred on maintenance of physical facilities and academic

support facilities excluding salary component during the last five years

Response:50.04

4.4.1.1**Expenditureincurredonmaintenanceofphysicalfacilitiesandacademicsupportfacilities excluding salary component year wise during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
23.08	24.21	22.57	25.02	8.64

File Description	Document
Upload any additional information	[View Document](#)
Detailsaboutassignedbudgetandexpenditureon physical facilities and academic facilities	[View Document](#)
Audited statements of accounts	[View Document](#)

4.4.2Thereareestablishedsystemsandproceduresformaintainingandutilizingphysical,academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Response: The institute has well-established systems and procedures, organized and decentralized mechanism for maintaining and utilizing physical, academic and support facilities. DeanInfrastructure Head , through the committee conducts periodically checks to ensure the efficiency/working condition of the infrastructure. The stock verification committee undertakes the stock-taking and verification of the physicalfacilitiesattheendofeveryacademicyearandreportsthesametothePrincipal.Thedepartments are expected to maintain a stock register for the available equipment.Follow-up is undertaken by the Infrastructure head for such need in consultation with the Principal. The college has outsourced contracts forSecuritywhoensuresvigilanceroundtheclockandhousekeepingservicesforensuringcleanlinessand hygiene on the campus.

- **PhysicalFacilities:SeminarHallsareutilizedforconductingmeetings**ofstudentsandfaculty members, department activities, seminars, training programs, conference, guest lectures, Ph.D public viva voce examinations , celebrations, gatherings, etc., .Standard Operating Procedures (SoP) for its use and maintenance have been laid down and communicated to the users.
- **College Canteen:** Canteen is maintained by the Institution with a good supply of snacks and food.
- **Lift Facility:** Its maintenance and upkeep is carried out through authorized service providers from time-to-time.
- **Basic Science Laboratories:** The college has well-equipped ten Basic Science Laboratoriesfor both undergraduate and postgraduate programmes. The Heads of the respective Departments are responsible for maintaining and utilizing the Laboratories of their departments.The maintenance ofequipment'sandcleaningofglasswareisdonebylabassistantsaftereverypracticalclass.Stock registersandaccessionregisterforequipment,glasswareandchemicalsareupdatedannually.

Concentrated acids and hazardous chemicals are safely kept in separate store room or racks. The laboratories using chemicals are provided with first aid kits. Improved safety is ensured through instant evacuation door, exhaust fans, masks and gloves and fire extinguisher. Logbooks are maintained to record the use of equipment and facilities .

- **Zoological Museum:**The specimens in the museum of Zoology is regularly monitored and supervisedbytheconcernedfacultyofthedepartmentstoensureitsupkeepandothermaintenance.
- **Computer Laboratories and ICT Tools :**The computer systems are maintained with the help of the hardware technicians. The requirement of the repair of the systems has to be reported to the Technical Assistant appointed bytheManagement . The Head of the Department of Computer Science and Applications oversees the maintenance and operation of Computer Labs and recommends suitable configurations from time-to-time. All the systems are security protected and are updated on time. Laboratory Attendant performs minor maintenance of the system and peripherals.Foranymajorissues,theyareservicedbyrespectivetechnicalassistants.Logbooksare maintained to report use of laboratories . Studentsarenotpermittedtoremaininthe laboratorywithoutthesupervisionofalaboratory staff / teachers.E-Waste strategies are followed for obsolete IT equipmentsThe software update, ICT tools and internet related issues are resolved by the respective service providers through Annual Maintenance Contracts.
- **Library & Information Centre and Reading Room :**The Library is supervised by the Librarian in coordination with the Library Advisory Committee. The committee takes care of up-gradation, enrichmentandmaintenanceofthelibrary.Theactivitieslikekeepinglibrarywell-sortedandclean aredonepromptlybylibrarystaff.SufficientstaffisengagedintheLibraryandReadingRoomfor properfunctioningandmaintenance.TheLibraryAdvisoryCommitteeensuresthemaintenanceof Library and Reading Room facilities, considering its requirements, resolving about buying new books as per allocation of funds and demand of the books provided by the departments through respective Heads of the Departments. Major decisions regarding the purchase of new books, weeding out of the outdated or unwanted books, etc. are taken in the Library Advisory Committee meeting and recommended to the Principal for the approval. Condition of old books are monitored and hard bounded if necessary.
- **SportsFacilities:**Afull-time,qualifiedandwell-experiencedPhysicalEducationDirectorhasbeen appointedtolookafterthesportsactivitiesinthecollege.ThePhysicalEducationDirectorensures proper upkeep of sports facilities, ground and equipments from time-to-time. Maintenance of open airgroundthroughregularweedingandlevelingistakencareof.Maintenanceofgymequipmentis done whenever necessary. The old and outdated sports equipment is replaced whenever required. TheOutdoorstadiumhasbeenconstructedduring2016–2017withthesupportoffundsprovided bytheUGC.AStockRegisteroftheSportsmaterialsiskeptinthedepartmentandanannualstock verificationis performed.

- **Classrooms:**Adequate support and maintenance staff are appointed exclusively for maintenance

    andupkeepoftheclassrooms.Theroutinehouse-keepingandthemaintenanceoftheclassroomsis

    performed by the housekeepers appointed as per cleaning schedule which is monitored by

    concerned Infrastructure In-charge and discipline Committee. Students are sensitized about

    cleanlinessandmotivatedforenergyconservationbycarefuluseofelectricityinclassrooms..The

    utilizationofthecampusforpublicandgovernmentrequirementslikecampusdrives,central and State

    competitive exams such as TNPSC, Police Entrance Exam, B.Ed Examsduring

    holidaysandweekendsisapprovedbythePrincipalwith the consent of the Management.

    GreenCampus:Theentirecampushasalushgreencover.Itisaplasticfreecampus.Cleaningthe Campus

area is done on a daily basis by the House Keeping Staff.

- **Water and Waste Management:**Solid,liquidandWastemanagementsystemsareinplace inthecampusincluding2waste treatment plants and 2rain water pits . Adequatenumberof color-coded dustbin facilities available throughout the campus for the segregation of bio- degradable and non-degradable waste.

- **Hostel infrastructure:**Hostel Committee consist of the Management, Principal, Warden, and Deputy Warden.The responsibility of periodic repair of the hostel infrastructure is vested on the Warden.Aadmissionregister,Complaintbookandmovementregisterarekeptinthehosteloffice and entries are made.

- **Maintenanceofotherfacilities:**ThegeneratorandUPSandtherecreationspotsareservicedand maintained periodically. TheDepartmentHeadscarryoutperiodicassessmentofthe academicfacilitiesandreporttothe concerned sections in case of requirements for repair and maintenance. A Maintenance Complaints Register is maintained in the College office to register grievances ofthestaffandstudentsrelatedtoinfrastructure,cleanlinessandmaintenance.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1Averagepercentageofstudentsbenefitedbyscholarshipsandfreeshipsprovidedbythe Government during last five years

Response:77.13

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Governmentandnon-governmentbodies,industries,individuals,philanthropistsduringthelastfive years (other than students receiving scholarships under the government schemes for reserved categories)**

2021-22	2020-21	2019-20	2018-19	2017-18
1470	1371	1403	1443	1543

File Description	Document
Upload self-attested letterwiththelistofstudents sanctioned scholarships	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Averagepercentageofstudentsbenefitedby scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, free ships, etc. provided by the institution and non-government agencies during the last five years

Response:2.03

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2021-22	2020-21	2019-20	2018-19	2017-18
44	47	23	41	37

File Description	Document
Upload any additional information	[View Document](#)
Numberofstudentsbenefitedbyscholarshipsand freeships besides government schemes in last 5 years	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.1.3 Following Capacity development and skills enhancement activities are organized for improving studentscapability1.Softskills2.Languageandcommunicationskills3.Lifeskills(Yoga,physical fitness, health and hygiene)4. Awareness of trends in technology

Response:A. All of the above

File Description	Document
Detailsofcapabilityenhancementanddevelopment schemes	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4Averagepercentageofstudentsbenefitedbycareercounselingandguidanceforcompetitive examinations as offered by the Institution during the last five years.

Response:14.02

5.1.4.1**Numberofstudentsbenefittedbyguidanceforcompetitiveexaminationsandcareer counselling offered by the institutionyear wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
353	220	450	290	0

File Description	Document
Number of students benefited by guidance for competitiveexaminationsandcareercounselling during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.5 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases1. Implementation of guidelines of statutory/regulatory bodies

2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response:A. All of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutesofthemeetingsofstudentredressal committee,preventionofsexualharassment committee and Anti Ragging committee	[View Document](#)
Detailsofstudentgrievancesincludingsexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response:59.73

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2021-22	2020-21	2019-20	2018-19	2017-18
218	283	199	467	419

File Description	Document
Upload any additional information	[View Document](#)
Self-attested list of students placed	[View Document](#)
Detailsofstudentplacementduringthelastfive years	[View Document](#)

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

Response: 27.04

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 136

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

5.2.3Averagepercentageofstudentsqualifyinginstate/national/internationallevelexaminations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response:11.36

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/CivilServices/Stategovernment examinations, *etc.*)) year-wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1	1	1	1	1

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: IIT/JAM/NET/SLET/GATE/GMAT/CAT,GRE/TOEFL/CivilServices/Stategovernment examinations) year-wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
10	10	07	10	08

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Number of students qualifying in state/ national/ internationallevelexaminationsduringthelastfive years	[View Document](#)
Any additional information	[View Document](#)

5.3 Student Participation and Activities

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

Response:92

5.3.1.1 **Number of awards/medals won by students for outstanding performance in sports / cultural activitiesatinter-university/state/national/internationalevents(awardforateameventshouldbe counted as one) year - wise during the last five years.**

2021-22	2020-21	2019-20	2018-19	2017-18
11	19	26	20	16

File Description	Document
Number of awards/medals for outstanding performanceinsports/culturalactivitiesatinter-university / state / national / international level during the last five years	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

5.3.2PresenceofanactiveStudentCouncil&representationofstudentsonacademic& administrative bodies/committees of the institution

Response:

The Students Council:

- The Students Council of A.D.M. College is the representative body of students to hone their leadershipqualities.Studentsinvolvementineverysphereofactivitywithinthecollegeenablesthe studentstodeveloptheirpersonalityandleadershipqualitiesresultingintheiroveralldevelopment. They act as a bridge between the students' community and the college administration and play a vital role in the smooth functioning of the college**.**

The Responsibility:

- The Chairman and Vice – Chairman are elected from the final year UG Students of aided and self-financing section respectively and the Secretary and Joint secretary are elected from 2nd year.
- TheinstallationofOfficeBearersandCelebrationofTalentsDay/Fresher'sDaymarkthebeginning of activities of the student's council.
- Throughout theyear,studentsinvolvethemselvesinassociation,clubandextensionactivities which mold them into socially responsible individuals.
- It organizes the celebration of various important days like Independence Day, Republic Day, Teachers Day, College Annual Day and Farewell Day. Noble values like patriotism, equality and respect to the teachers are nourished through these programmes.

The Role:

- 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.
- Students involvement in the activities of the departments in organizing various Curricular, co – curricular and extracurricular events, increases their ability to organize and enrich their holistic development.
- Every Semester, departments conduct programmes like Association Meeting, Youth Development Programme, Women Centred Programme, Speakers Forum, Journal Club, Quiz, Seminars and Exhibitiontoimprovetheleadershipskills,communicationskillsandpersonalitydevelopmentand alsopublishedTamilosaijournal(inregionallanguage)whichexhibitthecreativenessandwriting skills of the students.

The Representation:

- Functioning of various committees in the college are the platforms for the students representatives to contribute ideas and solve the grievances of the student community.
- IntheInternalComplaintsCommittee,twostudentsfromUGandPGareincludedtorepresent their grievances.
- Anti-Ragging Committee has two students representations for better franchising and enabling it to spread the spirit of harmony among senior and junior students.
- Hostel Committee, constituted by the students, manages the internal affairs of the hostel and assist the residential warden and warden.
- Sports Committee representatives contribute to the sports and games activities in the campus.
- StudentCouncilrepresentativesassistthefacultyandDisciplinecommitteeinmaintaining disciplineduringassemblytime, lunch breakandalsoinorganisingvariousfunctionsinthe college. NSS students exhibit their social responsibility by providing their service in the adopted village
- nearercommunitiesduringfestivalseasonsandtemplefestivals.NCCcadetspromotepatriotismby rendering their service during the celebration of Independence Day, Republic Day, Flag Day, College Day and Sports Day. NSS, NCC students and students' council members are deputed to maintain discipline in the college premises.
  Students play an active part inthe editorial board of college magazine
-

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

5.3.3Average number of sports and cultural events /competitions organised by the institution per year

Response:8.4

5.3.3.1**Numberofsportsandculturalevents/competitionsorganisedbytheinstitutionyear-wise during the last five years.**

2021-22	2020-21	2019-20	2018-19	2017-18
20	10	4	4	4

File Description	Document
Upload any additional information	[View Document](#)
Report of the event	[View Document](#)
Numberofsportsandculturalevents/competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 TheAlumniAssociation/Chapters(registeredandfunctional)contributessignificantlytothe development of the institution through financial and other support services.

Response:

AlumniAssociation

Objectives:

The alumni association facilitates an interaction between the alumnae and the institution. All the outgoing students become the members of the association. Though the alumni get together and interaction with the currentstudents have been a part of the institution for a long time, during the annual convocation Day celebration,itbecamearegisteredassociationonthe22ndDecember2022withanameADMCollegefor Women (Autonomous) Alumni Association Nagapattinam under section 27 of TamilNadu societies registration Act 1975 with the serial number SRG/Nagapattinam/71/2022

The departments of various discipline have accounts in the Facebook / website / whatsapp, instagram related to Alumni data. The elected office bearers are among the staff alumni of ADM College , Nagapattinam,occupyingthepostlikePresident,VicePresident,Secreatry,JointSecretary,Treasureand Executivecommitteemembers.Thecurrentmembershipoftheassociationisaround987.Themembership of the association is of two types – annual and Life. Alumni meet once a year which is organized during theGraduationDay.Theyhaveaseparatealumnigettogetherintheirrespectivedepartments.Elitealumni are honoured in the Women's Day Celebration.

The alumni have always whole heartedly supported the institution and have contributed in various ways for students support and infrastructural growth. Their involvement includes

- BOSofeachdisciplinehasanalumnaeasitsmember.Shekeepsabreasttheprogressandneedsof the institution and serves as a liaison.
- Many alumane have been appointed as faculty (39), administrative and supportive staff (8) including the Principal of this institution. Being the conversant with the ethos of the institution, they serve as the link between the generation of the students.
- Prominentalumniwhohavedistinguishedthemselvesinvariouswalksoflifeareinvitedtointeract with the students, as guest lectures, resource person, examiners talks at various college events. Their achievements inspire the current students.
- Thealumnaewomenentrepreneurssharedtheirskillstoenhancethestudentstheirskillstoenhance the student's employability skills and help to reduce the gap between the theory and practice.
- TheAlumniAssociationprovidesfinancialaidtothedeservingstudents.Partialorfullpaymentof the fee is done by the staff alumni also as per the financial position of the students and their requirements. Alumnae serve as members of doctoral Research committee and act as external examiners for
- M.Phil., andPh.D. viva voce examination.
  Our Prominent Alumnae are occupying pivotal post in Secretariat, Principals, Dean and Vice
- principals of the College, Charted Accountants, Academic Director in the Institute of Company Secretaries of India, Tahsildar, Deputy Tahsildar, Project Directors, Software Test Leadsin IT companies, Heads of the Departments, Bank Managers

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

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

Response:C. 5 Lakhs - 10 Lakhs

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 Thegovernanceoftheinstitutionisreflectiveofaneffectiveleadershipintunewiththevision and mission of the Institution

Response:

The IQAC of the College ensures participative management. The College adopts a multi-stakeholders approach with participation of head of the institution, Management representative (advisor), IQAC members,alumni,Parentsandexternalexpertslikepeoplefromtheindustry,etc.,guidingthecollegeinits enthusiasticjourneytowardsachievingitsmissionanditsvision.Inkeepingwiththeaboveprinciples,the Principalofferseffectiveleadershipbymotivatingallstaffandstudentstodotheirbest.Decentralizationis practiced throughout the College.

CASE STUDY:

Participatory approach of IQAC:

* The IQAC members act as the facilitators along with the HODs in identifying the best practices being followed by the respective departments individually.
* Search committee is constituted to identify the various funding agencies for research promotions and departments are informed to apply for minor/major projects and FDP not only from UGC sponsored schemes but also from non-Government funding agencies.
* TheIQACalsoactsasadocumentingcentrefortheseminars,workshops,publications,andrecords of evidences related to all activities conducted in the college.
* IntroducedtwonewB.Voc.programmesfundedbytoUGCfrom2019.
* Motivating the faculty to ensure quality maintenance activities.
* Encouraging the faculty to use innovative technology in their class room teaching learning
* Reviewing the functioning of all departments academic and extension activities and facilities byarranging internal and external academic audit annually.
* TermwiseteachingplanismaintainedbyeachstaffmemberandmonitoredbytheHODsand IQAC. Students feedback is obtainedin every semester to review the performance of staff.
* Feedback from parents at Parent-Teacher Meet, from alumni at Alumni Meet are collected to
* review the performance of faculty. Exit analysis report by the outgoing students help to review the performance of staff and also institutional performance. The IQAC has introduced the student feedback system as per the NAAC guidelines on institutional parameters. Students continuously assess curriculum, teaching and learning, library, infrastructure and learning outcomes and reflect their opinions in the feedback forms. The feedback is compiled, analysed and communicated to teachers.
  Based on the feedback report, Principal takes personal interest in guiding the teachers. Senior
* faculty members of the department groom the new recruits to help them to enhance their teaching and evaluation performance.
  College is providing remedial coaching to SC/ST, bridge course for first year students, soft skill
* development programmes for the second year students and communication development programmes and training programmes to final year students.

Significant contributions of IQAC

1. Effectivedeliveryofcurriculumbyincorporatingthesuggestionsprovidedbytheexternal members of BOS and Academic Council.
2. Enhanced usage of ICT tools improves teaching learning evaluation method.
3. Organizing seminar/workshops andconference
4. Increased numberof certificate courses on skill oriented and vocational based curriculum.
5. Organising staff training programme.
6. Conductingcompetitiveexamcoachingandskillinitiativeprogrammestoenhancetheemployable skills of the students.

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

6.1.2 Theeffectiveleadershipisreflectedinvariousinstitutionalpracticessuchasdecentralization and participative management.

Response:

The IQAC of the College ensures participative management. The College adopts a multi-stakeholders approach with participation of head of the institution, Management representative (advisor), IQAC members,alumni,Parentsandexternalexpertslikepeoplefromtheindustry,etc.,guidingthecollegeinits enthusiasticjourneytowardsachievingitsmissionandits vision. IN keepingwiththeabove principles, the Principalofferseffective leadership bymotivatingallstaffandstudentstodotheirbest.Decentralizationis practiced throughout the College.

CASE STUDY:

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IQAC.

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4. Increased numberof certificate courses on skill oriented and vocational based curriculum.
5. Organising staff training programme.
6. Conductingcompetitiveexamcoachingandskillinitiativeprogrammestoenhancetheemployable skills of the students.

File Description	Document
Any additional information	View Document
Link for additional information	View Document
Linkforstrategicplananddeploymentdocuments on the website	View Document

6.2 Strategy Development and Deployment

6.2.1The institutional Strategic / Perspective plan is effectively deployed Response:

The extensive goals of Perspective Plan

The College is committed to provide quality higher education, research and skill-oriented human resources. The perspective plan envisions the augmentation of infrastructure corresponding with the anticipated increase in student in take and courses. Improving the academic and support facilities for the students is one

of the measures recognized by the Perspective Plan.

Specific objectives and goals of Perspective Plan:

- Toincreasestudentintakecapacityforexistingcoursesandimprovestudentenrolment.
- To introduce Short Term, Value Added, and Skill-Based Courses.
- To improve the infrastructure facilities like construction of laboratories, construction of outdoorsports facility in the campus.
- To establish the well-structured feedback system.
- To Strengthen Placement cell, by arranging the placement drives.
- To strengthen research facilities and motivate faculty to involve in research, by undertaking Minor research projects, publishing research papers in reputed and high impact factor journals.
- ToapplyforUGCgrants,DBTStarCollege,FISTCurieschemesforfinancialsupport. To take
- initiative for the development of an eco-friendly campus
- To establish functional MOUs, Collaborations, Linkages with different industries, internship, field trips, placements etc.
- To conduct extension activities with the help of a local community and other stakeholders through NSS, NCC and the village adoption scheme.
- To organize National / International seminars on related fields, research promotion and innovative education technology.

Case study:

Introduction of Skill Development Courses, Skill Hub Initiative Programmes and Value Added Programmes.

To achieve excellence the institution has opened new avenues of knowledge by introducing new courses with need based curriculum to facilitate ample employment opportunities for the students.

Realizing the importance and the necessity fordeveloping skills among students, UGC sponsored two B.Voc Programmes " Software development in Multimedia &Animation and Marine Food Processing & Preservation Technology"areintroduced from 2018-19.The Curriculum is prepared as per UGC guidelines approved by the Board ofStudies focused on work readiness, a suitable mix of general education (40%) and skill development components (60%).The Skill Components of the B.Voc Programmeisemploymentoriented,assessedandcertifiedbyrespectivesectorcouncils.IndustryPartners from skill sector are integral part of the curriculum design, assessment and evaluation of students.B.Voc Programme enabled the students toqualify for the job market.

The Institution is one among the 110 colleges selected by UGC for the Skill Hub Initiative under Pradhan Mantri Kaushl Vikas Yojana 3.0 (PMKVY 3.0) scheme implemented throughout India by National Skill Development Corporation of India for the year 2021-2022. The Scheme focused on the introduction of skill training programme in the education ecosystem.Skill Hub centres provided skill development and vocational training opportunities to school dropouts (from class 6th to 8th& 9th to 12th) and out of educationcandidateinthe15-29age.98candidatesarebenefittedandcertifiedaftercompletionofBeauty
Therapist and Plumber General Under Skill Hub Initiative scheme.Easy access to vocational skill training, free training for candidate between ages to 15-45 years.Reward money to candidates upon successful certification are the benefits to the trainees.

Each department offers Value added courses and Extra Credit Courses to supplement the curriculum to makestudentsbetterpreparedtomeetindustrydemandsaswellasdeveloptheirowninterestandaptitudes.

File Description	Document
Any additional information	View Document
Link for additional information	View Document
LinkforStrategicPlananddeployment documents on the website	View Document

6.2.2Thefunctioningoftheinstitutionalbodiesiseffectiveandefficientasvisiblefrompolicies, administrative setup, appointment, service rules and procedures, etc.

Response:

TheOrganogramdepictsthecurrentorganizationalstructureofthecollege.Theapexbodyofthecollegeis 'College Committee'. Important matters like drawing institutional policies, starting of new programmes, infrastructure development, sanctioning of posts, staff appointment, staff promotion are decided by the college committee. As and when needed, the committee decides to increase decentralization including more committees for governance.

Governing body:

Ithas12members.5ofthemarefromcollegecommittee,and7arefromeminenteducationalbackground including UGC and State Government nominee and the college is governed by the President, the Vice President, and the Secretary.

The **administrative** set up consists of the Principal followed by the Vice-Principal, Deans / Heads of Departments, Superintendent, and administrative non-teaching staff. An organization of the Department includes Head of Departments, Associate Professors, Assistant Professors, Librarian, Library Assistants and a Physical Director.

InAcademicleveltherearCurricularandCo-curricularactivitiesfortheStudents,followedbytheBoard ofStudies,AcademicCouncil,COE,NAAC&IQAC.TheinstitutionhasStudentsCouncil,Anti-Ragging Committee, Grievance and 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.

IQAC, chaired by the principal, works to ensure the quality enhancement in the activities of the college. The planning and evaluation committee prepares the budget for departments requirements based on their needs and with the approval of the finance committee, the purchase committee purchases and supplies the requirements.

The office superintendent coordinates the functioning of administrative staff.   Statutory bodies andnon-statutorybodiesareconstitutedasperUGCautonomousguidelinestotakecareofspecific functions.

Service Rules: For the service conditions and rules, the college follows the rules and regulation laid down by Bharathidasan University, Thiruchirapalli, UGC, New Delhi and Government of Tamilnadu.

Proceduresfor Recruitment:

In the college, the recruitment is carried out in two different ways:

Permanent Posts (Grant-in-aid): These posts are recruited by the Government of Tamilnadu according to the norms of the Bharathidasan University, Thiruchirapalli and UGC.

TemporaryPosts(Non-Grant):ThesepostsarerecruitedbytheManagementaccordingtothenormsofthe Bharathidasan University, Thiruchirapalliand UGC.

Procedures for Promotion:

The promotional policies for teachers are adhered according to Bharathidasan University, Thiruchirapalli, UGC, New Delhi and Government of Tamilnadu.

Grievance Redressal Mechanism:

The college has Grievance Redressal Mechanism including Anti Sexual Harassment Committee, Anti-raggingCommittee,InternalComplaintCommittee(ICC)andDisciplinaryCommitteefortimelyredressal of the student and the faculty grievances.

1. Students direct access to authorities – Students can directly approach the Principal and Head of the Departments to put up their grievances. Student's suggestion Box – The student can put their complaints in written form in the suggestion boxes kept at the administrative block.

The COE is meticulous in the conduct of internal and end semester examinations and publication of results.

Co-ordinators of co-curricular and extracurricular and extension activities ensure the maximum participation of students by planning the action plan annually.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format	View Document
ERP (Enterprise Resource Planning) Document	View Document
Any additional information	View Document
Link for additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 Theinstitutionhaseffectivewelfaremeasuresforteachingandnon-teachingstaffandavenues for career development/progression

Response:

The institution has an effective persuasion that the overall well-being of an individual contributes the sustainable growth of the institution. In accordance with, the institution has implemented many welfare schemes that keep the morale and motivation of the employees high and helps in retention of staff members. The welfare measures for Teaching and Non-Teaching faculty members are listed below.

- Casual leave, Earned leave and Medical leave
- OnDutyforattendingSeminar/Conferenceetc.forteachingstaff Special
- leave for critical situation due to sickness / accident etc.
- Earned leave: Encashment of earned leave at the end of every year for teaching and non-teaching staff
- PromptfacilitationofProvidentfund. Group
- insurance Scheme
- Festival Advance
- Help with facilitation of bank loans
- PFContributionbymanagementforfacultyworkinginSelffinanceSection. Admission
- to wards of teaching staff in any of the sister institutions.
- Fee concession to the needy and deserving children of Self finance teaching staff in the school run by the Management.
- Staffclubfacilitatesinteractionamongthefacultiesofvariousdepartmentsofthecollege.Thestaff clubsecretarycoordinatesandconductsvariousprogrammesandrecordstheminutes.Ithonorsthe services of retiring Staff members by convening retirement function at the end of the academic year.
- Financial support for attending seminar/workshop/conferences.

- ⬥ Appointmentof non-teaching staffoncompassionategroundforthewards. Crash
- ⬥ course in computer basics for supporting staff.
- ⬥ Free health check-up to the staff members of the hostel.
- ⬥ SeedMoneyisofferedtothefacultymemberstofocusonResearchandDevelopment. The
- ⬥ college pays the registration fee to attend seminar/conferences/FDP/workshops.
- ⬥ Every semester, the college organizes need-based specific personal and professional development programmes.
- ⬥ Felicitation by management in the Women's Day Celebration and Annual Day Celebration for the followingstaffmembers–RetiredTeachers,FormerPrincipals,OfficeSuperintendent,Clerksand Junior Assistant.
- ⬥ HealthrisksarecoveredunderHealthInsuranceCardSystem. Training in
- ⬥ safety and security measures to lab attenders.
- ⬥ Indoor stadium facility is available for the staff to lead a healthy and happy life.

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

6.3.2Averagepercentageofteachersprovidedwithfinancialsupporttoattendconferences/ workshops and towards membership fee of professional bodies during the last five years.

Response:2.68

6.3.2.1**Numberofteachersprovidedwithfinancialsupporttoattendconferences/workshopsand towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
03	04	02	06	0

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

6.3.3 Average number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the last five years.

Response:4.8

6.3.3.1**Totalnumberofprofessionaldevelopment/administrativetrainingProgrammesorganized by the institution for teaching and non-teaching staff year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
06	07	05	06	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-faceFaculty Development Programmes(FDP)duringthelastfiveyears(ProfessionalDevelopmentProgrammes,Orientation/ Induction Programmes, Refresher Course, Short Term Course).

Response:12.65

6.3.4.1**TotalnumberofteachersattendingprofessionaldevelopmentProgrammes,viz.,Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
28	29	06	05	05

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1Institution conducts internal and external financial audits regularly

Response:

Institution conducts regular internal and external financial Audits. It has a well planned budgeting, accounting and Auditing system evolved over the years of experience. The finance committee is

Constitutedasanadvisorybodyonallmattersconcernedwiththefinanceofcollege.Thebudgetproposals prepared by the Departments are reviewed by the finance committee and then forwarded to the governing.

Internal Audit

Internal audit is done every year by the auditing team Varatharajan & Co appointed by Natarajan Dhamayanthi Educational Society, under which the college functions, verifies all the bills, Payments, Receipts, journal vouchers of thetransactions, Cash books, ledger account reviews that are carried out in the past one year. Also the auditing team checks the income received from the students which is recorded in the software and reconciled with the fees that is to be received according to class wise. Cashbook is checked with the help of bank statement and vouchers maintained by the institution along with physical cash verification.

The internal auditor follows compliance audit procedure to ensure the reliability of the efficacy of the internal control system to check various assertions of financial data reflected in income and expenditure account and balance sheet. Based on the audit the report is prepared and submitted to the management in connectionwithvouching,verificationandvaluationofassetsandliabilities.Internalauditwasconducted during themonth of June 2022.

External Audit

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. The auditor verifies if the items of revenue expenditure and items of asset liabilities get reflected in income and expenditure account and balance sheet as per the requirements. The audit ensures that the financial statements reflect true and fair view of the institutional results and financial status pertaining to the period under Audit.External audit was conducted from 29.12.2021 to 31.12.2021

Audits of Grants / Scholarships / Hostels

Also a regular audit on the grants received from various bodies like UGC, DST etc are audited as per the government norms and utilization certificates are submitted for the grants received. Hostel and Examinations unit are also subjected to annual audit. Based on the audited financial statements, the institution files the return of income for every assessment year relevant to the respective financial year. Institution received grants from UGC to conduct B.Voc Program, Paramarsh program and Skill Development Programme.Utilisation Certificate of Funds are submitted to UGC along with the report duly signed by theChartered Accountant.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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

Response:127

6.4.2.1**TotalGrantsreceivedfromnon-governmentbodies,individuals,Philanthropersyear-wise during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
25.00	25.00	25.00	27.00	25.00

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Annual statements of accounts	[View Document](#)
Link for additional information	[View Document](#)

6.4.3Institutionalstrategiesformobilisationoffundsandtheoptimal utilization ofresources

Response:

The resource mobilization policy provides guidelines to diversify and expand the institution's resource base to achieve the strategic plans, goals and overall growth of the institution. The policy helps in identifying and analyzing the resources available for efficient budget allocation. The policy helps to acquire the needed resources in a timely and cost-effective manner.

Procedure of the Institution

Annual budget estimate is prepared by the superintendent in consultation with all the departments. It is submittedbythePrincipaltothefinancecommitteeforverificationandseekapprovalfromtheGoverning Body.

The Governing Body

- Formulate the strategic plan for the expenditure to be met.
- Approvethebudgetproposalandoverallrequirementofexpenses.
- Priority for dispensation of funds is discussed.
- Sanction funds based on the resource requirements.

Resource Mobilization

Thecollegehasawell-functioningmechanismformobilizationoffundsandoptimumutilizationof resources. The college committee, in consultation with building committee, purchase committee, campus maintenancecommitteeandlibrarycommitteehasformulatedstrategiesforfundmobilizationand

itsoptimal utilization.The major source of funds are from UGC and State Government.In addition, funds are allocated forNSS 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, prepare and submits proposals to the relevant authoritiessuchasUGC,GovernmentofTamilNaduStateCouncilforHigherEducation,TamilNaduState 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.

Utilization

The funds mobilized are utilized according to the provisions of management and other funding agencies. After utilization, a Certificate of utilization is obtained from a qualified auditor to be submitted to the funding organizations. The surplus generated from income over expenditure is transferred to the capital fund of the college.

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

6.5 Internal Quality Assurance System

6.5.1InternalQualityAssuranceCell(IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of – Incremental improvements made for the preceding five years with regard to quality (in case of first cycle)Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)

Response:

Practice 1

SigningMoUs

 IQAC is the significant administrative body responsible for all quality enhancement activities insisted on signing Memorandum of Understanding to increase and improve internship, research and placement.

 The Institution has signed 21 functional MoUs with many organizations and institutions to strengthen the

education, training and research relationships in the last five years. All the MOUs signed emphzsize on institutionalpartnership,collaborationinqualityassurance,onlineeducation,skilldevelopment,vocational education and training. The institutions and organisations have agreed to strengthen the partnership in conducting skill hub initiative courses, workshops on Public Finanacial Management System, Placement Interviews,and Internship Programmes. Collaboration with National Digital Library of India & MOU signed with District Central Library resulted min State Level NDL user awareness programme and world Book Day celebration. Signing Mous offer a number of additional academic advantages to both teachers and students.

Practice 2

Student Support System

IQAC monitors the functions of student support system.

1. Students Induction Programme:

The orientation programme aims for all the first year UG students aimed to give awareness about the facilities available in the college campus, general rules, Attendance rules, Scholarship, Course details, Library and also about mentor, career guidance and placement cell, competitive coaching centre, fine arts and part V activities.

2. Student Mentor System (SMS):

To establish a better and effective relationship between student and teacher, the institution introduced student mentor system. Ithelp the mentors to guide students in educational and personal matters. For effective mentoring, faculty development programmes are conducted periodically to establish a close rapport with their mentees. 1:16 is the Mentor-Mentee ratio followed for the Student Mentor System.

3. Career Enhancement Programmes:

Careerguidanceisacounsellingprogrammedesignedtohelpstudentstochoosetherightcareerpathbased on their educational and professional choices. It is a qualitative and quantitative assessment of the knowledge, skills, information and experience to identify career options available. 1586 students are the beneficiaries for the past five years.

4. Students Skill Development Programmes:

To develop the entrepreneurial Skill of the students, the institution started Student Skill Initiative Programmes in the year 2019-20 which are mostly needed in the changing scenario.II UG students are motivated to become women entrepreneurs/ self employed by learning courses like Journalism, Bakery & Confectionary,Integrated livestock management, Lifesaving &FirstAidTraining,TravelManagement& Tourism, Library & Information Science, Fashion Technology, Beautician ,Digital Marketing and Gardening Technology.

ExpertsfromdifferentsectionofthesocietylikeSkillIndiaMission,Coimbatore,JadeTrainingresources, Bangalore, Skill wise group Chennai, Occupational Therapist, Hyderabad and HR Trainer, Chennai are invited to give inspirational and motivated speech through offline/online mode.

Bridge Course for First Year UG Students:

A bridge course in English for the I UG students is a regular practice of the Institution.A type of Educational programme that helps student transition from high school to college.It aims to create a love for English.The Significance of English language is explained to the learners.This Course improves the self-confidence of newly admitted students for using the language for functional purpose.

5. Cultural and Social Mobility:

Culture enhances the quality of life and increases overall well-being of the students.All the departments are conducting social awareness programmes through extension and Part V activities.314 Social awareness Programmes are conducted by the institutions in the last five years.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities(For first cycle- Incremental improvements made fortheprecedingfiveyearswithregardtoqualityForsecondandsubsequentcycles-Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Reform 1

Audit System

Academic Audit:

Academic Audit refers to a systematic way of reviewing the quality of education in an Institution. It is aimed towards quality assurance and in bringing improvements in the education system of the institution. Internal audit has emerged as an important tool to assist the educational Institution in achieving their goals. Academic audit reviews the curricular aspects, teaching and learning process, research, infrastructural facilities and student support and progression. The subject experts of relevant discipline from reputed institutions are invited to audit whether the syllabus is in line with the industry needs, books of recent editions and prescribed standard publications innovative teaching methods and evaluation pattern. The institution has conducted two external and two internal audits to review the entire academic activities. Internal and External Audit reports are submitted to the Principal by the Audit Committee members. Based on the audit report, principal monitored all the departments to take necessary action.

Pedagogical Audit:

It is a process of reviewing a scheme of work or series of lesson plans with the aim of including more activities that promote independent learning.

The internal members of the Academic Standing Committee assess the lessons planned, ICT tools used, innovative teaching methodologies adopted, the mode of delivery, topic covered beyond the syllabus, learning resources, syllabus completion and counseling on CIA marks. Course Objectives, Learning Outcomes and Course Outcomes are also audited.

The consolidated reports of both the audits, with suggestions and recommendations, submitted to the PrincipalarereviewedwiththeHeadsofthedepartments.Itpresentsacomprehensiveviewoftheteaching learningprocess,highlightsthebestpracticesofthedepartmentandalsohelpsthedepartmentstoevaluate their academic standard to move further.

Reform 2

ICT Tools in Teaching, Learning and Evaluation

The introduction of ICT tools helps in setting student centric classrooms for the Tech- Savvy generation. Visual presentations, individual participation and interactive method of learning to keep the classroom alive. Through ICT, students can effectively learn at home using videos of microteaching lectures. The faultymembersareusingtheIT enabled learningtoolssuchasPPT, Video clippings, Audio system, online sourcestoexposethestudentsforadvancedknowledgeandpracticallearning.Googleclassroomconnects students with teachers even after working hours. Online learning portals like Swayam and NPTEL introduce the habit of lifelong learning.

Updated quality study materials are shared with the students through online applications to minimize the time taken in the classroom to provide study materials. The time is effectively used for discussion and deliberation in the domain area.

Students are trained to use mobile phones productively to gain knowledge. Students take up online quiz, uploadrecordedvideoooraudioseminar,andsubmitassignmentthroughtheseapplications.Organizational skillsofthestudentsaredevelopedwiththeyworkincloudwiththehelpofmobiletechnologyatthetime of pandemic period.

E-learningbecomesanintegralpartofeducationthroughouttheworld.Thereforeitisimperativeinhigher educational Institution to go for preparing e-content by an effective use of ICT tools by the faculty members. Various means of portals like google meet and You tube lectures are used by the Institution. Visual capturing center is established in the year 2021.

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

6.5.3 Quality assurance initiatives of the institution include:

1. **RegularmeetingofInternalQualityAssuranceCell(IQAC);Feedbackcollected,analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **Anyotherqualityauditrecognizedbystate,nationalorinternationalagencies(ISO Certification)**

Response: 2 of the above

File Description	Document
Uploade-copiesoftheaccreditationsand certifications	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 MeasuresinitiatedbytheInstitutionforthepromotionofgenderequityduringthelastfive years.

Response:

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

Curricular Activities

To sensitize students about gender equality, college offers course on "Gender studies " in part V programmes during the 6th semester for all the UG Programmes .Projects on Empowerment of women through self-help group problems of unemployment among educated women, House hold problems on married working women, women entrepreneurship, through the Reservation of constitutional perspective, Socioeconomic condition and Health status of women agricultural labours, Socio economic conditions of womenentrepreneurshipareundertakenbytheResearchdepartment.Gendersensitizationtakeplaceinthe class room seminar/workshops through discrimination and awareness 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 cell motivated the students to develop their skill in entrepreneurship.

Extra-curricular and Extension Activities

Various Competitions, arranged by the departments helped to identify the hidden talents of the students. Besides Aari work, Arts and crafts and training programme on computer Literacy are given to Self-help groups in and around Nagapattinam.

The college conducted awareness programmes periodically on topics like 'Skill Development for women Entrepreneurs, Job Skills in Banking, Career opportunities for the youth, Small Scale Entrepreneurs Women Related Laws, Women on Domestic Violence and Harassment. Women empowerment through Economic Development, Personality Development Programme and 'practice of celebrating International Women's Day annually.

Facilities for women:

SAFETY AND SECURITY

Security guards are deployed at the entrance round the clock for checking and to get signature from the outsiders. Staff and students have to get out pass with the signature of Principal to go outside the campus. The identity-Cards of all the students are checked at the main entrance of the college.

ClosedCircuitTelevisioncamerasareplacedatvariousplacesinthecampusandthefootageisregularly monitored (CCTV) by the Principal and also randomly by the management authorities.

In the campus, the faculty, non-teaching and students are mandatorily required to wear their ID Cards.

TheinstitutionhasAnti-raggingcellwhichhandleissuesrelatingtoragginginthecampus. The entire

campus is lighted with LED bulbs.

COUNSELLING

- The institution has mentor-mentee system (16 students are allotted per teacher).
- Bridgecoursesareorganizedinthebeginningoftheacademicyearforfirstyearstudentstobridge the knowledge gap and remedial coaching programmes are conducted for slow learners.

COMMON ROOMS

The college has a common-room for students to takerest, relax ,refresh andto create a stress-free environment.

Internal Compliance Facility:

The college has an internal Compliance facility system. Any student of the college may complain about any issue of discrimination. The college website also provides such facility to the students. Any student may directly contact the Principal or the in-charge teacher in case of any need.

File Description	Document
Specific facilities provided for women in termsof a.Safetyandsecurity b.Counselling c.Common Rooms d. Day care center for young children e.Any other relevant information	View Document
Annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energyconservation measures

1. **Solar energy**
2. **Biogas plant**

3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response:D. 1 of the above

7.1.3DescribethefacilitiesintheInstitutionforthemanagementofthefollowingtypesof degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedicalwastemanagement**
- **E-wastemanagement**
- **Waste recycling system**
- **Hazardouschemicalsand radioactive wastemanagement Response:**

As part of the green initiative, the college tries to reduce and remove the waste to ensure the cleanliness and eco-balance in the campus.

As part ofplastic-free campus initiative, the college ensures the adoption of 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.

The bio-degradable wastes are processedin the campus with the help of Nagapattinam Municipality. Various departments and clubs conduct awareness programs to educate students on sustainable living practices.

The college organizes various programs such as Plastic-Free Campus Campaign, Recycling Plastic Campaign and awareness programmes on world Environment day. The college is following good laboratory practices to ensure the safety of the personnel and adheres to a strict protocol of liquid waste disposal in the laboratories.

Paperless office: Practicing reduced use of paper by sending communications through mails and whatsapp.

SOLID WASTE MANAGEMENT

The unused broken wooden furniture and steel furniture are being reused in the making of new furniture.
- The trash around the college campus is collected in two huge bins near controller office and is separated as bio degradable waste and non-decomposable wastes. They are further treated with the
- chemical liquid provided by Nagapattinam Municipality and are degraded in to fertilizer.
  The collections of the non-decomposable wastes are sold by the Disposable committee through bidding auctions.
-

LIQUID WASTE MANAGEMENT

Usedwaterfromlaboratoriesandwashbasinwaterarecarriedoutthroughundergrounddrainageandlet to the rain water harvest system. Concentrated acids andchemicals are diluted before their disposal. The Department of chemistry has one fume hoods for the safe handling of harmful gaseous particles.

E-WASTE MANAGEMENT

The disposable and non-disposable e wastes such as batteries, electrical and electronic equipment are categorized and they are sold according to buy back system at the least quotations by the disposable committee. The non-saleable balances are carried out in the proper outlets.

File Description	Document
Relevantdocumentslikeagreements/MoUswith Government and other approved agencies	View Document
Geotagged photographs of the facilities	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response:B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any additional information	View Document

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: A. Any 4 or All of the above

File Description	Document
Variouspolicydocuments/decisionscirculatedfor implementation	[View Document](#)
Geotagged photos / videos of the facilities	[View Document](#)
Any other relevant documents	[View Document](#)

7.1.6QualityauditsonenvironmentandenergyareregularlyundertakenbytheInstitutionandany awards received for such green campus initiatives:

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

Response:A. Any 4 or all of the above

File Description	Document
Reportsonenvironmentandenergyaudits submitted by the auditing agency	[View Document](#)
Certification by the auditing agency	[View Document](#)
Certificates of the awards received	[View Document](#)
Any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **AssistivetechnologyandfacilitiesforDivyangjanaccessiblewebsite,screen-readingsoftware, mechanized equipment**
5. **Provisionforenquiryandinformation:Humanassistance,reader,scribe,softcopiesof reading material, screen reading**

Response: C. 2 of the above

File Description	Document
Policydocumentsandinformationbrochuresonthe support to be provided	[View Document](#)
Geotagged photographs / videos of the facilities	[View Document](#)
DetailsoftheSoftwareprocuredforprovidingthe assistance	[View Document](#)
Any other relevant information	[View Document](#)

7.1.8DescribetheInstitutionalefforts/initiativesinprovidinganinclusiveenvironmenti.e.,tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Inclusion and Situatedness

Thedepartmentsandtheclubsregularlyconductawarenessandorientationprogrammestomanifestsocio-communal harmony and tolerance among thestudents.

Linguistic Inclusion:

English, the international language, is used for communication in the campus to make the students from differentstates(includingunionterritories)tofeelinclusive.ThecollegehasaLanguageLab,dedicatedto language learning that helps students from rural and non-English speaking backgrounds to adjust to life in the campus.

ThecurriculumalsopermitsthestudentstochooselanguageslikeHindi,French,ArabicandTamilinPart I.

Inclusive Environment:

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

The college has adopted Anthanapettai village under village adoption scheme to work for underprivileged population and help them to alleviate the problems of water shortage. College believes in inclusive education that translates to humanistic outreach to build better communities and socially conscious citizens. A focusoninclusionatcultural, regional, linguistic, communal and socio economic levels is also adhered to and encouraged

Cultural inclusion:

Thecollegeregularlyorganizesdifferentactivitiesforinculcatingthevaluessuchastoleranceand

harmony towards cultural diversities. Various activities such as sports day, teacher's day, welcome and farewell program, induction program, important days, rally, oath, tree plantation, youth day, NSS day 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., along with many regional festivals like Pongalare celebrated in the college. NCC Cadets initiated cleanliness as Swatch Bharat program in Nagapattinam Beach,Covid 19 corana awareness programme. NSS students create awareness programme on "Road Safety "to the society.

Tolerance is the basic song in the Indian Culture. India is the largest and greatest teacher of tolerance.

Biometric attendance is taken for the staff members to inculcate better time management. Due to covid 19it is not in practice.

Socio-economic Inclusion:

The Students Benefit Fund provides financial assistance to the students. This enhances academic quality ofthestudents.Sanitation,livelihoodgeneration,educationandhealth.Thecollegemaintainsthecampus green, clean and eco-friendly. Students also take part in the initiatives through environment-related activities like tree plantation, ban plastic etc.,

An environment is created in the classrooms in which students learn to appreciate the diversity and get sensitizedontoleranceandpluralism.Thecollege,wellknownforitsinnovativepracticesandknowledge-creation is also recognized for developing socially responsible citizens who work towards inclusiveness.

File Description	Document
Supportingdocumentsontheinformationprovided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)
Any other relevant information	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

College has been committed in educating the students as constitutionally aware citizens sensitized to their FundamentalRightsandDuties.Variousprogrammesandactivitiesareorganizedbothbythedepartments and by the various clubs.

The National cadet corps (NCC) unit is dedicated to creating a 'sense of patriotic commitment' for national development.NationalServiceScheme(NSS)unitwhereengagedincommunityservice

programmes.

Institute has formed Internal Complaints Committee which arranges seminars and special awareness programs on Women Laws and Amendments. Eminent lawyers, Police personnel and Social workers are invited for conducting awareness programs.

Mentor and Mentee systems and Students Induction Programmes are followed to inculcate values and analyze the challenges of students to face the problems and issues and find possible solutions and to guide them to become compassionate and responsible citizens.

By reading articles, engaging in debates and discussions and working together on group presentations and assignments, the students are able to form their own perceptions and respect the diverse viewpoints of others.

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.

Courses such as Value education, Environmental studies and Soft Skills are made mandatory for UG students to address issues such as women's safety and challenges faced by women in the present society. Value education moulds the students, through moral values, ethics, punctuality, equality patriotism, co-operation, tolerance and how to lead the life.etc. Environmental studies educate the economic, social, political and ecological interdependence of modern world. Soft Skills provide students with a strong conceptual and practical framework to build, develop and manage teams and become self**-confident.**

All the departments and clubs engage in teaching social, economic, cultural and human values by conducting workshops, seminars, conferences and competitions. Languages Department and Citizen consumerclubconductregularcompetitionslikeessaywriting,elocutionanddrawingtocultivatevalues. Commemorations, National and International Days celebrations in the campus create awareness on the areas concerned.

During covid times the students and teachers gave messages to people to stay at home and prevent spread of virus.

The institution takes efforts to ensure safe environment in the college. The staff room, laboratories and officearefrequentlysanitized.Sanitizersaremadeavailableinfrontofthecollege,Anypersonenteringto the campus, is compelled to wear a mask and to maintain social distance and the security check the temperature also.

The classes are continued through online platforms and the examinations are conducted through online mode. Teachers presented the video classes in the You tube channels of college websites after editing.

Along with teaching values, awareness is created to use technology effectively for development. Awareness of social norms, expectations of behavior in society, sensitivity towards concepts such as equality,respectforothers,acceptanceofsocio-economicdifferencesandtheimportanceoffollowingthe lawareelucidatedtothestudentsatalllevels.Moralvalueslikeempathy,equality,peace,harmonyand

truth fullness are instilled in students which help to build their personality and shape their character.

File Description	Document
• Details of activities that inculcate values; necessarytorenderstudentsintoresponsible citizens	View Document
Any other relevant information	View Document

7.1.10TheInstitutionhasa prescribed codeofconductforstudents,teachers,administratorsand other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institutionorganizesprofessionalethicsprogrammesforstudents,teachers,administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response:C. 2 of the above

File Description	Document
Details of the monitoring committee composition andminutesofthecommitteemeeting,numberof programmes organized, reports on the various programs etc., in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

A.D.M. College gives higher priority towards the commemoration of special occasions on national, traditional and cultural festivals. The prominent days are enthusiastically celebrated with pledges, awareness and socio cultural perspectives with various activities and competitions related to the relevant events as follows:

1. Independence Day and Republic Day

Independence Day and Republic Day are celebrated with great pride, enthusiasm and high spirits.

National Flag is hoisted by the Principal followed by address by the chief guest, NCC march past and cultural activities.

1. Women's Day

Women's Day is celebrated with enthusiasm to explore the focal point in movement for the Women Rights. The day is celebratedby the college through women's cell and also bythe departments individually.

2. Kamarajar's Birthday

Kamarajar's Birthday is being celebrated with great reverence, enthusiasm, and respect. Competitions and seminars are conducted and students are awarded prizes.

3. Aringnar Anna's Birthday

Aringnar Anna's Birthday anniversary is being celebrated by the department of Tamil.

4. Bharathiyar's Birthday

      The Great Tamil Poet Bharathiar's Birthday anniversary is being celebrated by the department of Tamil. Cultural competitions, seminars, and elocutions were conducted.

5. Teacher's Day

      Teacher'sDayiscelebratedintheremembranceofourformerPresidentDr. SarvapalliRadhakrishnan's Birthday. The Students council celebrates this day and honors their teachers.

6. Ramanujars Day

Ramanujar's day birthday is celebrated as the Mathematical Day by the Maths Department. Mathematical quiz and Sudoku Competitions are conducted.

7. Voter's Day

      Voter's Day is celebrated to highlight the importance of voting, as directed by the Election Commission of India. Rallies and Competitions are being conductedin associations District Collector Office,Nagapattinam.

8. International Yoga Day

International Yoga Day is celebrated to acknowledge mental, physical, and emotional benefits of yoga.

9. National Science Day

National Science Day is celebrated every year by the Department of Physics to commemorate the discovery of the Raman Effect by Sir CV Raman.

11. Founders Day

Founders Day is celebrated in remembrance of college founder VidhyaSeva Ratna' Thiru.A.D.JeyaveeraPandianAnnachionhisbirthdatewhogavebequeathedresourcestoourinstitution's development.

12. Swachh Bharat

NCC Cadets act as the real ambassadors of cleanliness and motivate others to keep their homes, collegeandsurroundingsclean.InitiatecleanlinessthroughSwachhBharatprogramintheadoptedvillage Anthanapettai.Alongwiththesecelebrations,Collegecelebratesinternationalandimportantdayssuchas Road Safety Week, NSS Day, Wild Life Day and International Youth Awaking Day.

Thus this institution expresses priority towards the commemoration of special occasions on national level. Traditional and cultural festivals with socio cultural perspectives related to the relevant events conducted in our institution are as follows

Samathuva Pongal is being celebrated as the traditional festival of Tamilnadu. Folklore song, Poem, Oratorical Competitions and seminars were conducted by Department of Tamil.

Centurion of Uvamai Kavingnar Surathawas celebrated by Tamil Department. Tamil professors read the poemsrelatedtoUvamaiKavingnarSuratha.TheProgramisconductedandcoordinatedalongwithUlaga Tamil Kavingar Peravai.

File Description	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document
Annual report of the celebrations and commemorativeeventsforthelastfiveyears	View Document

7.2 Best Practices

7.2.1Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

BEST PRACTICE - 1
ACADEMIC AUDIT BY IQAC

Academic audit reviews the process and procedures used by all the departments in the Institution to enhance the quality of their programmes in terms of their programme objectives and ensure programme the students as defined by the departments. IQAC of the institution monitors the progress through an annual internal academic audit.

Objectives:.

* To evolve and implement self evaluation for faculties.

* To facilitate periodic academic and administrative audit.

* To develop strategies to improve quality

* To formulate and access the action plan of the departments.

* To ensure the timely upgradingof documents.

* To identify the strength and weakness of the departments and suggest corrective measures

* Toencouragethefacultiestoimprovetheirusageofinnovativetechnologyinteaching,

   learning and research activities

The Context :(150)

IQACoftheinstitutionconductsannualacademicauditregularlytofacilitatethe smooth functioning of the College.

The Practice

Everyyear,IQACconductstheAnnualacademicauditforalltheUG/PGprogrammesandstudentsupport systems such as library, office, sports, canteen and hostel.

Academic audit committee is constituted

Internal Academic audit is conducted regularly at Inter-departmental level bymembers of IQAC and senior faculty members as nominated by the PrincipalAfter conducting the internal academic audit, external experts are invited to accesscurriculum reforms, innovative teaching methodology, research promotion, academic progress of the department, professional development of the faculties students support programmes,best practice of the department. Audit members are nominated on the basis of their experience in higher education and are expected to use their experience in recommending and suggesting for the quality enhancement in the academic standard of the departments.

*IQAC Coordinator informs all the departments well in advance through the circular regarding the date and time of the visit of the external academic audit committee.

* AllthedepartmentsarereactedtotablebeforetheAuditCommitteethefollowingofficialrecords--like
Attendance registersAcademic diaries, Outreach / Extension activities records, Association/workshop/ Conferencesorganizedandattendeddetails,researchactivitiesofthedepartments,placementdetails,paper presentationspublications,recordsofremedialcoachingprogrammes,innovativeprogrammesforadvanced learners,records of students achievements and awards, faculty achievements and awards ,bestpractices of

the department, quality of innovative teaching technology method.MOU and Institute industry link, value added courses, skill imitative programmes and certificate courses etc.,

* HOD'sarerequestedtopresentbrieflytheachievementsandactivitiesofthedepartmentsandinteraction and discussion related to the individual facultymembers, make the audit committee to access the performance in all the aspects.

*TheCommitteehassubmitteditsevaluatedreporttothePrincipal,dulysignedbythemembersoftheaudit committee.

*Finally the Principal takes necessary steps by taking into consideration,the suggestions given by the membersforimprovement.ReportsoftheAuditteamareforwardedtotherespectivedepartmentheadsfor further course of action.

*IQAC collects and compiles the action taken report and present the same before the College Committee for review.

Evidence of Success :(200)

* Improved systems of documentation among the departments.

* 31 Faculty Development Programmes are conducted for both teaching and administrative staff.

*Improvement in the publication of articles in UGC Care list/Scopus indexed journals.

*PGdepartmentsareadvisedtosubmitoneresearchproject(StudentPublicationorDepartment

   Publication)

* SciencedepartmentsaremotivatedtosubmitproposalstoFIST,DBTStarCollegeScheme-   2

   Proposals have been submitted to FIST and 4 Proposals have been submitted toDBTStar

   College Scheme.

*PATENT Registered and 15 obtained.

*132 Faculty members have registered themselves in SWAYAM/MOOC portal to improve theirICT enabled Teaching and Learning techniques- 4 Staff members and 3 of our students had completed SWAYAM/MOOC certificate course.

*250Uploaded video lectures duly verified and checked byHOD's and Academic Standing Committee.

* Communicationskill,Creativeskillandanalyticalskillsofthestudentsareimprove through   the functioning of Speakers' forum and Journal club.

* Feedback analysis about the curriculum, infrastructure, teacher performance & examination are   done annually and followed by action taken.

* AssuggestedbytheexternalexpertintheCurriculumdesign,Internship,Studentprojects, Mini

projects for the UG/PG are introduced.

Problems encountered:

Many faculty members have to be trained to adopt new technology and gadgets to dotheir work easily.

BEST PRACTICE-II

1.Title of the practice: Skill initiatives for staff and students

2. Objectives: (100)

Skill initiatives programmes contribute to updation of knowledge and enrichment of practical skill among the teacher and taught. This process of updation is a continuous one, aims at the growth of the individual, institution and society at large. The primary objectives of the various training programmes are

a) Teachers:

- To make use of ICT in teaching –learning.
- Todevelopinnovativeteachingpedagogiesandevaluationmethods.To
- improve and enhance the research activities.

b) Students:

- To achieve holistic development through training in communicative skills, life skills, leadershipqualities and interview skills.
- Toattainmentalfitnessandphysicalfitnessthroughsportsandgames,yogaandmentees counseling.
- Toidentifythehiddenpotentialityofthestudentsandprovideskilltrainingtobecomewomen entrepreneur and emerge them as job providers rather than job seekers.
- To face interviews and competitive examinations with confidence.

c) Non Teaching Staff:

- To update their skills in office automation and handling of files maintenance.
- To provide hands on training in operating new equipments, computer hardware's and software'slike Tally etc.
- To get sensitized with lab safety and first aid measures.

3) The context: (150)

This institution strives hardto empower women throughqualityeducationandenablethestudents to acquire knowledge and skills. The needs of the stakeholders keep on changing and it is a prerequisite to re-design the curriculum and evaluation methods accordingly .The new digital era and New Educational PolicyisexpectingtomovetowardsOutcomeBasedEducation(OBE).Thestudentsareexpectedtoacquire theknowledgehighereducationalinstitutionsandskillsat par with thedemandinthejobmarket.

The employable skills need to be improved by providing proper Students Skill Initiative Programmes (SSIP).

4) ThePractice:(400)

a)Teachers:

- Faculty Enrichment programmes are organized at regular intervals by the IQAC of the institutions.
- New faculty members are encouraged and permitted to attend the orientation and refresher programmes.
- The thrust areas of such FDP are

  Newinnovativeteachingmethodology
  Bloom's Taxonomy(OBE)
  Communicative skills
  Use of ICT Tools
  Training in first aidsandyoga
  Training in using the Digital resources in the library.
  Preparation of e-contents, video lectures and multimedia learning materials.

b) Students:

Students are imparted training to enhance their skills, knowledge and personality through

SSIP
EDP
Women cell
Internships&Projects
Placement-traininginsoftskills,careeropportunitiesandinterviewskills Centre
for competitive examination-guiding and coaching.
Students' council indeveloping leadership skill.
RoleofAssociationmeetings,clubs,PartVactivitiesleadtosocialskills,managerialskillandability.
Earnwhilelearn–Library,ChemistryandCommerceDepartment,CollegeBazaar Language
lab improves communication skills.

c) Non Teaching Staff:

- Hands on training for using TALLY.
- Training to handle lab equipment procedures, hardware's,fire extinguisher, Lab safety measures and first aid.
- WorkshopsonPFMSheldatA.D.M.CollegeforWomen(A),Nagapaatinam. Office
- automation

5) Evidence of success (200)

- CurriculumDesigningtwoinnovativevocationalprogrammesareintroduced. Introduced
- Blooms Taxonomy and OBE
- Communicative skills training through the use of Language lab, speaker's forum and Journal club,

Helpthestudentstoenhancetheconfidenceandcouragetofacethecompetitiveworld**.** Job
- oriented skilled courses andvalue added courses are provided by the institution.
- NumberofpublicationintheUGCapprovedjournals. Preparation of
- e-contents have increased.
- Registration for MOOC &Swayam.
- Placements have been donefor the last five years through campus interview.

6) Problems encountered and resources required (150)

- Advanced computer peripherals are required and internet speed has to be increased and one smart class room for each discipline may be provided.
- Sanctioning of research fund by agencies and providing consultancy services are challenging.

File Description	Document
Best practices in the Institutional web site	[View Document](#)
Any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1PortraytheperformanceoftheInstitutioninoneareadistinctivetoitspriorityandthrust within 1000 words

Response:

7.3.1 Institutional Distinctiveness

A.D.M.College function with the motto of "DUTY, DEVOTION & DISCIPLINE". Provided higher education to women who hail from economically and socially backward sections.

Empowering Women:

- Programmes and courses are offered with the dedicated and professionally qualified facultiestodischarge their duty by imparting higher education.
- Significant number of skill oriented courses arein the curriculum (No:)
- Communication skills through Bridge course, language lab speaker's forum and Journal clubs
- Facingdifficultiesinacademicperformanceareprovidedwithspecialassistanceintheformof

  Mentoring:MentorsmonitortheprogressofthestudentsbasedontheperformanceintheCIA Components.
  RemedialCoaching:Basedontheperformanceofthestudents,studentsareshortlistedforremedial coaching in core and allied courses.
  Counseling:Studentssufferingfromemotionalstress,familyissuesaregivennecessarycounseling and support by the mentors.

Developing the employable skills:

- Certificate Course: Apart from the normal syllabus in the various courses students are provided with value added courses, extra credit courses and certificate courses to enhance their employable skill (No-67)
- Choice based skill Initiative Programmes(SSIP) are made compulsory to all the students who have been trained in any one of the selective programmeand certificates are provided jointly by the trainers and institutions
- 33reputedcompaniesareinvitedforcampusrecruitmentandtheyofferplacementsandinternships to students.
- Opportunitiesareprovidedtostudentstoimproveanddeveloptheirinterpersonalskills,leadership skills and management skills through students union, allied associations, club activities by organizingevents, meetings, workshops etc.

Developing the Social Responsibility:

- NSS,NCCandPartVactivitiesareactivethroughouttheacademicyearbyorganizingvarious outreach programmes for the benefit of the public in itsadopted villages nearby.

- DepartmentofComputerScienceregularlyundertakeBasicComputerLiteraryProgrammesto360 SHG members are the beneficiaries.

Health Empowerment:

- Health care course is included in the curriculum.
- Organizing workshops and awareness programmes on health care by NCC, NSS, YRC, RRC.

Cultural Empowerment:

- ArchitectureandEpigraphycoursesareincludedinthecurriculum Excavations of
- sculptures
- Traditional dress code on special days and decent dress code on all days.
- Duringassemblystudentsareinspireddailythroughthepresentationof Thirukkural reading thought for the day, news paper reading and reading general knowledge questions.
- ConductingVilakkuPoojafortheoutgoingstudentsannuallytoblessthemfortheirbrightand prosperousfuture. Also management of the college is gifting Thiruvilakku to all the students.

File Description	Document
Any other relevant information	View Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

A.D.M College for Women (Autonomous) has come a long way since its inception from 1975.The College has carved a unique niche in the realm of quality academia, giving its academic firmness, student's potential,infrastructuralexpansionandorganizedadministration.Severaladvancementshavebeenmadeatthe institution as a response to the report given by the Peer team in the 3rd cycle of NAAC Re accreditation.

- The IQAC of the College has widened its scope, spearheading many quality improvement initiatives including workshops, seminars and conferences for the sharing of best practices among various higher education institutions.
- The Management has instituted a Seed Money Grant, through which the faculty members are encouraged has a media centre fully.
- The College has a Media Centre fully equipped with reconcile green matte facilities for Audio and Video recording of lectures.
- College has a well-established mentoring system with mentor-mentee ratio of 1:16.
- SeveralMOUsarelinkedwithhighereducationalinstitutionstobenefitboththeteacherandtaught. The
- Institution has a well-established SOP for statutory and non- statutory committees.
- FinancialsupportisofferedtostudentswiththeneedbytheManagement,Staff,RetiredStaff,Philanthropist and Service Organization.
- FacultymembersareencouragedtoseekoutResearchProjectsandsendingproposalsto DBT(STAR),DST(FIST),CURIE,SERB,etc.
- NAAC Mentor College status by UGC were opportunities for the institution to transfer the quality culturetothepeers.Throughthementoring,fivecollegesaresupportedofwhichThiru.Vi.Ka.Govt.Arts College,Thiruvarur and Dharmapuram Adhinam College of Arts and Science,Dharamapuram.
- RegularconductofSpeakersForumandJournalClubactivitiesencouragethestudentstoenhancetheir Communication skill, Self-confidence, Creativity and Research Aptitude.
- The College has introduced Outcome Based Education since 2020,ICT enabled learning infrastructure, state of the art library and repository of e-learning content offer excellent learning ambience in the institution.

Concluding Remarks :

A.D.MCollegehascontributedtotheAcademicandSocialupliftofwomenfolkofthisregionwithits progressive vision, mission and strategies.

As the college steps into the fourth cycle of reaccreditation process, the dedicated teaching, non-teaching and other assistants of the college have taken up the work meticulously for the past 7 months .Challenges faced by the institution during the pandemic period and treating the limitations as opportunities, IQAC/NAAC co ordinators have worked hand-in-hand and submitted the SSR with energy and enthusiasm. Constantly striving for excellence the college makes all efforts with innovative strategies in all aspects of higher education.

NAAC 3rd cycle recommendations for quality enhancement of the institution

1.Green Audit, Gender Audit, Administrative Audit and ICT Policy Audit to be conducted.

1.GreenAudit

The college conducts green audits and awareness initiatives pertaining to environmental issues and climate change.

Administrative Audit

Periodic conduct of administrative audit helps the administrator to access the functioning of office and makes the institution to record the transactions error free and helps to identify the mistakes and remedy to solve the same.

1.ICT Policy Audit

Periodic annual audit related to the ICT policy has been conducted with the supervision of Dean, Computer Science by the system administrator, HOD of Computer Science along with AMC service providers.

1.Inter department collaboration in teaching and Research need to be introduced

- 26 functional MOUs signed during the assessment period which leads to academic development of the institution.
- Conduct of Faculty Development Programmes, workshops on Research Methodology, IPR and Skill DevelopmentProgrammesandinnovativeteachingtechnologyenhancethecapabilityandabilityofthe teachers in their professional growth and development.

1.Budget provision for Research is required

Seed money is provided to the researchers/faculty members who are engagedin research promotion and paper publication.

Applying for Major and Minor Research Projects

- College is continuously applying for DBT-STAR, DST-FIST, DST SERB MATRICS, DST – CURIE, ICSSR, NAAC, TNSCST and TANSCHE..

1.Alumni Associationshould be registered.

Alumni Association of ADMC has been registered on 22nd December 2022.

1.IQAC shall be strengthened

- A manual of Standard Operating Procedures (SOP) formulated for an effective and better performance to cater to the needs of diversified activities in academic and administrative growth of the college.
- IQAChasconducted25FDPsduringtheassessmentperiod.IQAChasalsoinitiatedthestepsto constitute IPR and registration was done on 23rd November 2020.

1.Women oriented skill based training programmes are conducted by all the departments.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.2	**Percentage of Programmes where syllabus revision was carried out during the last five years.** 1.1.2.1. **Number of all Programmes offered by the institution during the last five years.** AnswerbeforeDVVVerification:35 Answer after DVV Verification: 25 1.1.2.2. **HowmanyProgrammeswererevisedoutoftotalnumberofProgrammesoffered during the last five years** AnswerbeforeDVVVerification:23 Answer after DVV Verification: 22 Remark : DVV has made the changes as per shared clarification.
1.1.3	**Averagepercentageofcourseshavingfocusonemployability/entrepreneurship/skill development offered by the institution during the last five years** 1.1.3.1. **Numberofcourseshavingfocusonemployability/entrepreneurship/skill development year-wise during the last five years..** Answer before DVV Verification: 	2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
528	525	525	478	485 | Answer After DVV Verification : | 2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
319	177	186	390	372	 Remark : DVV has made the changes as per shared clarification.
1.2.1	**Percentageofnewcoursesintroducedofthetotalnumberofcoursesacrossallprograms offered during the last five years.** 1.2.1.1. Howmanynewcoursesareintroducedwithinthelastfiveyears Answer before DVV Verification :134 Answer after DVV Verification: 134 1.2.1.2. **Numberofcoursesofferedbytheinstitutionacrossallprogrammesduringthelast five years.** AnswerbeforeDVVVerification:4349 Answer after DVV Verification: 907 Remark : DVV has made the changes as per shared clarification.
1.2.2	**Percentage of Programmes in which Choice Based Credit System (CBCS) / elective course**

system has been implemented(Data for the latest completed academic year).

1.2.2.1. **Number of Programmes in which CBCS / Elective course system implemented.**
AnswerbeforeDVVVerification:35 Answer
after DVV Verification: 24

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

1.3.4	**Percentageofstudentsundertakingfieldprojects/internships/studentprojects(Dataforthe latest completed academic year)**

1.3.4.1. **Number of students undertaking field projects / internships / student projects**
AnswerbeforeDVVVerification:782 Answer
after DVV Verification: 503

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

2.1.1	**Average Enrolment percentage (Average of last five years)**

2.1.1.1. **Numberof students admitted year-wise during last five years**
Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
687	653	730	800	766

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
687	653	730	800	766

2.1.1.2. **Number of sanctioned seats year wise during last five years**
Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1152	1151	1193	1256	1168

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
1132	1131	1193	1256	1168

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

2.1.2	**Averagepercentageofseatsfilledagainstreservedcategories(SC,ST,OBC,Divyangjan,etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)**

2.1.2.1. **Number of actual students admitted from the reserved categories year wise during**

last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
682	682	759	695	756

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
687	653	677	675	763

Remark : DVV has made changes as per the report shared by HEI

2.3.3 | **Ratioofstudentstomentorforacademicandotherrelatedissues(Dataforthelatestcompleted academicyear)**

2.3.3.1. **Numberofmentors**?????????????????????
Answer before DVV Verification :116
Answer after DVV Verification: 106

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

2.6.3 | **Pass Percentage of students(Data for the latest completed academic year)**

2.6.3.1. **Totalnumberoffinalyearstudentswhopassedtheexaminationconductedby Institution.**
AnswerbeforeDVVVerification:575 Answer
after DVV Verification: 584

2.6.3.2. **Totalnumberoffinalyearstudentswhoappearedfortheexaminationconductedby the Institution.**
AnswerbeforeDVVVerification:595 Answer
after DVV Verification: 605

Remark : DVV has made changes as per the report shared by HEI

3.1.2 | **Theinstitutionprovidesseedmoneytoitsteachersforresearch(averageperyear,INRin Lakhs)**

3.1.2.1. **Theamountofseedmoneyprovidedbyinstitutiontoitsfacultyyear-wiseduringthe last five years (INR in lakhs).**
Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
21600	53135	10000	20000	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18

0.21	0.555555	0.10	0.20	0

Remark : DVV has converted the value into lakhs only.

3.2.1	**GrantsreceivedfromGovernmentandnon-governmentalagenciesforresearchprojects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

3.2.1.1. **Total Grants from Government and non-governmental agencies for research projects,endowments,Chairsintheinstitutionduringthelastfiveyears(INRinLakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
15000	0	200000	260000	1495000

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0.15	0	2.0	2.6	14.9

Remark : DVV has converted the value into lakhs only.

3.5.1	**Revenuegeneratedfromconsultancyandcorporatetrainingduringthelastfiveyears(INRin Lakhs).**

3.5.1.1.**Totalamountgeneratedfromconsultancyandcorporatetrainingyear-wiseduring the last five years (INR in lakhs).**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
27785	1000	1900	1900	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0.2	0.010	0.019	0.019	0

Remark : DVV has converted the value into lakhs.

3.5.2	**Totalamountspentondevelopingfacilities,trainingteachersandstaffforundertaking consultancy during the last five years (INR in Lakhs).**

3.5.2.1.**Totalamountspentondevelopingfacilities,trainingteachersandstafffor undertaking consultancy during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18

23135	0	0	0	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0.23	0	0	0	0

Remark : DVV has converted the value into lakhs.

3.6.3	**NumberofextensionandoutreachprogramsconductedbytheinstitutionthroughNSS/NCC, Government and Government recognised bodies during the last five years** 3.6.3.1.**NumberofextensionandoutreachprogramsconductedbytheinstitutionthroughNSS/NCC, Government and Government recognised bodies during the last five years** Answer before DVV Verification: 	2021-22	2020-21	2019-20	2018-19	2017-18
42	60	73	45	45 | Answer After DVV Verification : | 2021-22	2020-21	2019-20	2018-19	2017-18
50	75	85	45	65 | Remark : DVV has made the changes as per shared reports by HEI.
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4.1.4	**Averagepercentageofexpenditureforinfrastructureaugmentationexcludingsalaryduring the last five years (INR in Lakhs)** 4.1.4.1.**Expenditureforinfrastructureaugmentation,excludingsalaryyear-wiseduringlast five years (INR in lakhs)** Answer before DVV Verification: 	2021-22	2020-21	2019-20	2018-19	2017-18
4616963	4842189	4515910	5005591	1728937 | Answer After DVV Verification : | 2021-22	2020-21	2019-20	2018-19	2017-18
33.8	24.21	22.51	25.02	8.64 | Remark : DVV has made the changes as per shared clarification.
4.2.3	**Averageannualexpenditureforpurchaseofbooks/e-booksandsubscriptiontojournals/e- journals during the last five years (INR in Lakhs)**

4.2.3.1.**Annualexpenditureofpurchaseofbooks/e-booksandsubscriptiontojournals/e- journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
59736	19470	30970	27970	28750

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0.59736	0.19	0.3	0.2	0.2

Remark : DVV has converted the value into lakhs.

4.4.1

Averagepercentageexpenditureincurredonmaintenanceofphysicalfacilitiesandacademic support facilities excluding salary component during the last five years

4.4.1.1.**Expenditureincurredonmaintenanceofphysicalfacilitiesandacademicsupport facilities excluding salary component year wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1345262	4842189	4775078	2615965	1493800

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
23.08	24.21	22.57	25.02	8.64

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

5.1.4

Averagepercentageofstudentsbenefitedbycareercounselingandguidanceforcompetitive examinations as offered by the Institution during the last five years.

5.1.4.1.**Numberofstudentsbenefittedbyguidanceforcompetitiveexaminationsandcareer counselling offered by the institutionyear wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
422	322	465	568	675

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
353	220	450	290	0

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

5.3.1	**Number of awards/medals won by students for outstanding performance in sports/cultural activitiesatinter-university/state/national/internationallevel(awardforateameventshould be counted as one) during the last five years.** 5.3.1.1.**Numberofawards/medalswonbystudentsforoutstandingperformanceinsports/ cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) year - wise during the last five years.** Answer before DVV Verification: 	2021-22	2020-21	2019-20	2018-19	2017-18
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10	12	23	14	10 | Answer After DVV Verification : | 2021-22	2020-21	2019-20	2018-19	2017-18
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11	19	26	20	16	 Remark : DVV has made the changes as per shared clarification.
6.4.2	**Funds/Grantsreceivedfromnon-governmentbodies,individuals,philanthropistsduringthe last five years (not covered in Criterion III and V) (INR in Lakhs)** 6.4.2.1.**TotalGrantsreceivedfromnon-governmentbodies,individuals,Philanthropersyear- wise during the last five years (INR in Lakhs)** Answer before DVV Verification: 	2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
181495	69096	75064	25425	0 | Answer After DVV Verification : | 2021-22	2020-21	2019-20	2018-19	2017-18
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25.00	25.00	25.00	27.00	25.00	 Remark : DVV has converted the value into lakhs only.
6.5.3	**Quality assurance initiatives of the institution include:** 1. **RegularmeetingofInternalQualityAssuranceCell(IQAC);Feedbackcollected, analysed and used for improvements** 2. **Collaborative quality initiatives with other institution(s)** 3. **Participation in NIRF** 4. **Anyotherqualityauditrecognizedbystate,nationalorinternationalagencies(ISO Certification)**

	AnswerbeforeDVVVerification:Alloftheabove Answer After DVV Verification: 2 of the above Remark : DVV has made the changes as per shared clarification.
7.1.2	**TheInstitutionhasfacilitiesforalternatesourcesofenergyandenergyconservation measures** 1. **Solar energy** 2. **Biogas plant** 3. **Wheeling to the Grid** 4. **Sensor-based energy conservation** 5. **Use of LED bulbs/ power efficient equipment** AnswerbeforeDVVVerification:C.2oftheabove Answer After DVV Verification: D. 1 of the above Remark : DVV has made the changes as per shared clarification.
7.1.4	**Water conservation facilities available in the Institution:** 1. **Rain water harvesting** 2. **Borewell /Open well recharge** 3. **Construction of tanks and bunds** 4. **Waste water recycling** 5. **Maintenance of water bodies and distribution system in the campus** AnswerbeforeDVVVerification:A.Any4oralloftheabove Answer After DVV Verification: B. 3 of the above Remark : DVV has made the changes as per shared clarification.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of programs offered year-wise for last five years** Answer before DVV Verification:
2.1	**Number of students year-wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
35	35	36	36	34

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
25	25	25	27	25

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1673	1766	1811	1676	1774

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1788	2150	1851	1833	1812

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
552	614	608	543	609

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
503	679	527	466	554

2.4	**Number of revaluation applications year-wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	01	06	20	10

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
18	01	06	21	10

3.1	**Numberofeligibleapplicationsreceivedforadmissionstoalltheprogramsyear-wiseduring last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
958	985	1455	741	1373

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
866	724	954	972	961

3.2	**NumberofseatsearmarkedforreservedcategoryasperGOI/StateGovtruleyear-wiseduring last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
682	682	759	695	756

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
490	511	489	440	487

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
4616963	4842189	4515910	5005591	1728937

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
46.16	48.42	45.15	50.05	17.2