

K.S.RANGASAMY COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)
KSR KALVI NAGAR, TIRUCHENGODE - 637215
(AN AUTONOMOUS INSTITUTION AFFILIATED TO PERIYAR UNIVERSITY, SALEM)
AQAR REPORT 2013 - 2014



KSR KALVI NAGAR, THOKKAVADI
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The Annual Quality Assurance Report (AQAR) of the IQAC

Part - A

1. Details of the Institution

1.1 Name of the Institution

K.S.Rangasamy College of Arts and Science
(Autonomous)

1.2 Address Line 1

K.S.R. Kalvi Nagar

Address Line 2

Thokkavadi, Tiruchengode

City/Town

Namakkal

State

Tamilnadu

Pin Code

637 215

Institution e-mail address

www.ksrcas.edu, contact@ksrcas.edu

Contact Nos.

Tel: 91 4288 274741 (4 Lines)

Name of the Head of the Institution:

Dr.V.Radhakrishnan

Tel. No. with STD Code:

Tel: 91 4288 274741 (4 Lines)

Mobile:

9894953153

Name of the IQAC Co-ordinator:

Dr.S.Karpagachelvi

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.82	2011	2016

1.7 Date of Establishment of IQAC :

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC.

- i. AQAR 2011-12 submitted to NAAC on 27-02-2013
- ii. AQAR 2012-13 submitted to NAAC on 18-01-2014

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

-

1.12 Name of the Affiliating University (for the Colleges)

Periyar University

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

Autonomy by State/Central Govt. / University

Central

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

-

2. IQAC Composition and Activities

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

04

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

-

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

-

2.9 Total No. of members

13

2.10 No. of IQAC meetings held

02

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

Non-Teaching Staff /Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Career Guidance and Placement Cell strengthened.
- Upgraded library by subscription to e-journals and providing inter-connectivity with other libraries (DELNET)
- More avenues for students to engage in community services
- Seminars, conferences and invited talks arranged
- Governing council meeting held on a regular basis with members of the committee as a part of Academic Review activity
- Fine tuning of syllabus was made.
- Upgradation of computer labs by adding new systems.
- Exposure to computer applications to all the disciplines.
- Research fund Rs.17, 07,400 received from various funding agencies.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<p>1. To increase pass percentage of Min. 80 in all disciplines and to secure a pass percentage of 80 in all Individual Subjects</p>	<p>In the Even Semester, April 2014, the UG programme comprises 319 papers, out of which</p> <ul style="list-style-type: none"> o 100% result has been produced in 128 papers o 85- 100% result in 156 papers <p>In the Even Semester, April 2014, the PG programme comprises 136 papers, out of which</p> <ul style="list-style-type: none"> o 100% result has been produced in 95 papers o 85- 100% result in 29 papers
<p>2.To Upgrade the facilities in the laboratories of all disciplines</p>	<p>The Institution spent Rs.1, 09,288 for equipment upgradation and maintenance.</p>
<p>3.To improve interaction between the Industry and Institution</p>	<p>Industrial visits have been arranged. Industrial experts are invited for guest lectures.</p>
<p>4.Increase in No. of books/Periodicals</p>	<p>Increased (806 books newly added which costs 3.6 lakhs)</p>

5.Increase in No. of placement Programmes	Before every interview pre placement talk has been conducted. Every week one hour has been allocated for training.
6.Reducing number of Vacancies to Less than 5%	All the vacancies are filled with qualified members.
7.Improving the research competency / Awareness of the faculty members in emerging fields	No. of conference / workshops attended - 105 No. of papers Presented - 174 Journal publication - 78

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- | |
|--|
| Necessary actions taken to improve the quality in the following: <ul style="list-style-type: none"> • Syllabus revision • Infrastructure • Lab and library facilities |
|--|

Part - B

Criterion - I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	05	-	05	-
PG	11	-	11	-
UG	15	-	15	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others (M.Phil)	07	-	07	-
Total	38	-	38	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	26
Trimester	-
Annual	-

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

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

**An analysis of the feedback in the Annexure II*

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

Yes, Fine tuning of Syllabus for all programmes are done.

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

No

Criterion - II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
218	201	17	-	-

2.2 No. of permanent faculty with Ph.D.

33

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
40	-	01	-	-	-	-	-	41	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-
-
-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	07	33	-
Presented papers	54	120	-
Resource Persons	-	16	02

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

- ICT enabled teaching
- Demonstration of programs and network monitoring are done through the net support facility in computer laboratories
- Online feedback system for teacher evaluation is done every year and the teachers are informed about their performance.
- Before every Continuous assessment test, student's feedback on teaching learning and evaluation and other facilities of the college are taken through class committee meeting and analysis is done.
- All departments conduct national/regional seminars/workshops in order to familiarize the students and the staff on the developments taking place in various disciplines.
- Arrange field trips and industrial visits.
- Teacher study materials shared with students through intranet (soft copy, PPT)
- Students are encouraged to do research projects.

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

180

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

Online multiple choices questions and Photocopy

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

- Faculty members with more than five years of experience are involved in Board of studies.
- All the faculty members of the department are involved in the syllabus restructuring.
- Curriculum development cell is functioning with 31 members for the development of curriculum.

2.10 Average percentage of attendance of students

90-95

2.11 Course/Programme wise distribution of pass percentage:

Odd Semester:

Title of the Programme	Year	Total no. of students appeared	Division				Pass %
			Distinction	I	II	III	
B.A. Tamil	I	44	03	28	08	01	90
	II	17	-	09	08	-	100
	III	6	3	2	1	-	100
B.A. English	I	68	-	14	36	04	79.41
	II	60	03	36	07	01	78.33
	III	56	-	09	25	05	69.64
B.Sc. Maths	I	130	57	47	15	02	93
	II	79	42	30	01	-	92.4
	III	77	42	25	03	-	90.9
B.Sc. Physics	I	44	23	14	2	3	95.45
	II	50	28	18	0	0	92.00
	III	36	6	23	4	0	91.66
B.Sc. Chemistry	I	50	18	23	01	-	84
	II	38	03	12	06	01	57.89
	III	37	03	12	08	-	62.16
B.Sc. Electronics and Communications	I	46	28	09	02	-	84.7
	II	37	12	17	05	-	78.37
	III	38	16	11	04	-	81.57
B.Com	I	59	09	14	20	02	76.27
	II	55	07	19	09	-	63.63
	III	56	07	20	05	-	57.14
B.Com CA	I	181	13	94	32	-	76.80
	II	167	16	64	43	-	73.21
	III	161	15	78	41	-	83.23
BBA	I	119	01	26	17	26	59
	II	109	01	31	18	04	51
	III	109	10	47	13	-	70
B.Sc. Computer Science	I	238	67	108	14	-	80.43
	II	233	52	115	16	01	79.66
	III	191	57	73	08	-	70.50
BCA	I	249	61	101	28	01	81.78
	II	230	83	80	07	01	76.19
	III	184	40	40	01	-	74.49

Title of the Programme	Year	Total no. of students appeared	Division				
			Distinction	I	II	III	Pass %
B.Sc. Microbiology	I	41	03	18	-	-	51
	II	21	02	17	-	-	90.4
	III	21	02	15	-	-	80.9
B.Sc. Biochemistry	I	38	17	11	-	-	73.68
	II	31	11	09	-	-	66.67
	III	29	13	10	-	-	82.14
B.Sc. Biotechnology	I	82	22	27	04	-	64.63
	II	48	17	11	-	-	58.33
	III	30	02	16	09	-	90
B.Sc. Textile and Fashion Design	I	43	26	09	03	-	83
	II	36	15	07	02	-	66.6
	III	30	23	02	-	-	83
M.A. English	I	35	07	24	03	-	97.14
	II	33	-	31	02	-	100
M.Sc. Maths	I	64	34	16	-	-	79
	II	65	45	15	02	-	95.5
M.Sc. Physics	I	12	5	6	--	--	91.66
	II	24	9	13	1	--	95.83
M.Sc. Chemistry	I	18	07	10	-	-	94.43
	II	17	04	11	-	-	88.22
M.Com CA	I	30	04	15	01	-	66.7
	II	44	09	33	01	-	95.5
M.Sc. Computer Science	I	47	14	30	-	-	95.7
	II	63	12	38	05	-	85.7
M.Sc. Microbiology	I	18	01	13	01	-	83.33
	II	23	05	14	01	-	87.00
M.Sc. Biochemistry	I	05	03	01	-	-	80
	II	16	08	04	-	-	75
M.Sc. Biotechnology	I	07	-	07	-	-	100
	II	26	09	09	-	-	81.8
MCA	I	20	18	1	-	-	95
	II	63	11	32	-	-	68.3
	III	37	16	16	-	-	86.4
MBA	I	66	03	29	17	-	62.1
	II	80	04	37	08	-	62.5

Even Semester:

Title of the Programme	Year	Total no. of students appeared	Division				
			Distinction	I	II	III	Pass %
B.A. Tamil	I	42	3	20	07	01	75
	II	17	-	09	03	-	70.58
	III	06	-	04	02	-	100
B.A. English	I	67	-	18	31	-	73.13
	II	56	02	23	19	02	82.14
	III	54	01	16	21	01	72.22
B.Sc. Maths	I	130	50	45	05	-	77
	II	78	41	29	-	-	89.74
	III	78	41	30	02	-	93.60
B.Sc. Physics	I	50	16	23	3	3	90.00
	II	39	18	5	0	0	58.97
	III	32	9	19	4	0	100
B.Sc. Chemistry	I	50	18	23	01	-	42
	II	36	05	06	-	-	30.55
	III	36	06	16	01	-	63.85
B.Sc. Electronics and Communications	I	43	07	20	03	-	69.76
	II	36	11	16	-	-	75
	III	36	15	13	05	-	91.66
B.Com	I	61	12	20	06	01	62.9
	II	54	05	20	07	01	61
	III	56	10	19	18	-	75
B.Com CA	I	174	10	83	25	01	68.39
	II	158	10	67	21	-	62.02
	III	166	33	93	7	01	80.72
BBA	I	105	13	20	12	04	49
	II	108	05	44	21	-	69
	III	104	16	57	23	-	94
B.Sc. Computer Science	I	227	39	94	10	01	63.44
	II	222	47	116	18	01	81.98
	III	188	60	106	11	-	95.21
BCA	I	235	37	85	35	04	68.51
	II	223	63	86	10	-	71.3
	III	180	29	126	13	03	92.22
B.Sc. Microbiology	I	41	03	25	-	-	68.2
	II	20	03	14	-	-	85

Title of the Programme	Year	Total no. of students appeared	Division				
			Distinction	I	II	III	Pass %
	III	19	02	16	-	-	94.7
B.Sc. Biochemistry	I	36	10	12	-	-	61.11
	II	31	12	15	-	-	87.09
	III	28	11	12	03	-	92.9
B.Sc. Biotechnology	I	78	30	29	02	-	78.21
	II	40	10	23	02	03	95
	III	30	11	16	02	-	96.67
B.Sc. Textile and Fashion Design	I	43	18	06	02	-	57
	II	32	09	14	-	-	72
	III	30	25	03	-	-	93.3
M.A. English	I	35	04	26	05	-	100
	II	32	-	32	-	-	100
M.Sc. Maths	I	64	42	09	-	-	79.65
	II	68	46	16	-	-	92.66
M.Sc. Physics	I	24	12	9	1	--	91.66
	II	14	14	--	--	--	100
M.Sc. Chemistry	I	18	08	07	-	-	83.32
	II	17	04	08	-	-	70.57
M.Com CA	I	29	7	15	-	-	76
	II	44	22	22	-	-	100
M.Sc. Computer Science	I	46	17	28	-	-	97.8
	II	62	09	34	19	-	100
M.Sc. Microbiology	I	18	06	10	01	-	94.44
	II	24	19	5	-	-	100
M.Sc. Biochemistry	I	05	03	-	-	-	60
	II	15	12	03	-	-	100
M.Sc. Biotechnology	I	07	03	04	-	-	100
	II	24	20	04	-	-	100
MCA	I	19	14	2	-	-	84.2
	II	59	3	47	1	-	86.4
	III	35	22	12	1	-	100
MBA	I	66	09	31	01	-	66.1
	II	80	09	55	03	-	85

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

- There are exclusive committees for Academic Audit, Planning and evaluation, Examination reforms, Log Book Verification, Grievance Appeal, Curriculum Development and Workload/timetable. Through these committees, Teaching and learning processes are monitored and evaluated.
- Arranged training program for Google apps usage.
- Orientation program is conducted for the faculty members about work plan and course plan preparation.
- Taking feedback on Campus facilities, teaching learning and evaluation process from the students and parents.
- The progress of students was monitored through unit tests, home assignments, seminars, etc.
- Periodic assessment of teaching-learning process and internal evaluations.
- Established Language laboratory, to improve communication skills in English.
- The College encourages research, publications, paper presentations and participation in international/national/regional workshops, conferences and symposia.
- Motivating the teachers towards implementing ICT enabled teaching-learning processes.
- Student feedback is analysed and necessary corrective measure is taken.

2.13 Initiatives undertaken towards faculty development (attended / organised)

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC - Faculty Improvement Programme	02
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	36
Others (Seminar)	29

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	-	01	-
Technical Staff	19	-	04	-

Criterion - III

3. Research, Consultancy and Extension

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

- Promoting research by introducing M.Phil. and Ph.D. research programs.
- IQAC encourages the teachers to undertake major/minor research projects.
- IQAC encourages the teachers to present papers in international, national and state level seminars and conferences.
- IQAC also stimulates the teachers for paper publication and writing books.
- Financial support for the teachers to attend seminars and conferences.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	32.17	-	-

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	51	9	-
Non-Peer Review Journals	12	1	-
e-Journals	5	-	-
Conference proceedings	30	27	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2012-15	DST	32.17 Lakhs	1160586
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	2013-14	TNSCST	7500	7500
Any other(Specify)	2013-14	CICT Chennai	2,88,000	153941
Total	03	-	-	1322027

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	02	-	-	-
Sponsoring agencies	-	NBHM,DST, ICSST	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
01	-	-	-	01	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Through core components in the curriculum, the College ensures the transmission of values, attitudes and beliefs that will encourage students to be sensitive to social issues and become responsible citizens. It encourages students to reach out to the community through Social Awareness Programmes/Service Learning and experiential learning.
- NSS camps were conducted to foster social responsibility amongst students.
- NCC cadets were selected to be sent to various state level and national level camps.
- Creating awareness on Yoga for physical and mental well being.

Criterion - IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10.8	-	Management	10.8
Class rooms	115	-	Management	115
Laboratories	19	02	Management	21
Seminar Halls	02	-	Management	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	10	-	Management	10
Value of the equipment purchased during the year (Rs. in Lakhs)	27,44,209	-	Management	27,44,209
Others (123 Computers purchased)	-	31,06,500	Management	31,06,500

4.2 Computerization of administration and library

- The College library is automated and the information regarding availability of books, issue details, etc is available to the students and staff.
- An online public access catalogue (OPAC) is implemented to enable the students for speedy and convenient access to the library catalogue.
- All relevant information about the college is published on the college website and intranet for reference.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27463	3480488	616	225902	28079	3706390
Reference Books	3863	1931500	182	111930	4045	2043430
e-Books	-	-	-	-	-	-
Journals	148	177766	6	3645	154	181411
e-Journals	-	-	1	5000	1	5000
Digital Database	-	-	1	16500	1	16500
CD & Video	2573	-	112	-	2685	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	633	9	5mb	3	1	2	45	-
Added	53	-	-	-	-	2	07	-
Total	686	9	5mb	3	1	4	52	-

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

- All the departments are connected with Internet and Intranet access.
- Computer awareness program was conducted for non-teaching staff members.
- Google drive

4.6 Amount spent on maintenance in lakhs :

i) ICT	8.43
ii) Campus Infrastructure and facilities	3.22
iii) Equipments	1.09
iv) Others	-
Total :	12.74

Criterion - V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC renders information and support that the students need in the campus.
- They were given the information about the student support system of the college through the first orientation class at the beginning and through handbook.
- Support the students by informing modalities for getting financial assistance from government and Scholarships from various agencies.
- IQAC gives support by giving coaching classes for placement, giving career guidance and Counselling.

5.2 Efforts made by the institution for tracking the progression

- Class advisors are appointed for each class. They collect the data about the student's performance in learning and their participation in extracurricular activities. On the basis of the analysis of the data, proper guidance is given to the students and it is communicated to their parents.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3828	847	46	02

(b) No. of students outside the state

35

(c) No. of international students

72

Men	No	%	Women	No	%
	2737	58.55		1938	41.45

Last Year(2013-2014)						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
207	456	13	3999	3	4675	187	432	09	4138	3	4766

Demand ratio 1:1

Dropout %: Less than 1%

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

- Collaboration with Manidhaneyam Civil Services Coaching Academy, IAS coaching class was conducted for the interested students.

No. of students beneficiaries

50

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- Through Class advisor and Head of the Department, counselling is given to the students.
- Regular placement hour is conducted for all UG and PG final year students.

No. of students benefitted

All Students

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
12	1280	82	318

5.8 Details of gender sensitization programmes

- Conducted a guest lecture on “**Functions of Hormones in reproduction**”.

5.9 Students Activities

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

State/ University level

32

National level

43

International level

04

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	351	19,11,450
Financial support from government	207	23,36,860
Financial support from other sources	242	10,47,700
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

Criterion - VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: We strive for nurturing the potential of students by designing and delivering current, relevant and creative learning inputs. This is to achieve excellence in academics and to create socially responsible citizens. We are committed to shape global leaders and entrepreneurs, who create sustainable and fulfilling environment to the society.

Mission:

1. Design and deliver learning inputs that are on par with global standards.
2. Interface with business organizations, universities, research institutions, government and non government organizations. Design current, relevant inputs to transform students into entrepreneurs, employable and socially responsible citizens.
3. Promote innovation and research in various areas of basic sciences, life sciences, computer science and humanities by way of interfacing with various funding organizations, universities and other research institutions.
4. Provide equal importance for academics and individual development among students. Academics are supplemented with extracurricular and co-curricular activities.

6.2 Does the Institution has a management Information System

- The College has a full-fledged Management information system for the academic and administrative functioning of the college.
- The College library is also automated and the information regarding availability of books, issue details, etc is available to the students and staff.
- An online public access catalogue (OPAC) is implemented to enable the students for speedy and convenient access to the library catalogue.
- All relevant information about the college is published on the college website and intranet for reference.

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

6.3.1 Curriculum Development

- The College follows the guidelines for curriculum development and restructuring set down by the UGC and the Periyar University.
- An assessment of the effectiveness of the current curriculum is done through feedback obtained from faculty, students, alumni, subject experts, employers and members of the academic audit. After reviewing suggestions from all stakeholders, the Curriculum Restructuring Committee brainstorms for additional inputs.
- Based on the framework given, departments develop an outline of the proposed programme/course, with details such as course description, objectives, unitisation of the courses, evaluation patterns and references.
- The experience gained by faculty members as resource persons at conferences, seminars/workshops and also as members of Boards of Studies and Academic Audit Committees in other institutions facilitates the process of revision.
- The revised courses and syllabi are then discussed at Boards of Studies meetings. The recommendations of the Boards are brought to the Academic Council for its approval. The syllabus is reviewed and revised every three years. The major restructuring is done periodically after taking into consideration the feedback from all the stakeholders such as alumni, employers, industry and academic experts from educational institutions.
- Boards of Studies, the Academic Council and Governing Body of the institution are constituted according to the norms laid down by the UGC.

6.3.2 Teaching and Learning

- Assignment/Seminar, Attendance and three continuous assessment tests have been considered to be the essential components for internal assessment.
- The following academic practices have been performed by the faculty members and the same has been projected by means of effective paperless communication through the intranet to the students:
 - a) Course Plan: The complete package of the subject consists of topics, jargons, inputs for assignments/seminars, trends, relevant subjects, job opportunities and resources availability in terms of books, journals, e-tutors, magazines and open sources inside and outside the college.
 - b) Work Plan: Specific content of the subject with representing respective hours including hour agenda for the entire semester.
 - c) Lesson Plan: Complete and consolidated unit wise notes.
- An effective monitoring system has been introduced by the institution with establishing several committees to ensure quality and productivity of the academic work. The committees are Academic Audit Committee, IQAC, Log Book Verification Committee, Grievance Appeal Committee, Curriculum Development Committee, Workload/timetable Audit Committee, etc.,

6.3.3 Examination and Evaluation

- Internal examinations are conducted. Along with written examinations, seminars and assignments are given to the students for the evaluation of their academic status.
- Regular department wise PTA meetings are conducted and the progress of the students is discussed with the parents.

6.3.4 Research and Development

- Teachers were provided permission to attend conference, seminar and FDP.
- Teachers are motivated to do research work and get financial assistance.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Regular updating of library resources. The library has internet connectivity with printer and power back up facilities and follows the open access system.
- The freshers are given orientation on effective use of library resources.
- There are adequate software and computational facilities to meet the needs of a growing institution.
- A multimedia language lab, computer labs and science labs provide opportunities for hands-on training

6.3.6 Human Resource Management

- At the end of each academic year the Management Committee reviews the existing positions and identifies personnel for various teaching and non-teaching positions. The management makes appointments through prescribed procedures.
- Orientation and training programmes are periodically organised for new recruits. In order to enhance capacities of staff, need-based training/workshops are organized for faculty, administrative and supportive staff.
- One teacher for one subject in one class has been maintained throughout the academic year (1:1:1). However, more teachers are entrusted with the responsibility of sharing one paper owing to vast syllabus.
- Teachers are given additional charges for various co-curricular and extra-curricular activities.
- Cash reward is given to the faculty members who have produced 100% result.

6.3.7 Faculty and Staff recruitment

- Vacancies are advertised in leading newspapers and prescribed norms are strictly adhered to.

6.3.8 Industry Interaction / Collaboration

- Industrial visits are arranged.

6.3.9 Admission of Students

- University and AICTE norms are strictly followed regarding the admission of students.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Insurance • Free bus transport facility • Loan facilities • Flexi-timings provided for medical reasons • Contributory Provident Fund from the management for the faculty • Contribution towards medical insurance • Maternity leave • Advance to meet emergency expenditure of the staff • Free Healthcare facility
Non teaching	<ul style="list-style-type: none"> • Insurance • Free bus transport facility • Free Healthcare facility • Loan facilities • Festival advance • Admissions, scholarships and fee concessions for children of administrative and supportive staff • Bonus for administrative and supportive staff.
Students	<ul style="list-style-type: none"> • Insurance • Fees concession for sports, old students. • Free bus transport facility • Free Healthcare facility

6.5 Total corpus fund generated Rs.1, 23,42,000

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	TUV NORD	Yes	Academic Audit Committee, ISO Internal Audit
Administrative	Yes	TUV NORD	Yes	ISO Internal Audit

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- Online examination for B.Sc Computer Science and Biochemistry discipline.

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

Not Applicable

6.11 Activities and support from the Alumni Association

- Every year alumni meet is organized by the departments.
- Alumni database created and maintained regularly.

6.12 Activities and support from the Parent - Teacher Association

- Conducts parents meeting department wise.
- Department organises one to one interaction with parents.

6.13 Development programmes for support staff

- Computer orientation program conducted to the support staff

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

Safe disposal of laboratory wastes
Rain water harvesting
Reverse Osmosis plant
Gardening

Criterion - VII

7. Innovations and Best Practices

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

The following initiatives were taken to enhance knowledge, skills and employability:

- Projects/internships undertaken at the UG level.
- Introduction of diploma courses to enhance employability.
- Introduction of Non major elective courses to impart multi-disciplinary approach.
- Electives encourage the students to increase their knowledge.

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

- Increase in pass percentage.
- Lab and library facilities are upgraded.
- Interaction between institution and industry has been improved through industrial visit and invited experts from industries for guest lectures.
- Placement hour has been allocated for all final year students.
- Number of publications and presentation are increased.

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

- Need based syllabus revision is done.
- Placement class has been conducted for all final year students.
- Maintaining the student's profile and progress.
- News letter is released on quarterly basis.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

Safe disposal of laboratory wastes
Rain water harvesting
Reverse Osmosis plant
Gardening

7.5 Whether environmental audit was conducted? Yes No

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

<p>Strengths:</p> <ul style="list-style-type: none">• Autonomous institution• NAAC Accreditation• 12B and 2(f) Status• Infrastructure• Placement• Pass percentage <p>Weakness:</p> <ul style="list-style-type: none">• Major and minor projects• Consultancy <p>Opportunities:</p> <ul style="list-style-type: none">• Curriculum development• Research and development• Funding from various agencies <p>Threats:</p> <ul style="list-style-type: none">• Competition among developing institutions
--

8. Plans of institution for next year

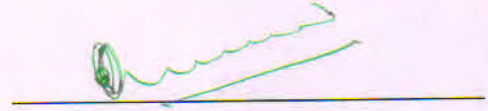
<ul style="list-style-type: none">• Increase the number of funded projects.• Strengthen the placement and career guidance.• Conduct funded seminar / conference / workshop.• Curriculum restructuring.• Enhance consultancy services.

Name: *Dr. S.Karpagachelvi*



Signature of the Coordinator, IQAC

Name: *Dr. V.Radhakrishnan*



Signature of the Chairperson, IQAC

Annexure I - (i) Employers feedback

Consolidated Employers Feedback:

Name of the designation company:

- Mr. Lavanam Amballa, Location Campus Manager, WIPRO Technologies.
- Mr. James Stephen, Location Campus Manager, WIPRO Technologies.
- Mr. Timothy Samsun, HR, Tech Mahindra.
- Mr. Bhanu Kumar, VP, Cloud Infrastructure, NTT Data.
- Mr. Aravinth, Campus In Charge, TCS BPS.
- Mr. Sathish Xavier, HR, WILLIASLEA

Positive Feedback

- Dress code is really good and professional
- Students are disciplined
- Students are punctual and patient (waiting for the interview up to 9 pm)
- Students are good in aptitude and Technical
- Infrastructure for the conduct of interviews are good
- Hospitality is great.

Scope for Improvement

- Students are technically sound but few are unable to express
- More focus has to be given to enhance communication skills
- Separate the students for aptitude training and communication training
- A course in II or III year can be planned to improve aptitude skills and soft skills.

Annexure I - (ii) Students feedback

QUESTIONS

1. My option of selection of this college and the course are
2. The recent updations in the labs are
3. The wide range of collections of books in the library is
4. The timings of the library and lab are
5. The relationship with my department faculty and HOD are
6. My access to our Principal is
7. The focus on academics by conducting unit tests are
8. Job oriented trainings given to students are
9. English communication delivered by allotting special hours to the student is
10. The refreshments provided in the college canteen is
11. Money transactions with bank and post office available within the premises is
12. Conducive atmosphere provided is

Department : B.C.A - Bachelor of Computer Application				
Total Students: 312				
Question No.	H.Satisfactory	Satisfactory	Nei.Sat. Nor Dis.	Dissatisfactory
1	128	160	13	11
2	86	163	44	19
3	109	169	24	10
4	99	169	24	20
5	99	157	27	29
6	96	159	36	21
7	95	181	26	10
8	123	141	29	19
9	67	145	59	41
10	74	141	56	41
11	103	165	33	11
12	86	176	35	15
TOTAL	1165	1926	406	247
Department : B.Sc. - Computer Science				
Total Students: 251				
Question No.	H.Satisfactory	Satisfactory	Nei.Sat. Nor Dis.	Dissatisfactory
1	96	139	6	10
2	50	167	18	16
3	81	146	14	10
4	77	133	26	15
5	75	131	27	18
6	61	142	30	18
7	64	156	20	11
8	93	124	20	14
9	41	119	48	43
10	40	125	39	47
11	64	145	27	15
12	48	159	27	17
TOTAL	790	1686	302	234
Department : M.C.A. - Master of Computer Applications				
Total Students: 21				
Question No.	H.Satisfactory	Satisfactory	Nei.Sat. Nor Dis.	Dissatisfactory
1	10	11	0	0
2	6	11	4	0
3	5	12	2	2
4	7	9	2	3
5	10	10	1	0
6	4	12	3	2

7	9	12	0	0
8	5	9	2	5
9	4	8	5	4
10	3	8	5	5
11	6	11	2	2
12	6	14	1	0
TOTAL	75	127	27	23

Department : B.Com with Computer Applications
Total Students: 233

Question No.	H.Satisfactory	Satisfactory	Nei.Sat. Nor Dis.	Dissatisfactory
1	122	98	6	7
2	94	114	18	7
3	99	104	22	8
4	87	109	17	20
5	76	91	30	36
6	84	114	23	12
7	75	128	17	13
8	87	95	25	26
9	57	115	32	29
10	60	90	30	53
11	85	118	21	9
12	75	128	19	11
TOTAL	1001	1304	260	231

Department : M.Com with Computer Applications
Total Students: 17

Question No.	H.Satisfactory	Satisfactory	Nei.Sat. Nor Dis.	Dissatisfactory
1	9	8	0	0
2	5	12	0	0
3	5	12	0	0
4	9	6	2	0
5	14	3	0	0
6	7	8	2	0
7	9	8	0	0
8	8	6	3	0
9	5	8	2	2
10	2	8	4	3
11	4	10	2	1
12	5	10	2	0
TOTAL	82	99	17	6

Department : M.B.A. - Master of Business Administrati				
Total Students: 83				
Question No.	H.Satisfactory	Satisfactory	Nei.Sat. Nor Dis.	Dissatisfactory
1	23	53	4	3
2	15	63	4	1
3	21	55	3	4
4	24	44	10	5
5	23	51	7	2
6	12	59	7	5
7	27	50	5	1
8	9	44	18	12
9	7	45	19	12
10	10	40	21	12
11	19	53	9	2
12	11	52	15	5
TOTAL	201	609	122	64
Department : B.B.A - Bachelor of Business Adminstrati				
Total Students: 168				
Question No.	H.Satisfactory	Satisfactory	Nei.Sat. Nor Dis.	Dissatisfactory
1	83	77	5	3
2	66	84	11	7
3	58	93	7	10
4	64	71	10	23
5	99	58	7	4
6	58	79	16	15
7	59	94	7	8
8	61	73	11	23
9	39	78	23	28
10	33	64	35	36
11	62	81	13	12
12	54	91	9	14
TOTAL	736	943	154	183
Department : B.Sc. - Physics				
Total Students: 43				
Question No.	H.Satisfactory	Satisfactory	Nei.Sat. Nor Dis.	Dissatisfactory
1	24	16	2	1
2	15	21	5	2
3	19	23	0	1
4	21	18	2	2

5	21	19	2	1
6	17	25	0	1
7	19	21	2	1
8	11	24	5	3
9	12	22	5	4
10	12	18	6	7
11	21	19	2	1
12	17	20	4	2
TOTAL	209	246	35	26

Department : B.Sc. - Bachelor of Electronics

Total Students: 47

Question No.	H.Satisfactory	Satisfactory	Nei.Sat. Nor Dis.	Dissatisfactory
1	15	29	2	1
2	9	30	4	4
3	23	21	3	0
4	21	21	3	2
5	22	15	5	5
6	17	25	4	1
7	11	32	2	2
8	16	22	8	1
9	10	18	15	4
10	9	16	11	11
11	18	19	8	2
12	9	26	10	2
TOTAL	180	274	75	35

Department : B.Sc.- Mathematics (Computer Application

Total Students: 26

Question No.	H.Satisfactory	Satisfactory	Nei.Sat. Nor Dis.	Dissatisfactory
1	9	17	0	0
2	8	18	0	0
3	10	16	0	0
4	13	11	1	1
5	8	15	2	1
6	5	19	2	0
7	6	20	0	0
8	5	18	3	0
9	4	19	2	1
10	4	19	1	2
11	3	22	0	1

12	3	22	1	0
TOTAL	78	216	12	6

Department : B.Sc.- Mathematics

Total Students: 106

Question No.	H.Satisfactory	Satisfactory	Nei.Sat. Nor Dis.	Dissatisfactory
1	63	41	2	0
2	36	62	6	2
3	56	44	4	2
4	42	45	12	7
5	57	44	3	2
6	40	52	12	2
7	50	50	3	3
8	46	42	14	4
9	24	47	18	17
10	30	48	17	11
11	44	52	9	1
12	48	52	4	2
TOTAL	536	579	104	53

Department : B.Sc. - Bio-Chemistry

Total Students: 34

Question No.	H.Satisfactory	Satisfactory	Nei.Sat. Nor Dis.	Dissatisfactory
1	17	17	0	0
2	14	18	2	0
3	17	17	0	0
4	17	14	3	0
5	13	18	3	0
6	15	17	2	0
7	13	21	0	0
8	15	12	4	3
9	8	18	6	2
10	8	14	3	9
11	15	17	2	0
12	11	19	2	2
TOTAL	163	202	27	16

Department : B.Sc. - Bio-Technology

Total Students: 34

Question No.	H.Satisfactory	Satisfactory	Nei.Sat. Nor Dis.	Dissatisfactory
1	13	20	0	1
2	6	14	7	7

3	16	14	3	1
4	16	11	5	2
5	12	19	2	1
6	9	22	2	1
7	11	18	5	0
8	11	9	7	7
9	7	10	11	6
10	11	11	6	6
11	13	20	1	0
12	10	16	4	4
TOTAL	135	184	53	36

Department : B.A. - English
Total Students: 99

Question No.	H.Satisfactory	Satisfactory	Nei.Sat. Nor Dis.	Dissatisfactory
1	49	49	0	1
2	24	56	13	6
3	34	62	3	0
4	25	55	5	14
5	30	55	12	2
6	34	52	11	2
7	33	59	5	2
8	39	49	6	5
9	22	52	17	8
10	22	55	10	12
11	31	61	6	1
12	29	62	8	0
TOTAL	372	667	96	53

Department : M.A. English
Total Students: 28

Question No.	H.Satisfactory	Satisfactory	Nei.Sat. Nor Dis.	Dissatisfactory
1	4	22	0	2
2	4	17	4	3
3	7	14	5	2
4	8	16	3	1
5	5	20	2	1
6	4	18	4	2
7	9	19	0	0
8	5	16	4	3
9	4	17	5	2

10	3	14	7	4
11	7	20	1	0
12	4	23	1	0
TOTAL	64	216	36	20

Department : B.A. - Tamil

Total Students: 16

Question No.	H.Satisfactory	Satisfactory	Nei.Sat. Nor Dis.	Dissatisfactory
1	12	4	0	0
2	5	8	3	0
3	9	6	0	1
4	9	3	2	2
5	13	3	0	0
6	4	8	1	3
7	8	5	1	2
8	8	4	2	2
9	10	3	3	0
10	7	5	2	2
11	6	7	2	1
12	9	3	3	1
TOTAL	100	59	19	14

Department : B.Sc. - Chemistry

Total Students: 29

Question No.	H.Satisfactory	Satisfactory	Nei.Sat. Nor Dis.	Dissatisfactory
1	12	16	0	1
2	5	19	3	2
3	9	18	2	0
4	6	16	2	5
5	12	14	2	1
6	16	11	2	0
7	9	19	1	0
8	7	15	4	3
9	6	14	5	4
10	10	13	2	4
11	10	19	0	0
12	9	18	2	0
TOTAL	111	192	25	20

Department : B.Sc. - Textile and Fashion Designing

Total Students: 42

Question No.	H.Satisfactory	Satisfactory	Nei.Sat. Nor Dis.	Dissatisfactory
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1	24	15	2	1
2	14	24	2	2
3	20	18	4	0
4	12	21	5	4
5	26	15	0	1
6	25	17	0	0
7	15	23	3	1
8	22	19	0	1
9	10	25	3	4
10	16	19	5	2
11	13	27	2	0
12	16	25	0	1
TOTAL	213	248	26	17

Department : B.Com - Bachelor of Commerce

Total Students: 59

Question No.	H.Satisfactory	Satisfactory	Nei.Sat. Nor Dis.	Dissatisfactory
1	27	31	0	1
2	20	29	3	7
3	18	37	3	1
4	14	26	7	12
5	38	16	2	3
6	23	29	5	2
7	24	33	1	1
8	22	27	8	2
9	17	27	9	6
10	15	32	6	6
11	20	33	3	3
12	22	32	2	3
TOTAL	260	352	49	47

Department : M.Sc. - Bio-Technology

Total Students: 6

Question No.	H.Satisfactory	Satisfactory	Nei.Sat. Nor Dis.	Dissatisfactory
1	2	4	0	0
2	0	1	5	0
3	3	3	0	0
4	1	5	0	0
5	1	2	2	1
6	2	2	2	0
7	1	5	0	0

8	1	2	3	0
9	0	3	2	1
10	0	3	2	1
11	2	3	0	1
12	1	3	2	0
TOTAL	14	36	18	4
Grand Total	10995	16992	3187	2306
Overall Total Students: 2789				

Annexure I - (iii) Alumni feedback

The College has a well established Alumni Association. So far, The Alumni Association conducted its alumni meeting five times. After 2010, individual departments conduct alumni meeting every year. The alumni are invited to participate in the important programmes of the department. The alumni also act as members of Board of Studies. They also support in the placement initiatives of the College, and field visits of the students. The Alumni fill in feedback forms whenever they visit to the department. The feedback reports provide valuable information on the importance of the courses, subjects and the quality of teaching. They also help to know and identify the changing academic needs.

Annexure II - (i) Training and Placement Cell

Objective:

- To maintain the up to date database of the final year students and sending it to corporate based on their needs.
- To Train the students on aptitude, technical and interview skills.
- To help the students in preparing resumes and drafting job applications.
- To arrange on-campus/on-site/telephonic interviews.
- Bringing corporate people for Guest Lectures to make the students understand the industry scenario.
- To help students to attend off-campus interviews.

Context:

- Air-Conditioned training hall for regular training during college hours and after college hours.
- Television to view News & knowledge programme.
- DVD Player to view learning tutorials.
- Separate Library with self-development books and competitive examination preparation materials.
- U Table for conducting Group Discussion.
- Podium for Public Speaking exercises.

Practice:

- Every year orientation about industry expectations and employability skills is provided to first year students.
- Weekly one hour is allocated for the final year UG and PG students to train them on aptitude, technical and interview skills.
- Need based training is provided at least two days before every interview.

Evidence:

- In the academic year 2013-2014 four hundred students were placed.
- Pay range is between Rs 72,000 to Rs 2,40,000 per annum.

Problems encountered:

Students are well disciplined with good attitude, the main problem we encounter is most of the students are from rural background and their communication is not up to the expectation.

Annexure II - (ii) Maintaining the student's profile and progress

Objective:

- To maintain the details about personal, academic and extracurricular activities of the students.
- To assess the progress of the students.
- To motivate students based on their academic data.
- To counsel the students to be emotionally balanced.
- To inform the parents about the progress of their wards.

Context:

- Students profile and progress is maintained under five sections
 - Bio data
 - Academic performance - Semester wise
 - Participation in various co-curricular activities
 - Parents meeting details
 - Admission data analysis

Practice:

- Beginning of the First year, the personal details of the students are collected and recorded along with their photo and their parent's photo.
- Continuous test marks, model exam marks and attendance percentage are updated in their profile then and there.
- Weekly one hour is allocated to teach moral and discipline by the HODs and Senior Faculty members.

Evidence:

- Student Profiles are maintained by the class advisors in the departments.
- One to one interaction with the parent is recorded in the profile.
- Participation of students extracurricular activities are also recorded.

Problems encountered:

- Changes in address for communication and phone number are not intimated properly.