

**RATHNAVEL SUBRAMANIAM COLLEGE OF ARTS AND
SCIENCE
AUTONOMOUS, SULUR, COIMBATORE**

**Annual Quality Assurance Report (AQAR) of the IQAC
(2015-2016)**

Part – A

AQAR for the year (*for example 2015-16*)

2015-2016

1. Details of the Institution

1.1 Name of the Institution

Rathnavel Subramaniam College of Arts &
Science (Autonomous)

1.2 Address Line 1

242-B, K.V.K. Thottam, Trichy Road

Address Line 2

Sulur

City/Town

Coimbatore

State

Tamil Nadu

Pin Code

641402

Institution e-mail address

info@rvsgroup.com

Contact Nos.

0422-2687421, 2687603

Name of the Head of the Institution:

Dr.P.Thirunavukkarasu

Tel. No. with STD Code:

0422-2687421, 2687603

Mobile:

9788748484

Name of the IQAC Co-ordinator:

Dr. M. P. Ayyappa Das

Mobile:

9677446996

IQAC e-mail address:

iqac.rvscas@rvsgroup.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

TNCOGN10111

OR

1.4 NAAC Executive Committee No. & Date:

BC (SC)/03/RAR/81

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

www.rvscas.ac.in

Web-link of the AQAR:

<http://www.rvscas.ac.in/about/ourquality.php>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	Four Star	NA	2002	2007
2	2 nd Cycle	B ⁺⁺	NA	2007	2012
3	3 rd Cycle	A	3.14	2014	2019

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

30/6/2006

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR 2014-15 submitted to NAAC on 24.09.2016 (dd/mm/yyyy)
- ii. AQAR 2013-14 submitted to NAAC on 12.09.2014 (dd/mm/yyyy)
- iii. AQAR 2012-13 submitted to NAAC on 30.09.2013 (dd/mm/yyyy)
- iv. AQAR 2011-12 submitted to NAAC on 21.09.2012 (dd/mm/yyyy)
- v. AQAR 2010-11 submitted to NAAC on 06.09.2011 (dd/mm/yyyy)
- vi. AQAR 2009-10 submitted to NAAC on 07.10.2010 (dd/mm/yyyy)

1.9 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-finan

1.10 1.10 Type of Faculty/Programme

Edu) Arts Science Commerce Law PEI (Phys

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*) **Bharathiar University, Coimbatore**

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

Autonomy by State/Central Govt. / University

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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

	<input type="text" value="02"/>	No.	<input checked="checked" type="checkbox"/>
Non-Teaching Staff	<input checked="checked" type="checkbox"/>	Students	<input checked="checked" type="checkbox"/>
	<input checked="checked" type="checkbox"/>	Alumni	<input checked="checked" type="checkbox"/>
		Others	<input checked="checked" type="checkbox"/>

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

Level Total Nos. International National State Institution

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Significant Activities

- ☞ Restructuring of Curriculum
- ☞ Introduced 'SME' concept (Subject Matter Expert) in selected programs.
- ☞ Performance appraisal of staff
- ☞ Strengthening and monitoring of teaching and evaluation
- ☞ Promotion of Research

Contributions

- ☞ Release of RVSCAS IQAC News Bulletin showcasing the copy form HoD's minutes.
- ☞ Strengthened Student Counseling Program
- ☞ Centralized Documentation activities.

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
Administrative Plan was chalked by IQAC	Systematic conduct of events were observed. The review of processes were carried by regular audits by IQAC.
To do Performance Appraisal of staff	Annual Performance appraisal was done and score cards has been issued to respected staff
Development of 'SIP' ' Students Information Portal '	An information portal was developed where students can see their academic reports as line

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body

Management Syndicate Any other body

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	6	0	6	NA
PG	14	1	15	EDC-1 for each course
UG	18	1	19	1 EDC and 1 COP for each course
PG Diploma	NA	NA	NA	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	NA	NA	NA	NA
Certificate	NA	2 (DELCC-9 months & CELC-6 months)	2	NA
Others	8	0	8	NA
Total	46	4	48	

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	34
Trimester	..
Annual	..

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

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

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

YES

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
	197	143	38	1	15

2.2 No. of permanent faculty with Ph.D.

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
	45	45	4	--	0	0	7	0	56	0

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	2	10	2
Presented	40	28	3
Resource Persons	-	-	-

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

- * Introduced “Subject Matter Expert “(SME) concept for teaching strategic (core) papers
- * Initiated the access of Google Class Rooms.

2.7 Total No. of actual teaching days during this academic year 182

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

Photocopy, Special Supplementary Examinations

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 197

2.10 Average percentage of attendance of students 83.4%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG Programmes						
Business Administration (BBA)	57	-	32	39	9	79
Business Administration with Computer Applications (BBA CA)	38	8	71	5	-	84
Commerce with Computer Applications (B.Com)	109	9	65	12	-	86
Biochemistry (B.Sc)	37	24	70	5	-	100
English Literature (BA)	45	4	49	42	2	98

Commerce with Information Technology (B.Com)	43	7	70	7	-	84
Computer Applications (BCA)	96	9	59	19	1	89
Catering Science & Hotel Management (B.Sc)	31	-	42	55	-	97
Commerce (B.Com)	100		40	47		93
Computer Science (B.Sc)	97				-	91
Electronics and Communication Systems (B.Sc)	30	3	80	3	-	97
Information Technology (B.Sc)	90	11	58	22	-	91
Mathematics with Computer Applications (B.Sc)	37	49	38	5	-	97
Microbiology (B.Sc)	33	6	79	12	-	97
Nutrition and Dietetics (B.Sc)	26	23	62	12	-	96
Biotechnology (B.Sc)	35	17	66	11	-	94
PG Programmes						
Computer Applications (MCA)	58	17	79	-	-	97
M.Sc Biochemistry	15	33	60	-	-	100
M.Sc Biotechnology	18	33	67	-	-	100

M.Sc Computer Communication	21	38	57	-	-	100
M.Com Commerce	42	17	83	-	-	100
M.Sc Computer Science	30	53	47	-	-	100
M.Sc Applied Electronics	5	80	-	-	-	100
M.Sc Foods and Nutrition	16	44	50	-	-	100
M.Sc Mathematics	33	52	45	-	-	100
MBA Business Administration	110	5	59	15	- 79	
M.A English Literature	17	18	17	12	-	100
M.Sc Microbiology	28	54	46	-	-	100
MIB International Business	24	29	54	-	-	83
MSW Social Work	5	-	80	-	-	80

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

IQAC assists the college in preparing Academic Plan

* IQAC conducts audit every month department – wise to keep necessary checks and balances. .

* The monitoring of teaching and learning is done through reports generated from the software (ERP)

* Students Hand book and Academic Calendar preparation

* Performance appraisal is done for members of faculty

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-

UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	
Others	-

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	42	2	3	0
Technical Staff	16	2	2	0

Criterion – III

3. Research, Consultancy and Extension

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

* Conducted FDPs (Faculty Development Programme) and Workshops

* An augmentative in Salary is provided (Granted) acquiring Ph.D

3.2 Details regarding major projects

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

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	25	14	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

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	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-

Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

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	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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
-	-	-	-	-	-	-

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

15

51

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

2

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

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="2"/>	College forum	<input type="text" value="10"/>
NCC	<input type="text" value="10"/>	NSS	<input type="text" value="15"/>
		Any other	<input type="text" value="-"/>

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

Participated in the following world **GUINNESS RECORD EVENT**: The most people to sign up as organ donors in eight hours is 13, 2016 and was achieved by Sri Ramakrishna (India), in Coimbatore, on 19 March 2016.

The Mathematics department student's as a part of extension activity, visited old-age homes and orphanage and conducted Cancer Awareness Rally.

The Department of Biochemistry had done an extension activity for public in Blood grouping and conducted Health checkup.

The department Foods and Nutrition organised two nutrition education programmes for school children in Coimbatore and one nutrition education programme for mothers at Aliyar and Kottur refugee camp.

An awareness programme on Sapling Plantation was organized by the School of Commerce at PVKN School – Pongalur.

The PG Department of Social Work organized an Awareness programme "Personal Hygiene among Girl School Students" for RVS Matriculation Higher Secondary School students on 29.02.2016. About 200 students participated and were benefitted by the programme.

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	331072 (Sqft)	-	Management	331072 (Sqft)
Class rooms	293896 (Sqft)	-	Management	293896 (Sqft)
Laboratories	24000	-	Management	24000
Seminar Halls	13176	-	Management	13176
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Computers,UPS,Xerox machine,LCD Projectors	-	Management	Computers, UPS,Xerox machine,LCD Projectors
Value of the equipment purchased during the year (Rs. in Lakhs)	28.15 lakhs	-	Management	28.15 lakhs
Others	-	-	Management	-

4.2 Computerization of administration and library

ERP developed by RVS Infotech and IT areas of RVSCAS, is used for computerization of administration, College Office, Controller of Examinations, Maintenance and Purchase Departments, HR Department etc.,

Computerization processes involve:

- Admission procedure
- Teaching – Lesson planning & Progress monitoring
- Research activities
- Students support
- Purchase and maintenance
- Examination system
- Placement activities
- Hostel and Mess Maintenance
- Transport Department

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26139	6,56,40,743	1449	6,81,772	27588	6,63,22,515
Reference Books	2189	15,12,751	197	1,90,555	2386	17,03,306
e-Books	-	-	-	-	-	-
Journals	249	2,36,508	-	-	249	2,77,368
e-Journals	55	-	11	-	66	-
Digital Database	INFLIBNET	5000	97000+ Ebooks 6000+ ejournals	-	97000+ Ebooks60 00+ ejournals	5,725
CD & Video	1074	-	40	-	1114	-
Others (specify)	-					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	857	3	15 mpbs	1	NA			
Added	63	2	32 mpbs	0	NA			
Total	920	5	47 mpbs	1				

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

- * Inflibnet access' training to members of faculty.
- * FDP in statistical tools
- * Workshops for students in internet access and networking.
- * Online Public Access Catalogue (OPAC)

4.6 Amount spent on maintenance in lakhs:

i) ICT	6.62
ii) Campus Infrastructure and facilities	136.48
iii) Equipments	2.27
iv) Others	1.46
Total:	164.83

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- * Advocated Student counselling and hence introduced an external counselling section for students on a monthly basis.
- * Student Representation in Academic Council, Board of Studies [BoS], IQAC, Student Redressal Committee Club, Clubs like Eco Club, Quiz Club, Theatre Club and Cultural Club.
- * Providing MOODLE, a Learning Management System [LMS] for easy access of digital subject material to staff & students.
- * A Student Handbook & Calendar comprising of detailed academic year plan is issued annually.
- * Recommended and Developed “Students Information Portal “(SIP) with the help of RVS Infotech the IT arm of RVSCAS where all the information regarding for students are made available online.

5.2 Efforts made by the institution for tracking the progression

- * 306^o progression monitoring is followed
- * Ratio of students joining in PG, and Research (M.Phil, Ph.D) Programme in the same institution.
- * Tracking the placement record
- * Updation of Alumni Data bases
- * Students qualified in NET/SLET

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3233	859	59	95

(b) No. of students outside the state

755

(c) No. of international students

117

No	%
2510	60.36

Men

No	%
1648	39.63

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
199	207	7	1133	2	1547	307	205	3	1169	1	1685

Demand ratio 1.10 Dropout % 0.03

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

Career skills has been made mandatory in the syllabus

* NET coaching for staff and students were made available for various competitive exams funded by Bharathiar University was organized.

* The materials required to prepare for competitive examinations were given to the participants.

* A Survey has been conducted to identify students aspiring for competitive examinations. Coaching has been given to interested candidates with the help of an external agency

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

- Once in a month, all the departments are organizing regular counselling programmes.
- Personal problems as well as academic issues are addressed and remedial measures are advised by the concerned counselor.
- Slow learners are identified and a special emphasis is given to them.
- Coordinating Career Oriented Programmes for all the UG Students of respective Disciplines.
- Incorporation of papers like Career Skills and Employability Skills are made mandatory to receive the degrees.

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
34	558	309	130

5.8 Details of gender sensitization programmes

The following Programmes are conducted

- ☞ Women Anti-harassment programme
- ☞ Women health orientation
- ☞ Women's Day celebration

5.9 Students Activities

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

State/ University level National level International level

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

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To attain wisdom through holistic education

Mission:

To impart a need - based quality education through comprehensive curriculum by adopting apt technologies and progressive teaching, learning and research processes

- Industry-institution interaction through curricular, co-curricular and extra-curricular activities.
- Qualitative inputs leading to productive outputs.
- State-of-art- infrastructure
- Robust staff appraisal system involving students ensuring and enriching quality measures.
- 100% placement assistance

6.2 Does the Institution has a management Information System

* Effective MIS is implemented and through e-governance processes are monitored at different levels

* Governing Body, Academic Council, Standing Committee Academic Affairs , finance Committee

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

6.3.1 Curriculum Development

- ☞ Comprehensive syllabus and multitier feedback system
- ☞ Curriculum is framed taking into account of the inputs of all stakeholders, alumni, subject experts, faculty expertise and industrial experts

6.3.2 Teaching and Learning

Meticulous Lesson plan (Made online)

- * Monitoring at different levels.
- * Participatory approach – student centred

6.3.3 Examination and Evaluation

1. Single booklets introduced as answer scripts

2. Introduction of Extra credit papers

PG – Employability skills

UG- Career Skills

- Aptitude Skills
- Fire fighting techniques
- First aid training
- NCC

3. Online

Syllabus taken for QP setting

- CIA Marks
- Attendance
- Result on Website
- Result through SMS

4. Feed back

- Question paper feedback from internal staff
- Feedback from Externals during valuation.

5. External database maintained in Software in COE section

6.3.4 Research and Development

- Restructured and Expanded Research Committee
- No of Research publication.
- Number of Research Projects

6.3.5 Library, ICT and physical infrastructure / instrumentation

- INFLIBNET
- OPAC
- Construction of new Hostel (Ladies Hostel)
- The Library and Information Centre has been made fully automated with barcoded user entry system and with Online Public Access Catalogue
- Availability of Internet facilities to staff and students. (31 systems)

- To provide more and easy access, the library is kept open from 9.00 a.m to 6.30 p.m
- E-books and E-journals are also made available in the Library Resources
- Library orientation programme has been conducted to motivate the students to utilize the library resources
- Suggestion Box (Student Complaints, requirement and suggestions made available in the Central library to enhance the quality and resources of the library)
- Newspaper clippings on current affairs are exhibited in the library.
- ICT:

A detailed evaluation has been done by the outgoing students about the library services and facilities in a feedback form.

6.3.6 Human Resource Management

- The Governing Body is the supreme body which is headed by the Chairman, Managing Trustee of the RVS Educational Trust. Two members of the Management, UGC, University and the state Government Nominees, the Principal, Vice-Principal, Trust Nominee, two External members as educationists and a senior Professor of the College are the members.
- The Governing Body meets biannually presenting valuable guidance in planning, organizing and execution of all academic and administrative activities.
- The academic are governed by Academic Council of the Institution by chaired by the Principal.
- The Principal is the Chairperson of all the non-statutory bodies that are functioning of all the activities of the Institution viz Planning and Evaluation Committee, Finance Committee & SCAA.
- IQAC administers all the quality enhancement and quality sustenance activities.
- The structure is set up as per the revised guidelines of NAAC
- Continuous monitoring and improvement through the feedback, Management Review Meeting of the Principal with HODs, department Meeting, Academic Audit and responses via various committees.

6.3.7 Faculty and Staff recruitment

* A panel of members scrutinize and shortlist the candidates who submit their application for the posts voluntarily.

* Constitution of the Selection Committee, consisting of the Chairman, Secretary, Principal, HOD concerned and a subject expert from outside.

* The Committee will finally approve the selection and the Secretary will recommended and the Managing Trustee will issue the appointment order to the selected candidates.

6.3.9 Admission of Students

Admission Cell

* Selection committee comprising of the Principal, two senior teaching staff and a senior staff belonging to SC/ST as presented by the Government of Tamilnadu is responsible for admission of candidates.

* Scholarship and Fee Concessions to the Students.

* Provisions of Quota for Physically challenged, National/International Sports plays are followed.

* Registers Connected with students admission such as sale of application forms, List of applications received, selection list register and details of admission and dispatches are maintained.

6.4 Welfare schemes for	Teaching	2
	Non teaching	1
	Students	4

6.5 Total corpus fund generated	4.20 Lakhs
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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	IQAC

Administrative	-	-	-	-
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6.8 Does the University/ Autonomous College declares 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?

1. Generation of Application:

Arrear Application are issued separately.

Regular Applications are issued two months after the semester starts

First year Student's – Register number are assigned to the student after verification by the student for the student name, Date of Birth, Language along with their register number.

Checking of application for current/arrear/improvement is carried out.

Conduction of Practical Examinations

Tentative practical time table is sent to the Hod's by the Examination Section.

Calling of externals for confirmation of dates and finally sending letters is done on

The examination section is informed, if the external examiner does not turn-up by half an hour form the commencement tome for alternative arrangements.

Feedback form external is received.

Conduction of CIA

- One CIA + Model (Theory)
- One Model + Class Performance (Practical)
- CIA – Internal marks will be verified with the maximum mark give in the scheme of examination.
- Internal marks will be entered in RAVES software and hard copy is submitted in the Examination Section after obtaining student, Tutor and HoD's and Principal Signature.
- Softcopy of the internal marks is taken form the RAVES is verified with the hard copy.

Attendance Entry

Eligibility for Examination

- The students with 75% attendance is eligible to write examination comes under Proforma I
- The students with 65 to 74% attendance are eligible to write examination by paying condonation fee comes under Proforma II.
- The students with 50to 64% attendance is eligible to write only arrear paper comes Under Proforma III
- The students with 49% and below attendance are considered to discontinue the course and re-join same semester in the next year. He is eligible to write only arrear papers – Proforma IV.

Timetable Generation:

- Timetable is generated immediately after students and subjects are assigned.
- Alternative days are given for each subjects

Hall Tickets Generation

- Hall tickets are generated 10 days before the commencement of the examinations.
- Date & Session of examination along with proforma type is mentioned in each hall ticket.

Examination process

- Main sheets and stationery items are ordered two months prior the examinations
- Materials are handover to CIA cell for conduct of examination.
- On the day of examination, the question papers are opened 45 minutes before the examinations in the presence of chief superintendent
- Number of questions papers are checked and distributed to each class rooms through the invigilators.
- Galley and Time table are also sent to the Chief Superintendent Office.
- Every day at the end of exam, absentee's student's details are received form Chief Superintendent's Office.

Post Examination process

- Answer Script cover received form Chief Superintendent's Office is recorded in the register.
- The answer scripts covers are opened and the number of answer scripts are counted and then shuffled.

- Dummy numbers are entered for each answer book let by using carbon copy based on the code allotted for each course and each subject.
- The perforated portion with Dummy Number and Register Number is separated then rearranged and finally entered in the software.
- All the covers are arranged according to the dummy number and kept ready for valuation.
- Allotment is done by Chairman for valuation.
- Answer key is collected form the concerned staff who handled the paper for regular paper. In case of arrear papers answer key is prepared when ten or more students have appeared for the examination.
- Mathematics answer key is prepared by the external question paper setter.
- Externals are called through phone for confirmation and letters are sent approximately two weeks before valuation.
- Separate hall is arranged for valuation, with requires facilities.
- Lunch and snacks are provided for the External Examiner and Chairman.
- Valuation is for three hours.
- Only 25 papers for each session or one or two extra papers are given in certain cases.
- A feedback is received form the external examiner to improve the process/system
- Instructions are given to the externals and also to the internal.
- Chairman has to sign each and every valued answer script. Chairman is allotted for 300-350 answer scripts.

Result Verification

- Dummy numbers are entered in the software
- Soft copy of internal marks will transferred form RAVES software to Examination Section software
- Theory & Practical mark are entered in software
- Result verification contains individual register number with dummy code, CIA mark, external marks with Pass/Reappearance status
- Result verification printout for all the courses are taken, then exam section staff check the result verification in groups, on the basis of dummy slips in accordance to the Internal and Externals coding sheet along with practical coding sheet.

Malpractice Meeting

- Malpractice committed by the student is identified by the invigilator and informed to the Examination Section through the Chief Superintendent Office.
- Disciplinary Action Committee meeting is held for malpractice
- Meeting is communicated through phone and letters are sent from the Examination Section to the students who were involved in malpractice
- The malpractice action meeting is held prior to Result Passing Board
- Students are individually questioned by the committee
- Disciplinary committee meeting will decide the actions taken for the students.
- The decision is finalized by the committee.

Result Passing Board Meeting (RPB)

- Result Passing Board Meeting is scheduled immediately after the results are ready by 20-25 days after the close of the End of the semester Examination.
- University Representative is deputed for RPB meeting by the Bharathiar University.
- University representative, Controller of Examinations, Principal and all the Head of the Department constitute the member of the RPB meeting
- The entire department HoD's is provided with the mark analysis to decide if moderation is needed.
- Moderation marks are awarded to theory papers only
- April 2011 onwards – 8 marks moderation – for maximum of 5 Marks for any one papers, 4 marks per paper.
- After updating the moderation marks recommended by board meeting, results are published by day or two.
- Result Publication copy signed by University Representative, Principal and Controller of Examinations (COE) is given to the department.
- Result is also published online (RVS website) (www.rvscas.ac.in) and also through SMS

Result Analysis

- Result analysis for various courses is taken after reevaluation.

Major Evaluation Reforms

- Revaluation / Retotaling
- Special Supplementary Exam
- Final year students are eligible to write supplementary examinations for arrear papers with in a month's time after the publication off result.
- Students with arrear in two theory papers form any semester for COP/Regular are eligible
- Applications are issue – based on fees paid and then Hall tickets are issued.
- End of Semester Examination work is conducted.
- Answer papers evaluated by external examiners
- Marks are entered followed by result verification
- Result Publication Board Meeting conducted and results are published for the Supplementary Examination.
- Result Publication copy signed by University Representative, Principal and Controller of Examinations (COE) is given to the department.
- Result is also published online (RVS website – www.rvscas.ac.in) & through SMS
- Details of students who pass in supplementary examination will be sent for provisional to the Bharathiar University, Coimbatore
- Feedback Report from the External during valuation.
- Feedback of Question papers forms the internal staff.
- External valuation for all Part I, II & III papers.

Quality Improvement Strategies

1. Main booklet introduced
2. Online (RAVES)
 - Syllabus
 - Attendance
 - CIA Mark
 - Result
3. Feed back
 - * Internal – Question Paper Feedback
 - * External – Valuation
4. Application – Arrear & Regular

5. Online Test for UG/MCA
6. Question Bank followed for following courses
MBA, Commerce, Computer Science, Electronics, Languages, English, BBA/BBA (CA)
7. Result in Website / SMS Facilities.

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

* University has been deputing the representative for various statutory bodies - Board of Studies (BoS), Academic council, Governing Body Meeting and Result Passing Board Meeting.

6.11 Activities and support from the Alumni Association

Annual Alumni meet (dept. wise)

- Feedback in curricula
- Placement assistance for the final year students

6.12 Activities and support from the Parent – Teacher Association

An annual PTA Meet

- * Matters of students benefit and interest will be discussed.
- * Recommendation of previous meeting and their implementations are reviewed

6.13 Development programmes for support staff

- * Conducting FDP for the enhancement of teaching skills of faculty members
- * Workshops and Seminars
- * Providing Competitive Examination coaching classes, NET/SET for faculty members
- * Motivating the faculty members for pursuing higher education through part time programme
- * Updation of Computer Literacy.
- * Introduction of TED – Talk for faculty members.

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

- * Eco-club has been originated to motivate the students to contribute themselves for the beneficiary of the environment

- * Planting the saplings in the college to attain a green and clean campus.
- * Avoiding plastic bags and facilitating plastic free zone.
- * Buildings with rain water harvesting facilities.
- * Azolla cultivation and systematic solid waste management.

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.

Firefighting techniques in syllabus (First aid)

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

- * Infrastructural movement (Library, New Hostel)
- * New buses
- * Toilet facility
- * Library Atmosphere

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

1. Title of the Practice

Annual Performance Review (APR)

The quality of the education is directly proportional to the quality of the teachers. Based on this fact our institute has framed an "Annual Performance Review" system. It is a 360° flexible evaluation system in which the key indicators are teaching skills, professional responsibilities, scholarly activities and placement promotion. The performance cycle (annual) shall be from June to May. The feedback of stakeholders is another important key for assessment. The system is fully computerized and the assessment mode is explained to the teachers at the beginning of every academic year. A 100 % transparency is assured throughout the process and the process is managed by the IQAC team of the institution. The award winners receive cash prizes and citation in a grand ceremony.

2. Objectives of the Practice

What are the Objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?

- To identify the performance expectations central to their own personal and professional growth.
- To assess actual performance and accomplishments in the areas of teaching, research and professional service.
- To provide a record of faculty performance to support personnel decisions.
- To recognize and maximize the special talents, capabilities and achievements of faculty members.
- To correct unsatisfactory ratings in one or more areas of responsibility through specific improvement plans designed to correct the deficiencies in a timely manner.

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

The performance appraisal process in any firm is very sensitive and rather accuracy demanded process. The design and implementation of this process started in the year 2007. A meeting was conducted in October 2007 with HoDs to obtain feedbacks on the progress and performance of faculty members on the criteria formulated for APR. HOD's evaluation of staff and vice versa for the period from June to September, 2007 was carried out electronically on 22nd October, 2007. To obtain the feedback on the new system, after the mid-term review, an open house meeting was conducted with department heads and faculty on January 28, 2008. The contextual features are teaching, scholarly activities and professional responsibilities. The challenging issues were error-free and bias free evaluation, a fear factor because if not done appropriately can be a negative experience, educating the Staff about the new system, usage of same yardstick for all members and Who will be the assessors ?

4. The Practice

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?



The uniqueness of the system is that a 360⁰ mode of evaluation is done. Apart from evaluating the scholarly activities which are practiced in majority of the higher education institutions, other components such as professional responsibilities, managerial skills and other contributions are also validated. Software is also developed exclusively for this purpose. The Management is very much interested in this process and are extending help to the maximum for all the activities related to APR.

Limitations:

- A few unavoidable components seem to be subjective
- Selection of Assessors
- Satisfying the employee

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

The APR process was started in 2007 and till date this process is being done which itself sounds the success of the practice. Another reason for success is that, feedbacks are collected from the members of staff and every year evaluation parameters and weightages are modified based on the feedbacks. After the implementation of the process dramatic increase in the scholarly activities of overall staff has been noted. Since placement is one of the components of evaluation, the placement numbers are also in the ascending direction.

RAVES (The Educational ERP)

1. Title of the Practice

“RAVES” Online system for Academic Quality Management par with NAAC criteria’s.

2. Objectives of the Practice

- ☞ To reduce the administrative work of the teaching faculty
- ☞ To have a meticulous lesson plan
- ☞ To have all academic work done on time
- ☞ To view academic (staff and student) details centrally
- ☞ To have consolidated periodical reports (Semester wise/academic year wise/ department-wise/faculty wise)

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

Contextual Features or Challenging features:

The Following areas are identified and made available in the ERP

- **Curriculum with detailed syllabus**
- **All processes of teaching learning and evaluation**
- **Research activities (Publications / Presentations / Workshops)**
- **Student Database**
- **Counseling details**
- **HR-Details**
- **Members / Minutes / Statutory Bodies**

4. The Practice

- The system is put into practice since 2009. This is the first of this kind with such features being not available in any ERP. It provides a possibility of detailed lesson planning and the gives the work done details based on the actual teaching.
- The system gives enormous analytical reports which helps to act towards improvement and to inculcate changes in academic processes when required.
- The system is developed with the view and vision to move on par with the NAAC, the highest body which has segregated the academic system into seven criteria’s.

5. Evidence of Success

- The system is being implemented for the fifth academic year successfully.

- The system gives a consolidated report which was used for academic planning as well as for accreditation and audit purposes.
- The results helps to analyse the performance of the faculty (APR)
- The results helps to analyse the performance of the department comparing the Academic plan and the actual student support activities organized.
- The results help to analyse the students from the comprehensive picture of each and every student compiled automatically based on the inputs updated at all areas (Attendance, CIA marks etc..).This also helps to identify students who require special counseling in five important areas.
- The system does not require repetition of work thus reducing clerical work. Data entered once is used in different reports for analysis and academic improvement.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

Problems encountered:

- Educating members of staff in all disciplines in using ERP
- Addressing grievances in the processes
- Slow processing of the system in the initial stages

Resources Required:

- Computers for end users
- Intranet
- IT Technical Support Team

Human Resources

7.4 Contribution to environmental awareness / protection

- * The College is aware of the fact that Higher Education Institutions have to play important role in arresting environment degradation.
- * Rain harvesting Building
- * Green House Maintenance
- * Fire extinguisher
- * Organized awareness rallies about tree saplings planted by NSS Volunteers.

7.5 Whether environmental audit was conducted? Yes No

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

Strength:

- Need based and Industry oriented curricula
- Hi-tech teaching-learning process
- Committed societal responsible activities
- Sound scholarly activities
- Exclusive training academy life skills and communication skills.
- IT infrastructure

Weakness:

- Collaborative research (linkages with other institutions)
- Number of Ph.Ds. produced

Opportunities:

- Starting of new innovative programs and need-based courses
- Patents (Processes and products)

Challenges:

- Floating population of staff (retaining of staff)
- Mobilization of more resources
- Networking with other institutions for research and consultancy

8. Plans of institution for next year

- ❖ To conduct a “NAAC Sponsored Seminar” on teaching and learning process
- ❖ Expansion of digitalization in Teaching & Learning process.
- ❖ Construction of new blocks for laboratories and class rooms with state-of the-art-infrastructure
- ❖ Expansion of Hostel buildings

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**** End of the statement ****