

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

**Annual Quality Assurance Report (AQAR) of the IQAC  
(2016-2017)**

Part – A

**The Annual Quality Assurance Report (AQAR) of the IQAC**

**AQAR for the year (for example 2016-17)**

2016-2017

**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

1.4 NAAC Executive Committee No. & Date:

(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)

BC (SC)/03/RAR/81

1.5 Website address:

[www.rvscas.ac.in](http://www.rvscas.ac.in)

Web-link of the AQAR:

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

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC: DD/MM/YYYY

1.8 AQAR for the year (for example 2016-17)

1.9 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 2015-2016 submitted to NAAC on 15.03.2017 (dd/mm/yy)
- ii. AQAR 2014-15 submitted to NAAC on 24.09.2016 (dd/mm/yyyy)
- iii. AQAR 2013-14 submitted to NAAC on 12.09.2014 (dd/mm/yyyy)
- iv. AQAR 2012-13 submitted to NAAC on 30.09.2013 (dd/mm/yyyy)
- v. AQAR 2011-12 submitted to NAAC on 21.09.2012 (dd/mm/yyyy)
- vi. AQAR 2010-11 submitted to NAAC on 06.09.2011 (dd/mm/yyyy)
- vii. AQAR 2009-10 submitted to NAAC on 07.10.2010 (dd/mm/yyyy)

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	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>		
<input type="text" value="NA"/>									

1.12 Name of the Affiliating University (*for the Colleges*)

<b>Bharathiar University, Coimbatore</b>
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1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text" value="UGC"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other ( <i>Specify</i> )	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="5"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="3"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="02"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="20"/>
2.10 No. of IQAC meetings held	<input type="text" value="1"/>
2.11 No. of meetings with various stakeholders:	<input type="text" value="02"/>
2.12 Has IQAC received any funding from UGC during the year? Yes          No	
If yes, mention the amount	<input type="text" value="-NA-"/> <input type="text" value="-"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
National	<input type="text" value="1"/>
(ii) Themes	<input type="text" value="“Evaluation Reforms for Quality Education in Higher Education Institutions”"/>

## 2.14 Significant Activities and contributions made by IQAC

### **Significant Activities:**

- \* Administering of Curriculum
- \* Implemented “SME” concept [Subject Matter Expert] in selected programmes
- \* Performance appraisal of Staff
- \* Enhancing and tracking of teaching and evaluation
- \* Upgradation of Research

### **Contributions:**

- Release of RVSCAS IQAC News bulletin
- Empowered student counselling programme
- 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 was 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 online

2.15 Whether the AQAR was placed in statutory body Yes  No

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	1	7	0
PG	16	0	16	EDC – 1 for each course
UG	19		19	1 EDC and 1 COP for each course
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	8	0	8	0
<b>Total</b>	49	1	50	0

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	35
Trimester	0
Annual	0

1.3 Feedback from stakeholders: Alumni  Parents  Employers

Students

*(On all aspects)*

Mode of feedback : Online  Manual  Non-operating schools

(for PEI)

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

YES

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
201	133	55	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
31	28	4	4	0	0	4	4	39	36

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 papers	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

180

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

No. of faculty members involved in curriculum

Restructuring/revision/syllabus development

150

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

75%

2.11 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

2.12 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	1
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	1
Others	-

### 2.13 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	3	3	0
Technical Staff	16	3	3	0

### Criterion – III

#### 3. Research, Consultancy and Extension

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

\* Organized FDPs and Workshops

\* An augmentative financial increment is granted after 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	Name of the	Total grant	Received
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	Year	funding Agency	sanctioned	
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

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

Organized by the Institution

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

3.19 No. of Ph.D. awarded to 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

### 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, Photocopier, LCD Projectors	-	Management	Computers, UPS, Photocopier, 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, an IT arm of RVSCAS, which regulates the administration of College Office, Controller of Examinations, Maintenance and Purchase Departments, HR department etc., through computerisation.

#### Computerization Process Involve:

- Admission System
- Teaching – Lesson Planning and Progress Monitoring
- Research Activities
- Students Support
- Purchase and Maintenance
- Examination Process
- Placement Activities
- Hostel and Mess Maintenance
- Transport Department

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	33021	6,56,38,055	1752	3,98,435	34773	6,60,36,448
Reference Books	3669	15,69,998	195	1,70,757	3864	17,40,755
e-Books	-	-	-	-	-	-
Journals	54	2,86,318	12	22538	266	3,08,856
e-Journals	-	-	-	-	-	-
Digital Database	Inflibnet	-	-	-	-	5750
CD & Video	1114	-	143	-	1257	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology upgradation (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
<b>Total:</b>	<b>180.83</b>

## CRITERION – V

### 5. STUDENT SUPPORT AND PROGRESSION

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- \* Promoted Student counselling and hence inaugurated an external counselling division for students at the end of every month
- \* Student Representation in Academic Council, Board of Studies (BOS), IQAC, Student Redressal Committee Club, ECO club, Quiz club, Theatre club & Cultural Club
- \* Implemented Moodle, a learning Management System [LMS] for easy access of digital subject material to staff and students
- \* Proposed and developed (SIP) with the help of RVS Infotech the IT arm of RVSCAS where all the information regarding students are made available online

## 5.2 Efforts made by the institution for tracking the progression

- \* 360° Progression monitoring is followed
- \* Tracking the Placement record
- \* Updation of Alumni Data Bases
- \* Student Qualified in NET/SLET

### 5.3 (a) Total Number of students

Men	No	%	Women	No	%
	2641	59		1811	41

(b) No. of students outside the state

655

(c) No. of International students

126

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
307	205	3	1169	1	1685	249	208	2	1266	2	1727

Demand ratio: 2.28%

Dropout %: 0.05%

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

- \* Career skills has been made mandatory in the syllabus.
- \* Bharathiar University funded coaching programmes are conducted exclusively for staff and students for various competitive examinations like NET, SET IAS, and TNPSC etc.



\* Further they provide valuable study materials supplemented by rigorous training to get through the competitive examinations in successful manner

\* Students seeking to top competitive examinations were identified by conducting a survey. Those aspiring candidates have been given coaching with the aid of an external agency.

No. of students beneficiaries

### 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

\* Regular Counselling Programmes are conducted by all the departments on a monthly basis.

\* The Counsellor creates a friendly atmosphere where the students discuss their personal problems and academic difficulties without any hesitation. Finally satisfactory solution is provided by the counsellor.

\* Slow learners are identified and given priority to improve their academic performance.

\* Offering Career Oriented Programmes (COP) for all the UG students of respective disciplines.

\* Assimilation of papers like Career Skills and Employability Skills are made mandatory to secure the degree.

### 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	Students	
65	800	400	200		

### 5.8 Details of gender sensitization programmes

The following programmes are conducted

- ☞ Women Anti-harassment program
- ☞ Women Health Orientation
- ☞ Women's Day Celebration

### 5.9 Students Activities

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

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 level

## 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

\* Impressive MIS is executed and through e-governance progression is monitored at various levels.

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 scaffold speculating the inputs of all stakeholders, Alumni, Subject experts, Faculty expertise and industrial experts.

### 6.3.2 Teaching and Learning

- \* Systematic Lesson Plan [Made online]
- \* Monitoring at different level.

### 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
    - CIA Marks
    - Attendance
    - Result on Website
    - Result through SMS
  4. Feed back
    - Question paper feedback from internal staffs
    - Feedback from Externals during valuation.
  5. External database maintained in Software in COE section

### 6.3.4 Research and Development

Regulated and restructured research committee

Number of Research Publications

Number of Research projects

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- \* Inlibnet
- \* OPAC
- \* Constructed a new hostel

### 6.3.6 Human Resource Management

The Governing body is the central 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, Vice Principal, Trust Nominee two external members are educationalists and a senior professor of the college are the members. The Governing body meets biannually suggesting valuable guidance in planning, organizing and execution of all academic and administrative activities. The academics are governed by Academic Council of the institution 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 an evaluation committee, Finance Committee, & Standing Committee and Academic Affairs (SCAA). IQAC steers all the quality enhancement and quality substance activities. The structure is set up as per the revised syllabus of NAAC and Extended monitoring and improvement through the feedback, Management Review Meeting of the Principal with HoD's, department meeting, Academic audit and responses via various committees.

#### 6.3.7 Faculty and Staff recruit

##### **\* Recruitment of the members of the faculty:**

- \* The candidates are called for an interview through advertisement in newspapers, College website and in response to their application for the posts submitted 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 recommend and the Managing Trustee will issue the appointment order to the selected candidates.

#### 6.3.8 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 Handicapped, National/International Sports players 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 Lakhs

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	IQAC
Administrative	-	-	-	-

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?

- Arrear applications are issued separately.

- Regular Applications are issued two months after the semester starts.

- After the verification of student name, date of birth, Language by the first year students, register numbers are assigned to them.

- Checking of applications for current /arrear/improvement is carried out.

#### **Conduct of Practical Examinations:**

Tentative practical time table is sent to the HoDs by the examination section.

Calling of externals for confirmation of dates and finally sending letter is done.

The examination section is informed if the external examiner does not turn up by half an hour from the commencement time for alternative arrangements.

Feedback from the external is received.

### **Conduction of CIA:**

One CIA + Model (Theory)

One Model + class performance (Practical)

CIA – Internal marks will be verified with the maximum marks given in the Scheme of examinations.

Internal marks will be entered in “RAVES” software and hard copy is submitted in the examination section after obtaining the signature of the student, Tutor, HOD and the Principal.

Softcopy of the Internal marks is taken from RAVES and is verified with the hard copy.

### **Attendance Entry:**

Eligibility for examinations:

The students with 75% attendance is eligible to write examination under Proforma I

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

- The university reviews the efficacy of autonomy through inspection prior to recommending the UGC for autonomy extension.
- University has been deputing representatives for various statutory bodies viz- Board of Studies (BoS), Academic Council, Governing body & Result Passing Board meeting.

6.11 Activities and support from the Alumni Association

- Alumni meet once in a year (dept. wise).
- Feedback in curricula.
- Placement support for the final year students.

6.12 Activities and support from the Parent – Teacher Association

- \* PTA Meet every year (dept. wise).
- \* 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 FDPs 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 programmes.

\* Updation of Computer Literacy.

\* Introduction of TED – Talk for faculty members.

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

\* Green and salubrious campus

\* Plastic free

\* Water harvesting

\* Vermicomposting – Green manure

\* Waste Management

\* Proper disposal of hazardous chemicals in laboratories.

## 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, Toilets

\* Library

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 institution 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.

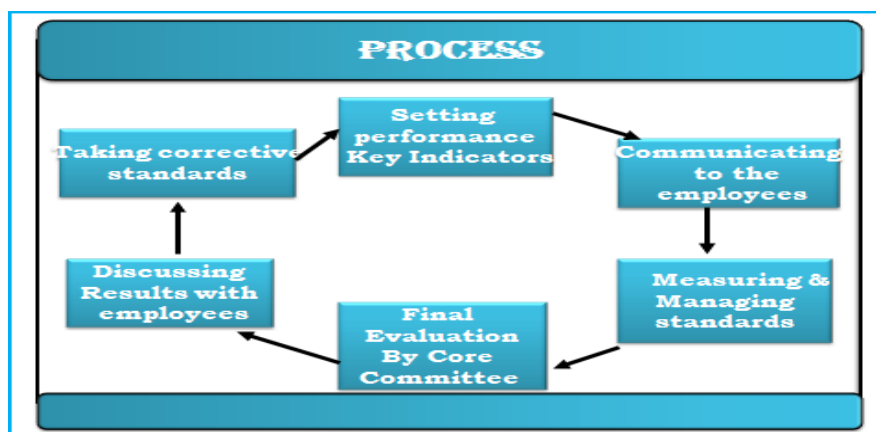
### 3. The Context

**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 was 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 22<sup>nd</sup> 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 360<sup>0</sup> mode of evaluation is done. Apart from evaluating the scholarly activities which are practised 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 help to analyse the performance of the faculty (APR)
- The results help 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 of all disciplines 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

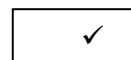
As it is known, the Higher Education Institutions play a vital role in inhibiting environment degradation, the College takes effective steps.

\* Rain Harvesting steps

\* Green House Maintenance

\* Fire Extinguisher

7.5 Whether environmental audit was conducted? Yes



7.6 Any other relevant information the institution wishes to add. (For (e.g) SWOT Analysis)

**Strength:**

- Need based and Industry oriented curricula
- Hi-tech teaching-learning process
- Committed societal responsibilities
- Training division for English Communication Skills and Soft Skills under a mentor

**Weakness:**

- Research collaboration
- 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**

1. Infrastructural linkages
2. Expansion of Hostels
3. Expansion of transport facilities
4. More contributions towards student support
5. Facelift to the College frontage

\*\*\*\* End of the Statement \*\*\*\*