SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

KUMARARANI MEENA MUTHIAH COLLEGE OF ARTS AND SCIENCE

NO. 4 CRESCENT AVENUE ROAD GANDHI NAGAR ADYAR
600020
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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Kumararani Meena Muthiah College is one of the premier co-educational self-financing college affiliated to the University of Madras in Chennai. Dr Mrs Meena Muthiah, Secretary & Correspondent, Kumararani of Chettinad, grand daughter of a great visionary late Raja Sir Annamalai Chettiar, ventured with rich experience in the field of education.

Under her dynamic leadership, the college strives for holistic education with a clear vision of empowering, enhancing and enabling the students to possess knowledge with all facets of managerial and life skills. Her aim is to infuse the cultural superiority of our nation in the minds of students, inculcate moral values in them and to make them responsible and responsive citizens so as to meet the National and global needs. This is envisaged in the college motto "**Strive, Save and Serve".** The college song composed by the students emphasizes on the moral values, duties and responsibilities and to set a standard for an exceptional academic growth leading to complete individual transformation.

The college which had a modest beginning in the year 1996 with 15 students and 5 undergraduate programs, moved into its own premises during the year 2000 with 2.5 acres of land and 4 acres of ground adjacent to Adyar river and has now grown into a coeducational institution with 1059 students, 86 faculty with 12 undergraduate and 3 post graduate programs. The focus of the institution is to enrich knowledge, enhance skills and thereby empowering the youth to enable them to be the leaders of tomorrow.

Vision

The vision statement of the college conveys its aim to instill moral values blended with best of education fused with National pride and patriotic values, to make the student globally competent. The dream of the founder is in creating self-reliant individuals and imparting education which focuses on ethical values, professional and skill development, capacity building, research experience and experiential learning. The vision is supported by the core values which stand on the guiding principles – **Strive for excellence, Save Mother Nature and uphold values, Serve the society, instill secularism and promote quality as a culture**. The vision statement with core values is communicated through **the website, prospectus, academic diary, during orientation to students and parents and is also displayed in all the floors of the building** too.

Mission

To accomplish the vision and aim of the institution towards making techno savvy, socially responsible citizens the **mission** focuses to develop effective human capital through

- Quality and Value based education
- Academic Excellence
- Nurturing creativity and talent
- Outreach activities through extension service units
- ISR initiatives

- Various Add on and Certificate Programmes

The efforts of the institution to be successful in its vision and mission are clearly evident in the conduct of activities and events of the college under various portfolios and committees.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Led by the granddaughter of the founder of the prestigious Annamalai University, the management is devoted the cause of education.
2. Academic autonomy granted to the Principal paves the way for the smooth functioning of the college.
3. Dedicated staff devoted to the development of the students.
4. Blending of value add on/skill development courses with courses on moral values for holistic development of the students.
5. State of the art Infrastructure conducive for academic and non academic activities.
6. Formation of Special initiative cells to encourage knowledge sharing and promote industry connects.
7. Well structured mentoring system to enable students to share their views.
8. Creation of LEAP-Learner's Enrichment for Academic Progression, to encourage participative learning.
9. Instilling social responsibility in the minds of students through outreach programmes organized by Extension units.
10. Plethora of opportunities to students to showcase their talents, through Fresher's Social, Indradhanush etc.
11. Scope for students to hone their organizational skills by conducting events under Students' Council banner.
12. Efficient pre placement training programme by in house trainers and experts from external agencies.
13. Financial support for deserving candidates from Alumni, External agencies and Scholarship from management.
14. Secular ambience of the college which is reflected in all the activities and celebrations of the college.

Institutional Weakness

1. Affiliated to the University of Madras, hence contribution to curriculum planning and design is only to a restricted extent.
2. Collection of fees on time is a challenge a many students come economically backward class and also the failure of students to inform their parents on the deadline for fees payment.
3. Majority of the courses are offered at Under Graduate level with very little scope for steering students towards research. Hence teaching methodology is classroom oriented improvising whenever necessary.

Institutional Opportunity

1. MOU' with external agencies to offer course to enhance the skill set of students.
2. SPOC institute for ED under Anna University provides opportunities to organize ED Programs.

Institutional Challenge

1. Institutions offering similar courses within a radius of 2Km.
2. Lack of motivation among students to pursue higher studies.
3. Capturing the attention for students for a lengthy period of time is a challenge with the students' active in various social media networks.
4. Inability on the part of the students to choose a course suitable to their capability because of peer pressure.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college strictly adheres to the curriculum design of University of Madras under CBCS pattern. The curriculum plan and implementation is scheduled by the Internal Directorate of Academics, where the Academic Calendar with the detailed information is prepared before the commencement of the classes. The implementation includes the preparation of Master timetable, semester lesson plan with monthly and weekly completion of syllabus, teaching methodology.

The Teaching Learning methods are well planned for curriculum delivery with experiential learning methods apart from traditional teaching methods. Industrial visits, Internships, Seminars, Projects beyond the syllabus, Workshops, Guest Lectures are a part of curriculum delivery methods adopted.

A Practical learning based Workbook to have better outcome on each course of the program as a unique concept has been introduced. It forms as a part of formative assessment which contains short questions, MCQs, case studies and problem solving exercises. E-learning Resources provides e-notes, hints, e-books, e-links for reference for all the programs.

The Centre for Academic Curriculum Enrichment offers value add on certificate, diploma programs to enhance the professional and employability skills. The various courses relating to subjects are offered in collaboration with premier institutes and academy.

The college provides value add on, short term courses, communication skills, life or managerial skills for first years. Certificate and Diploma courses based on the program and personality enrichment course are offered for second years and C2C, Pre-placement training courses, Value education and Professional ethics in the form of Value education are provided for final years.

Feedback on curriculum is collected from all the stake holders in both structured and non structured format. Effective feedback mechanism is done for students, teachers every year. The suggestions are discussed during the Directorate of Academics Meet and changes are implemented in curriculum then and there.

Teaching-learning and Evaluation

The admission policy of the college is very transparent which caters to the students of diverse background, economically disadvantageous and first generation learners. The college follows the admission guidelines of Government of Tamil Nadu, Department of Higher Education and University of Madras.

The learning levels of the students admitted are assessed through evaluation and induction programs given exclusively for English/Mathematics/Accounts/Computer Science. **Advanced learners** are trained to do projects, attend seminars and skill based workshops. Remedial coaching, Bridge courses, question banks and notes are provided for **slow learners**. Learners Enrichment for Academic Progression **has been introduced as a part of participative learning.**

The student demand ratio for Undergraduate is good and need to have more reach for Post Graduate courses. The faculty is recruited based on recruitment policy. Faculty Development programs are organized for increasing their teaching capabilities.

The method of learning is student-centric with seminars, internship, movie screening, industrial visits; role plays, quiz, debates, PPTs, brainstorming, case studies etc..

ICT enabled tools for effective teaching with MOOC, NPTEL has been introduced. Edmodo classes, SPSS, TORA and Tally are also used. The college has a good mentoring system which provides counseling and monitors the development of the student.

College has both formative and cumulative assessments to evaluate the student. Monthly Micro tests and CIA are given periodically. The CIA marks are displayed on the Notice Board and parents are informed during the Parent Teacher meet.

The PO's, CO's are given in the prospectus, Academic Diary , department orientation and in the **workbook for all the courses,** for better understanding of the units. As far as the **Post Graduate departments**, value add-on, in-house training and research to bring out the desired outcome.

The attainment of the outcome is evident in the University results and also by the University ranks produced each year.

Research, Innovations and Extension

The college has a research wing since 2004 which encourages faculty and students to undertake research projects, publish papers in seminars and conferences. Student research Wing encourages the students to undertake general research projects, present papers beyond curriculum under the guidance of the faculty.

The Centre for Entrepreneurship was established during 2009. Since then the centre organizes Entrepreneurial Development programs, Bazaar, VTC courses, seminars and conferences. The centre has been associated with NEN, CED and EDII as SPOC institute. As a part of the Innovative Cell, a startup has been launched titled MASK PRO during COVID pandemic. Students are also given Entrepreneurial skill training program in association with SIDBI. The college is registered institution for IIC under MHRD.

As a part of vision and core values the extension service units encourages a sense of societal responsibility among the students who do yeoman service. The Units in association with Government, NGOs and other private organizations organize Signature projects like Annual blood donation camps, health checkups, Swacha Bharat, Nature camp, NSS Annual camps every year.

The college is a proud recipient of **Indian Book of Records** awarded for its outreach programs on Hand Wash Awareness during 2018-19. The NSS unit is recognized every year for its Blood Donation Camp in association

with Madras Voluntary Blood Bank (MVBB) and has received awards for the same. The college Youth Red Cross has been a recipient of Best YRC for its first aid programs.

The National Cadet Corps (NCC) unit of the college was started during 2018-19. A student from the first batch took part in **Republic Day Parade**, at New Delhi.

Each department has its own **ISR initiative** which makes every student a socially responsible citizen. **Collaborations and MoU**'s have also been signed with other organizations for training and development, to organize add-on /diploma/certificate courses and to create societal awareness too.

Infrastructure and Learning Resources

The college has state of the infrastructure with 2.5 acres of land and 4 acres of sports ground adjacent to Adyar river. The ambience for academic learning with greenery and secularism idols at the entrance has been a centre of attraction to all the visitors. The campus has two blocks connected together and one block as annex connected by a small skyway bridge. The class rooms are spacious with excellent ventilation, laboratories, seminar halls, Auditorium with good acoustics, Open Air Theatre and Audio Visual Room facilitated with technical enabled learning too. The Centre for Media studies has the best infrastructure with Drawing room, Multimedia hall, Photography lab, Audio and Video suite and FCP with excellent recording facilities.

Partially automated library includes Nlist / Inflibnet and wi-fi facility enables students to access e resources. Apart from Central Library, each department has a department library for course related books for student easy access.

The college has a Student Council Room and a multipurpose Hall, used for practice sessions for culturals, facilitating the talented students. Facilities for indoor games are provided for students interested in sports. The college has a mini gym with 3 station equipment and acts as a sports recreation room too.

The college updates its IT facility based on the requirements. Well equipped Server room is available which controls LAN connection and manages ERP.A language Lab with 7 systems is set up in the Computer Lab separately for upgrading language skills.

Apart from this, the college is under surveillance 24/7 with CCTV cameras round the clock. Fire Extinguishers are maintained and placed at strategic points for unforeseen contingencies. The college has no occurrence of any ragging and sexual harassment. The college also encouraged all the women students to install the Kavalan (APP) initiated by TN police.

The procedure for maintenance /Budget provisions and other timeline compliance is well taken care by the management. The policy includes procedures for maintaining and utilizing physical, academic and support facilities.

Student Support and Progression

The college ensures fair opportunities to every student and provides support services, irrespective of their background. The college provides various types of scholarship facility from govt. / non govt., alumni and private resources too. Management also provided fee waiver merit scholarships to class toppers of each

department. The University of Madras under the Free Education Scheme recommends students to college every year. Centre and State scholarships are also expedited to the eligible students The students are covered under accidental Insurance Scheme and also helps in policy claims wherever necessary.

Students are provided with remedial coaching, guidance for competitive examinations, soft skill development, and campus to corporate finishing school programs as **capability enhancement schemes** which is communicated in the website too. **Placement and Career counseling** is very effective as the cell provides up to date details and requirements to the students.

The college is well known for its co curricular activities and sports development. *Indradhanush,* an inter-department techno-cultural fest and *Hues*, Inter-collegiate techno cultural fest are organized by the student council. Sports Day and MAM Muthiah Kumararajah of Chettinad Gold Cup Tournament is popular among other colleges/Institutions.

The student associations of various departments also organise events and programs regularly which creates a platform for developing leadership and organizing skills among students.

The college has a procedure and transparent mechanism for redressal and grievance committee. There is no sexual harassment complaint in the college. The college has an anti ragging committee for safety and moral support for the students.

Alumni Association 'Footprints' meets on every August 15th and Alumni provide their inputs for supporting the departments and college on the whole. They act as guest speakers, resource persons, organize placement training and also sponsor towards payment of the tuition fees for deserving students, They have also initiated awards and endowment prizes too.

Governance, Leadership and Management

The management of the college is represented by The Secretary & Correspondent Dr. Mrs. Meena Muthiah, the founder, a motivator, participative leader who believes in **collective effort** towards the vision and objectives. The college has a structural framework where the Secretary and Correspondent has vested power to Principal in academic autonomy of the college. The Principal is the administrative head who ensures **decentralization and transparency** in academic administration. Under the guidance and leadership of Principal, various academic and special working committees in the form of Centers with directors / heads and members of the faculty work as a team towards enhancement of the college.

The college ensures a system of participative management whereby informal flow, decision making process are systematically channeled through all key controls of the college.

Faculty are empowered through professional and administrative programs and FDP's, They are provided with On-duty facility, financial waiver through membership in various organizations to attend conferences.

The non teaching support staff are also informally trained with skills and vocational ideas. The Principal along with IQAC carries the performance appraisal for teaching and non teaching faculty. Service rules and regulations are clearly stated to the faculty who join or conduct induction programs too. College provides non financial welfare schemes to the faculty and non teaching faculty.

The major financial source of revenue is only student fees which is used for maintenance of both recurring and non recurring expenses through annual budget placed before the Secretary and Correspondent for approval.

IQAC established during 2006 continuously engages in concentrating towards promoting quality as a culture among all stake holders. It manually works on Academic Audit, FDP, Feedback, NIRF, AQAR and quality check every year.

Institutional Values and Best Practices

The college has a well maintained beautiful green campus all round and in between the two blocks of the college campus.

Being a coeducational institution college ensures to provide an amicable environment to the students. The college provides gender equity programs through various events and activities. Counseling is provided by mentors and department faculty whenever necessary.

College has initiated with solar energy generation, has rain water harvesting facility and LED for power efficient lighting. The environment friendly practices include green initiatives coordinated by PG Departments, vermin compost unit converting biodegradable waste to humus maintained by Students of life sciences and the extension service units create awareness on Plastic Free Campus. AURORA – Get Set Change is a collective framework for **ISR initiative** by IQAC for supporting the neighbourhood community and schools. Each department has its own ISR initiative, to name a few Maxcel, Health and Hygiene, PRAGYA, Scoreboard, Educate to Empower, Kalpatharu and Amirtham safe food.

The institution is disabled friendly with facilities like lift, ramp, wheel chair etc.

The college observes and celebrates the days of national importance. Religious festivals are also celebrated. The best practices evolved over the years pertaining to teaching and learning, academics, non academics, outreach activities propel the students towards the vision of molding them to techno savvy, socially empowered and responsible citizen.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	KUMARARANI MEENA MUTHIAH COLLEGE OF ARTS AND SCIENCE
Address	No. 4 Crescent Avenue Road Gandhi Nagar Adyar
City	CHENNAI
State	Tamil Nadu
Pin	600020
Website	www.krmmc.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	P T . Vijayshree	044-24450923	9841671444	044-2440393 1	principal.krmmc@ gmail.com
IQAC / CIQA coordinator	S. Ammani	044-48586264	9094507274	-	iqac.krmmc1996@ gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day Evening

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	02-09-1996

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Tamil Nadu	University of Madras	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	03-09-2020	View Document
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes autonomydoc_1620019413.pdf
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	No. 4 Crescent Avenue Road Gandhi Nagar Adyar	Urban	2.5	8432.9

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BSc,Mathematics	36	Higher Secondary	English	32	1
UG	BSc,Computer Science	36	Higher Secondary	English	50	12
UG	BSc,Microbiology	36	Higher Secondary	English	50	6
UG	BSc,Electronics And Communication Science	36	Higher Secondary	English	32	1
UG	BCA,Computer Applications	36	Higher Secondary	English	100	25
UG	BSc,Biotechnology	36	Higher Secondary	English	50	10
UG	BSc,Visual Communications	36	Higher Secondary	English	50	3
UG	BCom,Commerce	36	Higher Secondary	English	70	68
UG	BBA,Business Administration	36	Higher Secondary	English	70	35
UG	BCom,Corporate Secretaryshi	36	Higher Secondary	English	70	61

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UG	BA,English Literature	36	Higher Secondary	English	50	7
UG	BCom,Accounting And Finanace	36	Higher Secondary	English	70	16
PG	MSc,Biotechnology	24	Under Graduate	English	26	2
PG	MSc,Information tion Technology	24	Under Graduate	English	26	2
PG	MCom,Bank Management	24	Under Graduate	English	26	2

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				1				85
Recruited	0	0	0	0	0	1	0	1	8	77	0	85
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	4	3	0	7
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	4	3	0	7
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	1	0	1	13	0	15
M.Phil.	0	0	0	0	0	0	5	61	0	66
PG	0	0	0	0	0	0	2	3	0	5

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	1	0	0	1
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	0	0	2

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	2	0	0	0	2
	Female	4	0	0	0	4
	Others	0	0	0	0	0
UG	Male	166	0	0	0	166
	Female	79	0	0	0	79
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	72	61	38	57
	Female	29	35	16	44
	Others	0	0	0	0
ST	Male	1	1	1	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	212	178	173	190
	Female	59	99	65	78
	Others	0	0	0	0
General	Male	25	8	12	23
	Female	7	8	10	19
	Others	0	0	0	0
Others	Male	0	0	0	2
	Female	0	0	1	1
	Others	0	0	0	0
Total		405	390	316	414

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
409	401	386	366	366

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
15	15	15	13	13

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1050	1041	1038	1191	1174

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
993	969	944	1067	1037

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
268	365	349	415	360

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
86	86	85	81	79

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
86	86	85	81	79

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 44

4.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
317.29	209.17	366.85	187.69	202.42

4.3

Number of Computers

Response: 159

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

Response:

The college is affiliated to the University of Madras and follows the syllabus designed by the University under CBCS Pattern. The institution has developed a structured and effective implementation of the curriculum through the internal Board of Studies under the Directorate of Academics of which all the heads of the departments are a part.

As per the regulations of the University the college strictly maintains the minimum credit to be earned by each student **(UG Programs minimum 140 Credits and PG Programs 92credits)**

Master Time table is prepared by the Director, Academics and her team to all the Programs – with common hours scheduled for Foundation courses, Soft skills, Non Major elective and value education. The Departments fix their timetable and action plan according to the Master Time table.

Director-Academics and Academic Curriculum Enrichment Committee, check the Curriculum delivery mechanism. The **lesson plan** gives an insight to the students as to how the course will be handled throughout the semester.

Weekly/Monthly plan is prepared by dividing the syllabus and the Heads of the Departments check the coverage of syllabus weekly. Principal reviews the coverage and the methodology monthly. Students are selected at random and their feedback on the delivery of the curriculum is done by the Principal along with the Director, Academics.

The teaching, learning methods are planned well in advance and are mentioned in the lesson plan. Seminar, Industrial visit, guest lecture, PPT, videos, role play, projects, and flash cards are some other methods of curriculum delivery which are adopted to support the traditional methods of teaching.

For better understanding of the concepts a **work book, which contains practical exercises** is given for each course with learning outcome and question bank. Notes / Hints/Lesson details for important concepts are prepared and sent to students through mail. In some cases faculty also share e books and e resources as reference material.

All the academic matters relating to the curriculum development is carried on after obtaining due approval from the Principal.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Response

The academic calendar is prepared in concurrence with the calendar of the University of Madras. It includes all information regarding the administration of the college. Rules and regulations, details of the courses and departments, days of national importance are clearly given.

The commencement of end semester examinations as per the dates of university calendar is given. Apart from that, **the Continuous Internal Assessments 1&2** are conducted for both semesters during August/January (40th day) and October /March (80th day) before the practical exams of the university. Regular meetings with heads and departments are conducted to ensure the completion of the syllabus. This is checked by the Director, Academics and updated to the Principal immediately.

+

Departments also give the schedule in **work plan for micro tests every month** which is intimated to the students well in advance. In case of any unscheduled holiday, declared holidays due to impromptu situations during the working day - a schedule for compensation of classes is prepared by the heads of the departments and the same is intimated to the students.

From the year 2018-19 academic calendar has been updated and renamed as the **ACADEMIC JOURNAL.** It contains added information regarding attendance, extension services, extracurricular activities, and assessment. The academic journal has a complete record of student's performance for that academic year.

File Description	Document
Upload Additional information	[View Document]
Link for Additional information	[View Document]

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

    1. **Academic council/BoS of Affiliating university**
    2. **Setting of question papers for UG/PG programs**
    3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
    4. **Assessment /evaluation process of the affiliating University**

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	[View Document]
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document]
Link for Additional information	[View Document]

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

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

Response: 15

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	[View Document]
Institutional data in prescribed format	[View Document]
Link for Additional information	[View Document]

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 35

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
8	9	8	5	5

File Description	Document
List of Add on /Certificate programs	[View Document](#)
Brochure or any other document relating to Add on /Certificate programs	[View Document](#)
Any additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 72.97

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
837	795	772	806	783

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

Response

University of Madras offers Environmental Studies for second years and Value Education for III years as a part of the curriculum. However, the college goes beyond curriculum to provide pedagogy which is designed to integrate cross cutting issues pertaining to gender, environment and sustainability; human values and professional ethics to varying degrees.

The structural framework of cross cutting issues is framed as follows:

Cross Cutting Issues	Courses / year and class	Other activities
Gender – It gives an idea on gender differences and explains to create awareness on gender issues and their rights	**WOMEN 'S WRITING** III BA English Semester V Sub Code: BRA5A	Awareness programs for
Environmental Sustainability The course and field work helps in creating awareness on Conservative and Maintenance of the Nature.	**ENVIRONMENT STUDIES** All the second year students of the programs Semester : IV Sub Code: ENV4A/4B	Disaster Management by Nature Club activities
Human Values This course helps the students to understand the Values of life and society , it also creates a positive Value	**VALUE EDUCATION** All the Third year students of all programs Semester V Subject code : VAE5Q	Celebration of Important Gurukul
Professional Ethics This course clearly mends the students to know how to enhance their personal and corporate behavior.	**CORPORATE GOVERNANCE AND ETHICS IN BANKING** M.Com Bank Management Semester III Subject Code :KCBXB **BUSINESS ETHICS AND VALUES** III BBA (up to 2016-17)	Centre for Professional D To inculcate in students moral values, CPD acts as

	Semester V	
	Subject Code : MAM5R	
	PRINCIPLES OF MANAGEMENT	
	Unit – Business Ethics	
	(from 2017-18)	
	Semester I	
	Sub Code : MAM1D	
Personality Enrichment	**Personality Level I & II**	C2C
This course intends to make the students maintain their stress, manage anger and to improve their Inter Personal skills-Time Management and also work place etiquettes	For II Year students of IT based Programs and Science Programs	

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View Document](#)

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 1.34

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
6	6	5	5	4

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 10

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 105

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: B. Any 3 of the above

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

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: C. Feedback collected and analysed

File Description	Document
Upload any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 51.5

2.1.1.1 **Number of students admitted year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
405	390	316	414	380

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

2019-20	2018-19	2017-18	2016-17	2015-16
772	772	772	702	696

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

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

Response: 34.8

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

2019-20	2018-19	2017-18	2016-17	2015-16
373	374	293	369	334

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]
Any additional information	[View Document]

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

Entry level:

Orientation and induction program is conducted for fresher's at department level too. The facilities of the department and the scope of the program and courses are informed to the students.

- Basic assessment after orientation in English, Mathematics and Accountancy and basic concepts of computer science is conducted for the students
- Micro Test enables to know about the competence level of the students after which they are categorized as advance /slow learners.

Program and Activities for Advanced Learners

- Attend several technical /skill based/ value added workshops. Participate in conferences and seminars
- Paper presentation and guest lectures are organized for the advanced learners
- They are trained to do in house general research projects and case studies
- Banking coaching exam classes are organized for M.Com students
- Advanced learners are provided with awareness on MOOC , Professional Courses
- Additional learning materials and linkages of e resources are given to advanced learners
- LEAP- Learners Enrichment for Academic Progressionis a special initiative for collaborating learning where advanced learners act as a mentor and guide the slow learners allotted to them.
- Assignment and Student seminars topics are given to encourage them.
- The academic achievements of the student toppers are highly praised by the management and the management awards the achievers during college day. Students who secure University Ranks are recognized with cash, Medals during the graduation day.

Program and Activities for Slow learners:

- Counseling for the students is done by class teacher, mentor, counseling cell, HOD, on importance of learning and support is provided wherever necessary to help them to clear the backlog of papers

then and there to make them clear the papers.

- Remedial classes are conducted to improve the performance. Classes are organized to clarify doubts and revision of difficult topics is done to improve the learners level of understanding.
- Question Bank including the university question papers is revised for the benefit of the slow learners to enable them to learn in an easy manner.
- Teachers provide simplified answers as study material to the slow learners
- For Tamil Medium Students – Bilingual explanation and discussions are carried out.
- Under LEAP- Slow learners are divided into groups under advanced learners. Participative learning makes it easy to understand the concepts and also to prepare them for the exams.

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

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

Response: 12:1

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

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Response:

The college has effective teaching learning mechanism. Faculty chooses suitable teaching method for the courses taught. The same is clearly indicatedin the work plan of the courses for every semester. The learner centric methods adopted are explained below.

Lecture method

This is the most effective method for all the learners to explain, revise and also for understanding of the

course. This enables direct contact and understanding between teacher and the taught

Student Seminars:

All the departments organize student seminars to enrich their learning experience

Summer Internship Projects:

The students are provided with summer internship and also to prepare a report on the same with the guidance of faculty. The students are also allotted industry oriented mini projects

Experiential Learning:

The Departments organize industry visits, field trips, lab experiments, Educational tours, Circuit construction, writing small conceptual programs to gain knowledge about leading edge technologies. To make learning interesting, movie screening is also done for the students to make them understand concepts in Management and English through movie screening too.

Participative learning:

This method enables student's participation during class hours through Quiz, Discussion, role play, flash cards apart from the conventional method. Inter department and Intra department power point presentation and various competitions are organized to help the students to comprehend the application of subjects. Competitions like business plan, best manager, mock corporate meetings, moot court are conducted for the students

Collaborative learning:

Learners Enrichment for Academic Progression- (LEAP) helps the learners to conduct group study inside the classroom.

Problem Solving Methods:

The students are given case studies and brainstorming sessions to analyse the situations related to the course. An exclusive approach to study in the form of Workbook for all the courses for various programs has been introduced from the academic year 2018 -19. The workbook contains practical oriented approach, activities, problems and exercises from each unit. The workbook has been designed to cover all the units in the syllabus and gives the students hands on practical learning experience. Mind mapping/language games, Preparation of models or charts are some of the methodologies adopted towards problem solving.

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

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

RESPONSE:

ICT DRIVEN TEACHING LEARNING PROCESS - ICTTL HUB is an initiative by IQAC under the banner of ACE(Academic Committee for Enrichment)

- The learning mechanism under G- suite has been initiated where each class has a google classroom to post e materials, assignments and other exercises for the students .
- Teachers use Google forms to conduct assessment and also tests for the students
- Edmodo an education LMS is used to share content, quiz, manage communication with students too. Zoom meetings/ Google meetings are also conducted.
- Students use flashcards, mind mapping. Ink blot test for easy understanding

- Temporary-Ordered Routing Algorithm **TORA- an operations research software is used by Mathematics department for easy understanding of OR.**

- SPSS- the statistical software is used for UG and PG for statistics and also for project work

- Departments use flipped classrooms to post the learning materials through mail and whatsapp group to the students

- Course related learning materials are shared as videos, e-notes, e-links, and resources and is maintained by each department

- College is registered with MOOC – NPTEL. Awareness has been created for both faculty and students to take up courses under MOOC.

- Unique self made software for English language lab is used for all the students who are in need for better communication skills.

- INFLIBNET and Nlist journals are also enabled for facilitating learners.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 24:1

2.3.3.1 Number of mentors

Response: 44

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

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

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 16.98

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
15	15	16	15	10

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 7.65

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

Response: 658

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The fresher'sorientation program conducted at the beginning of every academic year appraises students and parents of the evaluation process and the exam schedule. The assessment criteria as given by the University of Madras are clearly explained to the students by the Principal, Head of the department and also the class teacher from time to time. The same is also given in the academic handbook of the college.

The pattern of Internal Assessment as given by University includes Tests 10 Marks, Seminar 5 marks, assignment 5 marks, attendance 5 marks totaling to 25 marks. In case of practical papers 30 marks, record 5 marks and attendance 5 marks totaling to 40 marks. Students in sports are given weight age for the internal marks and it is added to the internal marks. All the discrepancies are corrected by the respective class teacher before the online entry of the University of Madras.

Formative assessment is done by giving assignments, seminar presentation, GD, role plays, open book tests, quiz too.

In order to have uniformity and consistency in the internal marks on formative assessment for the breakup of seminar and assignment which constitutes 10 marks – a workbook with different learning methods and questions have been prepared by the faculty incharge of the course and students are asked to complete the workbook which covers the entire syllabus. The assessment is done after completion of the workbook and is evaluated for 10 marks.

The internal assessment marks are shown to the parents during parent teacher meet. The breakup of the assessment is informed to the students. Signature from the students is also got once final internal marks are calculated. The same is put up on the notice board

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

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

Response:

GRIEVANCES MECHANISM FOR INTERNAL EXAMINATION:

· The assessment is very transparent and clear to the student. At the department level the grievances relating to internal exams, if any, are cleared by the concerned faculty, class teacher and Head of the department immediately**. Last Friday of the month is fixed for grievances** and students share their grievances regarding academics also with the committee framed

· Answer scripts of Continuous Internal Assessment and Class tests are evaluated within a week and the answer scripts are distributed to the students. In case of any discrepancies are attended to immediately. **Grievances if any for those who miss the class tests or exams** - retests or improvement tests are also given

· In order to avoid any discrepancy or grievance relating to internal assessment a workbook was introduced for all the courses during 2018-19 which enables the students to score 10 marks as a part formative assessment.

· Students are aware of their internal marks as the marks are put up on the department notice board with the signature of the students signed by the students against their names and parents are also informed of the internal marks during the Parent teacher meet.

GRIEVANCES MECHANISM FOR EXTERNAL EXAMINATION

· Since the college is affiliated to the University of Madras , if there is any discrepancy in the Marks then students apply for retotaling or revaluation through the college. The department guides the students to apply for the same.

· Any discrepancy in the University exam question paper is also represented to the University by the Head of the Department.

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

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

In order to make an outcome based learning, the program outcome, program specific outcome and the course outcome for all the courses of various programs are done by the respective subject teachers with the guidance of the IQAC. Program outcome, program specific outcome and course outcome along with the syllabus is uploaded and updated time to time.

It is also communicated to the students at the beginning of each semester by the respective HODs and the course instructor. The faculty states clearly the learning objectives and the expected outcomes for each course at the beginning of the session as well as before each unit in the syllabus.

At the postgraduate level, students are expected to develop their personal and professional abilities, get a competitive edge over others in the job market. Certificate courses, add on /value added programmes, workshops, seminars, hands-on training, in-house research, etc are conducted to bring the desired outcomes.

The details are communicated to all the teachers and students through these methods:

Programme Outcomes (PO) are displayed in the library and the college noticeboard.

Programme Specific Outcomes (PSO) are published in the college prospectus and the academic journal clearly. Course outcome is stated in the student workbooks as learning outcome.

Programme Specific Outcomes (PSO) and Course Outcomes (CO) for each Department are

Shown on the college website under each department

Programme Specific Outcomes (PSO) are displayed on Department Notice Boards.

Programme Specific Outcomes (PSO) and Course Outcomes (CO) are also given to the studentsalong with the syllabus, at the beginning of the semester and specified in the workbook issued.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Upload any additional information	[View Document](#)
Past link for Additional information	[View Document](#)

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

Response:

The level of attainment of Pos, PSO, and COs can be evaluated through the continuous internal assessment and also university examinations. Since the college is affiliated to the University of Madras it strictly adheres to parameters given - the outcome is measured both with CIE and End Semester University Examinations.

- The results of the University exams are the direct indicators to the level of attainment of any program.
- Teachers use blooms taxanomy which includes remember, understand, apply, analyse, evaluate, and create for setting question papers for CIA , and also the formative assessment like practical assignment and presentations.
- The **workbook** for each course is framed to attain the outcome using blooms taxanomy. It also gives clear picture of the course outcome through assignments, quiz, and seminars.
- Exit interview is conducted for the final years during which the students fill the exit forms and this provides a feedback before they leave the institution.
- Regular feedback collected from Alumni which also serve as a means to measure the level of outcome.

Student placement also provides the indicator of Program outcome

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

2.6.3 Average pass percentage of Students during last five years

Response: 62.5

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
247	155	183	252	214

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
275	354	322	408	355

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)
Paste link for the annual report	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
List of endowments / projects with details of grants	[View Document]

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 2.33

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

Response: 2

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

3.1.3.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
15	15	15	13	13

File Description	Document
List of research projects and funding details	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The college has an ideal ambience for innovation and transfer of knowledge. Since the college is basically a UG college with a PG wing, there has been partial but effective eco system created for innovation and transfer of knowledge. **The centre for research and Centre for Entrepreneurship acts as the advisory body for the innovation and incubation centre of the college**.

Centre for Research and Development

Research wing of the college had a humble beginning since 2004 to encourage faculty to do research, publish papers, undertake projects, organize seminars and workshop. The Research wing encourages UG and PG students to attend various seminars and present papers. The **Student wing of Research** also undertakes mini projects of varied topics under the guidance of faculty.

The college is a member of British Council Library, American Library, Madras Management Association, ICTACT of Tamilnadu for participating in FDP and Research.

PG Department of Biotechnology does research review on yearly epidemics and other issues on health happening in the country and releases the report during the college day. Research Review on swine flu, dengue, and typhoid, acute diarrhea related with cholera and milk fat and the analysis on covid 19 is under

process. **PG Department of Bank Management** undertakes general projects and training for students real time project work.

ARCHIS- Centre for Entrepreneurship:

The entrepreneurial ecosystem was started during 2009 -10 to promote budding student entrepreneur. The centre is associated with NEN, Centre for Entrepreneurship Development , Anna University as Spoc institute and also with EDII.

The centre provides vocational training to all the first year students(tailoring, bakery, beautician, Basics of home electronics, photography).

The centre has a RESEARCH AND ACTIVITY UNIT – the research unit focuses in organizing seminar, conference and publications with special emphasis in entrepreneurship.

The Activity unit organizes bazaar, E-week celebrations, Entrepreneurial games, provide training for underprivileged women and school students, offers ED training courses and motivates students to prepare Business Plan too.

Few highlights towards Entrepreneurship:

- Mushroom cultivation is being done by the students of PG Department of Biotechnology in the campus. It includes cultivation of mushrooms, spawn production.
- Vermicomposting is taken up by the students of Microbiology department . Students are trained to understand the method and uses of vermicomposting.
- Students of Electronics department have created a RFID card using which messages can be sent to the parents on their wards attendance.
- ED skills has been imparted, to encourage startups, for selected students by SIDBI
- **MOU** has been signed **with KVIC** to give Vocational training for first year students

IIC – Prathyush

- Prathyush – An innovative and incubation cell has been initiated as a separate wing, since in the infant stage-   for ideation of new ideas.
- During covid – MASKPRO a small startup by the students from home was launched in which students produced masks and around 250 masks were given in their neighbourhood places.
- College has recently become member of MHRD's IIC for future development of the centre.

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

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 29

3.2.2.1 **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
7	9	4	7	2

File Description	Document
Report of the event	[View Document]()
List of workshops/seminars during last 5 years	[View Document]()

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 2.5

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 5

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 2

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.22

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
7	8	1	0	2

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

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.09

3.3.3.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
16	20	19	13	23

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The core values of the college and vision statement clearly states to serve the society, uphold values and save Mother Nature. The college has a well planned outreach framework of community development for holistic development. The college has NSS, Rotaract Club, Nature Club, YRC ,Kalam Club etc for service to society .

The college has been a recipient of INDIAN BOOK OF RECORDS for the longest hand wash drive during 2018-19 for creating awareness to school students organized by Department of Microbiology.

Annual signature projects organized by Extension Services Units:

NSS Annual camp

Every year, the College's NSS unit organises a week-long camp for the college's NSS students at a designated site. The camp fosters a sense of self-responsibility and dedication to contributing to social growth by fostering team spirit, improving interpersonal and leadership skills, and cultivating a sense of self-responsibility and commitment.

RYLA camp for Rotaractors

Rotary Youth Leadership Awards (RYLA) is a week-long leadership programme hosted by Parent club.

This is a great platform for the students to develop their creative, organizing and leadership skills.

Blood Donation Camp

The NSS unit of the college organises **annual blood donation camp** every year on 25th September on the birthday of our founder Dr.Mrs.Meena Muthiah,. The blood donation camp is organized in association with **Madras Voluntary Blood Bank**.

Nature Camp

Every year selected students attend the Nature Camp – education trip to Tiger Reserve Area and also to various natures' related villages for adapting with nature and understanding it.

Scribe for visually impaired

The KRMMC Rotract club provides scribe services to visually disabled students from the surrounding community. Students serve as scribes for high school and college students who are writing exams.

First Aid Course – Disaster Management – YRC

For first-year candidates, the KRMMC youth red cross club organises first-aid and emergency management courses..

Apart from organizing programs, the students of the units also effectively participate in coastal cleanup, swatch bharath scheme, swatch pakwada – say no to plastics, Turtle Walk, Bird Watch, Coaching class for Orphanage home children

All the extension services work together in times of emergency during any need of donating blood, flood and also to provide services to oldage homes and orphanage homes during festival times too.

A special unique program titled **AURORA – GET SET CHANGE** is a **collective scheme for all the departments** to undertake one **ISR initiative** and involve all the students to participate towards societal cause. Some of the initiatives are MaXcel – Free Mathematics Coaching classes for HSC

Score board- Mock Test in Physics, Educate to Empower – School adoption **,** VETPET – support to Blue Cross **,** Illume – coaching for needy students **,** Kalpatharu- services to the parks and public places

Pragya – joy of wisdom , Financial literacy program , Give Paper Back drive . Health and hygiene drive for girl students

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

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 5

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	1	1

File Description	Document
Number of awards for extension activities in last 5 year	[View Document]
e-copy of the award letters	[View Document]

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 352

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry,**

community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
122	108	44	41	37

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 317.86

3.4.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
4354	5962	2963	2584	1168

File Description	Document
Report of the event	[View Document](#)
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 406

3.5.1.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
101	98	159	48	0

File Description	Document
e-copies of related Document	[View Document](#)
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	[View Document](#)

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 11

3.5.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	2	1	2

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	[View Document](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The college has adequate infrastructure with good ventilation and spacious class rooms, laboratories, auditorium, audio visual rooms. The college is spread over 2.5 acres of land:

- 41 spacious classrooms with 720 Sq feet each furnished on an average with 15 desks inclusive of one smart class room.

Lab facilities:

- Microbiology lab with a capacity of 50 (attached staff room)
- Biochemistry lab with a capacity of 50 (attached Staff room)
- Electronics lab with a capacity of 32 (attached staff room)
- Electronics lab also has an air conditioned discussion room with a capacity of 32.
- 2 Computer labs (one in ground floor and one in first floor) Equipped with high configuration with licensed software. The systems are connected with LAN and also have a power back through UPS.

- Ground Floor Computer lab with 44 computers , 1 server
- First Floor Computer lab with 50 computers

- Physics lab/Microprocessor lab with a capacity of 50
- One PG information technology lab with 5 systems with advanced configuration,and good speed internet connectivity of 80 mbps.
- Visual communication labs include – drawing lab and script discussion room with a capacity of 50, multimedia lab with a capacity of 25, photography lab, FCP room, Audio suite and video suite, Preview theatre. This acts as the media labs for recording, editing the lectures and delivering presentations too.
- Biotechnology labs one for UG and one for PG, well equipped with advanced technology instruments for academic purpose and to some extent research purpose.

- 12 Staff rooms and staff rooms inside the lab are equipped with intercom facilities, computers, internet connectivity and printers .

Halls with ICT facilities

- An auditorium (AC) with projector and internet connectivity to accommodate 400 persons. It also has an audio room to provide a good acoustics facility.

- One audio visual room/seminar hall with a seating capacity of 100, equipped with LCD projector and internet connectivity.
- Commerce lab facility helps to train and assess the students in business activities and banking operations.
- Language lab equipped with computers to enhance the communicative and soft skill knowledge of the students.

Multipurpose Halls

- Two multipurpose halls with 300 capacity
- An open air theatre with 1500 capacity

are utilised for conducting assembly, various college events and activities.

Library facility:

- The college library has a total area of 3600 Sq feet with WiFi facility.
- It has a reading section/ reference section
- Stack bureaus
- News Shelf
- Bulletins and journal rack

Additional facilities:

- Exam Control room with photocopier machine and computers with internet connectivity.
- Server room with hub and router to monitor the internet and intranet connectivity.
- Students' council room to carry out the discussion with students' council members.

The facilities created by the institution are adequate for imparting meaningful education to all the students.

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

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

The college encourages sports, games and cultural activities and has an adequate infrastructure for the same.

Sports and Games

- A qualified physical director, Asst physical director and a physical instructor to train students from 6 to 8 am.
- College sports grounds are spread over 4 acres adjacent to Adyar river.
- Internal ground is a multipurpose area for practicing throwball, badminton and tennikoit
- Cricket ground with pavilion and 5 different nets.
- Space for football, handball, kabaddi
- Volleyball court
- Kho Kho court
- Athletic events – 200 metre Non-standard track
- Indoor sports room for chess, carom, table tennis

Mini Gym

The college has a mini gym with 3 station equipment, and it acts as a sports recreation room.

NCC

A separate room with internet connected systems is provided for NCC cadets.

Yoga

The multipurpose millennium hall is used for yoga organized with the help of Brahma Kumaris sisters and brothers.

Culturals

The fine arts club conducts various cultural events and organizes college cultural fest. Two discussion rooms, one for culturals preparation and another is allotted for council members and participants discussion. The events are conducted in Open Air Theatre, Dr. Meena Muthiah AC auditorium and Audio-visual room with high end audio equipment.

User rate around 300 to 400 students on an average play in the ground and use the indoor sports for practice match, fitness training , camps and sports day.

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

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 11.36

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 5

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

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

Response: 5.24

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

2019-20	2018-19	2017-18	2016-17	2015-16
22.23	7.06	24.87	9.37	8.21

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Data Requirement for last five years: Upload a description of library with,

- Name of ILMS software - EASYLIB
- Nature of automation (fully or partially) - Partially
- Version - 5.0
- Year of Automation- 2018

The college is unique in maintaining library resources. It is maintained in such a way that there is a central library and a department library.

The college has a **Central library** with 3600 Sq ft and is located on the first floor. The library is open from 8.15 am to 4 pm (Monday to Saturday). The library is partially automated with Easy lib software which has the complete catalogue of the books available.

The staff and students must sign in the Log before accessing the Library books. From the Year 19–20-foot fall of the student's entry is recorded through Bar-coding. There are 5 separate systems for students and faculties to access and use for online reference.

The **Department library** is a unique concept – direct access of books from the department. The department library consists of textbooks, question banks, reference books which are given to the needy students then and there. Due to this facility, the students have a clear understanding of what book to refer or read and the same is discussed with the course instructor.

To encourage the active usage of the Library for reference of various books, the best Library user award is awarded to the student at the end of every year. It is awarded based on Footfall and effective utilization of the library by the students.

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

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu

3. **Shodhganga Membership**
4. **e-books**
5. **Databases**
6. **Remote access to e-resources**

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.99

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
1.57	1.32	1.03	0.40	0.63

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 2.11

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

Response: 24

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The **computer labs** in the institution are well equipped with LAN connections and necessary Operating system software, antivirus software and application software relevant to the curriculum. The institution updated its IT facilities by purchasing systems in the year 2014, 2016 to 2018 based on the requirements received from the departments.

The **Multimedia Lab** for Visual Communication department has six **IMAC** and five **I7** systems are LAN connected with licensed software & projectors; and also have well equipped centres like photographic studio, drawing room, edit/audio suite and video production.

Commerce lab was established in the year 2016 for smart banking with 5 systems to demonstrate and train the students related to the banking environment.

An **ICT enabled classroom** started in the year 2018 with a smart board and projector for teaching.

A projector facility in the Ground floor computer lab is used for conducting practical training sessions, seminars, workshops and was commenced in the year 2018.

The internet connection is upgraded from 40 Mbps to a leased line with 80Mbps high speed broadband connection during the year 2018-2019.

A **Portable Wi-Fi router** is initiated in the year 2018 and used as and when necessary based on the institution's academic purpose. In the year 2019, the Wi-Fi facility is enabled in the library for staff access.

The department staff rooms have intercom facilities and also have a computer with intranet and internet access along with a printer. The classrooms and staff rooms have a public speaking system for formal communication.

ERP software is implemented in the year 2018 for academic and administrative purposes in the year 2018.

A **server room** is available for monitoring the intranet facilities and managing the ERP software.

53 CCTV Cameras are installed in the campus for the safety and security of students and staff.

Fingerprint biometric recognition was initially used to calculate the staff attendance and later a face based biometric system was deployed in the year 2017-2018 to reduce the manual work of attendance calculation.

A **Language Lab** was set up in the year 2019 with 7 systems to enhance the students' knowledge in soft skills.

In the year 2019, 5 systems with internet connection for students and staff usage were set up in the library for online references and e-resources access.

File Description	Document
Upload any additional information	View Document

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

Response: 7:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 72.41

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
232.61	152.69	250.11	135.71	152.34

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

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

Response:

General Maintenance

- Land/buildings, lift and the entire infrastructure is maintained by the managers through an engineer and his team.
- An Internal Auditing Committee consisting of staff members are assigned by the Principal every year for checking the Laboratory Equipments, Computer Accessories, Library Books, Sports equipment, furniture in the entire building including electrical items..
- At the end of the academic year each department submits their department and lab related requirements to the Principal to get the approval from management.

Library

- Library functioning is taken care of by the librarian and the library Assistant.
- Library remains open on all the working days from 8:10am to 4pm.
- It has proper ventilation, light, reading tables and chairs.
- Library committee comprises Principal, Academic Director, IQAC Director and Librarian to discuss the periodic requirements related to books/ journals based on commencement of the new courses and change of syllabus in discussion with all the Heads of the departments.
- Library books are issued to students on all working days.
- Footprints of the student's entry and exit in the library are initiated. A separate register is also maintained for staff/students entry and system usage in the library.
- Daily news papers, recent journals and magazines are kept in new arrivals rack for reference
- Apart from textbooks and reference books, books for personality development, competitive examinations, and a few rare books are also kept for reference.
- Reference section is separated from the reading section.
- Library has a repository of college magazines, project reports, annual reports, college calendar, university annual report etc.
- List of new arrivals of books is displayed in the library notice board as well as department notice board..
- The college library has British Council library membership for borrowing books.
- The Best Annual Library user award is given to the students to encourage their reading habits.
- Wi-Fi facility is enabled in the library with 7 systems with high speed internet connection for both students and staff browsing related to academic purposes.
- INFLIBNET/N-List is subscribed every year with access to e-journals, eBooks, shodhSindhu, shodhganga.

Laboratory -

- Labs are maintained by the respective departments A stock register is maintained in the lab. The Lab Assistant takes care of lab equipment.
- All the equipment in the various laboratories are provided with AMC.

Computers

- Apart from the lab assistant in the computer lab, the overall system and server are maintained by the system administrator and he resolves the system related issues and also reports the same to the higher authority.
- UPS is annually maintained for the system through Integretti Power Systems.
- Browsing facility is available for students in the Library and M.Sc. (IT) Lab for academic purposes**.**

Sports

- 4 acres of Sports ground is situated nearly 500 meters away from the college. Football, Kho Kho, Volleyball courts are available for practice. Apart from this cricket ground with pavilion and net practice, Indoor sports are available.
- A Sports Committee is formed every year consisting of a senior faculty and IQAC Director along with the Physical Directors.
- Periodical meetings are held regarding the conduct of training camp, tournament and sports day. Any other sports related activities are discussed and minutes are maintained.
- Sports training for the students are given in the morning session from 6 am to 8 am in the sports ground.
- A gym room for both boys and girls is available with separate partitions and is maintained under the supervision of physical directors.
- NCC room is available for carrying out official meetings related to NCC

General Class rooms

- The classrooms have a sufficient number of desks and benches based on the class strength. A dedicated smart class room is available.
- Apart from class rooms and labs, the following rooms are maintained by the management.
    - **AC Hall**- to conduct seminars/conferences and cultural activities.
    - **Audio visual room**–to conduct guest lectures/workshops/meetings
    - **Preview Theatre**-short films done by the students are previewed. Further movies are shown to expose their knowledge in film making.
    - **IQAC Room**-for discussion regarding internal quality of the college
    - **Health Room**-exclusively for girls.
    - **ED Room**-to carry out ED cell programmes
    - **VTC Room**-for I years to undergo vocational training programmes like tailoring, baking., jewellery making etc.,
    - **Council Room**-used for students council member discussion for the conduct of college activities.
    - **Green Room-**used by the students during the conduct of the culturals
    - **Extension Services Room**-Used for students' meetings for the extension units like Nature club, Rotaract, Youth red Cross, Kalam Club, Red Ribbon Club, Tobacco Cessation Club,

Leo Club etc.

- Air conditioners services done by Air Tech Multi Brand Air conditioners.
- Building repair and renovation is taken care of by management through the Engineer Ravikumar.
- Garden maintenance –Maintained by management through the Gardener. Trees are assigned a Botanical name, their family and uses.
- Elevator maintenance –Repair and services carried out by Kone Elevator
- RO plant –purification and desalination done by Sapthashwara water.
- CCTV-maintained by MoonStar.
- Solar plant-maintained by SRM Technologies Private Limited.
- Fire extinguisher-Inspection and refilling done by Prathan Fire.
- Electronics Lab and Physics Lab apparatus services and repairs carried out through Floranix.
- Microbiology Lab equipment is serviced by Lakshmi scientific company and chemicals are purchased from the same.
- Biotech Lab instruments service is done by Sri Raghavendra Scientific &Co and Sri Lakshmi Scientific company.
- UPS maintenance in computer labs are carried out by Integretti Power Systems.
- Canteen-Quality breakfast and lunch is provided to the students with minimal cost and maintained by the management.

File Description	Document
Upload any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 7.89

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
50	59	85	108	138

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 2.29

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
14	6	55	30	20

File Description	Document
Upload any additional information	[View Document](#)
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

    1.**Soft skills**
    2.**Language and communication skills**
    3.**Life skills (Yoga, physical fitness, health and hygiene)**
    4.**ICT/computing skills**

Response: B. 3 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 20.71

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
581	165	159	0	200

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

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

Response: B. 3 of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

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

Response: 28.15

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

2019-20	2018-19	2017-18	2016-17	2015-16
86	78	80	123	125

File Description	Document
Self attested list of students placed	[View Document](#)
Details of student placement during the last five years (Data Template)	[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 51.49

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 138

File Description	Document
Details of student progression to higher education (Data Template)	[View Document](#)
Any additional information	[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)

5.3 Student Participation and Activities

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

Response: 17

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	6	3	6	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

Students' council gives an opportunity to the students to develop leadership and organizing skills in carrying out activities and service projects. The student council is formed based on the norms and guidelines framed by the college. The students selected as the council members are oriented on the roles and responsibilities which have to be followed. Student's council is very active and the members are representatives in various committees wherein they work under the guidance of the respective directors.

Student council has a President, Vice President, General Secretary, Association Secretaries of all the department associations, Sports, Fine Arts and Extension Units. Each Department nominates an association secretary from the third year, class representative from the II year and first year.. Each class has a class representative, both men and women who join together and help the department in the conduct of various activities and events. This enables them to coordinate with each other for conduct of activities and programs in an efficient manner

Students are represented in the Discipline, Grievance and Anti Ragging cell under the Director of Student Affairs and Grievance redressal cell of the college respectively.

Student President and Vice President are student representatives in IQAC and have formed a Student Quality Assurance Cell under the Director, IQAC.

The college is unique in organizing activities as the students of different departments are formed into groups for organizing and participating in fine arts, culturals and sports too. Annual Inter Department Techno Cultural Fest-Indhradhanush is organized by the student's council under the Centre for Fine Arts where departments are grouped into 6 teams and battle for the winner title.

Annual sports day is organized in such a manner that the departments are grouped into 6 teams as Prithvi, Akash, Vayu, Jal, Agni and Mangalyan. Under these banners the groups compete in various games and sports.

Students celebrate various religious festivals, days of National Importance, the birth and death anniversaries of leaders, under the guidance of various faculty coordinators.

The Secretaries of extension service and outreach units organize various ISR INITIATIVES and do yeoman services to the needy and the society. Students have participated in various awareness camps, lent a helping hand during natural calamities and contributed their mite to the funds mobilized for the affected people.

On the whole, the student council works towards the morals of the college in coordination with the administration and management. The college clearly makes the student involved in all its activities and trains them to empower them as leaders of tomorrow.

File Description	Document
Upload any additional information	[View Document]

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 149.4

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
85	211	148	211	92

File Description	Document
Report of the event	[View Document]
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[View Document]

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

Alumni association, **Foot prints** was formed during the year 2009 and it conducts its activities in an organized and scheduled manner. The Annual alumni association meet is held every august 15th. Around 250 to 300 alumni attend the meeting every year. The Agenda for the meeting is prepared by the Alumni Association staff coordinator. The functioning of the college and its development is discussed during the meeting.

Department alumni meet is also organized where the alumni meet the current students and share their experience and also provide inputs for the future.

The Following are the ways in which alumni support the college:

- Alumni contribution to fees / scholarship to the needy students
- Alumni of Corporate Secretaryship have created an endowment fund in the name of Late Mrs. Meenakshi Murali, Former Assistant Professor of the Department.
- Alumni have created an endowment fund in the name of Late Dr.Mrs.S.Santha former Assistant Professor of the Department of tamil
- The Alumni of Corporate Secretaryship have created awards for the Best Students from their department.
- Alumni provide references for placement opportunities
- They help to organize events and are guests for the program and activities
- They also participate in outreach activities and extend their services
- They also organize workshops and provide hands on training to the students
- They help in all the extension services activities at the adopted village and school too
- Some of the Alumni have been appointed as Faculty based on their qualification as they ensure the understanding of the institutional culture.

Few of their contributions:

The college boasts that Alumni play a very important role in the development of their own department. They network at the department level in intervals and provide valuable suggestions and support to their respective departments and also to the college .

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

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

Response: A. ? 5 Lakhs

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

The constituents of the college strive to work towards the **vision and mission of the institution** under the dynamic leadership of the Founder / Secretary and Correspondent. The foresight of the founder Dr Mrs Meena Muthiah is to provide value-based education that leads to the path of ethical principles of life. The institution functions with an aim of making the younger generation TECHNOSAVVY, SOCIALLY EMPOWERED AND RESPONSIBLE CITIZENS to make the institution a CENTRE OF EXCELLENCE IN EDUCATION

The vision statements impart moral values with the best of education fused with National pride and patriotic values, to make the student globally competent. The college aims at creating self-reliant values, professional and skill development, capacity building, research experience and experiential learning. The vision is supported by the **core values** which stand on the guiding principles – Strive for excellence, Save Mother Nature and uphold values, Serve the society, inculcates secularism and promote quality as a culture. In order to accomplish the objective of the institution the mission focuses on developing effective human capital.

The **nature of governance** towards the vision and objectives include the Governing council headed by the Founder/ Secretary and correspondent, Dr. Mrs. Meena Muthiah, Management committee, Principal, Vice Principal, Senior Faculty and University Nominee. The Secretary and Correspondent is a **participatory and dynamic leader** and is authenticated to approve all the aspects relating to the functioning of the college. The Principal is given the **academic autonomy** to design, frame and implement innovative ideas keeping abreast of the changing higher educational scenario, with the approval of the Secretary. The Administrative system under the headship of the Principal is decentralized, transparent and also democratic which works towards achieving the vision and objective of the college.

The college governance under the Principal works on the perspective plans for each year towards institutional growth. Based on the feedback given by the IQAC the college prepares the plan and all the programs or activities are planned and executed according to the plan. The conceptual framework involves an idea like shaping the leaders of tomorrow, Growing Within and the plan is made according to the idea generated.

The Faculty members serve in various committees under different portfolios comprising of Director and Members- it includes Academics and Enrichment, Student affairs which includes the Grievance and Anti Ragging committee, Research Wing, Library committee, Examination committee, Sports and fine Arts, where the Director and members of each committee plan, implement and monitor the policy.

The **Organogram** gives the complete structural framework of the functioning of the college with collective efforts of the team in envisioning the achievement of objectives towards sustainable growth.

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

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

The Management of the college is represented by the Secretary and Correspondent who has delegated the Principal of the college to make any academic decision. The Principal is given the authority to decide on all academic matters, recruitment, add on or certificate courses and other activities of the institution.

The Decision Making level of the administration under the leadership of Principal and Secretary and Correspondent as the patron has a planning and executing committee comprising the Heads of the Department and Directors of various portfolios/ Committees. **The Functional level** is where the Heads of the Departments/ Directors decide on the plan for the year and its execution. **The operational level** includes the coordinators and faculty members of the department in exercising the daily routine matters as planned and proposed for the year. Every faculty member is a member in any one of the portfolio/committee. Decentralization and participation is seen in every activity of the proposed plan for the year.

Case Study:

Indradhanush – interdepartmental cultural fest

 Indradhanush is an interdepartmental event which is a regular feature of the college for the past two decades. It is generally held in the third week of September, but the planning process starts during the month of August.

As a first step, the Principal, Heads of the departments and Director, Fine Arts meet to decide on the various events that can be included in the fest.

The Director, Fine Arts with the staff cultural team and the student council along with the Principal discusses and finalizes the cultural events. Theme for the conduct of cultural events, events onstage and offstage, along with budget are also fixed by the team.

The Principal gets the approval of the budget from the management. Committees like Judges Committee, Refreshment Committee, Prizes and Certificate committee and Registration Committee are framed.

Faculty are deputed in-charge of events and a set of student volunteers help to coordinate between the Event in-charge and various committees.

Thus each and every constituent of the college works hand in hand to organize the event in a smooth and systematic manner. Indradhanush reflects an effective participation of the students council in the decision making

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

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The Strategic policy of the college has a Planning and Monitoring committee of the college for deployment of perspective plans comprising of the Secretary and Correspondent as the Patron, Principal as the ChairPerson, Vice Principal , Director IQAC, Directors of various portfolios and heads of the departments as the Core members. Every year, the institution lists out its perspective plans for the next academic year and tries to implement the same. 80% of the strategic plans have been successfully carried out, barring a few.

Centre for Entrepreneurship is one of the key portfolio of the perspective plan-

Dr Meena Muthiah Study Centre for Entrepreneurship (DRMM Centre) was initiated during 2009-10. The Centre was subsequently expanded to an **Entrepreneurship Development Cell** named as **ARCHIS,** in 2016-17.

The main objective of the cell is to **create awareness and to foster the spirit of entrepreneurship among the students**. Entrepreneurship wing comprises of Director, faculty incharge from all the departments, student secretary, student secretaries of various departments.

Functions of the Centre includes Entrepreneurship Awareness camps, Vocation Training Courses

Exclusive Entrepreneurial Skills training and workshop, collaborate with the ED institutes and training centers for providing guidance and training to the students at large.

The Centre has both **Research and Activity unit** – the research unit of the centre focuses on arranging seminars, conferences and publications based on entrepreneurship at various levels. The activity unit concentrates on Organizing Competitions, Bazaar, E week Celebrations, Entrepreneurial Games, Providing Training to underprivileged women & School children, offer Entrepreneurship Training courses, Motivate students to prepare business plans and participate in workshops & Competitions

The cell is associated with **CED Anna University and EDII** as a SPOC Institute. Faculty and students attend the workshops and other programs hosted by them. Activities on business idea generation were

organized for ED members.

Implementation and outcome:

- EDP programs in association with ICTACT and SIDBI for 5 days every year
- Workshop for school students "Unleashing the power of Entrepreneurship"
- Seminars on Women Entrepreneurship in association with India Trust
- MoU with National Entrepreneurial Network for conduct of certification course
- Conduct of Entrepreneurial games like one dollar venture, idea box , word search
- Training for women in candle making and quilling, paper cover etc at New Kalpakkam village
- Tycoon treat – a bazaar by the faculty of the college and Students Biz showcase – a student bazaar
- Signed a MoU with KVIC during the Entrepreneurship Awareness programme in association with Nature club.
- Five days training Program on Bakery and Confectionary with central government certification
- Organized Vocational Training Courses on basics of tailoring & embroidery, basics of Photography , and home electronics
- Three day Entrepreneurship Camp sponsored by EDII under DST NIMAT Project

File Description	Document
Upload any additional information	[View Document](#)
strategic Plan and deployment documents on the website	[View Document](#)

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

Response:

The **Secretary and Correspondent** - Dr. Mrs. Meena Muthiah , Kumararani of Chettinad governs and guides on the administration of the college.

The **GOVERNING COUNCIL** is an advisory body which has a President, Secretary, a University Representative, Principal, Vice principal and a senior faculty member (who is appointed in rotation) as members**.** The **University Representative** is a Senior Academician nominated by the Vice Chancellor, University of Madras who monitors and prepares a report on the college and its functioning.

All recruitments are made as per the UGC norms after placing advertisements in the newspapers. **Service rules and regulations are clearly stated in the handbook and informed to the faculty who join service**. Employees can avail CL, OD, leave against loss of Pay, Medical leave, Maternity leave. Promotion rules are clearly stated and it is based on seniority and merit. The college has set policies for appointment and service rules and the same is clearly given in the HR Policy book.

The Principal is the academic and administrative head of the institution and has powers as given by the UGC, the University of Madras and the Management in all matters of leading the institution. The Principal

is the chairman of all the academic and additional committees, Centers for development of the college.

The Vice Principal assists the Principal in all the administrative matters of the college.

The IQAC which was founded on 13th July 2006 as per the requirement of NAAC is fully responsible for monitoring the quality initiatives of the college. It conducts quality checks internally in the form of academic and administrative audit, prepares AQAR and submits it to NAAC every year and is responsible for NIRF registration.

The Directorate of Academics deals with the academic matters, prepares common timetables, and checks the completion of the syllabus and workbook, requirements for labs and library, functions of various departments. Director Academics is also a member of the curriculum enrichment committee.

Directorate of Student Affairs in charge of all the student matters. The director acts as a bridge between Centre for Fine arts, Centre for sports, departments and Principal on student related matters. The Grievance and Redressal Cell (Anti Ragging) is also a part of the Directorate of Student Affairs.

Heads of the Department form the main council of the college. They have full autonomy to prepare the workload**,** plan their department activities and are responsible for the smooth functioning of their departments. The faculty members of the departments in turn report to the HODs on all the department related matters.

Special Centers of Development

There are 10 Centers for development with directors and team coordinators for each portfolio- the Centers include Placement, Research and Innovation, Entrepreneurship Management, Extension Services and Outreach Units, Quality Assurance, Women Forum, Life Sciences and Business studies, Sports and Fine Arts. Each centre has faculty members as coordinators and all work towards vision of the institution and welfare of the students.

Administration – Office and finance administration, lab assistant, technical assistant, accountant and support staff

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

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Teaching

- Faculty are given On Duty permission for career advancement to attend workshops, conferences and seminars.
- Registration Fee waiver for those who attend the FDP programs organized by organizations in which the institution is a member.
- Best faculty award is given for the outstanding performance during the year
- Special Award consisting of cash award and shield, is given for faculty who are conferred with doctorate degree.
- Time relaxation is given for staff whose wards are appearing for Board examinations
- Awards with cash prizes were awarded to the faculty members who have been in service for more than 20 years.

Non- Teaching

- Uniforms are given for class IV staff
- Training and communication development programs are provided

Common Welfare Measures

- Provident Fund
- ESI
- Emergency Sick leave
- Gifts for Diwali
- Annual casual leave 12 days
- Medical leave for deserving candidates after the approval of the management

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

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 53.43

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
150	34	7	19	17

File Description	Document
Upload any additional information	[View Document](#)
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	[View Document](#)

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

Response: 5.8

6.3.3.1 **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
9	6	9	4	1

File Description	Document
Upload any additional information	[View Document](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 9.41

6.3.4.1 **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
26	2	8	0	4

File Description	Document
Upload any additional information	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

The performance appraisal initially was done by principal and IQAC in an **informal manner with only meetings with the department faculty** with the HOD, points were noted during the meeting and suggestions for improvement were discussed and measures were taken. However, IQAC recommended having a format **for appraisal since 2017-2018** for both teaching and non teaching Faculty members.

Based on which the following have been implemented :

PERFORMANCE APPRAISAL COMMITTEE – PAC includes the Principal, Vice Principal, Director

IQAC and Heads of the Departments.

The assessment of performance is based on Self appraisal given by each faculty performance every year, result analysis, and heads of the departments' assessment ratings too. The same is analyzed with the quality committee under the chairmanship of the Principal. The suggestions and observations are submitted to the respective faculty during the meeting.

Apart from PAC the principal meets each individual and assesses the development of each faculty individually and provides suggestions for improvement too.

EXIT INTERVIEW (FOR FINAL YEARS)

An IQAC initiative on feedback from final years is conducted during the end of every academic year. A special committee comprising Principal, Vice Principal, IQAC Director, Director Student Affairs meets all the final year students and takes the individual feedback. Meeting is conducted immediately after the Exit interview and the report is prepared by the IQAC.

STUDENT FEEDBACK ON FACULTY

The academics Director and ACMC team goes to each class and gets feedback about the faculty on their delivery of lectures and teaching methods, whether it confirms with the plan given by the faculty in their lesson plan. General feedback on the faculty performance is collected orally from the students for every semester.

APPRAISAL FOR NON TEACHING STAFF

All the non-teaching staff, including lab assistants, office staff and technical staff fill in an Appraisal format provided by IQAC. Report is prepared and suggestions are given for improving individual performances.

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

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Enumerate the various internal and external financial audits carried out during the last five years with the mechanism for settling audit objections within a maximum of 500 words

The budget allocated is checked and funds generated are properly utilized. All the statements of finance are certified by the authorized person and there are no audit objections as every financial statement is carefully done

Flexible finance system is maintained on the amount sanctioned, the utilization of the fund is monitored by the finance committee of the management

Detailed statement of accounts with supporting bills/vouchers for all the transactions are checked, verified by the finance committee of the college. A consolidated statement of receipts and payments, details of deficit or surplus of the budget is submitted duly signed by the principal.

An external financial audit is conducted by a firm of auditors M/s Subramanyam & Co. which does the yearly audit during the month of April/May. Audited statements and reports are collected every financial year.

The dates of annual audit for five years are as follows:

2015-2016   -   16/06/2016

2016-2017   -   18/01/2018

2017-2018   -   16/08/2018

2018-2019   -   21/06/2019

2019-2020   -   22/07/2020

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

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

Response: 4.14

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0.325	0.1	2.44	0.435	0.84

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)
Any additional information	[View Document](#)

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

Response:

The major source of revenue for the institution is the fee collected from the students. The fee collected is deposited in the bank account and also in FD schemes. The deposits are withdrawn to pay the monthly salary of the employees, to meet the expenditure for the college requirements and other recurring expenses.

Funds are mobilized from various sources are **categorized under Sponsors, College Development Scheme** - as follows**:**

- Funds from organizing seminars, conferences, symposiums etc.
- Registration fees collected for various events and programs
- Rental payment collected for utilizing the college infrastructure.
- Sale of Admission Form/Collection of Registration fee
- Rent for College Auditorium
- Funds from sponsors for activities and programs

Optimal Utilization of resources:

- Budget estimates are prepared for college related events like Union Inauguration, Inter Department Culturals, Sports day, College day, Graduation day, by the Principal and approval is sought from the Secretary of the college.
- Budget is allocated for all the academic related activities by the Principal in consultation with the heads committee and special team at the beginning of every year. This includes funds for departments, clubs and associations too.
- Budget is allocated also for college improvement scheme which includes the purchase and annual maintenance of college infrastructure

Funds from various organizations are used effectively for the purpose and accounted for audit.

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

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the

quality assurance strategies and processes

Response:

IQAC of the college has been effectively contributing towards promoting quality as a culture and holistic academic excellence. It focuses on creating a learner-centric environment and in developing quality benchmarks for all the activities of the college. IQAC of the college suggests various initiatives according to the changing scenario of career prospects. Annual plans for the college are framed. IQAC reviews the plan initiatives and suggests improvements in the areas of importance.

ACADEMIC ENRICHMENT THROUGH VALUE ADD ON COURSES:

The IQAC of the college focuses and aims to enrich knowledge and skills among students through value add on, certificate and diploma courses related to the respective field of discipline.

Institutionalizing the value add on courses:

Initially the **Directorate of Academic**s frames common certificate courses for all the programs for the second year students. **ED cell** offers vocational training for first years and **placement cell** conducts the finishing school program for final years.

Analysis and Action:

The certificate courses offered were common, syllabus were framed by the departments and were conducted. As per the suggestion provided by IQAC, during 17-18 a separate committee was framed under the academics called **Academic Curriculum Enrichment Committee** for systematic approach to skill development. ACE prepares a year plan for the certificate courses for the second year and submits a report on its implementation every year.

The ACE provided certificate courses through off campus mode during weekends also. Tie ups with institutes has increased for practical sessions for both UG and PG courses.

The outcome of the Certificate courses is reviewed and has seen a good response from the beneficiary students.

CENTRALIZED DATA MANAGEMENT

IQAC suggested installation of **Enterprise Resource Planning. ERP** was implemented to maintain quality and uniformity of all the collected information in a common framework as a less paper work system.

Institutionalizing ERP:

The ERP Software EASY 5.0 was deployed in the year 2017. Initially the following modules were introduced for administration of student **FEES STRUCTURE AND DATA, STAFF DATA AND PAYROLL**

Then later during the same year the **STUDENT'S ATTENDANCE** implemented from the even semester and staff **ATTENDANCE BIOMETRIC INTERFACE** was also implemented.

Analysis and Action:

Orientation on ERP for faculty members was given. Mr. Jayakumar, DBA from EASY Pvt. Ltd. Adyar, explained the following features in the attendance entry. Reports are generated for student attendance, teachers pay details and also TC

ERP enabled sharing of stored data across all the departments, which in turn helped to keep the faculty and non-teaching faculty updated on important details. IQAC has further suggested that a facility may now be extended to sending SMS to parents about their wards regularity and attendance

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

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

Response:

The incremental improvement made in Teaching learning process is reviewed by IQAC regularly. Two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC

REFORM IN TEACHING METHODS

- In order to have quality in teaching process, IQAC recommended having effective teaching techniques with AV aids and ICT enabled methods. **ICT DRIVEN TEACHING LEARNING PROCESS - ICTTL HUB is an initiative by IQAC under the banner of ACE where teachers are trained in various teaching methods**
- Different ICT tools like Power Point Presentation, Video Screening, Usage of **TORA Software, Google meet, Edmodo** Classroom, Educational Youtube Videos, have been effectively used by faculty.
- Unique self made software for English language lab is used for all the students who are in need for better communication skills
- Faculty were encouraged to digitalise study materials
- Course related learning materials are shared **as videos, e-notes, e-links, and resources** and is maintained by each department
- College is registered with **MOOC – NPTEL**. Awareness has been created for both faculty and students to take up courses under MOOC.
- **INFLIBNET and Nlist** journals are also enabled for each department for e resource upgradation of knowledge for faculty.
- 5 day **Faculty Development Programme** on Effective ICT teaching was organized by IQAC with in house experts as resource persons
- Resurgence program for the sharing of teaching techniques and ICT learning is being conducted.

REFORMS IN LEARNING MECHANISM

Student centric learning was suggested by IQAC as post accreditation reform for learning mechanism for students with more of experiential, participative, collaborative method of learning which brought better outcome.

- The Departments organize **industry visits, field trips, lab experiments, Educational tours**, Circuit construction, writing small conceptual programs to gain knowledge about leading edge technologies.
- **Movie screening** is also done for the students to make them understand concepts in Management and English through movie screening too.
- Students use **flashcards, mind mapping. Ink blot test** for easy understanding
- An exclusive approach to study in the form of **Workbook** for all the courses for various programs has been introduced. The workbook contains practical oriented approach, activities, problems and exercises from each unit
- **LEAP- Learners Enrichment for Academic Progression** is a special initiative for collaborating learning where advanced learners act as a mentor and guide the slow learners allotted to them. Slow learners are divided into groups under advanced learners. Participative learning makes it easy to understand the concepts and also to prepare them for the exams

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

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document](#)
Upload details of Quality assurance initiatives of the institution	[View Document](#)
Upload any additional information	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The College is a coeducational institution; 45 percent of the students are women. The college is positive in nurturing Gender sensitivity and to provide safe and secured learning ambience to all. Though the learning atmosphere is very cooperative and friendly among boys and girls, Initiatives have been taken to implement and ensure gender sensitizing programs to meet the outside world too.

Curriculum : The Department of English has a Course on Women's Writing during V semester for final year English Literature Students.

Co Curricular :

The college NSS Unit, Rotaract Club and Sahasra –Women Forum and the Departments organize activities for women.

Safety and security

- CCTV cameras are fixed at 32 strategic positions of the campus and surveillance is done in the Principal's room and Server room (secured).
- The main gate is guarded by security personnel in shifts.
- The physical directors are present during the working hours to monitor the entry and exit of the students and to ensure discipline.
- The faculties also play a pivotal role in ensuring the safety and security of the students inside the departments.
- College has a grievance redressal committee to address if any difficulty arises. Also a Black box is placed before the Principal's office to put the grievance if any.

Counseling

.

- Counselling is also done by the mentors during the mentor-mentee meeting. Department teachers also counsel the students wherever necessary.

- Whenever the girls need to be sent home due to a medical emergency, their parents are informed and asked to take their ward from college.
- Personal counseling is given to students by professional Psychologist to support the students whenever in need

Centre for Women Empowerment

- The college has a women forum SAHASRA, with a director and team of faculty. The forum has a woman Student Secretary who along with the members
- the Centre for Entrepreneurship in the training programmes offered to the female students on tailoring, baking , jewellery making, sanitary napkins making and other women centric activities..
- The forum along with the departments conducts various awareness camps related to health, hygiene and general events too.
- The Forum Celebrates international women's day every year with programs and events and organizes special lectures by successful women.
- A Proportionate ratio of girls holds a position in Students' council every year. Most of the portfolios such as heads and directors have been assigned to women faculties
- An awareness on issues related to women safety was given to all the women students of the college by a crew from **Adyar Police Station**. They were briefed on how to download and use **Kaavalan App**. The women students make use of the app for their personal safety.

Common Rooms

- College has two rooms for students as common rooms where they discuss and refresh too.
- Women's room situated separately in the second floor.
- In addition to this there is a common room for students to rest and recoup during short sickness.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)
Link for annual gender sensitization action plan	[View Document](#)

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

1.Solar energy

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

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Solid waste management:

- College uses ERP, an easy attendance software in order to reduce the usage of paper.
- One side papers are used efficiently
- As an ISR initiative, the students of the Department of Commerce have initiated the GIVE PAPERBACK DRIVE along with an NGO, where the waste papers and students used notebooks were collected and handed over for recycling.
- Wooden furniture is repaired and reused.
- The waste materials after use by the Department of Bio-Technology is disposed of by open burning at high temperatures, composting the organic debris to mud pots used to grow garden plants.

Liquid waste management:

- Waste water from Reverse Osmosis is diverted to plants in the premises
- All liquid waste is connected through the drainage pipes to the main sewage of the Corporation of Chennai.
- Liquid wastes are disposed after diluting with water and their pH is checked (between 6-10) and then the solution is allowed to drain off.

Biomedical waste:

- Pathological waste is treated with chemical disinfectants, neutralised and then flushed into the sewage system
- Pathogenic organisms are disposed of by decontaminating the organisms in Petri dishes using moist heat in the autoclave and further discarding them into the drainage.
- Surgical wraps, Culture tubes, Blood vials, Absorbent material, and Pipette tips are disposed into common waste disposal bins after wrapping in newspapers
- Used Agar gels are exposed to charcoal, wrapped in newspaper and then disposed .
- The broken pieces of glassware are collected in newspapers, wrapped and disposed of safely

E waste management:

- There is an E waste collection point in the college where all the e waste like discarded spare parts of computers, keyboards, batteries, and electronic equipment are collected periodically. The Collected E-Wastes are acquired back by the management and given for reuse and recycle .

Waste recycling system:

- The Department of Microbiology has adopted a natural method called vermicomposting for recycling the waste
- As a part of solid waste management, the plant litters from the college garden are collected in a pit and left for decomposition for a few days. This half digested organic waste are then transferred to the vermicomposting pit, which serve as feed for the worms

File Description	Document
Any other relevant information	[View Document](#)
Link for Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

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

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

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

Response: B. 3 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document](#)
Geotagged photos / videos of the facilities	[View Document](#)
Any other relevant documents	[View Document](#)

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

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

Response: B. 3 of the above

File Description	Document
Any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Disabled-friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of**

reading material, screen reading

Response: D.1 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document](#)
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

College believes in inclusive and harmonious culture among students in its **vision and core values** as to save mother nature, uphold values, serve the society and instill secularism.

The college encourages the students council, centre for fine arts and departments to organize and participate in inter department, inter college, NGO and other organization relating to cultural, regional, linguistic , socio economic diversities.

Harmony begins at the porch of the college where idols of various religions are kept to promote communal and religious diversity

ACTIVITIES BASED ON CULTURAL, REGIONAL, LINGUISTIC DIVERSITY

The Weekly Assembly begins with prayer, and includes the verses from Bible, holy Quran, Bhagavath Geetha, Sanskrit slokas along with pep talk on various topics of culture.

The Literary clubs Tamil- Vanavil, Hindi- Rhimzim , Sanskrit- Tarangini also conducts various competitions on linguistic, cultural, regional topics.

College offers French and Egalite the French association also conducts programs on diversity.

Centre for fine arts and Student council conducts with the theme on cultural diversity for inter department/ inter collegiate fest based on cultural, regional and linguistic diversity.

Gurukul, Centre for fine arts, Extension service units along with various departments celebrate festivals like Ganesh Chathurthi, Dussehra, Pongal, Onam, Ugadi, Christmas, and Krishna Jayanthi are celebrated at the college in order to inculcate the idea of consonance and promote communal harmony. These celebrations not only help them to understand the significance of the festivals but also motivate them to learn more on cultural, regional, linguistic, communal and socio economic diversities

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)
Link for any other relevant information	[View Document](#)

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

Response:

The institution in its vision and objectives instills to sensitize the student and employees about values, rights, duties, and responsibilities of citizens. The **Strategic deployment plan** of the college aims towards making of **Techno savvy and socially responsible citizens**. Guest lectures and workshops on Ethical Values, rights, duties are arranged by eminent personalities to deliver lectures.

The college focuses on inculcating values among students to make them responsible citizen by celebrating days such as Independence Day, Voters Day, Youth Day,National Integration Day, National Unity Day, World Environment Day, etc .Through these initiatives, the students and staff of this institution understand the constitutional obligations that every citizen should have. Students are also encouraged and allowed to participate in the programmes organised by other organisations, centres and NGOs.

In addition to this , the college has its unique initiative **Pep-talk** during the assembly**.** The Monday morning assemblies provide a platform for the holistic development of the students of the college . During these assemblies, faculties give Pep talks to the students taking turns. Anecdotes, inspirational personalities, interesting stories from history, folk, and tradition are some of the components of these talks. These inculcate moral and ethical values to the students. Apart from the faculty, students are also

encouraged to give pep talks during assembly.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<u>View Document</u>

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

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

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	<u>View Document</u>
Code of ethics policy document	<u>View Document</u>
Any other relevant information	<u>View Document</u>

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

Response:

The institution in its vision statement aims to give knowledge, power and self-reliance through education fused with National pride and Patriotic values. College believes in celebrating events in the form of celebration of Eminent personalities, commemorative days, days of National and International importance by bringing students and teaching fraternity together and experiencing the value of integrity rich cultural heritage, diversity and the history of the nation.

The celebration of International Women's day, Teachers day, Gandhi Jayanthi, World Students 'Day, Librarians' Day, Emden day, World Students Day (Abdul Kalam's Birthday), Dictionary Day, National Education Day, International Yoga day, etc have become instrumental in building today's youth.

  The observance of days like World Hepatitis Day, World AIDS Day, Anti- Child Labour Day, National GST Day, World Rabbies Day, etc creates greater health and social awareness to the students.

These commemorative days and festivals had been organised by the Centre for Fine Arts earlier. Later for two consecutive years, departments had been asked to pick the lots for celebrating various events of the college. The Department of commerce were allotted to the celebrate the commemorative days and festivals in these years. In 2019-2020, a committee for celebrating days and festivals has been formed The **festival and Important Days Committee** puts the monthly dates of importance and also the department/ Unit in charge for each program. Departments also volunteer to conduct the programs on these important days based on their discipline too.

File Description	Document
Link for Geotagged photographs of some of the events	[View Document](#)
Link for any other relevant information	[View Document](#)

7.2 Best Practices

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

Response:

Title of the practice: Exit interview

Goal:

?   To get students' perspectives on vital areas of the institution   in the form of feedback

?   To analyse and implement the suggestions and ideas of the students to primarily improve the teaching standards and all other areas in order to meet the institutional goals in an exemplary manner.

The Context:

?   Exit interview for the final year students is conducted every year at the verge of course completion. It stretches over a week at the end of sixth semester.

The Practice:

A team of experienced faculty members are allocated by IQAC under the direct guidance of the Principal conduct Exit interviews for the final year students of all streams. The students are asked to fill a feedback form and also attend a one on one session with the Committee. Their suggestions, feedback, open views on campus facilities, teaching-learning atmosphere, timings, socio-cultural environment, curriculum and co-curricular enhancement are being recorded by the team. A statistical analysis based on the Exit Interview is done every year for self appraisal of the college.

Evidence of success:

The following initiatives were introduced and implemented based on the students feedback during exit interviews conducted over the years.

1.   Parking facility for students and staff

2.   Establishment of South Indian Bank Set -up in commerce lab

3.   Increase in activities for women through Sahasra - Centre for women empowerment

4.   Core placements were arranged

5.   Change in college time

6.   Installation of RO

7.   Subject specific study materials in the form of text notes,audio and video lessons were provided

   Problems encountered and resources required:

Some students hesitate to disclose the fact during the exit interview due to their trepidations and this prevents the institution from enhancing the standard. The implementation of some suggestions is delayed due to the non availability of resources. However, the institution plans to prioritise the suggestions and ideas and implement the feasible ones at the earliest.

 Best Practice 2

 Title of the practice:

AURORA –GET SET CHANGE

ISR initiatives of various departments

Goal:

The principle objective and the most important core value of the college is to infuse societal values to make every student a responsible citizen. Though the college insists on the outreach activity through extension service units – all the students couldn't involve themselves in social and community service at large.

The Aim of AURORA- GET SET CHANGE is to inculcate a sense of societal responsibility in the minds of the students. To achieve this, each department was asked to adopt a program as an ISR initiative to serve the local and neighbourhood community since 2018-19.

The Context:

Each department of the college has been encouraged to initiate activities that are beneficial to the society in the form of ISR activities under the banner AURORA- GET SET CHANGE. The departments are allowed to choose any such activity of their choice. All the students and faculty of that particular department are actively involved in organising events throughout the year. This initiative helps every student and faculty to get an opportunity to serve the society, understand their role in nurturing the society and hone their leadership and organising skills.

The Practice:

Each department has the liberty to choose and design any Specific ISR activity of their own choice . The activities initiated by the departments are :

S.No	Name of the Initiative	Theme	Department	Year of initiation
1	PRAGYA - Joy of Wisdom	Serving as Scribes for all Examinations	BCA - Shift 1	2017-18
2	NIDHIYA	Financial Literacy Programmes	M.Com (Bank Management)	2017-18
3	MaXcel	Free Mathematics coaching for +2 Students	Mathematics	2018-19
4	Health & Hygiene	Health awareness programmes	Microbiology	2018-19

5	Educate2 Empower	School adoption and promotion of educational activities for students	Corporate Secretaryship	2018-19
6	Score Board	Mock test in Physics for +2 Students	Electronics & Communication Science	2018-19
7	Illume	Service to students with hearing and speech impairments	Accounting & Finance	2018-19
8	Hand in Hand	outreach and community services involving alumni, students and external organisations	Corporate Secretaryship	2018-19
9	Kalpatharu	Cleaning & Maintenance of Kotturpuram Park	Computer Science	2018-19
10	Give Paperback Drive	Donation of unused papers and notebooks to Youth Seva	Commerce	2018-19
11	VET PET	Service @ Blue Cross Chennai	Accounting & Finance	2018-19
12	Geriatric training	Training programmes for Elderly people	Kalam Club	2018-19
13	Amrutham	Good food, Safe food	UG Bio-Technology	2019-20
14	ADIRA	Empowering Women	Business Administration	Proposed
15	IGNITE	Promoting English Language Skills among school children	English	Proposed

The above ISR initiatives help the students to unleash their creative ideas, plan for the event and implement successfully. Students actively involve themselves in executing the scheduled events under the guidance of the faculty members. The departments also sign MOUs with outside organisations wherever possible to amplify the reach of the ISR activities.

Evidence of success:

By taking part in these social activities, the students and staff develop a long-lasting bondage with their department. Many a time the most timid student emerges as an active participant of the event. The students express their eagerness to get involved in these kinds of activities regularly as they develop interpersonal skills and opportunities to interact with various sections of people. They also acquire a sense of self responsibility and leadership qualities by organising and participating in these activities. Though these activities are initiated by different departments individually, other department faculty and students also contribute significantly to each initiative thereby connectivity among the departments gets mutually stronger.

To quote an example, Afzal Khan, of III B.Com (CS) was not much interested in participating in any activity. When he was given a chance to serve as the Secretary of the school adoption programme under e2e, he was very regular and systematic in planning and organising the training schedule and actively involved himself along with his friends in the programme during 2019-20. He was a favourite of students in the adopted school. He has received the first ever recognition for his services through ISR activities.

Problems encountered and resources required:

As all the ISR activities are scheduled after college hours or weekends, students who are working part-time are not able to actively participate in spite of their interest. Limited availability of monetary resources is a challenge. Situations like the pandemic is a big challenge to continue the service.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

THRUST AND PRIORITY

Self-reliant and Societal Values

Self-reliance through training and Value add on programs to create value for self; also be socially empowered and responsible citizens to serve the society.

The emphasis of the vision, mission, and core values is on transforming students into 'techno-savvy, socially empowered, and responsible citizens. The college aspires in nurturing students to **'Explore and Evolve'** as individuals across all spheres. Students who received average or below average grades in their secondary school exams are given the opportunity to continue their education at the institution. The institution focuses on the holistic development of the students based on the core values. KRMMC's initiatives are always towards academic excellence leading to employment, profession and business: The College has a dedicated and experienced team of faculty interested in the development of the students in all dimensions.

The framework and Execution:

The Transformation: During the **First year of study** the students are trained in communication skills, and vocational training courses of their choice. During the **Second year** along with the Personality development course they take up certificate or value add on courses based on the UG specialisation. In the **Final year,** Campus to Corporate training- a finishing school program, Value education and professional ethics are offered. The departments also organise various workshops, events and seminars through the students' association. These activities help the students to strengthen their organising and leadership skills.

Self-reliant to be Job seekers / Job providers:

Academic Enrichment Committee, Placement cell & the Vistas- Career Guidance cell provides training and development, organises value add on and certificate courses for the students to enhance their domain skills. Diploma courses are also offered to the students of the Life Science departments in collaborations with Industry. The Finishing school program is very effective in preparing the students for placement drives. The add-on courses offered during the course of study act as a platform for students to gain confidence in seeking suitable jobs through campus and off campus drive.

The **Centre for Entrepreneurship** provides training programs in association with external agencies NEN, SIDBI, and ICTACT in addition to the in-house training sessions to make students **Job providers**. ARCHIS, the ED Cell of the college gives short term vocational courses on Tailoring and Embroidery, Basics of Beauty Care, Jewellery Making, Photography, Basics of Home Electronics and Baking and Confectionery The centre has an MOU with KVIC for offering short term courses for the students. Annual Bazaars are organised for the students to gain adventurous entrepreneurial experience by maintaining accounts, marketing and handling customers. The centre has also offered EAC, a funded project by DST-NIMAT-EDII in the year 2019-2020. An in-house incubation start-up in collaboration with ED cell under KRIC-Prathyush was launched. The first in-house Start-up project was MaskPro - Mask Making initiative during pandemic...

Impart societal values to make socially empowered and responsible citizens:

In order to develop their responsibility towards society and contribute at individual and collective level, every student of the college should participate in the outreach activities and community services under the **Extension Service Units** and ISR initiatives. Such participation helps the students to be prepared towards

community services and outreach activities.

Nature Camps are organized for the students to make them understand nature and its biodiversity through environmental activities. Annual blood donation camp, Swachh Bharat, Say No to Plastics, Swachh Pakwada and Swachh Jal Abhiyan, Awareness camps, annual NSS camps, RYLA, are few of the programmes organised by the extension service units. These programmes inculcate a sense of responsibility in students towards society and contribute at individual and collective level.

Each department of the college has been encouraged to initiate activities that are beneficial to the society in the form of ISR activities under the banner **AURORA- GET SET CHANGE** since 2018-19.

Performance and Outcome:

- There has been a significant raise in number of value add on courses and career guidance programs
- The C to C finishing school program has been successful for over a decade through which all the final years have been benefited and given positive feedback stating that there had been a remarkable transformation in their abilities and skills which helped them to seek jobs aspired by them.
- The ED programs have initiated some of the students to become job providers.
- Collaborations with industry and outside agencies lead to enhancement of skill set to make the students self-reliant.
- Tremendous services are rendered by the students of extension and outreach units of the college every year. AURORA – GET SET CHANGE - ISR Initiative by various departments has also gained momentum over the past two years to provide educational and societal services.
- The successful programs for infusing societal values are. Health and Hygiene, Educate2Empower, HandinHand, Kalpatharu,VET-PET,Maxcel,Give Paperback Drive, Amrutham,......
- In a nutshell, students learn to organise, volunteering with empathy, to have accountability and a sense of responsibility. They acquire **Self and Societal values** through this experiential learning.
- **Conclusion:**

The uniqueness of the institution relies on the holistic development of the students. Every student of the college is encouraged to develop the skills based on their individual capabilities and constantly motivated to excel in their chosen field. Precisely, the values of the institution at various levels focus on enhancing the calibre of each and every student to **Explore & Evolve**.

The college functions with the aim of transforming students into holistic individuals by introducing innovative practices in academics and non-academic areas. The aim of the institution is to transform students into **'techno-savvy, socially empowered, and responsible citizens**.

The young minds develop traits such as commitment, leadership, and courteous conduct in addition to the profundity during their course of study in KRMMC. Thus the college tries **To Enrich Knowledge, Enhance skills, and Empower growth** continuously in all dimensions to make the students leaders of tomorrow.

File Description	Document
Link for appropriate web in the Institutional website	[View Document](#)
Link for any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

Popularization of Science: (Taking Science from Classroom to Lab)

In order to create awareness and to increase the interest of students to take Science at Higher secondary school level, the school of sciences of the college initiated the Program " Popularization of Science" for school students during the year 2010-11.

The Program included Model Exhibits, Hands on training, Poster Presentation, competitions and live demo of the experiments. The department of life sciences of the college has been successful and meticulous in conducting the program every year with overwhelming response from students of various schools. The students were oriented on all science related areas to kindle the interest of the students to take up science as their career.

Lumiere Fete (Inter School fest) -

The fest was initiated during 2017 to recognize the latent talent of the school students to exhibit their exceptional skills and also to get better insight about their future through career guidance program all under one roof. The main aim of the fest is to make students have clear idea of their journey towards successful career objective with passion and profession.

Special Initiative Cell- since 2018

Kumararani's Education and Enrichment management : The objective of the cell is to help and support faculty in upgrading their skills through knowledge sharing, teaching methods, brand building exercises, organizing workshop and special lectures in various fields

Kumararani's Industry Connect Program: It was started to bridge the gap between Industry Institute linkage by having Meet-ups with CEOs, tie- up with industries for projects and to have personal interviews with industry heads.

Kumararani's innovative Cell: PRATHYUSH-. Startup awareness programs and inhouse training programs for students with budding business ideas are done.

Kumararani's Advanced Learners' Enhancement Program –to go beyond curriculum into practical based knowledge through field project, presentation, seminars, Group discussions, Current Affairs and meet up icons

CENTRE FOR PROFESSIONAL DEVELOPMENT: the centre commenced its activities from 2018 onwards for career advancement in profession for faculty, students and non teaching staff based on the needs. The Centre provides Refresher Courses, Orientation on capacity building, professional ethics and values courses.

Concluding Remarks :

The college aims to provide holistic education by providing knowledge and self reliance fused with national

pride and patriotic values which is the **ultimate dream of the founder.** The graduates of the college are molded into self reliant individuals, competent according to their skill set, empowered to shine in all the spheres of life and career. The faculty members understand each student and provide guidance for them according to their ability and capacity to suit the changing scenario . KRMMC strives to enrich, enhance and empower the students to explore and evolve as leaders of tomorrow.