The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

Rathinam College of Arts and Science
(AUTONOMOUS)

1.2 Address Line 1

RATHINAM TECHZONE CAMPUS

Address Line 2

POLLACHI ROAD, EACHANARI

City/Town

COIMBATORE

State

TAMILNADU

Pin Code

641021

Institution e-mail address

principal@rathinamcollege.com

Contact Nos.

9894019851

Name of the Head of the Institution:

Prof. R. Manickam

Tel. No. with STD Code:

0422-4040906

Mobile:

9894019851

Name of the IQAC Co-ordinator:

Dr. R. Muralidharan

Mobile:

9894019851

IQAC e-mail address:

iqac@rathinam.in

1.3 **NAAC Track ID**

TNCOGN13402

1.4 **NAAC Executive Committee No. & Date:**

EC(SC)/15/A&A/442 dated 07-07-2016

1.5 Website address:

www.rathinamcollege.com

Web-link of the AQAR:

http://www.rathinamcollege.edu.in/downloads/AQAR1617.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	-	2007	2012
2	2nd Cycle	B	2.51	2013	2018
3	2nd Cycle (Re-Assessment)	A	3.12	2016	2021

1.7 Date of Establishment of IQAC : DD/MM/YYYY 03/08/2007

1.8 AQAR for the year 2016-2017

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

  i. AQAR 2013-14 submitted to NAAC on 21-12-2014
  ii. AQAR 2014-15 submitted to NAAC on 19-06-2015
  iii. AQAR 2015-16 submitted to NAAC on 18-07-2016

1.10 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ☑ No ☐

Constituent College   Yes ☐ No ☑

Autonomous college of UGC   Yes ☑ No ☐

Regulatory Agency approved Institution   Yes ☑ No ☐

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

Type of Institution   Co-education ☑ Men ☐ Women ☐

Urban ☐ Rural ☑ Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ☑   Science ☑ Commerce ☑ Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☑

Others (Specify) | .   - |

1.12 Name of the Affiliating University *(for the Colleges)* | BHARATHIAR UNIVERSITY (COIMBATORE) |

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

Autonomy by State/Central Govt. / University | STATE UNIVERSITY |

University with Potential for Excellence | NO | UGC-CPE | NO |

DST Star Scheme | NO | UGC-CE | NO |

UGC-Special Assistance Programme | NO | DST-FIST | NO |

UGC-Innovative PG programmes | NO | Any other *(Specify)* | DSIR |

UGC-COP Programmes | NO |

2. IQAC Composition and Activities

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

02

2.5 No. of Alumni

01

2. 6 No. of any other stakeholder and
    Community representatives

01

2.7 No. of Employers/ Industrialists

02

2.8 No. of other External Experts

01

2.9 Total No. of members

19

2.10 No. of IQAC meetings held

13

2.11 No. of meetings with various stakeholders: No. 24   Faculty 9

Non-Teaching Staff Students 3   Alumni 2   Others 10

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 04   International -   National 01   State -   Institution Level 03

(ii) Themes   Choice Based Credit System (CBCS), Quality parameters in education, Accreditation process, Role of IQAC, Outcome based education. Parameters in Accreditation

2.14 Significant Activities and contributions made by IQAC

- Motivated the faculty to involve in Minor/Major Projects
- Encouraged various Departments to organize seminars /conferences
- Learning Management System (LMS) introduction programme for the faculty was organized.
- Introduced the Relative Grading System for the CIA of Autonomous batch.
- Orientation programme was conducted to newly recruited staff members
- Newsletters, magazines, Annual reports are being prepared and released
- Department wise seminars, workshops, faculty development programmes and conferences were held.
- Science exhibition was conducted for the school students with Tamilnadu Science Forum.
- Encouraged to publish Books this year in the field of their subjects.
- Academic audit has been conducted for all the departments.
- Peer Review was conducted for all staffs
- External Audit conducted during December 2016.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
• To Introduce Psychology course in the college.	• Based on the recommendation given by the IQAC and the same approved by the College Committee, the B.Sc. Psychology course was introduced in the College.
• To include Charted Accountant course in the curriculum.	• The BOS – UG Commerce has taken initiative to introduce the preparatory course papers in the B.Com PA.
• To conduct the industry needed programming concepts and tools will be provided as add-on course to the students.	• The BOS and the Academic Council approved the request made by the BOS chairman's to include Value Added Course as optional credit course in the curriculum.
• To revamp the curriculum as per the suggestions of the UGC for the batch 2017-2018.	• The curriculum for the batch 2017-2018 was revamped as per the guidelines of the UGC.
• To provide Wi-Fi to the entire campus.	• Entire campus is enabled Wi-Fi, the students can track their performance, attendance, access e-resources through smart phone. 20 Mbps is provided exclusively for the Wi-Fi.

* Attach the Academic Calendar of the year as Annexure. – Annexure - I

2.15 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☑   Syndicate ☐   Any other body ☐

Provide the details of the action taken

- Various recommendations of the IQAC were sent to the Governing Council for their approval.
- Arrange for feedback responses from students for quality – related institutional processes
- Design and implementation of annual plan for Institution – level activities for quality enhancement
- Development and Application of quality bench marks / parameters for the various Academic and Administrative activities of the Institution
- Periodic review of the academic activities through surprise audit and regular academic audits.
- Retrieval of Information on various quality parameters of Higher Education and best practices followed by other Institutions
- Organization of workshops and seminars on quality – related themes and promotion of quality circles and institutions – wide dissemination of the proceeding of such activities
- Development and application of innovative practices in various programmes / activities leading to   quality enhancement
- Participation in the creation of learner – centric environment conducive for quality education
- Act as a nodal unit of the Institution for augmenting quality – related activities
- Improvement in teaching: Along with the regular teaching aids, the use of Multimedia computers and LCD projectors were used. Audio/video equipments for ICT classrooms which include Dias, mike, cordless mike, stand, sound boxes, speakers, etc. were purchased.
- Improvement in learning abilities: The college has motivated teachers to attend seminars, conferences, workshops, refresher courses, orientation courses, Advanced trainings in computers, etc.
- The blending of MOOC in teaching is introduced to make the students as a globally competitive.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	03	-	03	-
PG	5	01	06	-
UG	14	01	15	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others – M.Phil	04	-	04	-
Total	26	02	28	-

Interdisciplinary	-	-	-	
Innovative	-	-	-	

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	21
Trimester	NA
Annual	NA

1.3 Feedback from stakeholders*   Alumni [✓] Parents [✓] Employers [✓] Students [✓]

(On all aspects)

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

*Please provide an analysis of the feedback in the Annexure – Annexure - II

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

- A new syllabus is framed for the students admitted in the academic year 2017-2018.
- As per the Guidelines of UGC, 140 credits is followed for the UG, 90 Credits for the PG and 100 credits for the MBA.
- Also the Value added Course and Interdisciplinary course were added in the Regulation 2017.
- The weightage for the internal component is fixed as 40% and end semester examination marks as 60%.
- The internal mark will be awarded based on the participation of student in the particular subject.
- The End Semester Exam will be conducted for 100 Marks and the marks secured will be converted to 60%.

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

Psychology Department is introduced during the year – June 2016, for the Introduction of the Undergraduate Programme - B.Sc. Psychology.   During the year 2015-2016, a Post graduate programme M.Sc. Maths was introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
121	98	14	7	2

2.2 No. of permanent faculty with Ph.D.   14

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
38	-	-	-	2	-	-	-	40	-

2.4 No. of Guest and Visiting faculty and Temporary faculty   22   03   -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	30	75	4
Presented papers	27	50	3
Resource Persons	1	2	1

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

- Members from industries acted as a resource persons annexed in the IT Park in the college.
- Students under goes In-Plant training in the companies annexed in the college.
- Using LCD projector for teaching UG/PG classes.
- Conducting subject related talks by the experts drawn from the diverse fields.
- Arranging visits to industries.
- Giving students the opportunity to learn by field experience through educational tours & camps.
- Entrepreneurship.
- MOOC Courses

2.7 Total No. of actual teaching days

during this academic year   195

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

- Computerization of examination process
- Question paper setting and valuation by external examiners
- Answer papers are replaced by answer booklet
- Pre-printed stationeries are used for printing mark statements
- Holograms are used in the mark statements as a security measures with 6 other security checks
- Transparency is used in valuation by the way of re-totalling, re-evaluation and obtaining   copies of answer sheet
- Dummy numbers are used for valuation
- Autonomous result passing board decides publication of results
- Autonomous results published well in advance
- Autonomous results uploaded in college website
- Hall tickets and marks statements carries the photograph
- Examination date and session is printed in the hall tickets

2.9 No. of faculty members involved in curriculum

103	103	103

restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

- All faculty members are Board of Study Members

2.10 Average percentage of attendance of students

82%

2.11 Course/Programme wise distribution of pass percentage:

S.No	Title of the Programme	Total No. of Students	Distinctions	I	II	III	%
1	I BBA	55	1	8	7	0	45
2	II BBA	37	1	8	10	0	66
3	III BBA	33	0	1	14	2	86
4	I BCA	47	0	7	5	0	47
5	II BCA	40	15	5	4	0	86
6	III BCA	53	22	18	0	0	91
7	I B.Sc CS	108	3	16	10	1	48
8	II B.Sc CS	55	2	22	3	0	73

9	III B.Sc CS	47	11	26	2	0	95
10	I B.Sc CT	56	4	13	10	0	63
11	II B.Sc CT	43	9	12	3	0	80
12	III B.Sc CT	25	4	8	10	0	92
13	I B.Sc IT	57	2	8	7	1	52
14	II B.Sc IT	56	5	17	2	0	70
15	III B.Sc IT	39	7	23	0	0	89
16	I B.Sc CDF	40	3	6	14	0	74
17	II B.Sc CDF	41	1	21	6	0	86
18	III B.Sc CDF	44	1	14	16	2	98
19	I B.COM	87	2	13	21	7	71
20	II B.COM	52	1	14	13	3	80
21	III B.COM	43	19	20	0	0	98
22	I B.COM(CA)	117	2	40	19	0	71
23	II B.COM(CA)	108	1	46	19	0	81
24	III B.COM(CA)	98	8	59	15	0	90
25	I B.COM(PA)	55	4	14	21	3	85
26	II B.COM(PA)	53	2	9	25	5	86
27	III B.COM(PA)	42	7	28	0	0	93
28	I B.COM(BPS)	44	1	10	17	2	73
29	II B.COM(BPS)	16	5	7	3	0	100
30	III B.COM(BPS)	27	3	20	0	0	100
31	I BA English	26	0	10	5	0	79
32	II BA English	21	0	9	8	1	100
33	III BA English	22	14	7	0	0	95
34	I B.Sc MATHS	33	4	12	9	0	97
35	II B.Sc MATHS	53	18	17	4	0	83
36	III B.Sc MATHS	34	18	12	0	0	88
37	I PHYSICS	16	1	9	0	0	86
38	II PHYSICS	16	1	9	1	0	94
39	I PSYCHOLOGY	15	3	7	2	0	80
40	I B.Sc VISCOM	44	1	17	2	0	76
41	II B.Sc VISCOM	36	1	6	12	0	83
42	III B.Sc VISCOM	44	9	19	1	0	86
43	I M.Sc MATHS	10	3	4	0	0	78
44	I MBA	54	5	29	3	0	83
45	II MBA	31	15	9	1	0	100
46	I M.COM	32	10	6	0	0	63
47	II M.COM	12	7	2	0	0	90
48	I MSC(CS)	36	6	18	0	0	73
49	II MSC(CS)	16	4	6	0	0	88
50	I MSC(IT)	14	5	5	0	0	91
51	II MSC(IT)	17	8	5	0	0	87
52	I MA MassCom	14	0	4	0	0	56
53	II MA MassCom	16	3	3	0	0	57
Total			**282**	**738**	**324**	**27**	**81**

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

- Academic audit is conducted twice in a semester by Internal – Academic Audit committee. In addition to this, External Audit is conducted to improve the quality.

- IQAC collects feedback from the students, alumni, employer and parents in a structured questionnaire and analyzes the data. The report is submitted to the principal.

- Student Surveys are conducted in the mode Teacher Assessment Questionnaire.

- The IQAC facilitates the faculty to attend Refresher courses, orientation programmes, workshops and seminars.

- University and autonomous results for various classes are discussed and analysed critically.

- Performance of the students in the assignments, class tests and model examinations are continuously examined and remedies are suggested.

- Departments are asked to prepare question bank.

- The IQAC monitors the teaching learning process by reviewing lesson plan, mentoring the teachers who have variations.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	2
UGC – Faculty Improvement Programme	4
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	05
Staff training conducted by other institutions	10
Summer / Winter schools, Workshops, etc.	13
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	-	02	-
Technical Staff	11	-	03	-

Criterion – III

3. Research, Consultancy and Extension

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

- Setting up of Research centres in the subjects of Computer Science, Commerce and Business Administration/Management where the faculty members of the college will guide the students for pursuing their M.Phil/Doctoral degrees.
- Applying for various funding agencies to conduct research project, conferences and Faculty development programme.
- Various National/International Journals are subscribed for the Library
- Established a research forum to discuss and deliver information to research scholars and staff members.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	6
Outlay in Rs. Lakhs	-	-	-	67

3.3. Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	06	1	02	13
Outlay in Rs. Lakhs	10,27,500	1.2	2.5	15

3.4 Details on research publications

	International	National	Others
Peer Review Journals	25	8	2
Non-Peer Review Journals	10	5	0
e-Journals	15	6	0
Conference proceedings	20	15	0

3.5 Details on Impact factor of publications:

Range $\boxed{1-2.8}$ Average $\boxed{1.6}$ h-index $\boxed{10}$ Nos. in SCOPUS $\boxed{8}$

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	One	UGC	2,50,000/-	-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)	-	CSIR, ICWA	1,50,000/-	1,50,000/-
		EDI	1,20,000/-	1,20,000/-
Total			4,20,000/-	2,70,000/-

3.7 No. of books published   i) With ISBN No. ☐ 4   Chapters in Edited Books ☐ -

ii) Without ISBN No. ☐ 5

3.8 No. of University Departments receiving funds from

UGC-SAP ☐ -   CAS ☐ -   DST-FIST ☐ -

DPE ☐ -   DBT Scheme/funds ☐ -

3.9 For colleges   Autonomy ☐ -   CPE ☐ -   DBT Star Scheme ☐ -

INSPIRE ☐ -   CE ☐ -   Any Other (specify) ☐ ICWA, CSIR, EDII

3.10 Revenue generated through consultancy ☐ 3.5 Lakhs

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	3	13			3
Sponsoring agencies		EDII, CSIR			

3.12 No. of faculty served as experts, chairpersons or resource persons ☐ 05

3.13 No. of collaborations   International   National   Any other

International	National	Any other
-	05	-

3.14 No. of linkages created during this year | 08 |

The college has signed & Renewed MOUs with

- Larsen & Toubro,
- Meridian Apparels,
- AKR Exports,
- G K Engineering,
- Magna Electro Castings,
- Navia Markets Ltd.,
- Sprout Wings,
- Saiss, USA
- Reliance Jio Infocomm, Mumbai
- Edudharma, Coimbatore
- Mazenet, Chennai.
- Lakshya Labs

3.15 Total budget for research for current year in lakhs:

From funding agency | 5 | From Management of University/College | 15 |

Total | 20 |

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
12	-	-	2	1	-	9

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

| 6 | | 23 |

3.19 No. of Ph.D. awarded by faculty from the Institution   3

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

JRF -   SRF -   Project Fellows -   Any other -

3.21 No. of students Participated in NSS events:

University level	250	State level	6
National level	-	International level	-

3.22 No. of students participated in NCC events:

University level	-	State level	-
National level	-	International level	-

3.23 No. of Awards won in NSS:

University level	2	State level	4
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	-
National level	-	International level	-

3.25 No. of Extension activities organized

University forum		College forum	12
NCC		NSS	36	Any other

- Conducted Orientation programme for the first year students
- Blood donation and Blood grouping was conducted in the adopted village and students of adopted school

- Sapling of tree around 5000 plant were planted
- World Water day was observed
- Conducted Yoga Training for children of adopted school
- Eye Donation awareness Rally was organized in co-ordination with Aravind Eye Hospital
- Cancer aware programme was conducted in co-ordination with Oncology department of Sri Ramakrishna Hospital, Coimbatore
- Health care and cleanliness awareness camp was organised for village people.
- Diabetes awareness day
- Helmet Awareness day
- Dengue Awareness
- Vision Screening Camp conducted for 2000 students
- Diabetes Awareness Camp conducted
- Breast Cancer Awareness Camp Conducted
- Swachatta Program conducted in nearby villages.
- Digital Payment Awareness camp Conducted.

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

- Blood Donation camps were conducted by NSS on campus in which the students took part in large numbers
- Student volunteers took out rallies to generate awareness on traffic safety, unmanned railway crossing awareness, environment and other socially relevant issues.
- Voting awareness programme
- Rain water harvesting
- AIDS Awareness
- IPS/IAS Coaching
- NSS units of the college have adopted a village, where awareness and sensitization campaign are organised on issues like women empowerment, female infanticide, drug addiction, health and nutrition, sanitation and hygiene etc.
- The NSS students are undertaking special camps on cleanliness, beautification drives.
- Sadbhawana Diwas celebrated.

- Computer donated to Government School

- Saplings planted

- Red Ribbon Club Activities: Spreading awareness regarding HIV/Aids, Candle light March, Lectures, Street Play, organised Poster Competition, Rangoli Competitions, Quiz competition organised, Rally to create awareness regarding HIV/AIDS.

- Institution offers fee concessions for economically backward and marginalized students.

- In association with CEC "Voters Registration Drive" was conducted.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.09 Acre	-	-	5.09 Acre
Class rooms	51	-	-	51
Laboratories	9	1	Management	10
Seminar Halls	2	1	Management	3
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	3	-	-	3
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-

4.2 Computerization of administration and library

Yes. Library has an exclusive E-Library facility. The operations of the Library are computerized. 15 Computers are in operation for the in-house activities of the Library. The Library had been using ERP – College Management System.

The Administrative and Accounts Offices have been using ERP – College Management System and Tally software with various modules for their various operations.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11741	Rs.3636100/-	400	200481	12041	3836581
Reference Books	433	Rs.228780/-	53	35000	486	263780
e-Books						
Journals	32		8		40	
e-Journals	INFLIBNET, DELNET	-	-	-		
Digital Database						
CD & Video	907		40		947	
Others (specify)	-	-	-	-		

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	382	5	24 Mbps			5	38	29
Added	25	-	6 Mbps			1	2	5
Total	407	5	30 Mbps			6	40	34

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

The Technical department provides and manages internet access to all the departments in the college including library and hostel through both Wi-Fi and broadband connections. Secured and personal accesses to internet are provided to students and faculty members. They can access internet services on their personal devices including tablets, laptops and mobile phones thereby performing various computing tasks easily and efficiently.

The Department of Computer Science also conducted exhibitions on various innovative and useful software available as free or open source on the internet. Software which can be helpful in day to day life are showcased in the exhibition and interested faculty members were provided copies of these software, free of cost. Also the department of computer science conducted a Faculty development programme on the usage of Google Apps for Class room administration and Paper less office administration.

The faculty members of the Department of Computer Science are encouraged to help students and faculty members of other departments in their endeavour to update their technical and computing skills.

The faculty members of other departments were apprised of various time saving techniques and tools which can be very helpful in their research and publication related activities.

4.6 Amount spent on maintenance in lakhs :

i) ICT   Rs.3.5

ii) Campus Infrastructure and facilities   Rs.10.5

iii) Equipments   Rs.15.25

iv) Others   Rs.3.5

Total :   Rs.32.5

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- During Orientation, students were familiarized with the rules and regulations given in students handbook
- IQAC gave maximum publicity about Student Grievance Redressed Cell.
- Updating the information of support services in the college prospectus.
- Arranging interactive session with the students to familiarize them about the student support services provided by the College.
- Receiving the feedback from the students on the utility of these services and making them more efficient.
- Student charter board has been displayed in the prominent positions to provide awareness to the students.

5.2 Efforts made by the institution for tracking the progression

- All students are a part of the Mentoring Program. Individual mentor tracks the progress of the students during their stay in college. Academic and personal issues of the students are sensitively handled by the mentors.
- Departments have been instructed to maintain a database of students once they leave the alma mater
- Alumni Association also tracks the students progression
- Holding regular Class Tests for undergraduate classes and analysing the progress of the students.
- Distributing updated assignments and projects on different subjects.
- Discussing the assignments in the tutorials.
- Remedial classes in the evening for slow learners.
- Test marks and attendances are sent regularly to parents through E – post and bulk SMS.
- Continuous Internal Assessment marks and End Semester Marks are tracked for the progression of students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2333	192	21	22 (M.Phil)

(b) No. of students outside the state

185

(c) No. of international students

20

Men

No	%
1330	51

Women

No	%
1241	49

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
888	209	26	912	2	2037	259	396	12	1904	4	2571

Demand ratio   1:1   Dropout % 2.55

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

- Added more books on various subjects for competitive examinations.
- Arranged lectures by the experts in communicative skills and personality development.
- Banking Exams coaching is provided by the Centre for Extended Education
- CAT Coaching
- NET Coaching

No. of students beneficiaries

356

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

- Departments organize for interaction with alumni and industry representatives to enlighten students about career options
- Placement Cell and Career Guidance cell conduct Campus Recruitment Training for students who have enrolled for Placement
- For each stream Guest speakers are invited to counsel students about higher studies and career options

No. of students benefitted | 356 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
65	338	289	123

5.8 Details of gender sensitization programmes

The College has held gender sensitisation sessions for both Teaching and Non-Teaching staff on campus, given the present situation of gender discrimination in society and the sensitivity of such relationships. The college has given equal importance to both men and women in staff recruitment and no special gender sensitization programmes are conducted.

The students are sensitized towards gender bias and made aware of their rights through a series of sensitization programme.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events
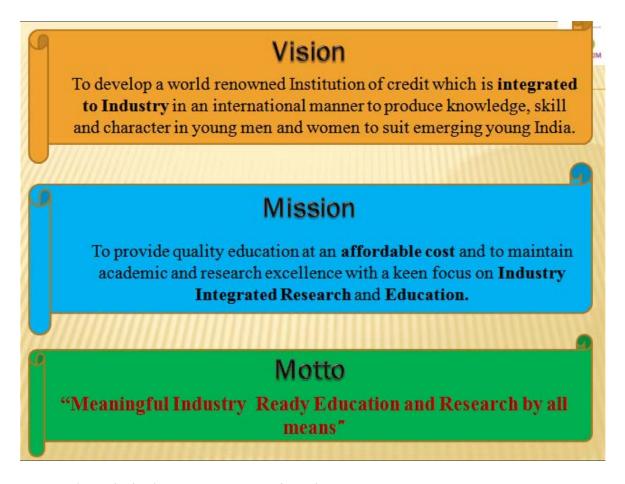
State/ University level | 250 | National level | 04 | International level | 01 |

No. of students participated in cultural events

State/ University level | 146 | National level | 17 | International level | - |

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

Sports : State/ University level [12]   National level [3]   International level [1]

Cultural: State/ University level [05]   National level [2]   International level [-]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	782	Rs.92,62,790/-
Financial support from government	189	Rs.7,50,750/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [1]   National level [4]   International level [   ]

Exhibition: State/ University level [2]   National level [2]   International level [   ]

5.12   No. of social initiatives undertaken by the students [26]

5.13 Major grievances of students (if any) redressed:

- Regular cleaning of toilets/washrooms
- Air Conditioning of library
- Parking lots

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

6.2 Does the Institution have a management Information System?

Yes. The college functions on an ERP smart campus and CRM for marketing.

Also the institution has Vavee – Alumni Management and Interaction.

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

6.3.1   Curriculum Development

- o   Curriculum development has been the prime focus in the post autonomy period.
- o   Regular review of the syllabi is done by taking feedback from the students, alumni, industry experts and academic experts.
- o   Faculties are also encouraged to upgrade their subject knowledge by attending research conferences/seminars.

- On the basis of the feedback received and latest updates in the subject, Departments have brainstorming sessions.
- The revision/new syllabi is prepared by the Department members and put before the Board of the Studies. The BOS undertakes a complete evaluation of the syllabus, evaluation scheme and references.
- The recommendations of the Board of Studies of all the Departments are placed before the Academic Council for its approval.
- The recommendations of the Academic Council are placed for final approval before the highest decision making body – the Governing Council.
- In curriculum design the UGC norms and University regulations are strictly abided with.

6.3.2 Teaching and Learning

- Live Project as a part of continuous internal assessment
- Experiential learning like Entrepreneurial ventures to raise funds for social causes
- Online submissions of assignment
- Internships
- Guest Lectures
- Industrial Visits
- Encouraging students to write research papers/photo essays to be published

Teaching

- The College has highly qualified and dedicated faculty with many of them possessing doctoral degrees in their respective subjects.
- To make teaching more effective and useful to the students, teachers are continuously encouraged to use innovative methods.
- They are facilitated in the use of technological audio-visual aids like the LCD by providing smart classrooms
- The faculty members are provided with ample opportunities to do online courses.
- Teachers are also encouraged to brush-up their knowledge by attending conferences, seminars and workshops organised by the various educational institutions.
- The class room teaching is supplemented by organising lectures by the experts in the various fields.

Learning

- To inculcate the habit of learning among the students, student centric participating methods are encouraged. These includes group discussion (in the tutorials) home assignments, seminars, project work etc.
- Participative learning is also promoted by self learning through books, journals, internet and other such services. Students are provided free internet access.
- The college exposes the students to outdoor learning through educational trips excursions and camps etc.
- The college holds free remedial classes for weaker students in the evening.

6.3.3 Examination and Evaluation

- Annual and Semester Examination is conducted by the Bharathiar University/College. These include theory, practical, viva voce and project work.
- During the academic session, the college holds two internal examinations. The progress of the students is monitored through continuous internal assessment, which is based on attendance, internal examinations, seminar and assignments.
- In order to ensure transparency students are shown their answer books of house examinations/tests. Teachers point out the short coming and suggest improvements. Internal assessment is displayed on the notice board before submitting it to the university.
- Students and parents are informed about the Continuous Internal Assessment and End Semester marks break up and evaluation methods during orientation and through student handbook.
- Weightage is given to CIA and ESE so that learning is a continuous process.
- Evaluation is centralized.
- Entire exam process is online

6.3.4 Research and Development

- A research committee has been established to promote research among the faculty members.
- Research centres in the subjects of Tamil, English, Computer Science, Visual Communication, Commerce and Management have been in process of establishing for improving the research climate in the college.
- Teachers are motivated to participate in conferences, seminars and workshops held at this college and other institutions. For this purpose they are provided On duty.

- Faculty were made aware of the need to pursue research which resulted in more number applying for minor research projects and Major Research Projects.
- Faculty were provided financial aid for attending seminars and presenting papers.
- Publication fees for research article/paper is borne by the management for publishing the papers of the faculties in journals with ISSN numbers

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Our Library has recently undergone flooring. To give our readers best of comfort and encourage relaxed reading new furniture has been replaced.
- A digital library has been established with 25 Computers.
- DELNET is subscribed.
- National Digital Library is provided to all the students and staffs.
- Our library continuous provides access to e-resources to its members through N-LIST Programme of INFLIBNET UGC. Under this Programme the faculty members have been provided with Log in Ids and Passwords for accessing the e-resources anytime and anywhere.
- Our Stack Areas are well stocked and flexible to accommodate the latest reading and research material on various faculties.
- Reference Section is also well equipped with all possible reference material ranging from Encyclopaedias on various faculties to year books and books for competitive examinations like CAT/IAS, TNPSC and UPSC and so on.
- Section of the Library is devoted to Periodical Section. Multi faculty Journals, knowledge based and general magazines, newspapers in various languages are housed in this section.
- CD ROMs covering literature and various other subjects are also provided in the Periodical Section of the Library.
- Giving user orientation to the students stressing the importance of the Library.
- Giving presentations to the students about various resources available in the library and by giving them training to make use of these resources.
- Live Demonstrations given to the students to access e-resources.

6.3.6 Human Resource Management

Teachers Quality:

- As an educational institution the main Human Resource is Faculty, therefore the faculty quality is given the topmost priority by the management.
- To maintain quality performance based incentives in the form of appreciation letters/certificates and awards are given to the employees.

- The faculties are encouraged to do research work, publish paper in reputed journals and apply for projects in different agencies.
- To meet the changing requirements of the curriculum the college encourages its teachers to enrol for various faculty development programmes like Refresher Courses conducted by Academic Staff College, Bharathiar University.
- At the beginning of every academic year, induction programme is organised for newly appointed teachers.
- Salaries were upgraded for every year.
- EPF was extended to the staff after minimum years of service
- Staff picnic was organized
- Separate HR policy is devised

6.3.7 Faculty and Staff recruitment

- The recruitment of faculty and non-teaching staff is done strictly by following the rules and regulations laid down by the UGC, Tamil Nadu Government and Bharathiar University
- Advertisements were placed in the leading newspapers and on college website about vacancies.
- Management has also taken the decision to recruit more of staff with PhD degree and SET and NET Eligibility.

6.3.8 Industry Interaction / Collaboration

- To provide practical knowledge, experts from the industry are invited to deliver talks and interaction with the students.
- The College arranged visits of the students to the industries and scientific institutions to get first hand information.
- Company executives are also invited to train the students.
- We at Rathinam, is surrounded by the Technical industries.
- We are present amidst IT/ITES companies, who are MNCs present worldwide.
- Rathinam Groups have tied up with industry associations like CII, NHRD etc, and MNCs like VWR, Reliance, and companies present near us like Indoshell, MAS Solar systems, De-Frank Group of companies, Bezalel Solutions, which are committed to provide opportunities and training for our students studying various courses at our college.
- There is a mutual interactions planned with the support of the Industry Interactions through Guest lectures, Internships, Placements, Visits and other projects, FDPs etc.
- We have collaborated through the ITEZ zone, which has ICICI training division, L&T training division, to serve the students and the society in a better way, by imparting knowledge and skill-sets to the needy.

6.3.9   Admission of Students

o   The College is one of the pioneer institutions in this part of the country. For admission process, the publicity is multipronged and well planned.
o   The process is advertised in daily News papers and is also put on the website of the College.
o   The prospectus contains all the necessary information on admission related topics.
o   The admissions are centralised and are made at the University level.
o   The college follows the Government of Tamil nadu /Bharathiar University reservation policy for all classes with regards to various categories such as SC/ST/OBC/ Freedom Fighters/ Defence Personal and Ex-Servicemen/Kashmiri Migrants /differently abled, sports persons, Single Girl Child etc.
o   Date of issue of application forms, submission, fees, reservations etc are displayed on college website and made available through Prospectus.

6.4 Welfare schemes for

Teaching	Salary Structure Revamped and EPF was introduced
Non teaching	Salary Structure Revamped and EPF was introduced
Students	Medical Insurance

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

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

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

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

For UG Programmes   Yes ✓   No ☐

For PG Programmes   Yes ✓   No ☐

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

- The exam process is computerized
- Photo copying facility of answer script is made available for students
- Computerised seating arrangement for end semester exams
- Students are able to get the results via SMS.

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

N/A

6.11 Activities and support from the Alumni Association

- Alumni are members of Board of Studies
- Alumni are guiding students as mentors
- Alumni Association had its annual get together every year

6.12 Activities and support from the Parent – Teacher Association

- There is periodic interaction between faculty and parents, whereby feedback is reciprocated.
- Orientation for parents of first year degree students is conducted on the first day of the academic year to familiarize them about rules and regulations, exam pattern, placement opportunities etc.
- Class tutors maintain regular contact with the Parents.

6.13 Development programmes for support staff

The following activities have been introduced for the support staff:

- Participation in the computer related training programmes.
- Distressing them through regular yoga classes.
- Interest free loans in case of emergency
- Get together of staff along with their families on important festivals.
- Health Check up organized

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

- Networking in the college, for internal communication and circulating official notices,

circulars and orders have saved papers.

- Planting more trees in the campus.
- Sensitizing the students on environmental issues through talks, posters.
- The Eco Club actively campaigned for Water Conservation
- Rain water harvesting
- Campus cleaning done by NSS volunteers

Criterion – VII

7. Innovations and Best Practices

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

- Digitisation of college library.
- Focus on offering internships for students.
- Increase in number of faculty registered for Ph.Ds.
- Corporate Recruitment Training to enhance placement opportunities

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

Plan of Action	Achievements
• To Introduce Psychology course in the college.	• Based on the recommendation given by the IQAC and the same approved by the College Committee, the B.Sc. Psychology course was introduced in the College.
• To include Charted Accountant course in the curriculum.	• The BOS – UG Commerce has taken initiative to introduce the preparatory course papers in the B.Com PA.
• To conduct the industry needed programming concepts and tools will be provided as add-on course to the students.	• The BOS and the Academic Council approved the request made by the BOS chairman's to include Value Added Course as optional credit course in the curriculum.
• To revamp the curriculum as per the suggestions of the UGC for the batch 2017-2018.	• The curriculum for the batch 2017-2018 was revamped as per the guidelines of the UGC.
• To provide Wi-Fi to the entire campus.	• Entire campus is enabled Wi-Fi, the students can track their performance, attendance, access e-resources through smart phone. 20 Mbps is provided exclusively for the Wi-Fi.

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

(*Provide the details in annexure – Annexure – III)*

7.4 Contribution to environmental awareness / protection

- The Eco club / Nature Club organised a talk and held poster making competition on environment day.

- Contribution environment society organised talks, poster making competitions environment day.
- Earth day celebrated by switching of lights in the college campus and the hostels.
- Creating awareness on energy saving drives.
- Environmental Science is a compulsory credit course for all the 2 year students
- Projects/assignments focused on sensitizing students on community/environment issues
- Environmental Exhibitions are conducted by students to create awareness about environmental issues
- Nature Club conducted special awareness program on saving tree, global warming, save elephant, save river.

7.5 Whether environmental audit was conducted?　　Yes ☐　　No ☑

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

Strengths

    IT PARK & INCUBATION CENTER

- Rathinam Technopark
- Embassy Techzone IT/ITES-SEZ

    INFRASTRUCTURE, SERVICES, & ENTERTAINMENT

- Rathinam Housing
- Fine Stay Hotel
- Rathinavani 90.8 Community Radio

    Infrastructure

- Incubation Center to Help Student Start ups
- Entrepreneur Development Cell
- Free International Business Internship to MBA students
- Free advanced Tablet PC for MBA students
- Science Exhibition
- Guest Lecture Programs from Industry
- CEO meets
- Industrial Visits
- Internships

- Soft skills training

- Front line self-supporting college.

- Institute has 5.09 acres of sprawling land.

- Placement of students in reputed companies like TCS, WIPRO, INFOSYS, CTS etc.,

- Rendering assistance to the people in surrounding areas for their social and economic upliftment.

- Having excellent greenery so as to have pollution free and eco-friendly environment.

- Alumni well settled in variant areas.

- Impressive and appreciable Teacher-Student Interaction.

- Co-curricular activities in a time bound framework.

- Regular Teacher evaluation by the students.

- Research Publications are encouraged with cash award.

- Adequate infrastructure.

- Well Qualified, dedicated and devoted faculty.

- Strong concern to impart quality education.

- Constant endeavours to acquire skills in teaching and learning practices.

- Team spirit to achieve organizational objectives.

- Faculty available and accessible to students round the clock.

- Well-developed laboratories to pursue project works.

- Regular industrial visits.

- Round the clock internet facility.

- Clubs for curricular and co-curricular activities

- Department associations.

- Departmental library facility.

- Spacious hostels for boys and girls.

Weaknesses

- It attracts average quality students.

- Performance in competitive examinations is not up to the mark.

- Poor communications skills of the students.

- Consultancy is limited

Opportunities

- Our students can be employed in large number in the industry annexed in our campus.

- Several small scale industries are around the college and nearby SIDCO (Small Industries Development Corporation) of Tamilnadu government is in Kurichi area 2 KM away from college and we can have interaction with them to impart training and placement for students.
- As the industries are in and around the college there is a great scope for taking up consultancy works, Counselling, Guest lecturers etc.,
- Scope to introduce new courses.

Challenges

- In view of mushrooming of colleges in the Coimbatore city, Competition is heavy with the surrounding Institutions.
- Opening of more interdisciplinary programmes
- Organization of International conference
- Drift of students from Conventional courses to the Non- Conventional courses
- Imparting knowledge of English to the students of vernacular medium.

Admitting students at lower percentages at entry point & improve their percentages at maximum extent.

8. **Plans of institution for next year**

- To introduce online course as part of curriculum
- Participation in External Conference / Seminar / Workshop will be considered for Internal Evaluation.
- Out Come Based Education will be followed.
- Industry Collaboration to create centre of Excellence.
- Management Scholarship to Top 3 students of each class.

Name _____   *Name _____*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

RATHINAM COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)
COIMBATORE-641 021

Academic Calendar

JUNE 2016

DATE	DAY	DAY ORDER	PARTICULARS	WORKING DAYS
1	WED			
2	THU			
3	FRI			
4	SAT		**WORKING DAY (STAFF)**	
5	SUN		**HOLIDAY**	
6	MON	1	**Reopening for students** **ODD semester 2016**	1
7	TUE	2		2
8	WED	3		3
9	THU	4		4
10	FRI	5		5
11	SAT		**WORKING DAY (STAFF)**	
12	SUN		**HOLIDAY**	
13	MON	6		6
14	TUE	1		7
15	WED	2		8
16	THU	3		9
17	FRI	4		10
18	SAT		**HOLIDAY**	
19	SUN		**HOLIDAY**	
20	MON	5		11
21	TUE	6		12
22	WED	1		13
23	THU	2		14
24	FRI	3		15
25	SAT		**WORKING DAY (STAFF)**	
26	SUN		**HOLIDAY**	
27	MON	4		16
28	TUE	5		17
29	WED	6		18
30	THU	1		19

JULY 2016

DATE	DAY	DAY ORDER	PARTICULARS	WORKING DAYS
1	FRI	2	**Submission of Question Bank**	20
2	SAT		**HOLIDAY**	
3	SUN		**HOLIDAY**	
4	MON	3		21
5	TUE		**RAMZAM - HOLIDAY**	
6	WED		**First Year Reopen**	22
7	THU			23
8	FRI			24
9	SAT		**WORKING DAY (STAFF)**	
10	SUN		**HOLIDAY**	
11	MON	4	**Test-1**	25
12	TUE	5	**Test-1**	26
13	WED	6	**Test-1**	27
14	THU	1	**Test-1**	28
15	FRI	2	**Test-1**	29
16	SAT		**HOLIDAY**	
17	SUN		**HOLIDAY**	
18	MON	3		30
19	TUE	4		31
20	WED	5		32
21	THU	6		33
22	FRI	1		34
23	SAT		**WORKING DAY (STAFF)**	
24	SUN		**HOLIDAY**	
25	MON	2		35
26	TUE	3		36
27	WED	4		37
28	THU	5		38
29	FRI	6		39
30	SAT		**WORKING DAY (STAFF)**	
31	SUN		**HOLIDAY**	

AUGUST 2016

DATE	DAY	DAY ORDER	PARTICULARS	WORKING DAYS
1	**MON**	**1**		**40**
2	**TUE**	**2**		**41**
3	**WED**	**3**		**42**
4	**THU**	**4**		**43**
5	**FRI**	**5**		**44**
6	**SAT**		**HOLIDAY**	
7	**SUN**		**HOLIDAY**	
8	**MON**	**6**		**45**
9	**TUE**	**1**	**Dispatch of END Semester Examinations Fees Applications**	**46**
10	**WED**	**2**	**Test-2**	**47**
11	**THU**	**3**	**Test-2**	**48**
12	**FRI**	**4**	**Test-2**	**49**
13	**SAT**	**5**	**WORKING DAY (STAFF)**	**50**
14	**SUN**		**HOLIDAY**	
15	**MON**		**INDEPENDENCE DAY**	
16	**TUE**	**6**	**Test-2**	**51**
17	**WED**	**1**	**Test-2**	**52**
18	**THU**	**2**	**Exam Fees Without Fine Last Date**	**53**
19	**FRI**	**3**	**Despatch of Practical Exam Time Table**	**54**
20	**SAT**		**HOLIDAY**	
21	**SUN**		**HOLIDAY**	
22	**MON**	**4**	**Submission of END Semester Examinations Fees Applications**	**55**
23	**TUE**	**5**	**Issues of approved practical time table**	**56**
24	**WED**	**6**	**Submission of filled in practical time table**	**57**
25	**THU**	**1**	**Exam Fees With Fine Last Date**	**58**
26	**FRI**	**2**		**59**
27	**SAT**		**WORKING DAY (STAFF)**	
28	**SUN**		**HOLIDAY**	
29	**MON**	**3**		**60**
30	**TUE**	**4**		**61**
31	**WED**	**5**		**62**

SEPTEMBER 2016

DATE	DAY	DAY ORDER	PARTICULARS	WORKING DAYS
1	THU	6		63
2	FRI	1		64
3	SAT		**HOLIDAY**	
4	SUN		**HOLIDAY**	
5	MON		**VINAYAKAR CHATHURTHI**	
6	TUE	2	**Test-3**	65
7	WED	3	**Test-3**	66
8	THU	4	**Test-3**	67
9	FRI	5	**Test-3**	68
10	SAT		**WORKING DAY (STAFF)**	
11	SUN		**HOLIDAY**	
12	MON		**BAKRID**	
13	TUE	6	**Submission of Test-3 Statement of Marks**	**69**
14	WED	1	Odd Semester Practical Exam Starts	**70**
15	THU	2	**Despatch of END Semester Examinations Time Table**	**71**
16	FRI	3		72
17	SAT		**HOLIDAY**	
18	SUN		**HOLIDAY**	
19	MON	4		73
20	TUE	5		74
21	WED	6		75
22	THU	1		76
23	FRI	2		77
24	SAT		**WORKING DAY (STAFF)**	
25	SUN		**HOLIDAY**	
26	MON	3		78
27	TUE	4		79
28	WED	5		80
29	THU	6		81
30	FRI	1		82

OCTOBER 2016

DATE	DAY	DAY ORDER	PARTICULARS	WORKING DAYS
1	**SAT**		**HOLIDAY**	
2	**SUN**		**GANDHI JAYANTHI**	
3	**MON**	**2**	**Model Exam**	**83**
4	**TUE**	**3**	**Model Exam**	**84**
5	**WED**	**4**	**Model Exam**	**85**
6	**THU**	**5**	**Model Exam**	**86**
7	**FRI**	**6**	**Model Exam & Submission of Student Consolidate Attendance**	**87**
8	**SAT**		**WORKING DAY (STAFF)**	
9	**SUN**		**HOLIDAY**	
10	**MON**	**1**		**88**
11	**TUE**		**AYUTHA POOJA**	
12	**WED**		**VIJAYADHASAMI / MUHARAM**	
13	**THU**	**2**		**89**
14	**FRI**	**3**		**90**
15	**SAT**		**WORKING DAY (STAFF)**	
16	**SUN**		**HOLIDAY**	
17	**MON**		Odd semester Exam Starts	
18	**TUE**			
19	**WED**		**Submission of Model Exam Statement of Marks &Internal Mark**	
20	**THU**			
21	**FRI**			
22	**SAT**		**WORKING DAY (STAFF)**	
23	**SUN**		**HOLIDAY**	
24	**MON**			
25	**TUE**			
26	**WED**			
27	**THU**			
28	**FRI**			
29	**SAT**		**HOLIDAY**	
30	**SUN**		**DEEPAVALI**	
31	**MON**		**HOLIDAY**	

NOVEMBER 2016

DATE	DAY	DAY ORDER	PARTICULARS	WORKING DAYS
1	**TUE**			
2	**WED**			
3	**THU**			
4	**FRI**			
5	**SAT**		**WORKING DAY (STAFF)**	
6	**SUN**		**HOLIDAY**	
7	**MON**			
8	**TUE**			
9	**WED**			
10	**THU**			
11	**FRI**		**HOLIDAY**	
12	**SAT**		**WORKING DAY (STAFF)**	
13	**SUN**		**HOLIDAY**	
14	**MON**		**HOLIDAY**	
15	**TUE**		**HOLIDAY**	
16	**WED**			
17	**THU**			
18	**FRI**			
19	**SAT**		**HOLIDAY**	
20	**SUN**		**HOLIDAY**	
21	**MON**	**1**	College reopens for Even Semester	**1**
22	**TUE**	**2**		**2**
23	**WED**	**3**		**3**
24	**THU**	**4**		**4**
25	**FRI**	**5**		**5**
26	**SAT**		**WORKING DAY (STAFF)**	
27	**SUN**		**HOLIDAY**	
28	**MON**	**6**		**6**
29	**TUE**	**1**		**7**
30	**WED**	**2**		**8**

DECEMBER 2016

DATE	DAY	DAY ORDER	PARTICULARS	WORKING DAYS
1	THU	3		9
2	FRI	4		10
3	SAT		HOLIDAY	
4	SUN		HOLIDAY	
5	MON	5		11
6	TUE	6		12
7	WED	1		13
8	THU	2		14
9	FRI	3		15
10	SAT		WORKING DAY (STAFF)	
11	SUN		HOLIDAY	
12	MON	4		16
13	TUE	5		17
14	WED	6		18
15	THU	1		19
16	FRI	2		20
17	SAT		HOLIDAY	
18	SUN		HOLIDAY	
19	MON	3		21
20	TUE	4		22
21	WED	5	Test-1 & Submission of Question Bank	23
22	THU	6	Test-1	24
23	FRI	1	Test-1	25
24	SAT		WORKING DAY (STAFF)	
25	SUN		HOLIDAY	
26	MON	2		26
27	TUE	3		27
28	WED	4	Test-1	28
29	THU	5	Test-1	29
30	FRI	6	Test-1	30
31	SAT		WORKING DAY (STAFF)	

JANUARY 2017

DATE	DAY	DAY ORDER	PARTICULARS	WORKING DAYS
1	**SUN**		**NEW YEAR**	
2	**MON**	**1**		**31**
3	**TUE**	**2**		**32**
4	**WED**	**3**		**33**
5	**THU**	**4**		**34**
6	**FRI**	**5**	**Submission of Test-1 Statement of Marks**	**35**
7	**SAT**		**HOLIDAY**	
8	**SUN**		**HOLIDAY**	
9	**MON**	**6**		**36**
10	**TUE**	**1**		**37**
11	**WED**	**2**		**38**
12	**THU**	**3**		**39**
13	**FRI**	**4**		**40**
14	**SAT**		**PONGAL HOILDAY**	
15	**SUN**		**PONGAL HOILDAY**	
16	**MON**		**HOLIDAY**	
17	**TUE**	**5**		**41**
18	**WED**	**6**		**42**
19	**THU**	**1**		**43**
20	**FRI**	**2**		**44**
21	**SAT**		**HOLIDAY**	
22	**SUN**		**HOLIDAY**	
23	**MON**	**3**		**45**
24	**TUE**	**4**		**46**
25	**WED**	**5**		**47**
26	**THU**		**REPUBLIC DAY**	
27	**FRI**	**6**	**Test-2**	**48**
28	**SAT**		**HOLIDAY**	
29	**SUN**		**HOLIDAY**	
30	**MON**	**1**	**Test-2**	**49**
31	**TUE**	**2**	**Test-2**	**50**

FEBRUARY 2017

DATE	DAY	DAY ORDER	PARTICULARS	WORKING DAYS
1	**WED**	**3**	**Test-2**	**51**
2	**THU**	**4**	**Test-2**	**52**
3	**FRI**	**5**	**Test-2 &** **Dispatch of END Semester** **Examinations Fees Applications**	**53**
4	**SAT**		**HOLIDAY**	
5	**SUN**		**HOLIDAY**	
6	**MON**	**6**		**54**
7	**TUE**	**1**		**55**
8	**WED**	**2**		**56**
9	**THU**	**3**		**57**
10	**FRI**	**4**	**Submission of Test-2** **Statement of Marks**	**58**
11	**SAT**		**HOLIDAY**	
12	**SUN**		**HOLIDAY**	
13	**MON**	**5**		**59**
14	**TUE**	**6**		**60**
15	**WED**	**1**	**Exam Fees Without Fine Last Date**	**61**
16	**THU**	**2**	**Despatch of Practical Exam** **Time Table**	**62**
17	**FRI**	**3**	**Submission of filled in practical** **time table**	**63**
18	**SAT**		**HOLIDAY**	
19	**SUN**		**HOLIDAY**	
20	**MON**	**4**		**64**
21	**TUE**	**5**	**Test-3&** **Issues of approved practical** **time table**	**65**
22	**WED**	**6**	**Exam Fees With Fine Last Date**	**66**
23	**THU**	**1**	**Test-3**	**67**
24	**FRI**	**2**	**Submission of END Semester** **Examinations Fees Applications**	**68**
25	**SAT**		**HOLIDAY**	
26	**SUN**		**HOLIDAY**	
27	**MON**	**3**		**69**
28	**TUE**	**4**		**70**

MARCH 2017

DATE	DAY	DAY ORDER	PARTICULARS	WORKING DAYS
1	**WED**	**5**		**71**
2	**THU**	**6**	**Submission of Model Exam Question Paper/ RATHINAM FEST**	**72**
3	**FRI**	**1**	**RATHINAM FEST**	**73**
4	**SAT**		**RATHINAM FEST**	
5	**SUN**		**HOLIDAY**	
6	**MON**	**2**		**74**
7	**TUE**	**3**	Even Semester Practical Exam Starts	**75**
8	**WED**	**4**		**76**
9	**THU**	**5**	**Despatch of Model Examinations Time Table**	**77**
10	**FRI**	**6**	**Submission of Test-3 Statement of Marks**	**78**
11	**SAT**		**HOLIDAY**	
12	**SUN**		**HOLIDAY**	
13	**MON**	**1**		**79**
14	**TUE**	**2**	**Despatch of END Semester Examinations Time Table**	**80**
15	**WED**	**3**		**81**
16	**THU**	**4**	**Model Exam & Submission of Student Consolidate Attendance**	**82**
17	**FRI**	**5**		**83**
18	**SAT**		**HOLIDAY**	
19	**SUN**		**HOLIDAY**	
20	**MON**	**6**		**84**
21	**TUE**	**1**		**85**
22	**WED**	**2**		**86**
23	**THU**	**3**		**87**
24	**FRI**	**4**		**88**
25	**SAT**		**HOLIDAY**	
26	**SUN**		**HOLIDAY**	
27	**MON**	**5**	**Model Exam**	**89**
28	**TUE**	**6**	**Model Exam**	**90**
29	**WED**		**Model Exam**	
30	**THU**		**Model Exam**	
31	**FRI**		**Model Exam**	

APRIL 2017

DATE	DAY	DAY ORDER	PARTICULARS	WORKING DAYS
1	**SAT**		**HOLIDAY**	
2	**SUN**		**HOLIDAY**	
3	**MON**			
4	**TUE**			
5	**WED**		Even semester Exam Starts	
6	**THU**			
7	**FRI**			
8	**SAT**		**HOLIDAY**	
9	**SUN**		**MAHAVIR JEYANTHI**	
10	**MON**			
11	**TUE**			
12	**WED**			
13	**THU**			
14	**FRI**		**TAMIL NEW YEAR / GOOD FRIDAY**	
15	**SAT**		**HOLIDAY**	
16	**SUN**		**HOLIDAY**	
17	**MON**			
18	**TUE**			
19	**WED**			
20	**THU**			
21	**FRI**			
22	**SAT**		**HOLIDAY**	
23	**SUN**		**HOLIDAY**	
24	**MON**			
25	**TUE**			
26	**WED**			
27	**THU**			
28	**FRI**			
29	**SAT**		**HOLIDAY**	
30	**SUN**		**HOLIDAY**	

Annexure II

Analysis of the feedback from stakeholders

Parents Feedback:

It serves a link between the parents and the college. Through parents feedback the requirements of parents is assessed and the students are mentored and oriented. Also the feedback helps to career plan the students successfully. During 2016-17, Parents Teacher Association Meeting was conducted 4 times (twice in each semester). During the PTA meeting, the performance of the students and institution activities were briefed to the parents. The parent's suggestion and feedback were obtained.

Employer Feedback:

The feedback from the employer provides us an impetus in our efforts to serve the students community and the society. It also guides us in our pursuit of excellence. The feedback from the employer is acting as a scale to measure the efficiency of the students and the benchmark of the curriculum. Also with the help of feedback the necessary changes in curriculum is made in few departments.

Alumni feedback:

The feedback from the Alumni, speaks the contribution made by the college and the efforts put up by the faculty members in shaping their careers. Also their feedback helps the management to improve infrastructure and requirements of the students. Their feedback gives the current need of industry. The same is implemented in the

Students' feedback: The analysis of student feedback helps us to continuously improve our teaching methods and make students friendly. It also helps in improving the various facilities being provided to the students.

Overall Feedback Summary		
Staff Code	**Faculty name**	**Total Avg.**
RCAS00003	Uthira Moorthy A	76.19
RCAS00004	Raja S	79.94
RCAS00006	Kiruthika R	83.57
RCAS00007	Veera Kumaran V	71.97

RCAS00008	Renuka K	66.07
RCAS00010	Shyam Sundar D	86.63
RCAS00012	Raj Balaji D	76.38
RCAS00017	Gomathi U	77.56
RCAS00018	Kathirvelkumaran L	82.64
RCAS00026	Arunkumar N	78.47
RCAS00027	Hemalatha T M	67.75
RCAS00034	Harikaran S	75.69
RCAS00039	Singu B H	72.20
RCAS00046	Bhuvaneswari B	80.38
RCAS00062	Jeyanthi Prassanna D	51.86
RCAS00067	Devaki K B	65.92
RCAS00068	Nimisha A	70.02
RCAS00071	Dhanaraj V T	76.07
RCAS00074	Sabareedharan M	100.00
RCAS00085	Parameswari N	73.59
RCAS00087	Arockiam S	60.26
RCAS00388	Richard Robert Raa M	62.60
RCAS00443	Muralidharan R	72.34
RCAS00521	Vishnugobal K	71.65
RCAS00527	Aarish M	68.32
RCAS00529	Bhuvaneswari M	69.55
RCAS00530	Chitra S	64.03
RCAS00531	Nethra S	79.82
RCAS00533	Shiji R	74.50
RCAS00577	Santhiya Rani T	72.72
RCAS00578	Kaveri G	68.51
RCAS00629	Karthikeyan G	73.18
RCAS00630	Sargurunathan K	74.48
RCAS00644	Kanimozhe P N	66.46
RCAS00663	Shylaja S	76.14
RCAS00690	Anand Kumar B	63.90
RCAS00691	Priyadharshini A	76.86
RCAS00694	Vasanthi V	75.20
RCAS00697	Vishnupriya P	77.96
RCAS00698	Manimegalai R	74.70
RCAS00701	Geetha P	80.45
RCAS00705	Sampath Kumar S	63.16
RCAS00706	Raju T J	71.37
RCAS00707	Saranya K	68.72
RCAS00708	Elakkiya M	69.70
RCAS00715	Renugadevi R	72.44
RCAS00717	Dhivya J	69.51
RCAS00719	Rekha R	68.53
RCAS00720	Angelchristina A	77.22
RCAS00754	Santhiya A	56.94
RCAS00758	Uma Maheswari D	79.35

RCAS00764	Dharani H	56.82
RCAS00792	Vaishnavi S	65.54
RCAS00793	Panbuselvan P	81.14
RCAS00796	Dinesh S	79.37
RCAS00812	Swathi S	78.58
RCAS00819	Rohini B	70.91
RCAS00829	Bhavani R	69.74
RCAS00846	Vidyashree P	75.83
RCAS00847	Johnson Sangeeth D S	75.28
RCAS00848	Geethpriya B	72.10
RCAS00849	Nithya N R	59.81
RCAS00850	Hemalatha T	78.63
RCAS00851	Madhulaa R	70.73
RCAS00852	Pavalakodi S	69.98
RCAS00853	Sangeetha V	76.99
RCAS00855	Saranya T	74.51
RCAS00856	Rajkumar K	78.53
RCAS00857	Angel Diana Rani V	64.71
RCAS00858	Nithya A	80.05
RCAS00859	Tamilselvi M	58.30
RCAS00861	Sathyakala S	63.92
RCAS00863	Subashini MP	67.32
RCAS00867	Diana Rodrigues A	73.93
RCAS00868	Anusuya S	57.04
RCAS00873	Kadeswaran S	70.02
RCAS00874	Ruby V	65.77
RCAS00885	Prakash D	70.33
RCAS00887	Rekha P	59.02
RCAS00888	Nithya N	59.44
RCAS00889	Devaki V	56.26
RCAS00890	Nandhini M	62.24
RCAS00891	Arul Mozhi Arasu K	60.42
RCAS00897	Pongopal P	69.72
RCAS00898	Vennila N	74.38
RCAS00907	Abinaya K	74.39
RCAS00908	Jamuna V	68.69
RCAS00914	Jagan R	64.71
RCAS01300	Karthika M	54.24
RCAS01312	Santhosh Kumar B	65.71
RCAS01316	Jeshi M	61.00
RCAS01320	Jayakumar K	64.00
RTC00810	Arun kumar M	76.35

Annexure III

Best Practice: 1

1. Title of the Practice

   English Fluency through Mission Fluency – English speaking Culture

2. Goal

   To make the students to be fluent in speaking English.

3. The Context

   Students pursuing their studies are belongs to Rural background. The 60% of the students admitted are from Tamil Medium. The students feels very tough to follow the English medium. To enable them to learn English and provide a platform for the students to speak English through the English Fluency – Mission Fluency.

4. The Practice

   Department of English has to frame set of English basic words around 450 for semester. These words are mapped with academic calendar. Each day 5 words would be practiced. The students are given the words in well advanced. They need to identify the meaning and frame a sentence for the 5 words. All the students will be assessed by the subject faculty. Through this activity, students are able to learn 5 words daily. In a semester they learn 450 days.

5. Evidence of Success

   The success is measured through the group discussion, test and seminar. The student's fluency level is increased a lot. The final year students placement is increased and the feedback given by the employer is highly appreciatable.

Best Practice: 2

1. Title of the Practice

   Add-on Course to students – to enable them technically sound and to provide additional knowledge to students which were not taught in curriculum.

2. Goal

   Each department aims at training the important job skills to the students through various certificate programmes, thus enabling them to acquire an additional certificate during each semester along with their semester mark sheets. Students can pursue these certificate programmes along with their regular papers. All the students have to select a course during the beginning of the semester. The course will be conducted for minimum of 30 hrs after the class hours.

3. The Context

   Add-on course is the additional course offered to the students studying in I, II, III year. The classes will be conducted with 80% practically and 20 % as theory. The sessions will be handled by the faculty member of the department / expert from Industry. The classes will be conducted after the class hours for a minimum duration of 30 hrs. During the beginning of the semester, the HoD of the department has to announce the course offered in the semester for the second, third and first year. The syllabus, duration, handling faculty should be submitted to IQAC. Once the course was completed by the student, they have to undergo the online examination. If they cleared the examination, they will be given the certificate.

4. The Practice

   Department of Commerce offers – SPSS and Online Accounting courses as add-on Course opted for the students of Commerce, Commerce with CA, Professional Accounting.

   Department of Computer Science – C#. NET, PHP, 3D Max, Maya were the courses offered for the students of CS / IT / CT / BCA.

   Department of Mathematics – Latex, MATLAB were the course opted to the students of B.Sc. Maths, B.Sc Physics, M.Sc. Maths.

   Department of Visual communication – Photoshop, Coreldraw, Adobe After effects were the courses offered to the students of B.Sc. Visual Communication.

5. Evidence of Success

   The students actively participate in the course and 92% attendance is maintained during 2016-2017. 90% of students received their certificate.