YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution   CAUSSANEL COLLEGE OF ARTS AND SCIENCE

- Name of the Head of the institution   Dr. Hemalatha K

- Designation   Principal

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   04567272025

- Mobile no   9790072278

- Registered e-mail   caussanel2005@gmail.com

- Alternate e-mail   hemasaran9@gmail.com

- Address   Angelo Nagar, Muthupettai

- City/Town   Ramanathapuram

- State/UT   Tamil Nadu

- Pin Code   623523

2.Institutional status

- Affiliated /Constituent   Affiliated

- Type of Institution   Co-education

- Location   Rural

- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **Alagappa University**

- Name of the IQAC Coordinator **Mrs. Mahalakshmi T**

- Phone No. **04567272025**

- Alternate phone No. **04567290023**

- Mobile **9994422045**

- IQAC e-mail address **neveraj2004@gmail.com**

- Alternate Email address **mathan_nagan@yahoo.com**

3.Website address (Web link of the AQAR (Previous Academic Year) http://caussanelcollege.com/IQACAnnualReport.aspx

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http://caussanelcollege.com/AcademicCalendar.aspx

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**3.01**	**2017**	**23/01/2017**	**22/01/2022**

6.Date of Establishment of IQAC **08/10/2016**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year   2

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. Orientation program for members of the faculty

2. Caussanel Guardian System

3. Certificate course

4. Kalam Community Building (Extension Activity)

5. Best Practices – My road to success, Sapling Plantation, Rain Water Harvesting, and Green, Clean & Plastic Free Campus.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To develop the communicative skill of the students	**Weekly classes are held to promote their vocabulary and accent to speak.**
Encouraging staff members to do PhD	**Faculties are taking efforts towards it.**
To develop the communicative skill of the students	**Weekly classes are held to promote their vocabulary and accent to speak.**
To conduct seminars and workshops by all the departments	**All the departments have conducted the seminars and workshops as per the schedule.**

13.Whether the AQAR was placed before statutory body?   **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	CAUSSANEL COLLEGE OF ARTS AND SCIENCE
• Name of the Head of the institution	Dr. Hemalatha K
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04567272025
• Mobile no	9790072278
• Registered e-mail	caussanel2005@gmail.com
• Alternate e-mail	hemasaran9@gmail.com
• Address	Angelo Nagar, Muthupettai
• City/Town	Ramanathapuram
• State/UT	Tamil Nadu
• Pin Code	623523
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Alagappa University
• Name of the IQAC Coordinator	Mrs. Mahalakshmi T

• Phone No.	**04567272025**
• Alternate phone No.	**04567290023**
• Mobile	**9994422045**
• IQAC e-mail address	**neveraj2004@gmail.com**
• Alternate Email address	**mathan_nagan@yahoo.com**

3.Website address (Web link of the AQAR (Previous Academic Year)	http://caussanelcollege.com/IQAC AnnualReport.aspx
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://caussanelcollege.com/Acad emicCalendar.aspx

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**3.01**	**2017**	**23/01/201 7**	**22/01/202 2**

6.Date of Establishment of IQAC	**08/10/2016**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Dep artment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**2**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**

• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. Orientation program for members of the faculty

2. Caussanel Guardian System

3. Certificate course

4. Kalam Community Building (Extension Activity)

5. Best Practices – My road to success, Sapling Plantation, Rain Water Harvesting, and Green, Clean & Plastic Free Campus.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To develop the communicative skill of the students	**Weekly classes are held to promote their vocabulary and accent to speak.**
Encouraging staff members to do PhD	**Faculties are taking efforts towards it.**
To develop the communicative skill of the students	**Weekly classes are held to promote their vocabulary and accent to speak.**
To conduct seminars and workshops by all the departments	**All the departments have conducted the seminars and workshops as per the schedule.**

13.Whether the AQAR was placed before statutory body?	**No**
• Name of the statutory body	

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	17/02/2022

15.Multidisciplinary / interdisciplinary

we have a UG course namely B.Com with Computer Applications in which the students opt for subjects of both Commerce and computer applications. Apart from this our students also undergo Allied papers in which they can choose their own choice. They will study four allied papers in the first two years.

16.Academic bank of credits (ABC):

Nil

17.Skill development:

To improve the skill development of the students, our college is providing various certificate courses through which the students are able to improve their entrepreneurial skills too. Apart from this regular soft skill classes were conducted for all the students to face the interviews without any hesitations and in view of communication skills we also conduct regular spoken English classes.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

20.Distance education/online education:

On account of the Pandemic situation due to the spread of the Corona Virus, the classes were conducted in online mode following the instruction of the Tamil Nadu Government. Google meet and zoom apps were used for this purpose. Online internal exams were conducted for all the subjects following that the universities also conducted the external theory exams in the same mode.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**574**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1317**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**350**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**555**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**73**

File Description	Documents
Data Template	View File

3.2	8
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	44
Total number of Classrooms and Seminar halls	
4.2	6167004
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	160
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Our College is currently having the following mechanisms for effective delivery of curriculum. At the beginning of an academic semester, departmental meetings are held in every department in which the topics in the syllabus are distributed to the teachers after discussion with them. Number of classes for each topic is decided according to the syllabus and credits assigned to each topic/Group/paper as per university guidelines. College administration provides a well constructed Scheduled time table for each year /semester for both UG and PG classes. Department Heads prepare the routine works which is approved by the Principal duly. Teachers prepare their lectures according to the syllabus allotted and classes available. Classes are held according to the schedule under the supervision of college administration. We have a rich central library with open access system and all the departments have their Departmental libraries too for the benefit of the students. A good number of Journals are subscribed by our college. Various classroom teaching methods based on various needs of different subjects are regularly used for the effective

delivery of the curriculum such as Chalk and blackboard method, ICT-enabled teaching learning method.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**Nil**

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Scheduling of internal examination, seating arrangement, hall invigilators listed for every examinational, preparing the question paper for internal examination in the prescribed pattern based on knowledge level using revised, scrutiny of the prepared question paper is carried out by Head of the Department / Subject expert to ensure quality of the question paper, monitoring the attendance of the students for the examinations.

Internal assessment has to be carried out with stipulated time, after complete the internal examination; the faculty evaluates the answer scripts and distributes students for doubt clarification or re-correction. Result review meeting are conducted with result analysis & remedial actions for further improvements are arrived after discussion with faculty, Head of the Department and principal.

File Description	Documents
Upload relevant supporting document	<u>View File</u>
Link for Additional information	**Nil**

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 year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation	**D. Any 1 of the above**

process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

17

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

19

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

Our Institute Integrates cross cutting issues relevant to Gender, Environment and sustainability, Human values and professional Ethics into our Curriculum. Extra curricular activities are carried out that falls outside the realm of the normal curriculum of college.

Gender:

The state of equal ease of access to resources and opportunities regardless of gender, including economic participation and decision-making and the state of valuing different behaviors, aspirations regardless of gender, owing to these needs, our college different organizations such as KCB, Women development cell, IQAC, NSS organizes programmes to enhance and to bring an awareness to all in this decorum.

ENVIRONMENT AND SUSTAINABILITY:

Our college focuses on sustainability and responsible management of our Environment. Many programmes are conducted by our KCB, NSS units. .

PROFESSIONAL ETHICS AND HUMAN VALUES :

Professional ethics and Human values are important because it dictates to professionals a series of rules related to the professional way of living and acts towards the people professionally.Ethics has to do with morality and with the way people act in the sense of goodness or badness. Our college creates space for our students to practice these values through various programmes

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	**No File Uploaded**

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

9

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

226

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	**B. Any 3 of the above**

from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	http://caussanelcollege.com/Feedbacks.aspx
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://caussanelcollege.com/Feedbacks.aspx

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

307

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

29

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The teachers assess the learning level of the students through the class test conducted on unit wise periodically and also from the formative and summative examination conducted thrice centrally by the examination committee in the college for all the students in a semester.

Slow Learners:

Tutorials and remedial classes are organized, coordinated and monitored by the respective head of the department for the purpose of which is to give special coaching in areas where they need support and also provided with previous years questions for preparation towards the promotion. Additional reading material and books in simple form is made available to increase their understanding of the subject.

The slow learners are given a time to use the computer labs to search the releavent E-links suggested to help them gain an in-depth knowledge of the subject.

During the class hour , teachers use bilingual to explain and discuss with the aim of reaching out to the slow learners so that they can be brought at par with the rest of the class.

Frequent counseling is given from time to time on basis of Personal, academic and career. Home assignments are given and evaluated on a regular basis.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
1144	**73**

File Description	Documents
Any additional information	**No File Uploaded**

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

The College makes continuous and conscious efforts to enable its students to realize their potential and evolve as leaders and transforming agents of society. Some of the methods employed by the college village visits are organised by Kalam community Cell , a extension activity of college to gain an understanding of the geographical, socio-political and economic factors of the lives of the people living in slum areas. College Academic Cell functioning helps to combine theoretical knowledge with practical knowledge, through visits to Industrial/ Corporate houses. It gives students a platform to enhance their interpersonal skills and provide an insight regarding internal working of companies. Eneraphrenurial cell and Placement Cell , Both provide students with an environment conducive to continuous intellectual development for making them self reliant all the finance-enthusiasts and self employed. They are also provided with a simulated market trading platform to gain practical knowledge of selling own developed products(phenol, floor cleaning liqiuid by the students of Bio-Chemistry department).

The Entrepreneurship Cell provides the platform for innovative thinkers to take forward their entrepreneurial ideas. The Research Cell helps students conduct independent research in survey methods, data collection, and social outreach.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers have the knowledge and skills to use new digital tools to help all students achieve high academic standards. ICT has enabled better and swifter communication; presentation of ideas in an effective and relevant way. It is an effective tool for acquiring information from multiple sources to help students to enhance their knowledge database. The College has a Wi-Fi Enabled Campus which helps the teachers and students to stay connected to the internet and learn and teach the updated information. The college has ICT Enabled Classrooms having Desktops, Laptops, Projectors which helps in the e-learning process. Some teachers use and share E-books which are very useful for the students as they are handy and saves the cost of buying the physical books. Teachers use microphone connected speakers to enable them to reach to all the students in the classroom effectively. The college has an Automated Library which enables the students to find the location of the books easily. The library provides accessibility to e-resources vide INFLIBNET to teachers and students. This provides resources to enable them to do research.

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

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

2.3.3.1 - Number of mentors

73

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

73

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

4

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

73

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

We, being a minority and a self financed college is affiliated by the University of Alagappa University is bound by rules regarding Internal Assessment. It gives 25% weightage in overall assessment of the students. The breakup of Internal Assessment as prescribed by the University is as follows: 10 % through Class Tests and Tutorials; 10% through Assignments, Projects and Presentations; 5% through Attendance. Teachers ensure that the students are aware of the Internal Assessment Evaluation Criteria. It is discussed with them in detail to enhance transparency and rigor with a view to focus on individual and original work. The criterion is objective and transparent devoid of any bias on the part of the teacher. Students are informed in advance that independent learning, original thinking and new ideas will be given additional points. Assignments and tests are regularly conducted and students are given multiple opportunities to improve their performance. A variety of techniques and methods such as MCQs, Analytical tests, Case studies, Book Reports, Classroom presentations, individual and group projects are employed.College encourages the teachers to adopt innovative methods such as Open Book Tests, MCQs and Analytical Tests, etc. on a continuous basis before semester-end examinations held by the University.

File Description	Documents
Any additional information	View File
Link for additional information	**Nil**

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

The Caussanel college of arts and science is a part of affiliated

colleges of Alagappa university ,karaikudi from tamilnadu, India. So it follows the norms and regulations as set by the University. The university conduct examinations at the end of each semester, which is summative final exam uniformly conducted for students across all the affiliated colleges of Alagappa university. The final exam for each paper has 75% weightage of overall assessment and the remaining 25% constitute internal assessment marks. The Internal Assessment forms a part of a continuous evaluation system conducted through Class Tests, Tutorials, Assignments, Projects and Presentations. All of these together constitute an integral part of Internal Examination which is carried out in a well-planned and systematic manner.

The college adopts a policy for evaluation of internal marks . it carries certain marks for different aspects such as for attendance it carries 5marks out of 25 and also 15 marks for an average of three tests conducted in a semester , finally 5 marks for class room behavior as well as overall conduct of the students .

The University has a well-defined system in place to deal with examination related grievances.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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.

The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by the institution in accordance with "University of Alagappa" guidelines. The Learning Outcomes-based Curriculum Framework (LOCF) is intended to suit the present day needs of the student in terms of securing their path towards higher studies or a terminal degree guiding students towards career choices. Learning outcomes form an integral part of college vision, mission and objectives. The learning objectives are communicated through various means such as college prospectus, Principal's address to students and parents, Alumni meets and dissemination in classroom by concerned staff. These are also prominently featured on college boards, college magazine and other publications brought during conferences and seminars. Informing

the stakeholders, especially the parents, persuade students towards skill oriented and value based courses. Students are made aware of the course specific outcomes through orientation programme, classroom discussion, expert lectures and practicals. Teachers are also well communicated about the outcomes. The college deputes teachers for workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while teaching learning in the classes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The Institution regularly evaluates the performance of students through various methods for measuring the attainment of each of the Program Outcomes, Program Specific Outcomes and Course Outcomes. Evaluation Process: The programme outcomes and Programme Specific outcomes are assessed with the help of course outcomes of the relevant programme through direct evaluation process. It is provided through University Examinations, terminal exams, internal and home assignments, unit tests, model tests, model practical tests, etc. Throughout the year the faculty records the performance of each student on each programme .At the same time remedial coaching is also provided to slow learners to make pace with the desired progression. Average attainment in Evaluation Process: Students under university examination are evaluated for 75% of total marks and institution for 25% marks as internal assessment. Students enrolled for Add On/Certificate Courses offered by the institution are evaluated by the institution itself. At the same time, observations of student knowledge and skills against measurable course outcomes are evaluated throughout the year.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

466

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

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://caussanelcollege.com/Feedbacks.aspx

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 in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

4

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

Our Institution provides healthy atmosphere, infrastructure, resources, confidence for enhancement of the capacity and competencies of students and teachers in research and innovative activities. All innovative and extension activities are student centric. These activities help students to understand the various problems faced by the society. It enables them to find out solutions on them.

In the institution there is NSS, YRC, RRC, KCB, Women cell, Sports Skill and Entrepreneurship development cell through which students and faculty members are encouraged to undertake innovative activities which are helpful for creation and transfer of knowledge .Activities conducted by these are helpful to develop leadership qualities, various skills, planning, budgeting,

marketing and organizing.

NSS, YRC, RRC, KCB, conducted various activities in innovative ways, tree plantation, Blood donation camp, awareness programmes about cleanliness, Health, Road safety, child marriage etc. All these activities are with the help of society.

Women cell is a very good platform for girl students to express themselves. Activities conducted by it are helpful to build the confidence in them.

Four faculty members are research guides. They encourage students and teachers to undertake research activities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

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

11

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

4

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

5

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

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 year

EXTENSION ACTIVITIES ARE CARRIED OUT IN THE NEIGHBORHOOD COMMUNITY, SENSITIZING STUDENTS TO SOCIAL ISSUES, FOR THEIR HOLISTIC DEVELOPMENT, AND IMPACT THEREOF DURING THE YEARS:

The college organizes a number of extension activities to promote institute-neighbourhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme, YRC, RRC and KCB. Through these units, the college undertakes various extension activities in the neighbourhood community. The YRC, RRC, and NSS college units take part in various initiatives like organizing camps, blood donation camps, Corona Awareness Programme ,Tree Plantation , Adolescence Nutrition Awareness Programmeetc.

Our college started KCB in the year 2015. With this committee our college has adopted 11 nearby villages to preach them, motivate them and enhance their knowledge in all positive oriented deeds and schemes available in government. The adopted 11 villages are Mutharayar Nagar, Thalaithoppu, 5 acre Meenavar Nagar, Nathakulam, Vellariodai, Thamaraikulam, Mettukaran, Karan, Pudhur, Vadaku pudhu kudiyuirupu, Valangapurai, Indira Nagar. Firstly general survey was carried out to get the overall view of the ethical and living habitual of the people residing in these adopted villages.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

12

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

1497

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

6

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

Physical and Academic facilities: The college has been upgrading its infrastructure during the last five years by new building and elevator. The infrastructural amenities are timely upgraded and properly maintained. There is a Planning Committee constituted solely for this purpose. The IQAC as well as the College Council makes proposals for infrastructure development to the Planning Committee chaired by the Principal. The Managing Board takes the final decision on a priority basis. Class Rooms: Maintenance of the classrooms including furniture, doors, windows and routine cleaning are conducted. Computer: Computers are properly serviced and reused for the proper functioning of academic and non-academic purposes and to minimize e-waste.Laboratory: Normally at the end

of the Academic sessions the Heads of various departments are informed by the principal to give a report on the working status of the equipment used in their departments. The equipment's/ instruments are repaired by professionals and if necessary, replaced and kept ready for use before the commencement of the new academic session. Library: Librarian initiates the requirement and maintenance of the library facilities with the help of library assistants. The Library Advisory Committee plays an active role for the smooth and efficient functioning of the library.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The Institute, with its compulsory Core Courses and the continuous evaluation scheme, integrates sports and extra-curricular activities as essential components. This is done not only for participation but also for assessment of students. It has adequate facilities for sports, games and cultural activities. The total area of sports and games fields is 3 acres. It has one large playgrounds with provision for multiple games, such as, Athletics, Cricket, Football, Volleyball, and Kho-Kho. All faculties have well-equipped assembly halls for organizing annual functions and cultural events. Facilities for outdoor and indoor sports and games that include badminton, Volleyball, basketball, carrom, table tennis and chess, and cultural activities also exist in the Girls and Boys. Intra-faculty and inter-faculty games and sports competitions are organized regularly every year for students. Students are specially trained for participation in zonal and Inter-zonal National Youth Festivals competitions organized by the Association of Indian Universities, the National Youth Parliament competition and other cultural and sports events outside the campus. It has excelled at these events by winning prizes and awards in individual and group events. Some of the faculty members serve as instructors at the Yoga Centre.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1915000

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

Our Institution possesses a central library and it is managed through Library Management software designed by our own staff and

students. The software also includes a barcoding system through which the books are easily identified.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | **D. Any 1 of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

349125

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

300

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Our Institution has adequate and latest IT infrastructure. Based on the requirements and the upgrading technology IT infrastructure is upgraded.

The IT infrastructure and resources are updated and upgraded continuously as per the requirements and changing technology. The entire Institute is Wi-Fi enabled with necessary firewalls and computer labs are connected through LAN with internet facilities. Staffis also provided with individual systems (Laptop or Desktop) with internet facilities. Desktops are bought with 5 years guarantee and updated the same once the guarantee period is terminated if required

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

180

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

1915000

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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.

Maintenance of Library Facilities:

The books and journals are maintained against disfiguring. Book binding is carried out on regular basis for damaged books to avoid further damage. Stock verification is done as a part of regular monitoring and control. Pest control is done on regular basis for maintaining books safe from termites. Library Committee has been constituted for co-ordination in respect of learning resources:

omputers: The institute has an adequate number of computers with internet connections and utility softwares. Computer systems, UPS, Softwares and Servers are maintained by outsourced technicians, Lab Assistants and Lab-In Charges. IT infrastructure is maintained by the head, IT Coordinator along with departmental coordinator.

Classrooms, Conference Hall: Classrooms and Conference hall are

provided with enough seating capacity and LCD projectors.
Cleanliness of class rooms and International Conference hall is
maintained on regular basis. Working condition of audio system,
LCD projectors etc. is done on regular basis.

Laboratory:

Laboratories are regularly maintained by the Laboratory attendant.
Records of equipments are maintained in Dead-stock Register (DSR)
as per the process. Equipments are maintained properly, calibrated
and serviced periodically. Major breakdown maintenance if
required, is carried out by external agencies.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

114

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

49

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

120

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

120

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

07

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	[View File](#)

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

79

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	[View File](#)
Details of student progression to higher education	[View File](#)

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	**No File Uploaded**

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

01

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

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

Awareness program are conducted by our students and are organized by KCB,NSS, YRC, RRC on regular basis . Students actively involved in celebrating on Teacher's day, students meet inter-college competition each year and winning prizes from various programs. Students' contribution involved in all the events conducted by the institution such as Seminar, Composition, Sports, the students members are inducted in IQAC - Internal Quality Assurance Cell as per the guidance of NAAC. They attend the meeting and take active part in the deliberation Women cell Development also has the representation of student members of the students' council. The Women cell plans and implements various awareness programs about gender equality and other initiatives such as health related camps for girls students and the self defense training to girl students, they conducted International Womens day on 08.03.21 at our college. And National Girls Child day on 05.02.21.The student members of student council participate and help in organization of all these programs. Anti ragging committee is constituted and works as per the guidelines of the University Grand Commission. The college nominates the student as representatives for Anti ragging committee.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

199

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<u>View File</u>

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

Yes,

The Alumni Association of the Caussanel College of Arts and Science registered under societies registration Act of 1975 (TAMIL NADU ACT 27 OF 1975)with the register No 98/2016 dated on 1.10 .2016 . The caussanel college alumni cell facilitate old students of our college by maintaing a separate cell. The alumni cell helps to understand the profile of alumni in making effective social/ academic network, helps to create documentation/data base of our alumni, and also to empower our alumni in terms of democratic participation in the college activities, knowledge sharing with the academic committee. To strengthen alumni, our college boosts itself by connecting alumni spread across the globe and by active global networking of alumni can effectively contribute to the alma

matter.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

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

Vision

We envision that, quality education is accessible and affordable to all. Irrespective of caste, creed and economic status so that the human resources of the youth utilized maximum to the development of individuals and society as a whole.

Mission

We run higher educational institution to make quality education in Ramanathapuram and the neighbouring districts.

Core Values

- **Pursuit of Excellence through Education**
- **Social Responsibility and Civic Awareness**
- **Empowerment through Education**
- **Academic Excellence**
- **Continuous Improvement in Education**
- **Value and Outcome Based Education**

The governance of the institution is reflective:

The empowered team of the college involves Principal, co-ordinator

of different committees, teaching-staff, non-teaching and students, alumni committee. The principal monitors the mechanism regarding administration and academic process. It also ensures proper functioning of the policies, rules and action-plans of the college. There are many committees to support the vision and mission of the college. For example, there are Examination cell, NSS, YRC, RRC, KCB. Placement cell, entrepreneurship cell, library and scholarship committee, cultural committee, anti- ragging committee, college-magazine committee, UGC committee, disciplinary committee, etc. All the committees take its responsibility for the plans and activities, and successfully tackle these responsibilities in every academic session.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Our Institution policy encourages decentralization of power on various grounds including Governance, Finance and property management, Academic affairs, Student welfare, Faculty welfare and other matters. These committees consisted of members from various walk of lives and staff members, students of our own institution. The decisions and suggestions emanated by these committees are taken for consideration and proper implementation. The actions and consequences are carefully monitored and a follow up process is also followed that ensures the maximum benefit goes to the institution and hence the society. Some of the committees that help our Principal and Secretary on the issues of Governance and participate management are:

i) Governing council: The college is governed by this council which is headed by president The Sacred Heart of Jesus, Palayamkottai as the chairman and the members of the council includes the ex-officio of our college Principal, nominees from University, various Institutions and organizations along with two elected members from the faculty fraternity.

ii) Statutory bodies: The college has academic council, Finance committee and Research and development committee to ensure effective management of academic, financial and general

administrative affairs of the institution.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Caussanel College of Arts and Science were established in 2005 and it runs by a catholic religious congregation called the Brothers of the Sacred Heart of Jesus. The College has been established as part of the Centenary Celebrations of the founding of the congregation and named after its founder, Rev. Fr. Adrian Caussanel, a French Jesuit Missionary. The congregation aims at imparting an empowering education to the poorest section of the society within the secular structure of the nation. The empowerment that is envisaged aims at not only providing material wealth and wellbeing but also instilling eternal social and human values, positive attitudes and concern for the poor.

It runs with a Vision of "We envision that, quality education is made accessible and affordable to all, irrespective of caste, creed and economic status so that the human resources of the youth are utilized maximum to the development of individuals and the society as a whole".

In 2017 our Institution Accredited with 'A' Grade by NAAC. In 2021 Research Centre for Tamil Department is recommended by the University Committee.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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.

Administrative Setup

With the hands-on experience of the management, the Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical sets up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage. Our college has been established in 2005. It has a Governing body to monitor and achieving the vision and mission of the institution. It has an effective organizational structure which monitors and improves the institution. The organizational structure of the institution is given below.

Institutional Body

The Institution has a Governing Body. It is a Policy making body of the Institution and meets frequently to discussthe agenda prepared by the Principal. It reviews the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions. The budget of the current academic year is finalized. All new proposals are discussed and decisions are taken.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

Welfare schemes for Teaching staff

- **Preference in College Admission is given for the wards of the staff.**
- **Institution arrange faculty development programme on a regular basis.**
- **Field Trip Assistance to faculty who accompanying students.**
- **Maternity leave.**
- **College provided on duty for the members of the faculty for their Ph.D work and Viva – Voce Examinations.**
- **Annual retreat to the teaching and non teaching staff at the beginning of the year and at the festivals like Christmas and New Year.**
- **Provide interest free loan.**

Welfare schemes for non Teaching staff

- **Annual festival advance,**
- **Annual bonus for office staff and bus drivers,**
- **Free dresses for Bus drivers.**
- **Free Annual retreat (Expenses borne by the management).**

Provide Interest free loan

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

21-12-2022 11:47:04

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

66

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

Teaching staff

The performance of each faculty member is assessed according to the annual self assessment for the Performance Based Appraisal System. Promotions are based on the Performance Based Appraisal System. The faculty members are informed well in advance of their due promotion. The Performance Based Appraisal System proforma filled by the faculty members is checked and verified by the Heads of the Departments, followed by the principal and the secretary. Our institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary.

Non-teaching staff

In our institution, all non teaching staff is assessed through annual confidential reports and annual performance appraisal. Under different categories, the parameters of the staff members are appraised. Their character and habits, departmental abilities, capacity to do hard work, discipline, reliability, relations\cooperation with superiors, subordinates, colleagues, student and public, power of drafting, efficient organization of documents and technical abilities. Each faculty is graded on a seven-point scale,

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution conducts internal and external financial audits regularly. Income and expenditure of the Institute are audited every month by the College Finance Committee for internal audit. The committee monitors the purchase and expenses incurred from funds generated through fees and other grants. Institutional Administration is responsible for the preparation of financial statements that give true and fair view of the financial position. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of the financial statements. The budget takes into consideration the following.

- Maintenance and Construction of buildings, Campus development.
- The salary for teaching, non-teaching, and contingency staff.
- Research and Development activities.
- Purchase of books and subscriptions of journals in the library.
- Payment of internet, electricity and telephone bills.
- Purchase of equipment and software.
- Conducting various college functions such as Sports Day, Annual Function (Victory), Farewell Party (Top Gun), Placement Day, etc.
- Graduation Day expenses

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Sources of funds are as follows:

1. **Fees charged as per the university and government norms from students of various granted and self financed courses.**
2. **Our College is under 2F and 12B as per UGC Act and Permanent Affiliation of the University. So we are eligible to grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research (including grants for Minor and Major Research Projects).**
3. **We received fund from Stake holders, non-government bodies and individuals.**

Our resource mobilization policy and procedures are as follows:

- **The Purchase Committee takes care that purchases are done properly and in accordance with the rules.**
- **The College Development Committee takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings.**
- **Regular internal audits from the Accountant and external audits from the Chartered Accountant make sure that the mobilization of the resources is being done properly.**
- **The time-table committee looks after the proper utilization of classrooms and laboratories.**
- **The Library Advisory Committee takes care that the resources**

in library are utilized optimally.

○

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

Due to increase in competition in various areas like Finance, Information Technology, mechanics, beauticians, safety measures, Project Management, Teaching etc getting a Certification Course has become necessary for a person to stand ahead of others in competition.

To increase the potential of the students, college introduced certificate courses for the students. These courses provide in-depth knowledge of the underlying technology needed to perform a task efficiently. These courses are job focused and provide a wide range of skills to an individual so that he can perform well when dealing with complex projects, vendors and multiplatform environment. Thus helps in enhancing the confidence level of an individual.

The curriculum of these courses is designed in such a way that it includes all practical skills to be used at the work place. When an individual has a prior knowledge of his subject area it helps him to perform much more confidently and efficiently at workplace.

Courses provided are Tailoring, Beautician, Martial art, DTP, Photoshop, DMLT, Tally, A/C Mechanic, Fire and Safety, Embroidery, Hindi. Students can study 3courses during their degree study period.

21-12-2022 11:47:04

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

The IQAC conduct periodical meetings with the departments, Internal Examination Committee, Council of the Heads, the principal, College Development Committee throughout the academic year in the presence of the IQAC coordinator. College has faculty coordination committees separate for Arts, Commerce and Science streams. The Faculty Coordination Committee conducts an academic review of all departments collecting information on academic activities, such as completion of study programs, unit tests, assignments, seminars, group discussion, quiz, educational tour and other activities. Faculty and Heads meet regularly with relevant services to assess academic and administrative issues. Important questions are discussed in meetings with IQAC and Faculty heads. The teachers and students are interacted regarding the changes in the curriculum, new teaching methods and ICT use. This setup has evolved into successful review methodology for improvement in teaching and learning process.

Through this system of review, the IQAC observed the continuous development of teaching-learning process. The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process.

The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. Admission to various programme, summer, winter and mid-term vacations, and examination schedule are notified in the Academic Calendar.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

Institution shows gender sensitivity in providing facilities such as: 1. Safety and Security: The Institution believes in gender equality and makes effort towards gender sensitization. It believes that educated girls are an asset not only for the college and family but also for the society. The sensitivity towards the girl students at this institute carried as follows: 1. Safety and Security: 2. Women ell is led by a senior, confident and caring female teaching members. Women cell members are took a lot of effort to get to know the people in the village side must understanding Good touch and Bad touch. It is like so many awareness programmes are conducted for the girls in our

institution. A separate sick room for women has been set up in the college. 3. Counselling: The female teaching faculty in particular are advised to council girl students in Class , Ground,Libraray,Common Room(wherever it suits) to educate about sexual harassment either collectively or individually, as suits in cordial and cooperative manner so that senses of belonging and loving care prevail among the student community. Mentoring records are maintained by concern teachers for female students and advise them.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Waste management

Waste not only affects the aesthetic beauty of the campus but cause pollution of air, water and soil in order to maintain a health and sustainable environment the institution takes a few steps toward the proper management and disposal of waste Solid waste management: The institution generates heaps of biodegradable waste mostly in the form of tree droppings (dry leaves) and garden

waste. For the proper disposal of these wastes, the institution has created waste treatment plant in which these biodegradable wastes are converted into Compost. Compost is used for manuring the soil, particularly the garden inside the campus. Students are also engaged in making this Compost as well. It is made a part of their practical class for Environmental studies. Sanitary napkins are disposed of by an incinerator in the Girls' Common Room, and no other biomedical waste is generated. E-waste management: E-waste is sold periodically if not usable or reparable and depending on its quantity, to scrap dealers who deal especially in e-waste, for safe recycling.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus — `B. Any 3 of the above`

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

`C. Any 2 of the above`

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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 200 words).

Functions and celebrations based on various religious celebrations Like Pongal, Christmas, Ramzan, etc., were celebrated by the students to create unity in diversity among them. Intermediate programs were conducted by NSS, YRC, RRC, KCB and common gatherings such as College day, Sports Day, Youth festival were also celebrated to develop the harmony, tollerance and socio economic among the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Sensitization-related programs were conducted periodically by various cells to inculcate the values, rights, duties and responsibilities of citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**Nil**
Any other relevant information	**Nil**

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

E. None of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institution celebrates/ organizes national and international commemorative days, events and festivals. National festivals play an important role in planting the seed of Nationalism and Patriotism among the people of India to pay tribute to our great National Leaders.

Republic day- The institution celebrates Republic day on 26th January every year.

Independence Day is celebrated every year on the 15th of August, parades and flag hoisting are organized, and are celebrated to mark the freedom of India from British rule. The institution encourages students to remember our national leaders and their sacrifices.

Gandhi Jayanti is celebrated every year on 2nd October to understand the ideology of our great leader Mahatma Gandhi wherein a pledge is taken by students and staff.

International Yoga day is celebrated on 21st June every year. The NSS unit of our college organizes the yoga camp and a speech is conducted to make everyone aware of how Yoga embodies unity of mind and bodythought and actionrestraint and fulfillment.

Voters Day is celebrated on 25th January wherein the students are given awareness of their duties and rights as loyal citizens. Several departments are also actively involved in organizing events involving students, and staff

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

1.Saving a Life through Blood Donation

There are plenty of hospitals around the place , and the need for blood transfusion is felt everyday for surgical procedures. a lot of accident victims are brought to the Headquarters Government Hospital in Ramanathapuram.

Practice:

A digitalized data of the blood donors is kept in the College. When people approach theCollege requesting blood donation with a

valid diagnostic recommendation from a registered medical practitioner, the Coordinator of the RRC arranges to send suitable donors to the spot.

Obstacles faced:

The obstacles faced arenon-availability of rare groups of blood. Donors cannot be sent to the spot on tests and examination days.

Impact of the Practice

The practice has made a tremendous impact on community, studentsandteachers.

2:Village Adoption under 'Kalam Community Building' Programme

Objective:

To sensitize the students on the needs of the illiterate population of the village regarding education, health and drinking water supply.

Context:

The college is surrounded by many small villages. A majority of them still face constraints such as lack of access to education, health facilities, drinking water, power, roads, credit availability, information and marketing.

Women have become articulate, aspiring and capable of taking leadership.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institution was established by the Congregation of the Brothers of the Sacred Heart of Jesus for providing higher education to the rural youth. In its educational apostolate spanning over a period of 60 years, the organization has been instrumental in the education of thousands of students not only from the tiny village of Muthupettai but also from numerous other remote and backward villages of Ramanathapuram district paving the way for their social and economic development by way of gainful employment. It would not be an exaggeration to say that if it was not the efforts of the organization in the area of education, most children from these villages would not have seen the light of education. In the area of education of girls too, the organization has played a very significant role.

The college successfully implemented the semester system which was introduced by Banaras Hindu University almost a decade ago. The focus is on skill development, career oriented programs, industry visit, industry - academia interaction and college have brought all these aspects under curriculum implementation and enrichment. Special attention is given to weak students especially belonging to SC/ST., OBC and minority groups.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

It is proposed to extend the department of Tamil into a research center.

All the departments should conduct seminars and workshops.

Industrial visits and in-plant training shall be given to the PG students.

Periodical counseling for the freshers.

Providing on-the-job and off-the-job training programs for the final year students