



# **Dr. N.G.P. ARTS AND SCIENCE COLLEGE**

**COIMBATORE - 641 048**

An Institution of Kovai Medical Center Research & Educational Trust  
Affiliated to Bharathiar University, Coimbatore & Approved by Government of Tamil Nadu  
An ISO 9001 : 2000 Certified Institution

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## **SELF - STUDY REPORT**

Submitted to  
**THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

Bangalore - 560 072

**2010**

NAAC COORDINATOR :

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Part I

**INSTITUTIONAL  
DATA**

## Part I: Institutional Data

### A) Profile of the College

#### 1. Name and address of the college:

Name: Dr.N.G.P.Arts and Science College
Address: Dr.N.G.P.Arts and Science College, Dr.N.G.P.Nagar, Kalapatti P.O. Coimbatore - 641048
City: Coimbatore      District: Coimbatore      State: Tamil Nadu
Pin code: 641 048.
Website: <a href="http://www.drngpasc.ac.in">www.drngpasc.ac.in</a>

#### 2. for communication:

### Office

Name	Area / STD code	Tel. No.	Fax No.	E-mail
Principal DR.P.R.Muthuswamy	0422	2627098	2629 369	Kmchms@ gmail.com
Vice Principal DR.S.Mohandass	0422	9843131509	2629 369	mohe30@ yahoo.com
NAAC Coordinator Prof.P.Pandurengan	0422	9363226404	2629 369	Pandu1048@ yahoo.com

### Residence

Name	Area/ STD code	Tel. No.	Mobile No.
Principal DR.P.R.Muthuswamy	0422		9865262743
Vice Principal DR.S.Mohandass	0422		9843131509
NAAC Coordinator Prof.P.Pandurengan	0422	2455602	9363226404

### 3. Type of Institution:

- a. By management
- i. Affiliated College
  - ii. Constituent College
- b. By funding
- I. Government
  - ii. Grant-in-aid
  - iii. Self-financed
  - iv. Any other
- (Specify the type)

### c. By Gender

- I. For Men
- II. for Women
- III. Co-education

4. Is it a recognized minority institution? Yes

No

If yes specify the minority status (Religious/linguistic/ any other)  
(Provide the necessary supporting documents)

5. a) Date of establishment of the college:

Date	Month	Year
17	10	1997

b) University to which the college  
is affiliated (If it is an affiliated college)  
or which governs the college  
(If it is an constituent college)

BHARATHIAR

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	23.06.2003	Certificate Enclosed
ii. 12 (B)	23.06.2003	Certificate Enclosed

6. Date  
of  
UGC  
recogn  
ition:

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act )

ANNEXURE b

7. Does the University Act provide for autonomy of Affiliated/ Constituent  
Colleges?

Yes  No

If yes, has the college applied for autonomy?

Yes  No

8. Campus area in acres/sq.mts:

7.41 acres

9. Location of the college: (based on Govt. of India census)

Urban

Semi-urban

Rural

Tribal

Hilly area

Any other (specify)

**10. Details of programmes offered by the institution: (Give last year's data)**

Sl. No.	Programme Level	Name of the Programme/Course	Duration	Entry Qualification	Medium of instruction	Sanctioned Student Strength	Number of students admitted Boys   Girls
i)	Under-graduate		3 yrs	+2 pass	English	40-60	1255 852
ii)	Post-graduate		2 yrs	Any degree	English	30-50	162 371
iii)	M.Phil		1-2 yrs	PG	English		9 37
iv)	Ph.D.		3-4 yrs	PG/M.Phil	English		3 15

v)	<b>Certificate course</b>		3 months	+2 pass	<b>English</b>	<b>40-60</b>	<b>16</b>	<b>24</b>
vi)	<b>UG Diploma</b>		6 months	+2 pass	<b>English</b>	<b>40-60</b>	<b>25</b>	<b>15</b>
vii)	<b>PG Diploma</b>		1 year	<b>UG</b>	<b>English</b>	<b>30-40</b>	<b>12</b>	<b>9</b>
viii)	<b>Any Other (specify)</b>							

*(Additional rows may be inserted as per requirement)*

11. List the departments:

<b>Science: Computer Science, Maths, Chemistry, Microbiology, Biochemistry, Clinical Laboratory Technology, Biotechnology, Nutrition &amp; Dietetics, Costume Design &amp; Fashion Technology, Catering Science &amp; Hotel Management, Computer Applications, Computer Technology, Information Technology</b>
Departments: (For e.g. Chemistry, Botany, Physics ...)
Departments: English, Tamil
<b>Commerce</b>
Departments: Commerce, Commerce with Computer Application, Business Management, Hospital Administration, Corp.Secretaryship.
<b>Any Other (Specify)</b>
Departments:

## 12. Unit Cost of Education

*(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)*

(a) Including the salary component = Rs. 14404.60

(b) Excluding the salary component = Rs.7828.58

## B) Criterion-wise Inputs

### Criterion I: Curricular Aspects

1. Does the College have a stated

Vision?

Yes	✓	No	
-----	---	----	--

Mission?

Yes	✓	No	
-----	---	----	--

Objectives?

Yes	✓	No	
-----	---	----	--

2. Does the college offer self-financed Yes✓ No

Programmes?

If yes, how many?

UG – 16; PG – 11; PG Dip-04; M.Phil-08; Dip- 02; Phd-03; Cert.-03;
--

#### Fee Charged for each program

S.No.	Name of the Course	Fee Structure(per Semester)
<b><u>UG Courses</u></b>		
1	BioChemistry	Rs10,000.00
2	Microbiology	Rs10,000.00
3	Clinical Laboratory Technology	Rs10,000.00
4	Biotechnology	Rs12,500.00
5	Computer Applications	Rs12,500.00
6	Information Technology	Rs 2,500.00
7	Nutrition & Dietetics	Rs 6,500.00
8	Mathematics(CA)	Rs7,500.00
9	Commerce	Rs10,000.00
10	Commerce(CA)	Rs15,000.00
11	Catering Science & Hotel Management	Rs15,000.00
12	Costume Design & Fashion	Rs12,000.00
13	Computer Science	Rs10,000.00

14	Computer Technology	Rs10,000.00
15	Management (CA)	Rs14,000.00
16	Computer Technology	Rs10,000.00

**PG Courses**

1	BioChemistry	Rs25,000.00
2	Commerce	Rs7,500.00
3	Maths	Rs7,500.00
4	Commerce(IB)	Rs11,000.00
5	Hospital Administration	Rs17,000.00
6	Food & Nutrition	Rs11,000.00
7	Microbiology	Rs28,000.00
8	Biotechnology	Rs36,000.00
9	Commerce(CA)	Rs10,000.00
10	Computer Science	Rs12,500.00
11	Commerce(CS)	Rs7,000.00

**Certificate Courses**

1	MS Office	Rs1,000.00
2	Oracle	Rs1,000.00
3	Communicative English	Rs500.00

**PG Diploma Courses**

1	Bioinformatics	Rs10,000.00
2	Clinical Laboratory Technology	Rs16,000.00
3	Hospital & Health Care Management	Rs10,000.00
4	Imaging Technology	Rs20,000.00

**Diploma Courses**

1	Office Administration	Rs2,000.00
2	Hospital Records & Management	Rs2,000.00

3. Number of Programmes offered under

a. annual system 

8
---

b. semester system 

UG – 16
PG – 11

c. trimester system 

--

4. Programmes with

a. choice based credit system	Yes	✓	No		Number	16
b. Inter/multidisciplinary approach	Yes		No	✓	Number	
c. Any other, specify	Yes		No	✓	Number	

5. Are there Programmes where assessment of teachers by students is practiced?

Yes	✓	No		Number	2
-----	---	----	--	--------	---

6. Are there Programmes taught only by visiting faculty?

Yes		No	✓	Number	
-----	--	----	---	--------	--

7. New programmes introduced during the last five years

UG	Yes	✓	No		Number	09
PG	Yes	✓	No		Number	05
Others (specify)	Yes		No		Number	

PGDIP – 02, DIP – 01, M.Phil – 07, Ph.D: 02

8. How long does it take for the institution to introduce a new programme within the existing system?

Every Year
------------

9. Does the institution develop and deploy action plans for effective implementation of the curriculum?

Yes	✓	No	
-----	---	----	--

10. Was there major syllabus revision during the last five years? If yes, indicate the number.

Y		N		Number	5
es	✓	o			

11. Is there a provision for Project work etc. in the programme? If yes, indicate the number.

Y	✓	N		Number	16
es		o			

12. Is there any mechanism to obtain feedback on curricular aspects from

a. Academic Peers?

Yes	✓	No	
-----	---	----	--

b. Alumni?

Yes	✓	No	
-----	---	----	--

c. Students?

Yes	✓	No	
-----	---	----	--

d. Employers?

Yes	✓	No	
-----	---	----	--

e. Any other?

Yes	✓	No	
-----	---	----	--

**Criterion II: Teaching-Learning and Evaluation**

1. How are students selected for admission to various courses?

- a) Through an entrance test developed by the institution
- b) Common entrance test conducted by the University/Government
- c) Through interview
- d) Entrance test and interview
- e) Merit at the previous qualifying examination
- f) Any other (specify)

(If more than one method is followed, kindly specify the weightages)

2. Highest and Lowest percentage of marks at the qualifying examination considered

For admission during the previous academic year

Programmes (UG and PG)	Open category		SC/ST category		Any other (specify)	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
Science	93	70.2	72	62	87	76
Arts	87	60.3	61	49	83	70
Commerce	82	55.4	58	43	81	65
Management	80	71.5	59	49	68	55

3. Number of working days during the last academic year 

$90 + 90 = 180$
-----------------

4. Number of teaching days during the last academic year 

180
-----

5. Number of positions sanctioned and filled Sanctioned/ Filled

Teaching	184	184
Non-teaching	22	22
Technical	22	22

6. a. Number of regular and permanent teachers (gender-wise)

Professors	M		F	
Readers	M		F	
Sr. Grade lecturers	M	18	F	8
Lecturers	M		F	

b. Number of Lecturers – temporary Full- time teachers 

M		F	
---	--	---	--

Lecturers – Part- time	M		F	2
Lecturers (Management appointees) - Full time	M		F	

Lecturers (Management appointees) - Part time 

M		F	
---	--	---	--

Any other	M		F	
Total	M		F	

c.	Number of teachers	From the same State	181
		From other States	3

\* M – Male F – Female

	Number	%
7. a.	Number of qualified/ permanent teachers and their percentage to the total number of faculty	100
b.	Teacher: student ratio	1: 14
c.	Number of teachers with Ph.D. as the highest qualification and their percentage to the total faculty strength	13
d.	Number of teachers with M. Phil as the highest qualification and their percentage to the total faculty strength	70
e.	Percentage of the teachers who have completed UGC, NET and SLET exams	3.1%
f.	Percentage of the faculty who have served as resource persons in Workshop/ Seminars/ Conferences during the last five years	6%

g Number of faculty development programmes availed by teachers (last five years)

	1	2	3	4	5
UGC/ FIP programme				2	4
Refresher:					2
Orientation:	7	9	10	11	20
Any other (specify)					

h Number of faculty development programmes organized by the college during the last five years

	1	2	3	4	5
Seminars/ workshops/symposia on curricular development, teaching- learning, assessment, etc.	1	3	4	5	7
Research management					
Invited/endowment lectures	1	2	5	6	10
Any other (specify) By outside agencies				8	10

Number %

8. Number and percentage of the courses where predominantly the lecture method is practiced

3	18
---	----

9. Does the college have the tutor-ward system? Yes  No

If yes, how many students are under the care of a teacher?

30
----

10. Are remedial programmes offered? 

Yes	<input checked="" type="checkbox"/>	No		Number	12
-----	-------------------------------------	----	--	--------	----

11. Are bridge courses offered? 

Yes	<input checked="" type="checkbox"/>	No		Number	16
-----	-------------------------------------	----	--	--------	----

12. Are there Courses with ICT-enabled teaching-learning processes? 

Yes	<input checked="" type="checkbox"/>	No		Number	8
-----	-------------------------------------	----	--	--------	---

13. Is there a mechanism for?  
 a. Self appraisal of faculty? Yes  No

b. Student assessment of faculty performance? Yes  No

c. Expert /Peer assessment of faculty performance? Yes  No

14. Do the faculty members perform additional administrative work? If yes, the average number of hours spent by the faculty per week 

6
---

**Criterion III: Research, Consultancy and Extension**

1. How many teaching faculty are actively involved in research? (Guiding student research, managing research projects etc.,)

Number 102 , 55 % of total

2. Research collaborations

a) National Yes  No

If yes, how many?

3
---

b) International

If yes, how many?

Yes  No

10
----

3. Is the faculty involved in consultancy work?

Yes  No

20
----

If yes, consultancy earnings/ year (average of last two years may be given)

4. a. Do the teachers have ongoing/ completed research projects? Yes  No

If yes, how many? On going

54
----

Completed

36
----

b. Provide the following details about the ongoing research projects

Major projects	Yes	<input checked="" type="checkbox"/>	No		Number	6	Agency	UGC	Am t.	48 lacs
Minor projects	Yes	<input type="checkbox"/>	No		Number		Agency		Am t.	
College Projects	Yes	<input checked="" type="checkbox"/>	No		Number		Amount	25000		
Industry sponsored	Yes	<input type="checkbox"/>	No		Number		Industry		Amt.	
Any other (specify)		<input type="checkbox"/>								
No. of student research projects	Yes	<input type="checkbox"/>	No		Number		Amount sanctioned by the College Rs. 25,000			

5. Research publications:

International journals	Yes	<input checked="" type="checkbox"/>	No		Number	6
National journals – refereed papers	Yes	<input checked="" type="checkbox"/>	No		Number	2
College journal	Yes	<input checked="" type="checkbox"/>	No		Number	
Books	Yes	<input checked="" type="checkbox"/>	No		Number	20
Abstracts	Yes	<input checked="" type="checkbox"/>	No		Number	30
Any other (specify)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number	
Awards, recognition, patents etc. if any (specify) Yes 10						

6. Has the faculty

a) Participated in Conferences? Yes /No  Number 

10
----

b) Presented research papers in Conferences? Yes  No  Number 

200
-----

7. Number of extension activities organized in collaboration with other agencies/NGOs (such as Rotary/Lions Club) (average of last two years) 

20
----

8. Number of regular extension programmes organized by NSS and NCC (average of last two years)

NSS	NCC
32	

9. Number of NCC Cadets/units

M		F		Units	
---	--	---	--	-------	--

10. Number of NSS Volunteers/units

M	180	F	120	Unit	3
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### Criterion IV: Infrastructure and Learning Resources

1.	(a) Campus area in acres	7.41										
	(b) Built up area in Sq. Meters	465										
	(*1 sq.ft. = 0.093 sq.mt)											
2.	Working hours of the Library											
	(a) On working days	8 am – 8 pm										
	(b) On holidays	9 am – 5 pm										
	(c) On Examination days	8 am – 8 pm										
3.	Average number of faculty visiting the library/day (average for the last two years)	50										
4.	Average number of students visiting the library/day (average for the last two years)	350										
5.	Number of journals subscribed to the institution	178										
6.	Does the library have the open access system?	<table border="1" style="display: inline-table;"> <tbody> <tr> <td>Yes</td> <td style="text-align: center;">✓</td> <td>No</td> <td></td> </tr> </tbody> </table>	Yes	✓	No							
Yes	✓	No										
7.	Total collection (Number)	<table border="1" style="display: inline-table;"> <thead> <tr> <th>Titles</th> <th>Volumes</th> </tr> </thead> <tbody> <tr> <td>9998</td> <td>15085</td> </tr> <tr> <td>a. Books</td> <td>9863 14816</td> </tr> <tr> <td>b. Textbooks</td> <td>10368 13416</td> </tr> <tr> <td>c. Reference books</td> <td>700 1400</td> </tr> </tbody> </table>	Titles	Volumes	9998	15085	a. Books	9863 14816	b. Textbooks	10368 13416	c. Reference books	700 1400
Titles	Volumes											
9998	15085											
a. Books	9863 14816											
b. Textbooks	10368 13416											
c. Reference books	700 1400											

d.	Magazines	35
e.	Current journals	
	Indian journals	120
	Foreign journals	10
f.	Peer- reviewed journals	6
g.	Back volumes of journals	1718
h.	E-resources	
	CDs/ DVDs	1620
	Databases	2
	Online journals	6
	Audio- Visual resources	3

i Special collections (numbers)

· Repository

(World Bank, OECD,  
UNESCO etc.)

Yes	<input checked="" type="checkbox"/>	No		Num ber	3
-----	-------------------------------------	----	--	------------	---

Interlibrary borrowing facility

Materials acquired under  
special schemes (UGC, DST  
etc.)

Yes	<input checked="" type="checkbox"/>	No		Num ber	30
-----	-------------------------------------	----	--	------------	----

Materials for Competitive  
examinations including  
Employment news, Yojana  
etc.

Yes	<input checked="" type="checkbox"/>	No		Num ber	20
-----	-------------------------------------	----	--	------------	----

Book Bank

Yes	<input type="checkbox"/>	No		Num ber	
-----	--------------------------	----	--	------------	--

Braille materials

Yes	<input type="checkbox"/>	No		Num ber	
-----	--------------------------	----	--	------------	--

Manuscripts

Yes	<input type="checkbox"/>	No		Num ber	
-----	--------------------------	----	--	------------	--

Any other (specify)

Yes	<input type="checkbox"/>	No		Num ber	
-----	--------------------------	----	--	------------	--

8. Number of books/journals / periodicals added during the last two years and their total Cost

01.06.08 – 31.05.09	The year before last		Last Year	
	Number	Total Cost (Rs.)	Number	Total Cost (Rs.)
Text books	1386	402722	1361	394358
Reference Books	900	55750	600	31670
Other books				
Journals/Perio dicals	163	153169	165	157917
Encyclopedia			73	110075
Any other(specify)				

9. Mention the

Total carpet area of the Central Library  
(in sq. ft)

Number of departmental libraries

Average carpet area of the departmental  
libraries

Seating capacity of the Central  
Library ( Reading room)

5000
12
200
100

10. Status of Automation of the Library
- not initiated
- fully automated
- partially automated
11. Percentage of library budget in relation to the total budget
12. Services/facilities available in the library (If yes, tick in the box)
- Circulation
- Clipping
- Bibliographic compilation
- Reference
- Reprography
- Computer and Printing
- Internet
- Inter-library loan
- Power back up
- Information display and notification
- User orientation /information literacy
- Any other (specify)
13. Average number of books issued/returned per day

14. Ratio of library books to the number of students enrolled 160:27

Computer Facilities

15. Number of computers in the college 560

Number of Departments with computer facilities 21

Central computer facility ( Number of terminals ) 560 + 9 servers

Budget allocated for purchase of computers during the last academic year 16 lacs

Amount spent on maintenance and upgrading of computer facilities during the last academic year 2 lacs

		Yes	No	Number
Internet Facility, Connectivity	Dialup			
	Broadband			
	Others (Specify)			
				Reliance 2MBPS
Number of nodes/ computers with Internet facility <span style="float: right;">30</span>				

16. Is there a Workshop/Instrumentation Centre? 

Yes		No		Available from the year	
		✓			

17.	Is there a Health Centre?	Yes ✓		No		Available from the year	2004
-----	---------------------------	----------	--	----	--	-------------------------	------

18.	Is there Residential accommodation for Faculty?	Yes		No	✓
-----	---	-----	--	----	---

Non-teaching staff?	Yes		No	✓
---------------------	-----	--	----	---

19.	Are there student Hostels?	Yes	✓	No	
-----	----------------------------	-----	---	----	--

If yes, number of students residing in hostels	320
--	-----

Male	Yes		No		Number	120
Female	Yes	✓	No		Number	200

20. Is there a provision for

a) Sports fields	Yes	✓	No	
------------------	-----	---	----	--

b) Gymnasium	Yes	✓	No	
--------------	-----	---	----	--

c) Women's rest rooms	Yes	✓	No	
-----------------------	-----	---	----	--

d) Transport	Yes	✓	No	
--------------	-----	---	----	--

e) Canteen/Cafeteria	Yes	✓	No	
----------------------	-----	---	----	--

f) Students centre	Yes	✓	No	
--------------------	-----	---	----	--

g) Vehicle parking facility	Yes	✓	No	
-----------------------------	-----	---	----	--



b. Dropout rate in UG and PG (average for the last two batches)

	Number	%
UG	132	.05
PG	22	.02

2. Financial support for students: (last Year)

Number	Amount
--------	--------

Endowments:

532	1700000

Scholarship (Government)

47	103864
----	--------

Scholarship (Institution)

--	--

Number of loan facilities:

--	--

Any other financial support (Specify)

--	--

3. Does the college obtain feedback from students on their campus experience?

Yes  No

4. Major cultural events (data for last year )

Events	Organized			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate		✓	2	✓		2
Inter-university		✓	1	✓		1
National						
Any other (specify)	Intramural		1	✓		1

5. Pass Percentage for UG Courses

Department	2004-05	2005-06	2006-07	2007-08	2008-09
B.Sc., CSc	95	91	100	92	91
B.C.A.				98	93
B.Sc BioChemistry	100	93	93	100	100
B.Sc. IT				85	78
B.Sc N & D	78.7	91.2	93.4	75.6	100
B.Sc. Maths(CA)		100	100	100	90
B.Com.	93	94	96	79	87
B.Com.(CA)	84	75	91	84	69
B.B.M.(CA)	90	79	100	100	87
B.Com.(CS)(CA)	92	84	88	87	85
B.Sc. Microbio			100	84.61	100
B.Sc. Biotech			96	92	81

B.Sc. Clinical Lab Technology				100	45
B.Sc. Cat.Sc & Hot.Management					75
B.Sc., CDF			98	87	99
B.Sc., CT					92

### Pass Percentage for PG Courses

Department	2004 -05	2005- 06	2006- 07	2007- 08	2008- 09
M.Sc. C.Sc	93	100	100	100	88
M.Sc. BioChem	45	40	78	69	84
M.Sc. Microbio	55.5	52.63	78.94	78.93	94
M.Sc. Biotech	92	91	87	100	88
M.Com.(CA)	72	74	98	95	97
M.Com(IB)	90.3 2	97	100	89	100
M.Sc. F&N	100	90.9	92.1	100	97.3
M.Sc. Hos.Admn.		100	100	100	100
M.Com.(Comme rce)			79	97	96
M.Com.(CS)			87.5	93	100
M.Sc. Mathematics				40	79

UG Ranks,Distinctions,First Classes

Dept.	First Class					Distinctions					Ranks				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
B.Com	23	07	21	09	18	-	15	14	01	2	-	-	-	-	-
B.Com (CA)	31	30	29	56	56	3	04	06	12	7	-	1	-	-	-
B.B. M	08	05	28	16	24	-	-	03	02	3	-	-	-	-	-
B.Com (CS) CA)	04	09	17	02	-	-	-	-	-	-	-	-	-	-	-
B.Sc C.Sc	15	14	46	75	78	3	01	-	-	-	2	-	-	-	-
B.C. A.	-	-	-	58	-	-	-	-	14	-	-	-	-	-	-
B.Sc( IT)	-	-	-	58	21	-	-	-	-	-	-	-	-	-	-
B.Sc( CT)	-	-	-	41	12	-	-	-	-	-	-	-	-	-	-
B.Sc. N&D	-	10	09	17	10	-	03	04	04	3	-	2	1	2	-
B.Sc Cat.S c	-	-	-	-	10	-	-	-	-	2	-	-	-	-	-
B.Sc CDF	-	-	09	07	08	-	-	11	09	9	-	-	-	-	-

PG Ranks, Distinctions, First Classes

Department	First Class					Distinctions					Ranks				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
M.Com.	-	-	-	05	04	-	-	-	3	1	-	-	-	-	-
										5					
M.Com (CS)	-	-	06	09	-	-	-	-	2	-	-	-	1	-	-
M.Sc Biotechnol ogy													1	2	
M.Sc C.Sc	26	16	09	05	08	-	-	-	-	-	1	-	1	-	-
M.Com (CA)	06	14	11	18	09	1	2	4	8	7	-	-	-	1	
M.Sc.Micro biology	08	10	30	30	-	-	-	3	5	-	-	-	1	2	1
M.Sc. N&D	-	02	13	11	10	-	-	1	2	2	-	-	-	1	1



**Criterion VI: Governance and Leadership**

1. Has the institution appointed a permanent Principal?

Yes	✓	No	
-----	---	----	--

If Yes, Denote the qualifications

M.A. M.B.A. Ph.D.,
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If No,  
For how long has the position been vacant?

--

2. Number of professional development Programmes held for the Non-teaching Staff (last two years)

2	
---	--

3. Financial resources of the college (app. amount) – Last year’s data

Grant-in-aid  
Fee from aided courses  
Donation  
Fee from Self-funded courses  
Any other (specify)

653 lacs

4. Statement of Expenditure ( for two yrs)

<b>Item</b>	<b>Before last</b>	<b>last year</b>
% spent on the salaries of faculty	149.30	180.91
% spent on the salaries of non-teaching employees including contractual workers	14.37	23
% spent on books and journals	1.79	1.38
% spent on Building development	73.32	125.19
% spent on hostels, and other student amenities		
% spent on maintenance - electricity, water, telephones, infrastructure	13.21	21.36
% spent on academic activities of departments - laboratories, green house, animal house, field trips etc.	0.33	2.09
%.% spent on research, seminars, etc.		
% spent on miscellaneous expenditure	108.85	88.20
5. Dates of meetings of Academic and Administrative Bodies during the two years:	Last year	Year before last
Governing Committee	25.03.2008	26.10.2007
	30.06.2008	12.03.2008
Internal Admn. Bodies(mention 3 bodies)		
1. Admission Committee	10.07.2008	22.05.2007
2. Examination Committee	07.06.2008	30.07.2007
3. Cultural Committee	10.08.2008	20.08.2007
Any other (specify)		

6. Are there Welfare Schemes for the academic community?

Loans:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Medical allowance

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Any other (specify)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7. Are there ICT supported / Computerized units/processes/activities for the following?

a) Administrative section/  
Office

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

b) Finance Unit

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

c) Student Admissions

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

d) Placements

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

e) Aptitude Testing

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

f) Examinations

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

g) Student Records

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

**Criterion VII: Innovative Practices**



1. Has the institution established Internal Quality Assurance Mechanisms?

Yes	<input checked="" type="checkbox"/>	No	
-----	-------------------------------------	----	--

2. Do students participate in the Quality Enhancement initiatives of the Institution?

Yes		No	
-----	--	----	--

3. What is the percentage of the following student categories in the institution?

a. SC

3.85
------

b. ST

1.78
------

c. OBC

66.79
-------

d. Women

86
----

e. Differently-abled

--

f. Rural

85
----

g. Tribal

1
---

4. What is the percentage of the following category of staff?

	Category	Teaching staff	%	Non-teaching staff	%
a	SC	03	.008	03	7.5
b	ST				
c	OBC	157	85	35	67
d	Women	113	62	16	40
e	Physically challenged	01			
f	General Category	10	5.4		
g	Any other (specify)	03	.008	01	

5. What is the percentage incremental academic growth of the following category of students for the last two batches?

	Category	At Admission		On completion of the course	
		Batch I	Batch II	Batch I	Batch II
a.	SC	5.1	7.2	4.0	6.2
b.	ST				
c.	OBC	86.2	87.1	86.1	88.2
d.	Women	60.7	62.8	61.8	62.1
e.	Physically challenged				
f.	General Category	8.9	9.9	10.12	11.22
g	Any other (specify)				

*Photo  
Gallery*

*Kovai Medical Center Research and Educational Trust*

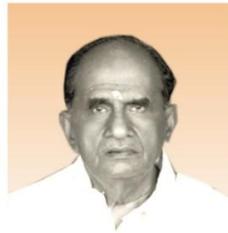
*BOARD OF TRUSTEES*



*Dr. Nalla G. Palaniswami  
Chairman*



*Dr. Thavamani D. Palaniswami  
Managing Trustee*



*Thiru. K.M. Subramaniam  
Trustee*



*Thiru. N. Sengottiyar  
Trustee*



*Dr. Mohan S.P. Gounder  
Trustee*



*Dr. Purani P. Palaniswami  
Trustee*



*Dr. Arun N. Palaniswami  
Trustee*

*Dr. N.G.P. Arts and Science College*



*Dr. N.G.P. Arts & Science College Main Building*



*Dr. O.T. Buwaneswaran  
Chief Executive Officer  
Kovai Medical Center Research & Educational Trust*



*Gateway of college with Indian Bank*



*Dr. P.R. Muthuswamy  
Principal*



*NGP - Conference Center*



*Dr. S. Mohandass  
Vice-principal*

*Cultural Events*



*Exotica - Stage Photo*



*Exotica - Patriotic Drama*



*NGP - Fest Bharathanatyam*



*NGP - Fest crowning 'Miss NGP'*



*NGP - Fest Painting Competition*



*NGP - Fest Secretary distributing certificates*

*NSS Activities*



*Chairman inspecting NSS project at Marudhamalai*



*NSS - Collection of Plastic Bags for disposal*



*NSS - SPORTS distribution of prizes*



*NSS - Planting the saplings*



*NSS - Polio drops campaign*



*NSS - Social economic survey*

*Sports Alumni Parent Teachers Association*



*SPORTS - Women Athletics in action*



*SPORTS - Faculty prize winners*



*SPORTS - Volley ball team winners*



*ALUMNI ASSOCIATION - Chairman's address*



*ALUMNI ASSOCIATION - Secretary's address*



*Parent Teachers Association - Principal Speech*

*Bio Chemistry and Bio Technology*



*Bio Chemistry Blood sugar testing*



*Bio Chemistry Lab - titrimetry*



*Bio Chemistry National seminar*



*Bio technology Lab - Microscopic examination*



*Bio Technology - National Seminar*



*Bio Technology - Marina Extravaganza*

*Computer Science Lab and Library*



*Computer Lab in progress*



*Computer Science Seminar*



*Computer Science Demonstration*



*Library - Internet Lab*



*Library Reading Section*



*Library Journals Section*

*Commerce (CA) Master (CA) CDF and Commerce (IB)*



*Commerce with CA - visit to old age home*



*Maths with CA - releasing the Souvenir*



*Costume Design and Fashion - lab in progress*



*Costuem Design and Fashion overlocking garments*



*International Business - National Seminar*



*International Business - Extension activities*

*Catering Science, Hotel Management Micro Biology and Language Lab*



*Catering Science and Hotel Management - Suite Room*



*Catering Science and Hotel Management - restaurant*



*Catering Science and Hotel Management - Sweets Galore*



*Micro Biology - National Symposium*



*Micro Biology - Chief Guest's presentation*



*Language Lab developing listening skills*

*Business Management Nutrition & Dietetics Hostels*



*Business Management - Consumer awareness program*



*Business Management - Marketing Expo*



*Nutrition & Dietetics - Preservation Practicals*



*Nutrition & Dietetics - Fibre analysis*



*A room in Boys Hostel*



*A room in Ladies Hostel*

Releasing Tamizhosai - Rare Collections of Ancient Tamil terms



Releasing Tamizhosai - Yearly publication

நீட்டல் அளவு LINEAR MEASURE	
10 கோண்.	= 1 நுண்ணனு.
10 நுண்ணனு.	= 1 அணு.
8 அணு.	= 1 கதிர்த் துகள்.
8 கதிர்த் துகள்.	= 1 துசம்பு.
8 துசம்பு.	= 1 மயிர் நுனி.
8 மயிர் நுனி.	= 1 நுண் மணல்.
8 நுண் மணல்.	= 1 சிறு கடுகு.
8 சிறு கடுகு.	= 1 எள்.
8 எள்.	= 1 எநல்.
8 எநல்.	= 1 விரல். [34"]
12 விரல்.	= 1 சாண். [9"]
2 சாண்.	= 1 முழம். [18"]
4 முழம்.	= 1 பாகம். [6"]
6000 பாகம்.	= 1 காதம். [12,000 க.ஊம்]
4 காதம்.	= 1 யோசனை.

Ancient Tamil terms - Linear Measure

தெறிப்பளவு [Time Measure]	
2 கண்ணிமை	= 1 நொடி
2 கைநொடி	= 1 மாத்திரை
2 மாத்திரை	= 1 குரு
2 குரு	= 1 உயிர்
2 உயிர்	= 1 சணிகம்
12 சணிகம்	= 1 விநாடி
60 விநாடி	= 1 விநாடி-நாழிகை
2½ நாழிகை	= 1 ஓரை
3¼ நாழிகை	= 1 முகூர்த்தம்
2 முகூர்த்தம்	= 1 சாமம்
4 சாமம்	= 1 பொழுது
2 பொழுது	= 1 நாள்
15 நாள்	= 1 பக்கம்
2 பக்கம்	= 1 மாதம்
6 மாதம்	= 1 அயனம்
2 அயனம்	= 1 ஆண்டு
60 ஆண்டு	= 1 வட்டம்

Ancient Tamil terms - Time Measure

முகத்தல் அளவு. [TABLE OF LIQUID MEASURE]	
5 செவிடு	= 1 ஆழாக்கு
2 ஆழாக்கு	= 1 உழக்கு
2 உழக்கு	= 1 உரி
8 உரி	= 1 படி
8 படி	= 1 மரக்கால்
2 குறுணி	= 1 பதக்கு
2 பதக்கு	= 1 தூணி

பெய்தல் அளவு [TABLE OF GRAIN MEASURE] [புழயில் வாய் கோளும் கடிமயிருக்கும்]	
360 எநல்.	= 1 செவிடு
5 செவிடு.	= 1 ஆழாக்கு.
2 ஆழாக்கு.	= 1 உழக்கு.
2 உழக்கு.	= 1 உரி.
2 உரி.	= 1 படி.
8 படி.	= 1 மரக்கால்.
2 குறுணி.	= 1 பதக்கு.
2 பதக்கு.	= 1 தூணி.
5 மரக்கால்.	= 1 புறை.
80 புறை	= 1 கரிசை.
48-96 படி.	= 1 கலம்.
120 படி	= 1 பொதி

Ancient Tamil terms - Liquid Measure

பொன் முதலிய நிறுக்கும் அளவு TABLE OF WEIGHING GOLD ETC.,	
4 எநல் எடை	= 1 குன்றி மணி
2 குன்றி மணி	= 1 மஞ்சாழி
2 மஞ்சாழி	= 1 பணவெடை
5 பணவெடை	= 1 கழஞ்சு
8 பணவெடை	= 1 வராகஎடை
4 கழஞ்சு	= 1 கஃ.சு
4 கஃ.சு	= 1 பலம்

பல்வகை பண்டங்கள் நிறுக்கும் அளவு MISCELLANEOUS TABLE OF WEIGHTS	
32 குன்றி மணி	= 1 வராகஎடை
10 வராகஎடை	= 1 பலம்
40 பலம்	= 1 லீசை
100 பலம்	= 1 கா
8 லீசை	= 1 மணங்கு
20 மணங்கு	= 1 பாரம்

Ancient Tamil terms - Weighing Measure

பண்டைய படை வகுப்பும் பெயர்கள்					
பெயர்	அடக்கம்	கோர்	யானை	குதிரை	காலாள்
1. பகாதி	-	1	1	3	5
2. கோழகம்	3. பகாதி	3	3	9	15
3. குழகம்	3. கோழகம்	9	9	27	45
4. கணகம்	3. குழகம்	27	27	81	135
5. வாலினி	3. கணகம்	81	81	243	405
6. பிரளயம்	3. வாலினி	243	243	729	1215
7. சமத்திரம்	3. பிரளயம்	729	729	2187	3645
8. சங்கம்	3. சமத்திரம்	2187	2187	6561	10935
9. அநிகம்	3. சங்கம்	6561	6561	19683	32805
10. அக்ரோணி	3. அநிகம்	19683	19683	59049	98415
11. ஏகம்	3. அக்ரோணி	59049	59049	177147	295725
12. கோடி	3. ஏகம்	177147	177147	531441	848169
13. மானங்கம்	3. கோடி	531441	531441	1594323	2541485
14. திசும்	3. மானங்கம்	1594323	1594323	4782969	7474455
15. மங்குலம்	3. திசும்	4782969	4782969	14348907	22023361
16. பதுமம்	3. மங்குலம்	14348907	14348907	43046721	66570085
17. நாடு	3. பதுமம்	43046721	43046721	129140163	202710249
18. மாகடல்	3. நாடு	129140163	129140163	387420489	601070727
19. வெள்ளம்	3. மாகடல்	387420489	387420489	1162261467	1821392205

Ancient Tamil terms - Warfare

Part II

**THE  
EVALUATIVE  
REPORT**

**CRITERION WISE EVALUATIVE REPORT**

## **CRITERION I: CURRICULAR ASPECTS**

### **1.1 Curriculum Design and Development**

1.1.1 State the vision and mission of the institution, and how it is communicated to the students, teachers, staff, and other stakeholders”.

#### **VISION**

The vision of Dr. N.G.P. Arts and Science College is to engrave Character and Value Based Education in the minds of students to manifest the perfection already in them. To empower excellence in providing Higher Education and research by the standards of the University.

#### **MISSION**

The objectives of this college are to provide Quality Education, Training and Research facilities to the students of our nation. To inculcate Ethical, Moral and Social values in the minds of Educators and Students to motivate and Nurture cooperation, Tolerance and Mutual Respect in our Nation of diversity.

The Vision and Mission are communicated to the students, teachers, faculty members and other stakeholders through ‘Handbook and Calendar’, and ‘Magazine’ every year. Boards are displayed in important places of the college. The Vision and Mission of the College can be found in the Website.

The institution offers the following educational programmes to enable the students to be **Dynamic and Potential Entrepreneurs**

#### **I Postgraduate Courses**

1. M.Com (C.A) (Master of Commerce with Computer Applications)
2. M.Com (IB) (Master of International Business)
3. M.Com (Master of Commerce)
4. M.Com CS ( Master of Corporate Secretary ship)
5. M.Sc Hospital Administration.

#### **II Undergraduate Courses**

6. B.Com
7. B.Com (CA) (Computer Applications)
8. BBM (CA) (Computer Applications)

9. B.Com (C.S) (Corporate Secretary ship)

### III **Postgraduate Diploma Courses**

10. PG Diploma in Clinical Laboratory Technology

11. PG Diploma in Bioinformatics

12. PG Diploma in Hospital and Health Care Management

13. PG Diploma in Imaging Technology

### IV **Diploma Courses**

14. Diploma in Office Administration

15. Diploma in Hospital Records Management

### V **Certificate Courses**

01. Certificate course in Oracle

02. Certificate course in MS Office

03. Certificate course in Communicative English

#### a) **Employable Graduates :**

The following Computer Oriented subjects and programmes at undergraduate level are offered in either for placement or for higher education.

1. B.Sc Computer Science

2. B.Sc Computer Applications

3. B.Sc Information Technology

4. B.Sc Nutrition and Dietetics

5. B.Sc Maths (C.A) (Computer Applications)

6. B.Sc Microbiology

7. B.Sc Biotechnology

8. B.Sc Clinical Laboratory Technology

9. B.Sc Catering Science and Hotel Management

10. B.Sc Costume Design and Fashion

11. B.Sc Computer technology

The prescribed lessons in Part I Tamil and Part II English laid foundation to develop the richness of India's diversity, tradition and Culture. The Foundation courses at Undergraduate level make the students realize the sense of piety, patriotism and human values. Various functions, competitions and tournaments

are conducted for the unification of minds of different colleges all over the state which teaches unity in diversity. Irrespective of their religion, caste and creed the students celebrate all the festivals together with harmonious ambience. It is obvious to see that different cultures and traditions of India merge in one place with peace and joy.

All the departments organize various kinds of seminars, workshops, guest lectures and conferences to inculcate the cultural, moral and social values. Many health programmes are organized almost every month such as Aids Awareness, Eye Donation, and Blood Donation etc. to create awareness among the students.

On behalf of NSS units hospital visits, village visits and orphanage visits are organized to develop the senses of social service, community service and the spirit of humanism among the students. Such activities of humanism develop a positive attitude in the students.

In order to enhance the quality of the faculty members various incentive measures are formulated to develop their teaching skills and update their knowledge in the subject.

01. Faculty Improvement Programmes are conducted every month inviting the resource persons from outside the college.
02. The members are permitted to attend the seminars / workshops outside the college on Other Duty.
03. The new member of faculty is allowed to attend the Orientation Programmes organized by the University.
04. Permission is also granted to Research Scholars to go on Other Duty to meet the guide for discussion.
05. The Maximum amount for Publication of papers for Faculty Members will be sanctioned towards publication fees in an academic year as given below :
  - a) International referred Journal Rs.5,000/-
  - b) National referred journal Rs.3,000/-
06. The Maximum amount for presentation of papers by the faculty members will be sanctioned towards registration fees in an academic year as given below:
  - A) National level Conference / Symposium / Workshop / Seminar –

Rs.500/-

B) State level / Conference / Symposium / Workshop / Seminar – Rs.300/-

1.1.2 How does the mission statement reflect the Institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institutions traditions and value orientation?

All the Undergraduate or Post graduate courses offered in this college are purely job oriented which will enable the students to become entrepreneurs and to be placed in some employment.

Part I Tamil subject and Part II English subject teach the students value based education, morals, tradition and culture of our nation. The students tend to become great patriots in future. These two subjects enable the students to become mentally strong to face the problems of the world.

The programmes undertaken by the students of National Service Scheme improve their physical health and they make them health conscious and duty conscious. They mould their character and temperament and shape their future.

To enhance the quality of the faculty the management has taken steps to allow them to go on Other Duty, to grant them permission to attend orientation programmes and sanction amount for publication of papers and books. Most of the members of staff are permitted to do part time M.Phil and Ph.D. The students are also encouraged by the faculty in preparing the project work and presenting paper outside the college.

1.1.3 Are the academic programmes in line with the institutions, goals and objectives? If yes, give details on how the curricula developed, adopted, address the needs of the society and have relevance to the regional / national and global trends and development needs? (Access to the advantaged, Equity, Self Development, Community and National Development, Ecology and Environment, Value Orientation, Employment, Information & Communication Technology Introduction, Global and National demands and so on.

The Programmes chosen by this institution are purely need based and much in demand. The various courses offer a quality education with moral and ethical values. These value based programmes which are selected by the

management are highly relevant to this most backward rural area which is mostly with parents from moderate family. That is why both the parents and the students prefer this college.

Coimbatore city is fast developing in the area of Information Technology Industry – thanks to the Electronic Corporation of Tamil Nadu. Many Information Technology firms tie with each other to get stabilized in Coimbatore as this is a potential area for its sectors. This place is popular for textile, engineering and agriculture. Therefore the Computer related courses here make the students reliant, independent and confident.

To prepare the students for good employment and great opportunities the institution regularly conducts student's development programmes, placement training and communicative skills classes to upgrade the competency level of students. There are also career oriented programmes like B.Com, B.Com Computer Applications, Bachelor of Computer Application, B.Sc Information Technology, B.Sc Computer Technology and B.Sc Catering Science & Hotel Management etc in the institution to suit the modern trend and current demands.

To enhance and maintain the quality of education the college council meets now and then to update the administration and upgrade learning, teaching, extension and research activities. In the meeting normally the topics like University Result Analysis, Remedial classes, Periodical Internal Assessment test, National and State level Seminars.

There are 3 units of NSS (300 students and 3 programmes officers) to instill the spirit of service and social commitment in the Student Community.

1.1.4 How does the curriculum center to inclusion / integration of Information and Communication Technology (ICT) in the Curricula in for equipping the students to compete in the global employment markets?

The students have to compete with the modern trends and prospects. They should be absorbed in global and national markets and they should possess adequate knowledge and skill in Information and Communication Technology. Keeping in mind the above goals the institution offers at UG / PG level, mainly those courses of Information and Communication Technology as an inseparable

component in them, The programmes are B.Sc Computer Science, Bachelor of Computer Application , B.Sc Information Technology , B.Sc Computer Technology, B.Sc Mathematics with Computer Applications, Management with Computer Application, B.Com Corporate Secretaryship with Computer Applications.

1.1.5 Specify the initiatives and enhancement steps in the Curriculum design and development process. ( Need assessment , development of information database , feedback from faculty, students, alumni, employees and academic peers and communicating the information and feedback from appropriate inclusion and decision in statutory academic bodies, Membership of BOS and by sending agenda items etc.)

The Faculty belonging to the department of Catering Science and Hotel management, Department of Biochemistry, Department of Corporate Secretaryship and Department of Microbiology (for UG, PG and M.Phil) are the members in the Board of studies in the Bharathiar University that designs and develops the curricula. The representative in the senate makes the changes needed in the Curricula. The feedback from the students, teachers, alumni etc cannot effect any major changes in the curriculum. The HODs represent to the Chairman, Board of Studies in writing to bring out changes in the curriculum.

1.2.1 Flexibility to the students to move from one discipline to another.

The University stipulates the last date of admission every year. A student joined in one discipline can move to another within the last date. This is disclosed to the students at the time of admission.

1.2.2 Flexibility to pursue the programmes with reference to the time frame (flexible time for Completion)

The duration of study is prescribed by the University as three years for UG and 2 years for PG. If a candidate wants to get transfer from one college to some other college within the university area, he may be permitted to continue the course from the beginning of the semester or academic year provided the two colleges should have the same syllabus. If a candidate discontinues his study due to unforeseen circumstances and seeks readmission in spite of break for an year or

two to that course, he could be readmitted to the same course and continue his studies.

1.2.3 Give details of the programmes and other facilities available for international students (if any)

There are no separate concessions, privileges, and facilities to the international students. There are very few students from abroad. They will be treated on par with our own students in matters such as admission, learning – teaching process, evaluation etc.,

1.2.4 Does the institution offer any self financed programmes in the institution? If yes, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, and salary etc.

All the UG and PG programmes offered in this college are self financed programmes. There is no difference from other programmes as we are governed by the rules and regulations of Bharathiar University.

1.3.1 How does the college get the feedback from

- a) Students?
- b) Alumni?
- c) Parents?
- d) Employers / industries?
- e) Academic peers?
- f) Community?

- **STUDENTS**

The students are issued the feedback forms at the end of every semester to enable them to collect information on the performance of the teachers and the suitability of subjects. The General feedback on the institution and the course is collected at the end of their study, i.e., at the end of final semester.

- **ALUMNI**

Alumni Association Meeting is conducted every year in the college. With the

intimation letter, a prescribed feedback format is sent to every Alumnus. The Alumni who are unable to attend the meeting will send the filled in format by return of post in the enclosed envelope. During the Association meeting feedback forms are issued to the Alumni and the filled in forms are obtained from the participating Alumni.

- **PARENTS**

Some 20 to 30 students are allotted to each tutor of their classes. We are following tutor ward system in the college. The tutors will have the complete profile of the students and have contact with the parents. If necessary they will ask the parents to meet them personally for any problem pertaining to their wards. Every year Parent teachers Meeting is being held and the parents are at liberty to express their views and suggestions for the improvement of the college.

- **EMPLOYERS**

The employers, at the time of their visit to the institution during the time of the admission, are issued a questionnaires form and they will return the form after duly filled in.

- **PEER**

Peers are visiting the college then and there. Their feedback could be got only at the time of their visit to the institution.

- **COMMUNITY**

The three units of NSS regularly conduct on day /ten days camps in the villages. At that time they collect the feedback from the villagers in the adopted villages.

1.3.2How the above feedback is analyzed and the outcome / suggestions used for continuous improvements and communicated to the affiliating university for appropriate inclusion.

The different feedback forms are collected, analyzed and categorized by the Departmental Committee who discusses each and every aspect of the views of various cross sections which are represented to the college council headed by the Chairman. The council after a careful scrutiny sends their suggestions to the

University for further Action

#### 1.4 Curriculum update

1.4.1 What are the frequency and the basis for syllabus revision and what are the major revisions made during the last year?

Normally all non – autonomous and self financing institutions follow the syllabus prescribed by the Bharathiar University for various courses from time to time. Only the respective Board of studies decides the frequency for syllabus revision. The Revision of syllabus mainly depends on the current needs and development in the subjects. This is framed based on the feedback of the teachers, students and prospective employers. The major revision made during the last two years is i) the introduction of Choice Based Credit System. ii) The introduction of Internal Assessment Components and iii) Offering a Diploma courses within the syllabus of a programmes at UG / PG level.

1.4.2 How does the institution ensure that the curriculum bears a thrust on core values adopted by NAAC

##### a) New Technologies

All Computers oriented and Information related courses have adequate laboratories with all sorts of facilities equipped with the State of Art Computers. The students and members of Staff have free access to Internet at anytime. Office information is highly useful for the smooth running of the college. Every department has a system with internet and printer. Apart from lecture methods, and regular teaching process, modern tools of teaching such as LCD and OHP are used by the faculty.

##### b) Quest for Excellence

The ultimate and cherished goal of the college is to attain centre of excellence. As a first step towards it, the college goes for ISO certification by a reliable and genuine certifying agency to maintain quality sustenance, quality enhancement and best management system. So far the institution is ISO certified thrice from 2005 by BSI India Pvt Ltd, New Delhi.

The next step is that the college wants to be subjected itself to NAAC

assessment for which IQAC and steering committee have been constituted to prepare the Self Study Report. Strictly adopting the guidelines of national education bodies / agencies the colleges take sincere steps to attain academic excellence.

1.4.3 Does the institution use the guidelines of statutory bodies (UGC / AICTE) State Councils of HE and other bodies for developing and / or restricting the curricula?

The College is affiliated to Bharathiar University and only the Board of Studies of various subjects formulates the structures of the curricula. All the affiliated colleges follow the curricula framed by the University. The guidelines of statutory bodies like UGC are considered by Bharathiar University for developing or restricting the curricula. The University informs the curricula to all the affiliated colleges.

1.4.4. How are the existing courses modified to meet the emergency changing national and global trends?

We have a rapid and tremendous growth in the fields of Information Technology, Industrial technology, Banking sectors, Insurance companies, Textile Mills and general Management. There are ample chances and potential areas for skilled, semi skilled and unskilled manpower. To meet the ever changing demands and trends the institution involves in the development of skilled human resources by introducing the following courses over the years of time.

The Commerce courses such as B.Com, B.Com with Computer Applications, M.Com and M.Com with International Business are very much helpful in developing the human skill in the areas of Exports and Imports, Financial Management, Capital Management, Taxation, Marketing Advertising and Salesmanship.

The Bodies of Management courses like BBM / BBM (Computer Applications) develop the human skill necessary for Investment Management, Cooperation Management and Agriculture marketing management. B.Sc Costume Design & Fashion course helps the student to get trained in the field of Textile Industries and Entrepreneurship in exports, B.Sc Catering Science and Hotel

Management trains the students to work in popular hotels, ships and industries.

### 1.5 Best Practices in Curricular Aspects.

1.5.1 What is the quality sustenance and quality enhancement measure undertaken by the institution during the last five years in curricular aspects?

a) At the time of appointment, the candidates with real aptitude for teaching are selected, interviewed and appointed. The educational qualifications are prescribed by the University and while selection the candidates are tested in the area of teaching and knowledge in the subject.

b) Every year over 1500 books of latest edition and new arrivals are purchased for the central library. At least 100 books are added to every Department library. New magazines, periodicals and journals are subscribed every semester. Every month one Faculty Development Program is being conducted regularly inviting educationists from outside the college.

c) To enhance the quality of teachers, the institution allows the interested faculty to do research PART TIME, present papers in other colleges, attend seminars, symposia and conferences outside the college. They are also encouraged to conduct National / International seminars in the College.

d) The students are highly benefited by the tutor ward system, remedial classes, bridge courses, grievance redressal system etc. For students STUDENT DEVELOPMENT PROGRAM classes are conducted and eminent celebrities are invited to give lectures. There are two internal examinations and one model examination being conducted every semester before the University Examinations. The students are provided with adequate infrastructure facilities like, ventilated classrooms, well equipped laboratories, library, many faceted playground and other basic amenities necessary for the students. They are motivated to participate in off – campus seminars, workshops and cultural competitions to improve their skills.

1.5.2 What best practices in “Curricular Aspects “have been planned / implemented by the institutions?

- Academic plans are drawn with provisions for teaching the syllabus.
- Conducting Internal and model examinations.

- Assessing and evaluating the student's performance.
- Convening seminars / workshops / guest lecturers etc.
- Submission of lesson plan, teaching schedule and teaching methodology by teachers.
- Review of teacher's performance based on students feed back.
- Counseling students suggesting remedial measures.
- The meeting of council to sort out the academic plan and other activities.

## **CRITERION II – TEACHING, LEARNING AND EVALUATION**

### **2. Admission Process and Student Profile.**

2.1.1 How does the institution ensure wide publicity to the admission process?

The institution publicizes widely to the admission process in the following ways.

#### **a) Prospectus**

Every year before the commencement of admission the college prepares a Prospectus which consists of all the details of the college and its profile, UG / PG programmes offered, infrastructural facilities, hostel facilities both for boys and girls separately, canteen, transport facilities and other basic amenities. The prospectus with the application form can be had from the office by paying a nominal amount.

#### **b) Institutional Website**

The College has its own website <http://drngpasc.ac.in> We can have all the details of the college like the extent of the college, built up area, exact location, basic amenities and facilities available, profile of the departments, faculty details, UG / PG programmes and Research Programmes offered, academic performance of the college, the details of hostels are hosted on the website to enable anyone to know about the college.

#### **c) Advertisement in Regional / National Newspapers**

Before the commencement of the admission all leading dailies in English and Tamil carry the advertisement of the college stating clearly the manner of

admission , the cost of application , the location of the college, the availability of the application form and the last date for receiving the filled in application form etc.

**d) Any other ( Specify )**

- The old students of the college usually admit their relatives and friends through persuasion.
- The present students are also good marketing people to bring admission to the college.
- The media covers the details of the college like the courses offered, the facilities available and admission details are given in the form of a scroll to be telecast in local channel selectively.
- At the time of conducting NSS activities in adopted and nearby villages, the college teachers regularly conduct orientation programmes to the +2 students. The village school students are given free classes in Computer literacy and Spoken English and thereby attract the students to select this college.
- Most of the students in and around the college select this college for the reason of proximity.
- The members of staff themselves give wide publicity for the college and many students are some how or other have connections with the staff members.
- In the main places of the city boards are kept for publicity and the college buses carry the board which is a great way of publicity.
- There are certain agencies and consultants outside Tamil Nadu who take keen interest in bringing the students for admission to the college.
- Educational fairs are organized by some agencies in the city. The college always reserves a place for a career guidance stall each year. The Educational Fair is highly beneficial to the students and the community as all the institutions are formed under one roofing. In the stalls the pamphlets containing the details of the college, facilities and fee structure for each programme are issued as a way of publicity.

2.1.2 How are the students selected for admission to the following courses?

Give the cut off percentage for admission at the entry level.

As the College is affiliated to Bharathiar University, the students are selected for admission to UG / PG / Research programmes on the basis of the eligibility prescribed by the University. The Government of Tamil Nadu also issues the guidelines for the admission every year with or without amendments. Hence all the students are admitted following the guidelines of the University and Government of Tamil Nadu.

a) General

All the programmes offered by the college are termed as general course. Bharathiar University prescribes different eligibility conditions for admission with different courses as well as the cut off percentage for admission at the entry level.

#### UG COURSES

<b>SL.N O</b>	<b>COURSE</b>	<b>ELIGIBIL TY</b>	<b>PASS PERCENTAG E</b>
	B.Sc Comp Sci; BCA; B.Sc IT and CT, B.Sc Maths(CA), B.Com CS(CA),B.Sc Comp Technology	HSC Passed with Mathematics as one of the subjects – Maths, Statistics, Comp Sci, Business Maths	35%
	B.Com, BBM,(CA), Commerce (CA), B.Sc Cater Sci and Hotel Management	HSC Passed	40%

	B.Sc Biochemistry, B.Sc Nutrition and Dietetics, B.Sc Clinical Laboratory	HSC Passed with any one of the subject Physics, Botany, Nursing, Microbiology, Home Science, Pharmacy Pharmacology	40%
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### PG PROGRAMMES

<b>S.N O</b>	<b>COURSE</b>	<b>ELIGIBI LTY</b>	<b>PASS PERCENTAG E</b>
1	M.Sc Computer Science M.Sc Biochemistry M.Sc Microbiology M.Sc Biochemistry M.Sc Food & Nutrition M.Sc Mathematics	Degree Passed with the subject concerned	40%

2	M.Sc Hospital Administration	Any Bachelor Degree Paramedical Degree, B.Sc Nursing, BPT, BOT, B.Pharm or MBBS OR BE	40%
3	M.Com CA M.Com IB M.Com M.Com CS	Passed with degree concerned	40%

### RESEARCH PROGRAMMES

S.N O	PROGRAMMES	ELIGIBILITY	PASS PERCENTAGE
1	Ph.D– Biochemistry PT/FT Ph.D – Microbiology PART TIME/FT Ph.D –BiotechnologyPART TIME/FT	PG with M.Phil	55%

2	M.Phil., – Biochemistry PART TIME/FT – Microbiology PART TIME/FT – Biotechnology PART TIME/FT	PG with concerned subject	55%
3	M.Phil., – Commerce PART TIME/FT - Corporate Secretaryship PART TIME/FT	PG with concerned subject	55%
4	M.Phil., – Hospital Administration PART TIME/FT	M.Sc Hospital Administration MBA Hospital Administration	55%

**b) Professional**

No professional courses are offered.

**c) Vocational**

The College does not offer any Vocational course as the ambience is not conducive.

**2.1.3 How does the institution ensure transparency in the Admission process?**

The Higher Education Department of Government of Tamil Nadu has prescribed certain norms and regulations to ensure transparency in the admission process to follow them strictly without any deviation. The following procedures are followed keeping the rules intact.

a. The Government has issued the guidelines for the constitution of Selection

Committee which is headed by the Principal assisted by the two senior members of Staff and a Senior Staff belonging to SC / ST. This is strictly followed every year.

- b. Rank list is prepared for UG and PG courses calculating and aggregating the marks for the subject component as directed by the Government.
- c. Though the Rule of Reservation is strictly followed, sufficient applications from SC/ ST candidates are not obtained. Hence, as per the rule the admissions are made adjusting to the situation.
- d. A waiting list is prepared as per the quota to put up on the notice board.
- e. As per the guidelines of the Government of Tamil Nadu special quota for handicapped, ex service men and outstanding sports persons is followed.
- f. Registers for admission list, sale of application, list of applications received, Rank list Registers, list dispatched interview cards maintained.
- g. At the time of interview, the selected candidates are asked to produce all the original certificates and after verification they are asked to pay the fees and finally they get admitted. All the original certificates are retained in the office and only the community certificate will be returned.

#### 2.1.4 How do you promote access to ensure equity?

Equal opportunities are given to students belonging to SC / ST groups following the guidelines prescribed by the government. In addition to these reservations, special quota for physically handicapped, Ex Servicemen and Sports persons is strictly followed. There are some students who are from economically weaker sections. The management is magnanimous enough to help them by giving concession or paying tuition fees in installments and very poor students are given free education. If the students really need financial help, the college recommends bank loan to these students. In sports the District level or State level champions are given scholarship from 10% to 100%. They are encouraged by giving them boarding and lodging free of cost.

2.2.1 Is there a provision for assessing the student's knowledge and skills before the commencement of the programmes? If yes, give details on the strategies of the institution to bridge the knowledge gaps of the incoming students for enabling

them to cope with the programmes to which they are enrolled.

There is no provision for assessing the student's knowledge and skills before the commencement of the programmes. When they enter the college they may not be able to follow a new subject in the beginning. There is also a wide gap between school teaching and college teaching. Hence a Bridge Course is being conducted for each year for the fresher of the UG course for a period of a week by the department concerned. This is just one week before the date of commencement of formal classes for that programmes. This course is very useful to the students who are admitted into new courses without many basics of the subjects. This course bridges the knowledge gap of the incoming students enabling them to cope with a new environment.

Normally the bridge courses of all the subjects last for seven days continuously. The course consists of group discussion, interactive session and tests on basics in English and their +2 level subjects. The knowledge and skills of the students are assessed during this period. The fresher will have some knowledge of the scope of study, the details of the papers to be studied, mode of education etc.

2.2.2 How does the institution identify slow and advanced learners? Give details on the strategies adopted for facilitating slow and advanced learners.

The yardstick for identifying the advanced learners and slow learners are the results of the internal examination, model examination and University examinations. Apart from that, the outcome of tests, group discussion and question answer interaction also differentiate these two types of learners.

The advanced Learners are always encouraged by the members of staff and prepared for appearing for all types of National Level Competitive Examination and government examinations. They may be induced to prepare for IAS, IPS, GRE and TOEFL Examinations.

The slow learners are identified and they are comforted and encouraged by the members of staff. Special coaching classes and Remedial classes are arranged for them and separate tests are also being conducted to overcome their deficiencies and weaknesses. The tutors concerned take care of the slow learners to encourage them. The senior most teachers are also counseling them for improvement.

2.2.3 Does the institution have a provision for tutorials for the students? If yes, give details. Formerly every class has an advisor for all the students. As the number is unwieldy in some classes, tutorial system was introduced. A batch of 30 students will be under the care of a tutor who is wholly responsible for the welfare and the progress of this batch. The tutor has to take care of the students academic as well as personal activities imbibe in them the values of hard work and sincerity.

2.2.4 Is there a provision for monitoring of students or any similar process? If yes, give details.

The tutor guides their wards properly and positively. A small batch of 30 students can be friendly to their tutor and discuss their problems to find a real solution. The tutor is a real monitor to their wards.

2.2.5 How does the institution cater to the needs of differently able students?

The differently able students who form a micro minority in the whole college are very comfortable and enjoy full freedom in the institution. They are satisfied with their academic requirements.

## **2.3 Teaching – Learning Process**

2.3.1 How does the institution plan and organize the teaching – learning and evaluation schedules?

(Academic Calendar, Teaching plan and evaluation blue print, etc.)

The Academic Calendar has been prepared before the commencement of every academic year and distributed to all the faculty members and students. This contains all the details of the academic activities for one academic year such as objectives of the college, courses offered, the names of the management, faculty members and non teaching staff, Rules and Regulations of the college, celebrations of days of national importance, provisions for the conduct of internal, model and university examinations etc.

The Academic Calendar committee is formed and the committee on the basis of the academic plan will prepare the time table for each semester. The subjects will be allotted to the teachers who prepare the time table according to the lesson plan

to be prepared for every week. The lesson plans of the teachers will be approved by the HOD and the Principal will sign finally.

The Examinations Committee will be in charge of drawing the time schedule for the internal examinations and model examination. In the beginning the dates will be tentatively fixed and finalized after consulting the Heads of the departments. The time table will be put up on the notice board for the benefit of the students and the allocation of members of staff for invigilation will be distributed to all the faculty members beforehand. It is the responsibility of the departments to receive papers from each department, provide stationery items, conduct the exam and evaluate the answer scripts. After receiving the valued scripts along with the mark lists, the lists will be submitted to the Principal for approval. Each department will maintain a mark register for verification.

2.3.2 What are the various teaching – learning methods (lecture method, interactive method, project based learning, computer assisted learning, experiential learning, seminars and others) used by the teacher. Give details.

The following teaching – learning methods are used by the teachers depending on the suitability for the course and their need.

Lecture method:

This conventional method is commonly adopted by all the teachers especially language Teachers of Tamil and English. This method facilitates the teacher to interpret, explain and revise the content of a text only, for better understanding of the subject by the learners. But this one way method has its advantages and disadvantages.

Interactive method:

This method is used as question answer method and the teacher asks questions and the students answer their questions. This method will enable the teachers in order to assess the learner's level of understanding the topics / concepts. Either in the beginning of the class or in the end of the class the teacher tries to extract the answers to test their grasping power of the students. It also gives an idea how the students understand the subject or topics covered so far.

Project based Learning:

Certain courses like Computer related subjects and Commerce related ones demand Project based Learning. The teachers are the guides to the students in the process of preparation of projects using their theoretical knowledge.

Computer Assisted Learning:

The College has 500 modern Computers, sufficient printers, six laboratories with technical staff to assist the Computer Learning. This method is modern and useful.

Experiential Learning

The Science departments and Commerce departments arrange for Industrial visits through which the students could gain practical knowledge and experience. This practical and industrial exposure will ensure the learners to have a better grasp in their subjects.

Seminars

The students are encouraged to conduct / participate in seminars inside and outside the college to develop their knowledge and organizing capacity. Every department has at least two or three seminars in each semester. The students are also selected to present papers in other colleges.

Others

Once the syllabus is completed the students are divided into groups and a topic in the subject is given for discussion. This method is useful to improve their communication skill and knowledge in the subject and infuse confidence in them. This is a forum where they can share and exchange their ideas and experience.

2.3.3 How is learning made student – centric? What are the institutional strategies which contribute to acquisition of life skills, knowledge management skills and life long learning?

To develop the holistic attitude in the learners the college arranges various other events like guest lectures, seminars, symposiums, certificate courses and add on courses, co curricular and extra curricular programmes. Apart from regular courses, spoken English courses and Communication skills are developed.

2.3.4 How does the institution ensure that the students have effective learning

experiences? (Use modern teaching aids and tools like Computers, audio visuals, multimedia, ICT, CAL, Internal and other information / materials)

The institution ensures that the students have effective learning experience by

- Appointing qualified and competent teachers whose teaching performance is periodically assessed through student's feedback and self appraisal reports of the teachers.
- Modern teaching aids and tools like Computers, LCD, OHP and internet are used extensively.
- The Computer labs are used by the teachers and students without any specific time being prescribed. The library is kept open from 8.00 a.m. to 8.00 p.m. The students who are residing around the college and the hostel students are greatly benefited.

2.3.5 How do the students and faculty keep pace with the recent development in the various subjects?

The students and faculty keep pace with the recent developments in various subjects by

Engaging in internet browsing.

Organizing / participating in guest lectures, seminars, and symposiums on current topics dealing with the recent development in the subjects concerned.

Presenting papers / projects / articles in the seminars and workshops conducted by various other colleges.

Permitting the students and faculty in various competitions organized by the other colleges.

2.3.6 Are there departmental libraries for the use of faculty and students? If yes, how effectively are they used for the enhancement of teaching and learning?

Every department has a library of its own and a staff in charge takes care of maintaining the accession register and the issues register. The students and faculty can utilize the library books during working hours. The students can borrow 2 books and the faculty 3 books at a time. They have to return the books in 15 days or they have to pay some nominal fine.

2.3.7 Has the institution introduced evaluation of the teachers by students? If

yes, how is the feed back analyzed and implemented for the improvement of teaching?

To enhance the quality of the teachers the system of evaluation of the teachers by the students is existing. The Quality Management System, under ISO 9001: 2000 also insists on such evaluation for a better performance of the teachers.

All the students of various classes are issued with a feedback form to assess the academic performance of the teacher who handled the subject. This is handed over at the end of each semester. The filled in feed back forms are collected and analyzed by a committee comprising of the Secretary, Principal and HODs concerned. From these the teacher's qualities – punctuality in coming to class, sincerity in teaching, communication ability, active behavior, honesty in completing the portions etc. If a teacher lacks any one of the qualities, he is given proper counseling and guidance to overcome the weakness and improve the performance.

## **2.4 Teacher Quality**

2.4.1. How are the members of the faculty selected? Does the college have the required number of qualified and competent teachers to handle all the courses? If no, how does the institution cope with the requirements?

Towards the end of Academic year, the HODs will bring it to the notice of the management about the position of vacancy in the department. Then the management advertises through the leading newspapers calling for application. The Applications are received by the office and verification for the eligibility of the applicants will be scrutinized. The eligible candidates will be called for the interview on a specific date to the college asking them to bring the original certificates.

The Selection Committee consisting of the Chairman, Secretary, Principal, HOD concerned and a subject expert from outside will conduct the interview and select the candidates. The College Committee will finally approve the Selection and issue appointment order to the selected candidates.

2.4.2 How does the college appoint additional faculty to teach new programmes / modern areas of study (Biotechnology, IT, Bioinformatics etc.) How many staff

appointments were made during the last three years?

Biotechnology and IT courses already exist in our college. No programmes on Bioinformatics were started.

2.4.3 What efforts are made by the management for professional development of the faculty? (e.g.: research grants, study leave, deputation to national / international conferences / seminars, training programmes, organizing national / international conferences etc)? How many faculties have availed these facilities during the last three years?

The members of staff of this college are given permission to attend seminars / workshops / conference outside the college submitting a prior permission letter. For the faculty for seminars outside the college the amount of Registration and Daily allowance are permitted. If a paper is presented or read in other colleges, certain amount is also paid by the management. For any other programmes the expenditure may be reimbursed on request. The faculty members are also given on other Duty concession by the Principal. For the last three years approximately 110 seminars / workshops and conferences were attended by the faculties of various departments. The management facilitates each department to conduct a minimum of two Faculty Development programmes every year. Almost 40 FACULTY DEVELOPMENT PROGRAM s were conducted for the last three years.

2.4.4 Give details on the awards / recognitions received by the faculty during the last five years.

Based on the performance and efficiency of the teachers elicited from appraisal forms, additional increments are given to some faculty in appreciation of their contribution to the college.

2.4.5 How often does the institution organize training programmes for the faculty in the use of

- a) Computers
- b) Internet
- c) Audio Visual Aids
- d) Material development for CAL, multimedia etc.

The training programmes for the faculty in the use of Computer, Internet, Audio Visual Aids, Computer Aided packages and material development are arranged for the faculty who need it. The trained faculties will give training to others. The non teaching staff members were also given training in Office Automation by Computer Science department, Introduction to Accounting by Commerce department and Office Management by Commerce (CA) departments.

## **2.5 Evaluation Process and Reforms**

How the evaluation methods are communicated to the students and other institutional members?

Every department has a notice board. The HODs put up on the notice board the evaluation methods in the form of circulars. Other than this HODs will convene the meeting frequently to discuss matters related to these methods.

2.5.1 How does the institution monitor the progress of the students and communicate it to the students and their parents?

Every semester has two internal examinations and a model examination besides the University examination. The department has record of the results of these examinations. The class tutor has 30 students under his control maintaining all the records to the exam, results and behavior of the students. The marks and the behavior of the wards are monitored by the tutors concerned maintaining an individual file. The parents are informed by post about the academic progress of the student by the HOD. The parents are asked to meet the HOD as and when necessary to know about the performance of the candidates.

2.5.2 What is the mechanism for redressal of grievances regarding evaluation?

There are two Grievance Redressal methods are adopted as mentioned below for all the students.

- a) Department grievance Redressal cell is constituted under the convenorship of the HOD with some senior members of the department.
- b) The College Grievance Redressal committee is constituted under the chairmanship of the Principal with four or five senior most HODs who are nominated by the Principal. In case the students have problems or discrepancies in the internal or model examination, marks, they can appeal to

DGRC within a week of his getting marks. If necessary he can also go for an appeal to the CGRC whose decision is final.

2.5.3 What are the major evaluation reforms initiated by the institution / affiliating University? How does the institution ensure effective implementation of these reforms?

The University has prescribed certain reforms to make provision for

- a) revaluation directly
- b) Revaluation after obtaining the Xerox copy of the answer scripts.
- c) Getting Xerox copy of the answer scripts
- d) Re totaling
- e) The College put up on the notice board for the information of the students to implement these reforms by forwarding the applications of the affected students directly to the University.

## **2.6 Best Practices in Teaching – Learning Process.**

2.6.1 Details of any significant innovations in teaching / learning / evaluation innovations in teaching / evaluation introduced by the institution.

Innovation in Teaching

- Preparation of study materials and providing them to the students in advance to make them grasp the subjects.
- Preparation of lesson plan by every member of staff to enhance the quality of teaching
- To make the teaching as a fruitful experience adopting discussion method, interactive sessions and question answer method for the welfare of the students.
- Instead of following the conventional methods of teaching by lecture method, the modern tools like Computers, internet, LCD and OHP are used in teaching.
- Arrangement of industrial visits and work spot experience to gain the first hand knowledge of the subjects.
- Selecting the Advanced Learners and encourage them to appear for competitive examinations.

Innovation in Learning

- Conducting seminars / workshops in the college or participating in the seminars / workshops outside to gain more experience.
- Arranging guest lecturers inviting experts from outside the college by which the students learn new things.
- The students may be encouraged to ask doubts / questions during teaching to expel their ambiguities.
- Submission of essays / assignments in their own words.
- Group discussion on paper presentation may help the students to understand the subjects and develop the art of creativity and fluency.
- Visiting work spots, industries, companies and exhibitions, off campus symposiums will improve their level of understanding and learning.
- Preparation of question bank collecting question from past university examinations.
- Undertaking project is an industry for a longer period and thereby converting the theoretical knowledge into a practical knowledge.

### **Innovation in evaluation**

- Apart from monthly tests, two internal examinations and a model examination have been conducted before the University examinations.
- The practical knowledge in the lab will be assessed by both internal and external examiner.
- Central valuation system in adopted form of any allegation.
- Arranging for remedial coaching classes for the slow learners.

### **Criterion III – Research, Consultancy and Extension**

#### **3.1 Promotion of Research**

3.1.1. Is there a Research Committee to facilitate and monitor research activity? If yes, give details on its activities, major decisions taken (during last year) and composition of the Committee.

A Research Committee has been constituted to motivate, facilitate and monitor research activities. The Research Committee is wholly responsible for all kinds of

research activities like Ph.D thesis, M.Phil dissertation and PG project work on the campus. The committee also monitors the publication of the research articles to be published in the National and International journals and magazines. The Committee will identify the funding agencies to enable the scholars to get funds to do the research work effectively.

The major decision taken by the Research Committee last year is:

- a) To encourage the faculty members to get the guide ship recognition from the university as per norms.
- b) To enhance the quality and standard in research the guides should be encouraged with all sorts of financial assistance and all the other needed facilities.

The Composition of Research the guides should be encouraged with all sorts of financial assistance and all the other needed facilities.

1. Dr.P.R.Muthuswamy, the Principal (Ex Officio member )
2. Dr.S.Mohandass, HOD of Biochemistry – Convener
3. Dr.K.Selvam , HOD of Biotechnology – Member
4. Mr.N.Prabhu , Lecturer in Microbiology – Member
5. Dr.S.Mahalakshmi Priya – Lecturer in Biotechnology – Member

The institution has been recognized under section 2 (f) of the UGC Act, An amount of Rs. 48 Lakhs has been sanctioned by U.G.C and other agencies and the members of staff are encouraged to do research within the limited resources at our disposal.

3.1.1 How does the institution promote faculty participation in research?  
(Providing seed money, research grants, leave and other facilities.

The institution promotes faculty participation in research by

- a) Providing financial assistance of Rs.5, 000/- for publication of papers in international referred journal and Rs.3,000/- in the National referred journal.
- b) Providing Registration fees of Rs.500/- to attend national level seminars / workshops and conferences and Rs.300/- for State level seminars.
- c) Granting permission to go on other Duty to the participants.

d) Allowing the Researchers to freely make use of library, laboratory and internet facilities in the college.

3.1.2 Does the institutional budget have a provision for research and development? If yes, give details.

Though the budget amount is not specifically allotted nearly 3% to 4% fund is allocated for research and development. If the researching faculty requests for amount with the proposal, the management is committed to allot the required amount. If a deserving candidate is admitted with an objective of doing research, he may be given concession in tuition fees.

3.1.3 Does the institution promote participation of students in research activities? If yes, give details.

The institution promotes participation of students in research activities by

- I. Inviting experts in the field/ area of research and arrange for an interactive session.
- II. Permitting the students to visit factories / companies / industries and organizations to initiate further in the activities.
- III. Encouraging the students to organize seminars and workshops in the college with the help of the management.
- IV. Permitting the students to participate in the seminars / workshops / conferences outside the college to present papers.

3.1.4 What is the major research facilities developed on the campus?

The Departments of Biochemistry, Microbiology, Biotechnology are the officially recognized centre for PhD Research activities and there are approved guides in all these departments. Apart from PhD, along with the above mentioned three Science departments the departments of Food and Nutrition, Commerce, Computer Science, Corporate Secretary ship, Hospital Administration and Mathematics offer M.Phil research programmes. All the Research programmes are offered Part time and Full time as many guides are available in the department. The approved guides are guiding the research scholars as per the rules and regulations of Bharathiar University.

3.1.5 Give details of the initiatives taken by the institution for collaborative

research (with national / foreign universities / Research / Scientific organizations / industries / NGOs).

There are no wide range collaborative Research undertaken by any programmes. But the students of B.Sc computer Science, B.Com, B.Com CA, BBM and Costume Design and Fashion are sent to various organizations and industries to do projects in collaboration with them.

The department of CDF has got tie up with Srikara Technologies, Cbe who issues the certificates at the end of the course. This is approved by central government.

### 3.2 Research and Publication output.

3.2.1 Give details of the research guides and research students of the institutions. (Number of students registered for PhD and M.Phil fellowship / Scholarship, funding agency?)

Sl.No	Department	Name of the guide	No.of.Scholars
01	Biochemistry	Dr.P.Chinnaswamy	9
02	Biochemistry	Dr.S.Mohandass	5
03	Biochemistry	Dr.S.Suja	2
04	Biochemistry	Ms.N.Kannikaparameswari	1
05	Biochemistry	Ms.S.Gowri	1
06	Biochemistry	Ms.P.Vasanthi	0
07	Biochemistry	Ms.V.Devika	0
08	Microbiology	Dr.S.S.Sudha	6
09	Microbiology	Mrs.N.Vidhya	3
10	Microbiology	Mr.R.Anand	3
11	Microbiology	Mr.N.Prabhu	1
12	Microbiology	Mr.J.Rengaramanjum	2
13	Biotechnology	Dr.K.Selvam	7

14	Biotechnology	Dr.A.Mahalakshmi priya	4
15	Biotechnology	Mr.Shanmugaraja	1
16	Biotechnology	Mr.Chidambararaja	0
17	Biotechnology	Mr. Arungandhi	1
18	Commerce	D.Elangovan	2
19	Commerce	Mr.S.Ranjith Kumar	1
20	Commerce	Mr.S.Murugan	1
21	Commerce	Mr.M.Prakash	1
22	Commerce	Mr.S.V.Ramesh	1
23	Commerce	Mr.M.S.Ranjith Kumar	1
24	Commerce	Ms.K.Chandra	0
25	Commerce	Ms.Santhini Devi	0
26	Commerce	Mr.V.Padmanabhan	0
27	Commerce	Mr.S.Namasivayam	1
28	Commerce	Mr.S.Saravanan	1
29	Commerce	Ms.P.Kavitha	0
30	Commerce	Ms.Renuga Devi	1
31	Corporate Secretaryship	Mr.P.Guruswamy	1
32	Corporate Secretaryship	Mrs.P.R.Kousalya	1
33	Corporate Secretaryship	Mr.A.R.Kanaragaj	2
34	Corporate Secretaryship	Mr.A.Senthil Nathan	2
35	Food and Nutrition	Mrs.K.Arulmozhi	4
36	Hospital Administration	Dr.P.R.Muthuswamy	7
37	Computer Science	Mrs.K.Nandhini	2
38	Computer Science	Mr.K.Khumaravel	1
39	Computer Science	Mrs.T.Logeswari	1

40	Computer Science	Mrs.R.Hemalatha	1
41	Computer Science	Ms.P.Usha	0
42	Computer Science	Mrs.R.Kousalya	03
43	Computer Science	Mrs.A.Nirmala	02
44	Computer Science	Mrs.M.Parimalam	0

Give the details of the following

a) Departments recognized as research centers.

The following departments are recognized as research guides.

- i) Department of Biochemistry
  - ii) Department of Biotechnology
  - iii) Department of Microbiology
  - iv) Department of Food and Nutrition.
  - v) Department of Computer Science
  - vi) Department of Hospital Administration
  - vii) Department of Commerce
  - viii) Department of Corporate Secretary ship
- b) Faculty recognized as research guides.
- c) Priority areas of research

#### **Department Area**

d) Ongoing Faculty Research Project (minor and major projects funding from the Government UGC, DST, CSIR, AICTE, Industry, NGO or International agencies).

NIL

e) Ongoing Students Research projects (title, duration, funding agency, total funding received for the project.)

NIL

3.2.2 What are the major achievements of the research activities of the institution (findings contributed to subject knowledge, to the industry needs,

community development, patent etc?)

NIL

3.2.3 Is there research papers published in referred journals by the faculty? If yes, give details for the last five years including citation index and impact facts.

NIL

3.3.2 How does the institution publicize the expertise available for consultancy services?

For consultancy services the college website may be utilized and the agencies may directly be contacted for information.

3.3.3 How does the institution reward the staff for the consultation provided by them?

As such no financial reward is provided to the staff for the consultation. But at the time of career advancement, this will be taken into account.

3.3.4 How does the institution utilize the revenue generated through consultancy services?

All consultancy services are undertaken through goodwill basis. No money is charged from any agency services as free consultancy is offered.

3.4 Extension Activities.

3.4.1. How does the institution promote the participation of students and faculty in extension activities? (NSS, NCC, YRC and other NGOs).

Three units of NSS consisting of 300 boys and girls and YRC of 100 students are effectively functioning in this college. Apart from Regular Activities the three units of NSS are regularly conducting annual 10 days camp in the rural areas to create awareness in the villages. All the programmes are targeted at the community. The RRC (Red Ribbon Club ) is targeted to conduct small programmes on and off the campus.

3.4.2 What are the outreach programmes organized by the institution?

How are they integrated with the academic curricular?

The outreach programmes organized by the institution are

- The Department of Nutrition and Dietetics organized a two day workshop

cum exhibition on Bakery and Confectionary which was hosted by Mr.K.Sivaprakasam of Institute of Baking Technology, Chennai.

- The Department of Costume Design and Fashion technology conducted a Two day exhibition cum sale of their products of embroidery, fashioner and designing.
- The department of Catering Science and Hotel Management conducted a one day workshop cum exhibition on “ Tike and Kebab ” presided by Mr.P.Senthil Kumar , HOD, Nehru Arts and Science College.

3.4.3 How does the institution promote college neighborhood network in which students acquire attitude for service and training contributive to community development?

The members of faculty involve themselves in all the activities of NSS and RRC with dedication and sincerity. The staff and students create a great awareness in the villages and public. The activities like teaching Computer Education, spoken English to school children, conducting Aids Awareness Campaign and plastic Eradication Campaign contribute to the development of the community and foster neighborhood relationship.

Every year the three NSS units of the college are regularly conducting special camps in the adopted villages – Maruthamalai, Irularpathy, Navavur and Veeriyampalayam. This provides a golden opportunity to the students to develop service mindedness and get enough training and experience in life. Staying in the Village for 10 days continuously and moving with the people closely and living in the rural environment develop a sense of positive thinking and service.

In fact the NSS students contribute much to the community by road laying, road repairing, bund raising, white washing the building, conducting sports for children, cleaning the tanks and conducting awareness and medical camps for poor people.

3.4.4 What are the initiatives taken by the institution to have a partnership with University / Research institution / Industries / NGOs etc. for extension activities?

Every year Bharathiar University announces one great programme which is very helpful to the Community. For example in 2007 the University called for a

programme “ Padiththathai Padikka Koduppom “ by which old and used books were collected and sent to the village libraries for the benefit of the rural students. In 2008 there was another programmes called “ Kaitharikku Kaikoduppom “ by which Handloom clothes were collected and sold to the staff , students and villagers . Huge amount was collected by the NSS volunteers remitted the amount into the Government account. In 2009 the Vice Chancellor has announced a programme of donating eyes to the people and the NSS and RRC volunteers have signed the forms.

Apart from these major projects the NSS has organized many Traffic regulation programmes, rallies on awareness camps, Health camps, Blood donation, assisting the government organizations in their projects like polio drops campaign

3.4.5 How has the local community been benefited by the institution?  
(Contribution of the institution through various extension activities, outreach programmes, partnering with NGOs and GO s).

The community has been benefited by the following activities of NSS and RRC activities.

- While conducting the regular activities and special camping programmes, the campers used to whitewash the building and repair the damaged portions of the roofing of the school.
- On few occasions the Volunteers used to distribute slates, pencils and geometric boxes to the rural children.
- The Computer Science students conduct Computer Literacy Programmes to the village children. The teaching and non teaching staff of the school is given orientation programmes in the adopted villages.
- By conducting Free Eye Checkup camps and Free Medical check-up camps, Blood Donation / Blood grouping camps the students earn the goodwill of the villagers.
- To create awareness among the public against smoking and drinking, pollution, use of plastics and yellow fever, the volunteers conduct rallies through the villages.
- They campaign for consumer awareness, human and legal rights and ways

of solid management.

3.4.6 How has the institution involved the community in its extension activities (Community participation in institutional development, institution – community networking etc?)

- The rural people always support the students in conducting rallies and camps and thereby create a network between two groups.
- In all the manual work items, the village youth joined hands with the students like whitewashing, road repairing and bund rising.
- Normally the Panchayat Union Chairman is very helpful to the students in all their activities. With him the counselors also help the volunteers to the maximum physically and financially.

3.4.7 Any awards or recognition received by the faculty / students / institution for the extension activities?

The College has received letters of appreciation from the Chairman of KMCH and the Chairman of many panchayats like Maruthamalai, Navavur, Irularpathy and Veeriyampalayam.

3.5 Collaboration.

3.5.1 Give details of the collaborative activities of the institution with the following organization.

- Local bodies / community.

All the activities of NSS are based on the cooperation rendered by the local bodies, especially during the camp periods. They have to conduct the Panchayat Union officials and community centers.

- State

The students used to sell the Armed Forces Flags to the students and the public in commemorations of Flag Day on 7<sup>th</sup> December every year. The money collected will be sent to the government. They are observing all the celebrations of National importance announced by the government.

- National

It is adhered to the provision of “Prevention of Sexually harassment activities” and Anti ragging Act in Educational institution complying with the pronouncement of the apex court of our country.

They create awareness among the faculty on the Rights to Information Act and Polio drops campaign.

- **International**  
Red Ribbon club (RRC) has been formed to involve in some national service activities.
- **Industry**  
Project work is the part of the curriculum to all the students especially the Science students. So the institution sends students to do project work in various industries which in many cases identify the area for doing project. After the Completion of project work the students are absorbed in some firms, companies, or industries.
- **Service Sector**  
The Students of BBM and MIB courses undergo training to enrich entrepreneurial skill in association with different industries. They are visiting the companies regularly to develop their skills.

The Catering Science and Hotel Management students mostly do their part time jobs elsewhere to get extra training in famous hotels in Coimbatore.

The Commerce students undertake project works in collaboration with Banking and Insurance Sectors connected with the service quality, customer satisfaction, and product ranges.

The Costume Design and Fashion students get training in Asia Apparels, Tiruppur, and Synergies apparels, Tiruppur for ready made garments in designing and apparel stitching.

3.5.2 How has the institution benefited from the collaboration?

- **Placement**  
The foremost result of the collaborative activities is many students were placed in the companies where they go for project work based on their aptitude, skill, and behavioral attitude while doing project work.

- Faculty exchange and development.  
By collaborations the faculties are much benefited by enhancing their skill especially in Textile and Hotel Industry when they go with students for project work and consultancy.
- Curriculum development  
Once the faculty and the students involve in collaborative activities, they come to know about the relevance or inadequacies of the curriculum. They pave the way for revamping the existing syllabus to suit the current needs.

### 3.6 Best practices in Research, Consultancy and Extension

#### 3.6.1 What are the significant innovations / good practices in Research, Consultancy and Extension activities of the institution?

- Good Practices in Research  
The institution takes keen interest in the faculties and students and their research activities encouraging them directly or indirectly providing monetary benefited and concessions.
- The maximum amount for publication of papers for Faculty members will be sanctioned towards publication fees in an academic year as under.
  - (i) International referred journal – Rs.5,000/-
  - (ii) National referred journal - Rs.3,000/-
- The maximum amount for presentation of papers by the faculty members will be sanctioned towards registration fees in an academic year as given below :
  - (i) National level conference / symposium / workshop / seminar – Rs.500/-
  - (ii) State level conference / symposium / workshop / seminar – Rs.300/-
- The faculty members are given OD for such practices.
- All members are encouraged to enhance their qualification by doing M.Phil / Ph.D programme.
- M.Phil / Ph.D scholars are given adequate facilities in the library.
- Internship

By these collaborative activities the students gain practical experience by working in hotel industry, garment making units and hotels.

3.5.3 Does the institution have any MOU / MOC mutually beneficial agreements signed with the institution has Memorandum of Understanding with

- Other institutions
  - Dr. N.G.P. Institute of Technology
  - Dr. N.G.P. Institute of Education
  - D.N.G.P. Teacher Training Institute
  - KMCH College of Nursing
  - KMCH College of Physiotherapy
  - KMCH College of Occupation Therapy
  - KMCH College of Pharmacy
  - KMCH Institute of Health and Hospital Administration.
  
- Industry
  - Kovai Medical Center and Hospital -Coimbatore
  - Kovai Medical Center and Hospital-Erode
  - Kovai Medical Center and Hospital-Perundurai
  
- Other Agencies
  - Aosta Software Solutions Pvt Ltd
  - Purani Hospital Supplies Ltd
  - Purani Finance
  - Pavai Property and Developers
  - Maps Travels, Dr. N.G.P. Estate Motors

#### **Criterion IV: Infrastructure and Learning Resources**

##### **4.1 Physical Facilities**

4.1.1 What are the infrastructure facilities available for

- (a) Academic Activities
- (b) Co-Curricular Activities
- (c) Extra Curricular Activities
- (a) Academic activities

- (i) Principal's office and the Secretary's office are located inside the college premises separately with sprawling rooms with Computer and Internet facilities. Both of them have personal Secretaries attached with their rooms. There is a waiting room outside the Principal's office with adequate furniture. Both the rooms of the Principal and Secretary have attached toilets.
- (ii) There are 76 well furnished and ventilated class rooms for students with a modern blackboard. There are also 7 well equipped and air conditioned computer laboratories and 6 Science laboratories with all modern equipments. Every department has staff room and a separate room for the Head of the Department. There are three Halls for seminars and meetings – one with a capacity of 200, one with 450 and an auditorium with a capacity of 1000. There are 5 Catering Science related rooms and labs and 4 Costume Designing and Fashion labs with adequate tables and serving machines.
- (iii) There is a central library with 15000 books with internet facilities. There are 15 long tables and sufficient chairs to accommodate more than 150 students and faculty at a time. Open Access System is being followed in the library. Instead of keeping a gate register at the entrance, software oriented entry system is being followed. For the transaction of library books to the students OPAC (Online Public Access Catalogue) system is followed. For PG and Research students 15 systems are allotted with internet facilities. Reprography machine is installed in the library for the benefit of the students and faculty members. The library is functioning from 8 a.m. to 8 pm. A 5KV UPS has been installed for uninterrupted power supply to the library. There is also Technical

Processing Section for the preparation of catalogues, classifications and pasting price stickers, barcode stickers and spine stickers.

- (iv) There is a big canteen with a separate place for boys, girls and faculty.
- (v) There are two hostels separately for boys and girls. Over 400 inmates are

accommodated in both the hostels .

b) Co-curricular Activities:

Three National Service Scheme units of the college with 300 boys and girls have a separate room with furniture to keep the records , implemented , utensils and other accessories for carrying out special camping Programmes and regular activities. There is also Red Ribbon Club (RRC) with 100 volunteers who carry out only the AIDS AWARENESS PROGRAMMES directed by Tamil Nadu Government which contributes some fund. The YRC club organizes awareness camps in Jails and helping the inmates with the programmes of education and medicine. There are 100 students in YRC.

b) Extra Curricular Activities

The College has a vast playground with provision for the outdoor games like Football, Cricket, Volley ball, badminton, Tennikoit and the indoor games like Carom and Chess. There is a gym both for students and faculty members. The Athletic field can be utilized for the events like running, high jumping and long jumping.

4.1.2 Enclose the Master plan of the College campus indicating the existing Physical infrastructure and the projected future expansions.

The Master Plan of the College campus indicating the existing Physical infrastructure and the projected future expansion is enclosed.

4.1.3 Has the institution augmented the infrastructure to keep pace with its academic growth? If yes, specify the facilities and amount spend during the last five years.

The institution has augmented the infrastructure to keep pace with its academic growth in terms of starting new programmes, expanding facilities for the existing courses, purchase of Computers, library books etc. The amount spend on infrastructure augments during the past year is 2008-09 : 125.19 lakhs

4.1.4 Does the institution provide facilities like common room as well as separate rest rooms for women staff and students?

The institution has provided the facilities like Rest rooms for women staff and

students, a common dining hall and a common room for ladies with cot and toilet facilities.

4.1.5 How does the institution plan and ensure that the available infrastructure is optimally used?

The available infrastructure is optimally utilized with the help of the HODs and faculty. A common time table for the functioning of all the programmes is carefully planned as per the infrastructure availability. The classrooms, laboratory, library , playground and other facilities are accommodated regularly. Care is taken that library , labs and playground are left out without any work. Thus all the infrastructure facilities are optimally used.

4.1.6 How does the institution ensure that the infrastructure facilities meet the requirements of the differently able students ?

The differently able students are given their due property as per the norms and guidelines of the government. They are also provided with adequate facilities.

## **4.2 Maintenance of Infrastructure.**

4.2.1 What the budget allocation for the maintenance is of (last year's data).

In Lakhs

Land - 100

Building -320

Furnitures -40

Equipments -50

Computers -60

Vehicles -90

4.2.2 How does the institution ensure optimal utilization of budget allocated for various activities?

The institution has a college council meeting which meets bi annually to discuss and review the budget allocation. According to its recommendation , the budget is allocated for various activities.

4.2.3 Does the institution appoint staff for maintenance and repair ? If not, how

are the infrastructure facilities services and equipment maintained ?

A Civil Engineer and a Site Engineer with some permanent technical people are appointed for the maintenance of land, building and furniture.

The Departments of Costume Designing and Fashion and the Department of Catering Science and Hotel Management have assigned staff members for the maintenance of their lab and equipments.

4.3 Library as a Learning Resource.

4.3.1 Does the library have a Library Advisory Committee ? What are its major responsibilities ?

The library has a Library have a Library Advisory Committee ? What are its major responsibilities?

The Library has a Library Advisory Committee consisting of

01. Dr.P.R.Muthuswamy-Principal Ex Officio
02. Mr.M.Muthukrishnan-Librarian Convener
03. Mr.R.Sengamuthu -HOD of Tamil

And all the HODs are invited as and when necessary.

The major responsibilities are

01. The convener has to coordinate the members to enhance the availability of study materials.
02. The Committee has to meet at least once in the semester to fulfill the requirements of the needs of the faculty and the students.
03. The Committee has to call for the requirement of books and periodicals every semester and workout according to the amount allotted to each and every department.
04. The Committee has to take steps to arrange for book exhibition every year in collaboration with local publishers.
05. The Committee will create a team of faculty members to verify the stock every year and submit a report.
06. The Committee can recommend the purchase of E-resources.

4.3.2 How does the library ensure access, use and security of materials?

The library of this institution is user friendly and all the faculty and students

without any discrimination are accessible from 8 am to 8 pm. The Open Access System is followed to enable the users to select the books of their choice. The users should process their ID card and entries will be made in the Computer System.

For borrowing the books, each class is allotted an hour per week for using the library facilities. The staff members are permitted to borrow 5 books at a time and they are given a period of one month to return, or they have to renew the book. A UG student can borrow 2 books and PG students 4 books at a time and they are given 15 days to return the books failing which they have to pay a fine of Rs.1/- per day per book.

There is a vast reading room where the readers can read the newspapers, periodicals and journals. At a time 150 readers can be accommodated in the reading room. Reprographic machine is available for xeroxing the study materials. The Library staff consists of a Chief Librarian, 2 Assistant Librarians and 2 Library assistants.

4.3.3 What are the various support facilities available in the library ? (Computers, internet, bandwidth, reprographic facilities ).

The various support facilities available in the library are

- i) 15 Computers with internet connectivity.
- ii) A Reprographic machine.
- iii) Library Automation.
- iv) 1420 back Volumes.
- v) 1405 Project works of the students.

4.3.4 How does the library ensure purchase and use of current titles, important journals and other reading materials . Specify the amount spent on new books and journals during the last five years.

The Head of the Departments submit a proposal with a requisition letter to the Principal with a list of books / journals /periodicals to be purchased. The Advisory Committee scrutinizes the request and recommend to the management for purchase of current books and materials.

The details regarding the amount spend on new books and journals during the last

five years are as follows:

Sl.No	Year	Amount Spent		Total
		Books Rs.	Magazines / Journals Rs.	
01	2004-2005	643479	199128	842607
02	2005-2006	606902	101331	708233
03	2006-2007	223968	137889	361857
04	2007-2008	377648	153169	530817
05	2008-2009	370887	157917	528804

4.3.5 Give details on the access of the online and Internet services in the library to the students and faculty? (Hours, frequency of use, subscriptions, licensed software etc.)

The faculty and students have unlimited access to the net during library hours. The online journals and periodicals can be downloaded for their use. The internet facility is available from 8am to 8pm. The faculty and the research scholars can use this facility at free of cost.

4.3.6 Are the library services computerized? If yes, then to what extent?

Barcode Technology and Electronic Scanner are used for the transaction of Issuance of Books and acceptance of returned books. As everything is digitalized and computerized, the register is maintained in the system.

4.3.7 Does the Institution make use of INFLIBNET / DELNET/ IUC facilities? Is yes, give details.

The Central Library is one of the members of NATURE and DELNET. It provides web-based access to over 400 full text journals and 12 databases 12 x 6 on institute-wide network.

4.3.8 What initiatives are taken by the library staff to enrich the faculty and students with its latest acquisitions?

The librarian displays the titles of latest arrivals on the notice board to motivate the staff and students to help them in enriching their knowledge. Periodicals which carry special and collaborate articles on current topics are prominently placed in the reading room so as to equip them with the latest happening around. The new journals / magazines are stamped with “New Arrivals” and kept in the apportioned place.

4.3.9 Does the library have interlibrary borrowing facility? If yes, give details of the facility?

No such facility is available in the institution.

4.3.10 What are the special facilities offered by the library to the visually and physically challenged persons?

There are two Library Assistants in the library. They help the visually and physically challenged persons by issuing books to them and accepting the returns.

4.3.11 List the infrastructural development of the library over the last two years.

Over the last two years the following infrastructural development of the library was made.

- The Library study room was widened and more tables and chairs are placed to accommodate at least 150 students and faculty at a time.
- For issuance of books and acceptance of returns have been totally digitalized and computerized.
- The establishment of INFLIBNET/ DELNET / IUC facilities was only two years ago.
- Internet connectivity has been given to 15 Computers for the benefit of staff and students.

- Improving lighting and fan facilities.
- Addition of text books / journals / magazines every year.

4.3.12 What other information services are provided by the library to its users ?

The library has different notice boards dailies about the following items regularly.

- Paper Clippings of advertisements in leading dailies about common Entrance Test, Competitive Examination like TNPSC, IAS, IPS etc, will be displayed regularly.
- The list of latest arrivals of books / journals and magazines are also displayed.
- The details of on Campus / Off Campus Seminars / Workshops / Symposiums / Discourses etc will be displayed for the benefit of staff and students.

4.4 Other Facilities. Computer Details ANNEXURE g

4.5.1 Give details of the following facilities

- There are two hostels separately for boys and girls. Both the hostels are very near the college. At present there are 200 boys and 250 girls in the hostel.
- Occupancy  
Both the hostels are fully occupied.
- Rooms in the hostel (to be given separately for boys and girls ).  
There are 40 rooms for boy's hostel and 50 rooms for girl's hostel.
- Recreational facilities.  
A common hall has been provided to the students with Television set with cable connection and a reading room with some famous books is also utilized by the hostellers. As the college is situated near the hostels, the inmates may participate and practice games like kho-kho, football, Ball badminton, Shuttle badminton, Kabbadi and parallel bar and practice athletics and a concrete basket ball court.
- Sports and Games  
For the recreation of boys outdoor games like Volley ball, Tennikoit and Cricket are provided. Provision for indoor games like Carom, Chess is also provided.

- f) Health and Hygiene ( Health Care Centre , Ambulance, Nurse, Qualified Doctor Full time / Part time etc.)

As the College belongs to KMCH Medical Trust and the Chairman and the Secretary are themselves doctors, care is taken to maintain health and hygiene on the campus. Hot water is provided to all the students and faculty from morning to evening. The students have the facilities of utilizing the services of doctors in KMCH in case of emergency. A fully equipped Psychologist visits our college regularly for counseling the students.

4.5.2 How does the institution ensure participation of women in intra and inter institutional sports competition and cultural activities?

The sports and games in the college are monitored by a qualifying Physical Director and a lady staff. At the time of admission women winners at District / State Level Competition are given a fee concession to a great extent. The lady Physical Director conducts all competitions and intramural games in the college and outside the college. Sports day is celebrated every year with all activities and prizes will be distributed to winners and sports women on the Day of the function.

4.5.3 Give details of the common facilities available with the institution (staff room, day care centre, common room for students, rest room, health centre, vehicle parking, guest house, canteen, telephone, internet café, transport, drinking water etc.)

The Common facilities available with the institution are

- a) Staff room

Each department has a staff room with adequate furniture to all the individuals. The HOD is provided with either a separate room or a cabin. Every department has a Computer system of its own with internet connectivity.

- a) Health Centre

A common health centre for students has been kept open for all the days. As KMCH is near the college any emergency cases will be taken to the hospital.

- b) Vehicle Parking

There is a separate parking shed for faculty members and the students .  
Asbestos roofing shed is provided for the parking of the women's vehicles.

c) Guest House

The KMCH Trust has a pucca guest house in the vicinity of the college.  
There are three well furnished spacious rooms with all the domestic facilities.

d) Canteen

A spacious canteen separately appointed for staff and students. The food with subsidized rate is available in the canteen. Hot water is available to all the users.

e) Telephone

Intercom facilities are available to the entire department , Principals office, Secretary's office, Hostel and Main gate. Inside the college there are public telephone booths.

f) Transport

The college has some 8 buses which are being operated from various and distant places. Students from all directions are highly benefited by the transport system.

g) Drinking Water

As the Chairman and the Secretary possess their own hospitals they take utmost care to provide hot water to all the students and faculty members from morning to evening. Water doctors with electric connection are provided in every floor.

#### 4.6 Best Practices in Infrastructure and Learning Resources.

What innovations / best practices in Infrastructure and Learning Resources are in Vogue or adopted / adapted by the institution?

- 1) There is a separate Housekeeping department in this college and an administrative officer has been looking after maintaining the cleanliness of the whole college.
- 2) Availability of common facilities to faculty students like auditorium, PG seminar Hall and UG Seminar Hall.
- 3) There are Sports Advisory Committee and Library Advisory Committee

which guide the administration in conducting the tournaments and purchasing of new books to the library. They meet periodically to take decisions.

- 4) Various Committees are formed to assist the college council which is the supreme body to take major decisions and revisions in the college. All the Committees are headed by experienced HODs who share their views and opinions in the meeting.

### **CRITERION V: Student Support and Progression**

#### **5.1 Students Progression**

5.1.1 Give the socio –economic profile (General, SC / ST, OBC tech) of the students of the last two batches.

Male

Female

<b>OC</b>	<b>BC</b>	<b>MBC</b>	<b>SC/ST</b>	<b>OC</b>	<b>BC</b>	<b>MBC</b>	<b>SC/ST</b>
28	608	69	39	123	502	39	34

5.1.2 What are the efforts made by the institution to minimize the dropout rate and facilitate the students to complete the course?

Tutor ward system is being followed in this institution by which each tutor is allotted 30 students under his care in pursuit of academic and general welfare. The teacher goes through the problems of the students who drop out from the college. There are various reasons like domestic problems, poor economic sources, psychological problem, sudden loss of interest in studies and getting employment etc.

The tutors used to counsel and guide the students talking with them freely about their problems. If necessary the tutors call the parents and counsel them. If there are psychological problems they are referred to a psychologist who is regularly visiting the college. The depressed and disinterested students are given proper

counseling to change their ways with the help of the psychologist.

Very poor students who cannot afford to pay their fees are given concessions to pay the fees in installments. If there are deserving cases the fees may be written off. An amount of Rs.15 lakhs was granted by way of concessions to students.

5.1.3 On an average, what percentage of the students progress to further studies and for employment? Give details for 2 years. (UG and PG to PhD and / or to employment).

Percentage of Students progress for further studies and for employment with the availability of sources from the students

Programme	For the Studies		For Employment	
	2007-08	2008-09	2007-08	2008-09
UG	32	28	30	28
PG	40	35	52	50
M.Phil	20	25	30	35

5.1.4 How does the institution facilitate the placement of its outgoing students? What proportion of the graduating students has been employed? (Average of last five year).

The institution has a career guidance and placement cell under the supervision of separate officer appointed by the Management. He facilitates the placement for the outgoing UG & PG students. Pre-placement and orientation program for all the final year students are conducted to enhance the soft skills, numerical abilities and other domain areas for entry level of students placements.

Course	Percentage of average employment during last 5 years
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UG	42
PG	64
M.Phil	57

5.1.5A Career guidance and Placement cell has been established in the institution and a professor is in charge of the placement. Replacement training and Orientation programmes are regularly conducted to the final year UG and PG students in spoken English, inter personal skill, interview and group discussion. Many students have been placed in the reputed companies.

5.1.6 How does the institution facilitate and support students for appearing and qualifying in various competitive examinations? Give details on the number of students coached, appeared and qualified in various competitive examinations. ( Average of last five years ) UGC – CSIR-NET, SLET, GATE, CAT, GRE, TOFEL, GMAT, Civil Services – IAS, IPS, IFS, Central / State services etc.).

Apart from giving special training by the placement and Career guidance cell, the students are encouraged to prepare for the Competitive examinations. The details of State and Central Service examinations are put up on the Notice Board and interested professors are guiding the students helping them to collect materials from the central library where a separate rack has been kept for such books.

5.1.7 Give a list of institutional academic performance with pass percentage, distinctions, gold medals and university ranks (last 5 years data)

#### **Pass Percentage for UG Courses**

<b>Department</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>
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B.Sc., CSc	95	91	100	92	91
B.C.A.				98	93
B.Sc BioChemistry	100	93	93	100	100
B.Sc. IT				85	78
B.Sc N & D	78.7	91.2	93.4	75.6	100
B.Sc. Maths(CA)		100	100	100	90
B.Com.	93	94	96	79	87
B.Com.(CA)	84	75	91	84	69
B.B.M.(CA)	90	79	100	100	87
B.Com.(CS)(CA)	92	84	88	87	85
B.Sc. Microbio			100	84.61	100
B.Sc. Biotech			96	92	81
B.Sc. Clinical Lab Technology				100	45
B.Sc. Cat.Sc & Hot.Management					75
B.Sc., CDF			98	87	99
B.Sc., CT					92

### Pass Percentage for PG Courses

Department	2004-05	2005-06	2006-07	2007-08	2008-09
M.Sc. C.Sc	93	100	100	100	88
M.Sc. BioChem	45	40	78	69	84
M.Sc. Microbio	55.5	52.63	78.94	78.93	94
M.Sc. Biotech	92	91	87	100	88
M.Com.(CA)	72	74	98	95	97

M.Com(IB)	90.32	97	100	89	100
M.Sc. F&N	100	90.9	92.1	100	97.3
M.Sc. Hos.Admn.		100	100	100	100
M.Com.(Commerce)			79	97	96
M.Com.(CS)			87.5	93	100
M.Sc. Mathematics				40	79

### UG Ranks, Distinctions, First Classes

Department	First Class					Distinctions					Ranks			
	1	2	3	4	5	1	2	3	4	5	1	2	3	4
B.Com	23	07	21	09	18	-	15	14	01	02	-	-	-	-
B.Com(CA)	31	30	29	56	56	03	04	06	12	07	-	01	-	-
B.B.M	08	05	28	16	24	-	-	03	02	03	-	-	-	-
B.Com(CS)CA)	04	09	17	02	-	-	-	-	-	-	-	-	-	-
B.Sc C.Sc	15	14	46	75	78	03	01	-	-	-	02	-	-	-
B.C.A.	-	-	-	58	-	-	-	-	14	-	-	-	-	-
B.Sc(IT)	-	-	-	58	21	-	-	-	-	-	-	-	-	-
B.Sc(CT)	-	-	-	41	12	-	-	-	-	-	-	-	-	-
B.Sc.N&D	-	10	09	17	10	-	03	04	04	03	-	02	01	02
B.Sc Cat.Sc	-	-	-	-	10	-	-	-	-	02	-	-	-	-
B.Sc CDF	-	-	09	07	08	-	-	11	09	09	-	-	-	-

### PG Ranks, Distinctions, First Classes

Department	First Class					Distinctions					Ranks		
	1	2	3	4	5	1	2	3	4	5	1	2	3
M.Com.	-	-	-	05	04	-	-	-	0	15	-	-	-
									3				

M.Com(CS)	-	-	06	09	-	-	-		02	-	-	-	01
M.Sc Biotechnology													01
M.Sc C.Sc	26	1 6	09	05	08	-	-	-	-	-	0 1	-	01
M.Com(CA)	06	1 4	11	18	09	01	02	04	08	07	-	-	-
M.Sc.Microbiol ogy	08	1 0	30	30	-	-	-	03	05	-	-	-	01
M.Sc. N&D	-	0 2	13	11	10	-	-	01	02	02	-	-	-

## 5.2 Student Support

5.2.1 Does the institution publish its updated prospectus, handbooks, and other student's information material annually? If yes, what is the information disseminated to students through these publications?

The institution publishes its updated prospectus, hand book and other student materials annually. These publications consist of:

- A brief profile and objective of the college
- Vision and Mission of the institution.
- Courses offered for UG, PG, M.Phil, and Ph.D.
- Rules and regulations regarding – admission, attendance, payment of fees, dress code and extra curricular activities.
- Hostel and Bus facilities with fee structure.
- Different type of scholarships and concessions.
- Calendar for Academic year with holidays and celebrations.

5.2.2 Does the institution provide financial aid to students? If yes, specify the type and number of scholarships / free ships given to the students during the last academic year by the institution (other than those provided by the social welfare departments of the State or Central Governments).

Apart from State and Central government scholarships the institution provides financial aid to the students in various ways. The details are given below:

a) Merit Concession

The students who have secured above 1100 out of 1200 are given full free concession. The students who get 1000 to 1100 are given 25 to 50 % concession in tuition fees prescribed for the course. This year (2008-2009) totally 43 students enjoy this concession.

b) Remission in fees for the wards of the KMCH employees. The institution grants remission in fees to the wards of the KMCH employees. Nearly 162 students have got this concession.

c) Sports person concession

The sportsperson who have participated in District / National level tournaments are given 50% concession both in tuition fees and hostel. State players are provided with free boarding and lodging through out their course.

d) Ex Servicemen Concession

The sons and daughters of Ex Servicemen are also given concession from 25% to 50% in tuition fees.

5.2.3 Give details of scheme for student welfare (Insurance, subsidizes, canteen facilities, special diets, student counseling support “earn while you learn” scheme etc.)

a) Earning while learning.

The students are highly encouraged by the staff and the Management to cultivate the habit of earning while learning. It is to be appreciated that 178 students in the college are doing part time hob while they are learning in the college.

The course wise strength is as follows

Sl. No	Course	No. of students Earning
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1	B.Sc Computer Science	35
2	B.Sc Computer Techology	11
3	B.Sc Information Technology	
	B.Sc Cat.Sc & Hotel Mgmt,	22
4	B.Sc., Clinical Lab	32
5	M.Sc. Bio Chemistry	12
6	M.Sc Bio Technology	20
7	PG/UG Micro Biology	21
8		22

Apart from part time jobs, job works have been undertaken by the department of Costume Design and Fashion in Cutting, stitching and apparel making and the department of Catering Science and Hotel Management in doing catering services at hotels, fast food restaurants and at various family functions.

b) Insurance

All the members of staff and students have taken Accident Insurance Scheme for which an amount of Rs.300/- has been collected from each one every year. Some faculty members have taken med claim and the premium is deducted from their salary.

c) Canteen

The Canteen which can accommodate more than 100 people at a time has all the facilities like subsidized rate food items, snacks and drinks. Lunch is also provided at a very low rate lesser in rate compared to the process charged outside.

d) Student Counseling Support.

If the students have any personal problems psychological they can approach our KMCH hospital at any time. Other than that a Psychologist Mr.Rajendran is the visiting counselor to our students who utilize his services well.

e) Subsidized Transport

The Management Trust plies more than 10 buses daily from far off places

which are highly useful to the rural students. Especially the girls who can reach the college directly by the college bus safely and promptly. Compared to mofassil buses and auto rickshaws he charges is lesser and comfortable.

5.2.4 What types of support services are available to overseas students?

There are a very few overseas students from Sri Lanka and no support services are available to them.

5.2.5 Give details of the placement and counseling services for the students.

All the final year UG / PG students are given pre placement and Orientation programmes to get them placement in various agencies. Every week some experts are invited to enlighten the students on the following topics – Communication Skills, time Management, Personality Development, and Goal Setting, human Relations, Self esteem, and Decision Making. They are also given personal training in developing the skills of attending the interviews. Every year many companies conduct placement tests to the students, select the deserving students and hand over the call letters. So far -16-companies visited the campus and gave placement to 210 students.

5.2.6 How does the institution encourage and develop entrepreneurial skills among the students?

The institution encourages and develops entrepreneurial skills among the students by conducting seminars, workshops, and guest lectures to create awareness in these skills. Experts from other colleges are invited to guide the students. Exhibition are also arranged on marketing and Management for the benefit of the students. Leading Entrepreneurs are also invited to deliver lectures. The old students of this institution who are presently entrepreneurs are also meeting the students frequently.

5.2.7 Does the faculty participate in academic and personal counseling? If yes, give details on services provided during the last academic year?

Almost all the faculty members are involved in academic and personal counseling. There is a tutor ward system by which each faculty members is allotted 30 students under his care to look after the welfare of the students. The students used to approach them freely and get useful counseling.

### **Academic services**

The tutors are responsible to monitor attendance, regularity, performance in internal, model and university examinations of each student. They also counsel the slow learners and advise remedial measures. They expose to the students all the details in connection with competitive examinations and scope of placement etc.

### **Personal Counseling**

If a student is academically and psychologically weak and depressed, the tutor arrange for counseling to raise their spirits and feel confident. If necessary their parents are called for counseling to solve domestic problems if any. There might be some students who have been affected by disinterestedness, marital and economic problems. Such problems are solved by counseling. The girls are also given equal importance by enlightening them with women empowerment, women's health, and women's power.

5.2.8 Is there a separate guidance and counseling centre for women students? If yes, enumerate the activities of the centre.

For guidance and counseling centre women's welfare committee has been constituted and their activities are:

- i) The convener of the committee conducts Seminars / Conferences for women inviting some great orators from outside the college on various women related topics.
- ii) The hidden talents of the women students are brought out.
- iii) The grievance cell for women is functioning to listen to the problems, sort out, and find solution.
- iv) The orators, singers, dancers, skilled women may be duly encouraged to shine in life.
- v) They suggest ways and means to improve their soft skills and mental abilities.

5.2.9 Are there a Cell / Committee constituted for prevention / action against sexual harassment of women students? If yes, detail its constitution and enumerate its activities.

So far, the need for the constitution of the committee has not arisen, as this

college is situated in a rural background and most of the boys and girls hail from villages. Hence the occurrence of such unpleasant behaviors like sexual harassment of women is remote. There is no necessity of this cell.

5.2.10 Does the institution have a grievance Redressal Cell? If yes, what are its functions? Details the major grievances redressed during the last two years.

The institution has a Grievance Redressal Cell whose functions are

- i) In the College Calendar itself it is announced that the students can submit their grievance in writing or they can approach the tutor for redressal of any grievance.
- ii) Normally the students have grievances in attendance, discrepancy internal marks, or practical marks, submission of records and assignment of project work. They can contact their HOD and explain with evidence about their grievance.
- iii) They can also represent to the management certain matters like inadequate facilities in Lab, Library, and Bus arrangement. The management takes immediate steps to redress their grievances.
- iv) Any violation of in the code of conduct and ragging the co students are also brought to the notice of the HOD who refers it to the Discipline Committee.

The following grievances of the students are redressed for the past two years.

- a) The students needed a public telephone booth which was arranged immediately.
- b) The girl students from far away places wanted the college bus facility which was also arranged.
- c) The students felt that water was polluted and complained. Now every floor has a water doctor with heater to supply only hot water to the entire faculty and the students.
- d) Some students felt that automation in the office and in the library would help them. This was also immediately arranged.

5.2.11 Is there a provision for acquiring Computer skills / literacy for all students in the curriculum? Are yes, give details on how it is imparted, and level of proficiency?

The Curriculum of all the Computer related courses has provisions for acquiring Computer skills by the students. Other non Computer students who belong to B.Com, BBM, and Corporate Secretary ship are given Computer Literacy Programmes and bridge course. Most of the students do practical based on theoretical knowledge. All Computer Labs are always busy in preparing the students to face the outer Computer world. If the students high level proficiency in Computer Skills they will have bright prospects in future.

5.2.12 What values added courses are introduced by the institution to develop life skills, career training, community orientation, good citizenship, and personality development of students?

As such no value added course are in our curriculum. But the faculty takes interest in teaching the students – Yoga and Journalism, Web Engineering, Finance and Investment Management. Personality development and Tally.

5.2.13 How does the institution ensure safely and security of the students, faculty and the institutional assets?

The institution is totally free of any risks and the environment is safe and secure. The building are strongly built, safely meshed and have high compound walls. As most of the boys and girls are outside this are they feel at home and ease in the college. The buildings, its projections, and civil works are carried out as per the norms prescribed by State government. Fire extinguishers are installed in each block to avoid accidents. There is a team of security personnel who take care of the college day and night. Library, Laboratories and staff room are under lock and key system and in the evening they are handed over to the office Manager. Is there is disturbance during functions or celebrations the management does not hesitate to call the police in. The securities are always on rounds during night time also.

### 5.3 Students Activities

5.3.1 Does the institution have an Alumni Association? If yes,

h) List its current Office bearers.

Sl.No	Name of the Alumni	Course Completed	Designation
-------	--------------------	------------------	-------------

01	Mr.Mohanasundaram	BCA	President
02	Ms.D.Raji	Comp. Sc	Vice President
03	Mr.P.Arun	Biotechnology	Secretary
04	Mr.Arun Kumar	Commerce	Joint Secretary
05	Mr.B.Thangaraj	Com (CA)	Treasurer
06	Mr.V.S.Jegadeswaran	Comp Science	Advisor
07	Mr.Vivekanandan	Biochemistry	Executive Member
08	Mr.P.Chandra Mouleswaran	BCA	-Do-
09	Ms.N.Anitha	B.Com	-Do-
10	Ms.G.Yamini	B.Com (CS)	-Do-
11	Ms.M.E.Pavithra	Microbiology	-Do-
12	Ms.R.Kalaiselvi	Microbiology	-Do-
13	Mr.M.Y.Abuthahir	MIB	-Do-

- ii) List its activities during the last two years.
- The Alumni take personal interest to motivate the boys and girls of their area and motivate them to join our college for higher education.
  - During the Alumni meet they suggest ways for the development of the college.
  - Whenever there are placement activities, they offer their help and suggestion.
- iii) Give details of the top ten alumni occupying prominent positions.

Top ten Alumni occupying prominent position

Sl.No	Name	Position	Company / Industry
01	Mr.A.Maignana Murthy	S/W Engineer	Flarvel IT Solution , CBE

02	Ms.A.Sumathy	Chief Technician	Maharaja Institutions
03	Ms.N.Anitha	Dean – Secretary	KMCH – Coimbatore
04	Ms.K.Sangeetha	Manager	Ford Motors Company , Cbe
05	Mr.M.Senthil Nathan	Supervisor	South India Motors Ltd , Cbe
06	Mr.V.Gururajan	SalesRepresentative	Eureka Forbes
07	Mr.K.Vinoth	Accountant	PSG Tech, Coimbatore
08	Mr.D.Swaminathan	SeniorSales Officer	Berger Paints (p) Ltd
09	Ms.K.Nithya	Chief Designer	Barani Design Dept – Cbe
10	Ms.M.Radhika	HR Officer	M/S Penguin Engineers , Cbe

iii) Give details of the contribution of alumni to the growth and development of the institution.

- i) Institute interaction has been facilitated.
- ii) Consultancy services are arranged.
- iii) At the time of revamping the syllabus suggestions to improve the syllabus are made.

5.3.2 How does the institution encourage its students to participate in extra-curricular activities including sports and games? Give details on the achievements of students during the last two years. (Institution level / inter – collegiate / Inter – University / Inter-state / National / International).

The institution gives top priority to sports and games and NSS / YRC where

students are greatly encouraged to participate.

- (a) Even at the time of admission preference is given to sports persons according to their performance. The inter school participants are given 50% concession and for individual achievement 25% and National level participants are given full free boarding and lodging for all the three years.
- (b) Annual Sports Day is being conducted every year in the college grounds and winners are awarded with medals, cups, and certificates.
- (c) The outstanding sports persons are allowed to participate in intercollegiate matches and tournaments.
- (d) Intramural games are conducted among the various classes and certificates are issued on the sports day.

The students are encouraged to participate in the extra curricular activities like NSS and RRC.

- i) There are three units of NSS with 300 boys and girls. Apart from regular activities 10 days camps are being conducted every year.
- ii) The Red Ribbon Club which consists of only 100 students is doing community service in villages periodically.

Both NSS and RRC issue certificate to the participants at the end of their course.

Some Noted Sports achievements during 2007-2008

- The college athletic team won the overall II Place in Coimbatore Intercollegiate Athletic Association Tournament.
- The college athletic team created a new meet record in this athletic meet in 4 x 100 mts relay.

Some noted Sports achievements during 2008-2009

- Bharathiyar University Intercollegiate Volley Ball Tournament held at Park College, Tirupur from 22.09.98 to 25.09.08(Overall First Place)
- Mr.N.S.Manoj of II M.Sc.Micro participated in National Level Karatte Championship held at Mahatma Gandhi Indoor Stadium, Salem on 22.11.08(Overall Second Place)

Some Noted Achievements in Extra Curricular Activities (NSS / YRC)

- NSS Units organized a 10 days special camp in different villages and

developed a library for the students of tribal village school at Marudhamalai.

- The students from YRC have actively served in the establishment of Garden in the Central Prison, Cbe.

5.3.3 How does the institution involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the major publications / materials brought out by the students during the previous academic session.

- i) All the HODs of various departments take initiatives to bring out news letter of their departments, a bulletin in which the profile of the department is full of articles.
- ii) Every year the college Magazine Committee brings out the college magazine in which the articles of students and faculty are published.

5.3.4 Does the institution have a students Council or any similar body? Give details on its constitution, major activities and funding.

The College has a students Forum, Consisting of a Chairman, Vice Chairman, Secretary and Joint Secretary. Each class has a class representative and all the representatives elect the office bearers as per the performance and discipline of the students. The representatives elect the college office bearers to form the student's forum. The posts of Chairman and Secretary are reserved for boys and posts of Vice Chairman and Joint Secretary will go to girls.

The Major Activities

- a) The forum is wholly responsible for fixing college functions and inviting guests of honors.
- b) The leaders of national importance are felicitated in the college functions. The forum takes up the responsibility to celebrate the days.
- c) If any grievance is felt by the students the matter is represented to the Principal and the Management.
- d) The students Forum is wholly responsible for maintaining peace and smoothness in the college.

5.3.5 Give details of the various academic and administrative bodies and their activities (academic and administrative) which student representations on them.

The following academic and administrative bodies are constituted with the students representations.

### **1. Associations of Departments**

- a) Every department has an association to arrange guest lectures, seminars, workshops, symposium, and conferences.
- b) All the departments take care of their student's placement in the college. If the members of staff have grievances to be redressed the associations take steps to approach the Principal.

### **2. Sports Advisory Committee**

- a) The Committee takes initiatives to enroll efficient sports person in the college.
- b) It assists the physical director to conduct the intramural games among students.
- c) It plans the Sports Day Celebrations in consultation with the Physical Director and the Principal.
- d) The Committee helps in deputing the sports persons for the intercollegiate / National / State level Competitions outside the college.

### **3. NSS Advisory Committee**

- a) The Committee offers suggestions to enhance the equality of NSS in the college in attendance, efficiency, and performance.
- b) It creates awareness among the faculty, students and public by its valuable opinion.
- c) It gives plans of execution for the conduct of 10 days or 7 days camps in rural areas.
- d) It also enlists the programmes to be undertaken during the whole years.

### **4. College Students Forum**

This forum assists the Principal in fixing College function and inviting guests of honor and celebrate the days of national importance Days. It also helps for maintaining peace inside the campus.

5.3.6 Does the institution have a mechanism to seek and use data and feed back from its graduates and employers and value their suggestions for improving the

growth and development of the institution?

The College gets the feedback from the graduates and employers and values their suggestions for improving the growth of the college. The College has been getting the feedback of the teachers from the final year students about the strengths and the weakness of the institution.

Whenever there campus interview or placement programmes in the college feedback is obtained from the employers about the level of competency of the students. This is highly useful to take positive steps to enhance the quality and standard of the institution.

#### 5.4 Best Practices in Student Support and Progression.

5.4.1 Give details of institutional best practice towards Student Support and Progression?

The following are the best practices adopted in the college.

- (a) Over 40% of various categories of students are given scholarships from the management.
- (b) The economically backward students are allowed to pay their tuition fees in installments till the commencement of the examinations.
- (c) Canteen facilities at subsidized rates are available to the faculty and the students.
- (d) Transport facilities from far off places are provided at subsidized fare.
- (e) Hot water is provided to all the students during day time to avoid infectious diseases.
- (f) The library is kept open from 8 am to 8 pm so as to enable the students and faculty to utilize it optimally.
- (g) Nearly 20% of the students are part time employees.
- (h) Biotechnology department visits the central jail and serves the inmates by way of community and health services.

## **CRITERION VI: Governance and Leadership**

### 6.1 Institutional Vision and Leadership

6.1.1 State the Vision and Mission statement of the institution and give details on how the institution.

- a) Ensures that the vision and mission of the institution is in true with the objectives of the Higher Education policies of the Nation?
- b) Translate its vision statement into its activities?

#### **Vision**

The Vision of Dr .N.G.P. Arts and Science College is to engrave character and value Based Education in the minds of Student to manifest the perfection already in them. Empower excellence in providing Higher Education and Research by the Standard of University.

#### **Mission**

The objective of this college is to provide Quality Education, Training and Research facilities to the students of our nation. To inculcate Ethical, Moral, and Social Values in the minds of Educators and Students to motivate and Nurture Cooperation, Tolerance and Mutual respect in our Nation of diversity.

- a) It is obvious that the vision and mission of the institution is in time with the objectives of the higher education policies of the Nation, which reflect its goals of providing quality education for sustenance and growth.
- b) The College also aims at translating itself into a universally acclaimed center of higher learning imparting quality education for spreading prosperity, peace, harmony, health, and happiness which bring radiance to dispel the ignorance all around.

6.1.2 Enumerate the management Commitment, leadership, and involvement for effective and efficient transaction of the teaching learning process.

The Management is greatly involved in the administration and teaching learning processes which involve the following aspects.

- a) Admission Process

The College gives wide publicity to the admission process by way of issuing advertisement through the papers. Transparent procedures are strictly

followed and the rules of the government and the University are adhered to.

b) Teaching – Learning Process

i) Academic planning for the whole year is done in the beginning and all the activities are planned by the departments concerned, the curricular, and extracurricular and co-curricular activities are sorted out in the beginning of the Academic year.

ii) To improve the quality of teaching modern tools and materials like LCD, OHP projectors and internet facilities are provided by the management.

iii) In order to have the latest knowledge of the present trend the management encourages the students to conduct / participate in seminars, workshops, symposium, and conferences. Their moral and monetary encouragement trends the students to attend more seminars off the campus.

a) Catering to the Diverse Needs

The Management conducts the Review Meetings regularly to take the stock of the situation to assess the competency of the students. The college council has the supreme power to decide on policy matters.

b) Teacher Quality

To improve and enhance the quality and standard of the students, the Management selects competent teachers by conducting interview with the help of experts. For the development of the quality of teachers the Management deputed the faculty members to attend various seminars workshops and conferences. The members of staff also are helped by the Management to undergo training in computer related courses like Multimedia, Tally and Computer Literacy.

c) Evaluation Process and reforms

As the Management is highly interested in the quality and Academic growth of the students, the college Council meets frequently to discuss the result analysis of various programmes and take measures to rectify them. The teachers who produce good results are encouraged with awarding certificates and prizes. The Best students of proficiency in the University exams are also rewarded with cash money, mementos, and certificates.

6.1.3 How do the management and the Head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?

The institution has its own Internal Management system to make effective and efficient functioning of the institution. The academic and administrative bodies take up the responsibilities of assignments related to the college.

#### Organization Set Up

##### Principal

##### **Academic**

- HODs
- Librarian
- NSS Programmes Officers
- Physical Education

##### **Administrative**

- \* Vice Principal
- \* Office Superintendent
- \* Hostel
- \* Canteen
- \* Transport
- \* Placement and Training
- \* Securities

The Management, the Principal, and Vice Principal define and fix the responsibilities to the Heads of Wings. The duties and responsibilities are communicated in writing through notice and circulars. The HODs often conduct the staff meeting to inform the college council decisions and discuss the subjects.

6.1.4 How do the Management / Head of the Institution ensure the adequate information (from feedback and personal contacts etc.) is available for the management to review the activities of the institution?

Adequate information is available for the management through the following:

- a) Feedback analysis statement.
- b) Results Analysis Report.
- c) Department Monthly Report.
- d) Report from the Parents (from Parents Meeting).
- e) Report from Alumni (From Alumni Meet).
- f) Personal contact from the local community.

6.1.5 How does the management encourage and support involvement of the staff

for improvement of the effectiveness and efficiency of the institutional processes?

The Management is aware of the fact that without the cooperation of staff the quality cannot sustain. Hence the members of staff are made the part and parcel of the college administration and Management. The members of staff are highly responsible for the conduct of various functions like College Day, Sports Day, Graduation Day and National Days of Importance. Other than these regular features the Association Meetings are also organized and conducted by them. The faculty also regularly conducts “Educational Fair” in the city to highlight the achievements and significance of the college.

6.1.6 Describe the leadership role of the Head of the institution, in governance and management of the institution.

The Principal is the Supreme monitory power to run the college effectively. He is the chairman of all the Committees and virtually all the activities are conducted only with his permission and under his supervision.

The Principal in order to communicate the latest rules, regulations and decision, conducts the HOD meetings and inform the ways and means of the conduct of various meetings and functions. He is also responsible for conducting the college Council Meetings and Examination on the campus.

6.2 Organizational Arrangements.

6.2.1 Give the organizational structure and details of the academic and administrative bodies of the institution. Give the details of the meetings held and the decision taken by the bodies regarding finance, infrastructure, faculty recruitments, performance evaluation of teaching and non teaching staff, research and extension activities, linkages and examinations held during the last two years.

### **Organizational Arrangements**

Kovai Medical Center Research and Educational Trust

College Governing Committee

Secretary

College Council

Principal	Office
Vice Principal	Maintenance
HODs	Transport
Physical Education	Hostel
Library	Placement Cell

### **Academic Bodies**

#### College Governing Committee

The Chairman of the KMCH Trust heads the Committee and the Principal and all other administrative heads are the members. The Committee normally meets 4 times a year and the following decisions are taken:

- i) Staff appointment in each department according to the vacancies.
- ii) Improvement of infrastructure as per the request of the HoDs.
- iii) Workload and time table before the beginning of the semester.
- iv) The Requirements books / journals/ periodicals etc to the library.
- v) Future plan for curricular activities for the whole year.
- vi) Preparation of College Calendar and magazines.
- vii) Result analysis of the students after the publication of results.
- viii) The attendance regularities of students.
- ix) Bridge course / Remedial course for Slow Learners.
- x) Seminars / Workshops / Symposium / Conference
- xi) Grievance Redressal cell both for staff and students.
- xii) Formation of Sub committees.
  - a) Sports Advisory Committee.
  - b) Library Advisory Committee
  - c) College Magazine Committee
  - d) College Calendar Committee.
  - e) NSS Advisory Committee.
  - f) Anti ragging Committee.
  - g) Prevention of Sexual Harassment Cell.

- h) Research Committee
- i) Grievance Redressal Committee

These Committees meet as and when necessary.

College Governing Committee

This Committee meets once in 4 months to decide on

- a) Revision of Structure.
- b) Starting of New Courses.
- c) Improvement of Infrastructure facilities.
- d) Budget allocation.

6.2.2 To what extent is the administration decentralized?

How does the institution collaborate with different Sections / departments and personnel of the institution to improve the quality of its educational provisions?

Decentralization is the only Solution for the best administrative and better quality.

The College Governing Committee is guiding the management and the Head of the Institution to run the college smoothly and successfully.

The various Committees look after the selection and appointment of staff financial needs of each department, the infrastructural requirements, framing the working days and holidays, purchase of new equipments and maintenance of college property etc.

The Head of the institution is corresponding for all the authorities for various procedures and he has to take care of the academic activities, curricular activities are supported and managed with the help of the Head of the Departments who are vested with complete powers and responsibilities to run the departments successfully.

In the department level, workload allotment, the discharge of duties by the staff members, evaluation of students and organizing meetings and seminars – all such activities are guided by the Heads of the Departments. Apart from academic work the Head of the institution has to take care of the activities of Physical Director, NSS Program Officers, Placement Officer and Hostel Warden also.

6.2.3 Does the institution have effective internal coordinator and monitoring mechanism? If yes, specify.

Effective coordination and monitoring mechanism is present. The Committees function successfully at the time of celebration like College Day, Sports Day and Graduation Day. They all work as a team under the leadership and guide ship of the Principal.

The Department Heads are in charge of Lab activities , teaching tools, class room facilities and all the infrastructural facilities are optionally used . With all the coordination of all the faculty members two internal examinations and one model examination are conducted and the university examination is also conducted by the Examination Cell.

Towards the end of the Academic year all the members of staff are involved in verification of stock position of Library books, Lab facilities, Sports goods, NSS tools and implements hostel properties and college properties.

6.2.4 Does the institution have a Grievance Redressal Cell for its employees? If yes, what its functions? List the number of grievances redressed during the last tow years.

The Institution has a Grievance Redressal Cell whom functions are

- i) A grievance box is kept in the office and any teaching and non teaching staff has any grievance has to put in the box writing in person.
- ii) Every week the box is opened by the Principal's office and the matter is referred to the Grievance Redressal Cell.
- iii) According to the nature of the grievance, a decision to solve the problem has been taken by the committee forwarding it to the management.

Grievances redressed during the last two years are

- i) More Ph.D courses are started with all sorts of facilities.
- ii) An amount of allowance has been fixed for the faculty who attend Seminars / Workshops and Conferences outside the College.
- iii) Hostel facilities for faculties were provided.

6.2.5 How many times does the management meet the staff in an academic year? What are the major issues discussed during the last meeting?

The Management meets the members of staff twice in a semester. The major issues discussed during the last meeting are

- i) Staff's responsibility to enhance the quality of the students.
- ii) Following a decent and clean dress code to both staff and students.
- iii) Organizing national / international seminars and other College Day Celebrations.
- iv) The improvement of the ambience in the college.
- v) Preparation of ISO Auditing.
- vi) Preparation of Self Study Report for getting NAAC Accreditation.
- vii) To evolve a common minimum Programmes for the betterment of the students.

6.2.6 Is there a cell to prevent sexual harassment of women staff? How effective is the functioning of the cell?

Though there is a cell to prevent sexual harassment of women staff, there is no necessity for the action of the cell as most of the students are rural based and backward.

### 6.3 Strategy Development and Deployment.

6.3.1 Describe the procedure of developing the perspective institutional plan. How are the Teachers, Students and Administrators involved in the planning process?

To develop the institution plan the following measures have been taken.

- i) To increase the competence level of students to have placement.
- ii) To follow modern teaching – learning process to enhance the quality of education.
- iii) Now then measures may be taken to meet the market requirements.
- iv) The ideas and suggestions of teachers / students / administrators are taken into account.

6.3.2 How are the objectives communicated and deployed to all levels to ensure individual employee's contribution for the institutional development?

The objectives are communicated and deployed to all levels through a) College prospect at the time of admission (b) College handbook or academic calendar after admission (c) Education fair (d) Staff meeting with management (e) Website

of the College.

6.3.3 List the different Committees constituted for the management of different institutional activities? Give details of the meetings held and the decision taken, regarding academic, management, finance, infrastructure, faculty, research, extension and linkages and examinations held during the last two years.

List of Committees in the college

01. Discipline Committee
02. Sports Advisory Committee
03. NSS Advisory Committee
04. Women's Welfare Committee
05. Research Coordination Committee
06. College Magazine Committee
07. College Calendar Committee
08. Cultural Committee
09. Library Advisory Committee
10. Prevention of Sexual Harassment of Women Committee.
11. Grievance Redressal Committee
12. Anti Ragging Committee
13. Staff Selection Committee
14. Examination Committee
15. College Governing Committee

6.3.4 Has the institution an MIS in place, to select, collect design and integrated data and information on the academic and administrative aspects of the institution.

The integrated data and design and all the information on the academic and administrative aspects of the institution are updated in the website.

6.3.5 Does the institution use various data and information obtained from the feed back in decision making and performance improvement? If yes, give details.

- i) The FACULTY DEVELOPMENT PROGRAM for teachers are regularly conducted in all the courses to enhance the quality of teaching.
- ii) More Canteen facilities are provided.
- iii) Hot water is supplied to the entire faculty and the students.

- v) Buses from more routes are plied for the convenience of the students.
- vi) To increase the number of students for placement coaching classes for UG and PG final year students.
- vii) Providing internet connectivity on demand.
- viii) The Change of timing in the library from 9 to 5 to 8 a.m. to 8 p.m.

6.3.6. What are the institutions initiatives for promoting cooperation, sharing of knowledge innovation and employment of faculty? (Skill sharing department, creating / providing conducive environment, etc.).

The institution has good team spirit and full cooperation in all the activities undertaken by them. Various committees are formed from all the members of staff who execute the work successfully. All the members of staff are encouraged to take part in all the activities of NSS and YRC, at the time of internal / external examinations and other governmental examinations.

All the HODs are given total academic freedom to introduce innovations and execute all the activities.

#### 6.4 Human Resource Management

6.4.1 What are the mechanisms for performance assessment (teaching, research, service) of faculty and staff? (Self Appraisal method, Comprehensive evaluation by students and peers). Does the institution use the evaluations to improve teaching / research of the faculty and services of the faculty by other staff? If yes, how?

The Staff of this college is involved in Self appraisal method by which the teacher himself is assessed by himself. The evaluation about the performance of a teacher is discussed with the teacher concerned and the ways and means are suggested for improving teaching and quality.

6.4.2 What are the welfare measures for the staff and faculty? (Mention only those which affect and improve staff well being satisfaction and motivation.)

The following are the staff welfare measure in this college.

- (a) If the faculty wants to attend a seminar / workshop / symposium / conference outside the college he is sanctioned OD and an amount for TA and DA.
- (b) If a paper is presented in a referred journal or periodicals the member is paid

Rs.1,000/-

- (c) If a member publishes a book of his own he will be paid Rs.5, 000/-.
- (d) Educational concessions or free education to the sons and daughter of the member of staff – not only in this institution but also in the sister concern.
- (e) Permission is granted to register Part time M.Phil and Ph.D.
- (f) Special Leave concession with pay for the marriage, sickness and maternity for the members of staff.
- (g) If faculty members produced 100% result in one subject, he will be rewarded with a Silver Coin.
- (h) Accident Insurance Scheme is introduced to members of staff and they can take treatment in KMCH.

6.4.3 What are the strategies and implementation plans of the institution to recruit and retain faculty and other staff who have the desired qualification Knowledge and skills?

The strategies and implementation plans of the institution to recruit and retain faculty and other staff are:

- a) The scale is fixed in commensurate with the qualification and skills of the faculty.
- b) The staff is permitted to do M.Phil / PhD to improve their qualifications and skills.
- c) The faculty is permitted to claim the registration fees, TA and DA, if they want to attend seminars / workshops / conferences outside the college.
- d) Concessions to the sons and daughters of the members of staff to study in this college with different types of concessions in sister institutions also.
- e) The members of staff enjoy the concession in treatment at KMCH as sister concern of Arts college.

6.4.4 What are the criteria for employing part time / adhoc faculty? How are the recruitment conditions of part time / adhoc faculty different from that of the regular faculty? ( E.g. Salary structure, workload, specializations).

- a) When there is a temporary vacancy in any department a temporary teacher may be appointed with the same salary of the permanent hand.

- b) If the subject is very difficult and the existing teachers are feeling difficult, an experienced hand may be appointed on adhoc basis.

The recruitment conditions of part time / adhoc faculty are different from that of regular faculty.

- a) In any way the service condition of the permanent teachers cannot be applied to the part time / adhoc faculty.
- b) The salary is a consolidated pay – may be on hourly basis.
- c) The workload will not go beyond minimum requirement.
- d) The appointment is only for a specific period and thereafter he will be terminated from service.
- e) The rules and regulations may be applied to the part time / adhoc faculty as in the case of regular teachers.

6.4.5 What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? ( E.g. Budget allocation for staff development , sponsoring for advanced study , research , participation in seminars , conferences, workshops etc ., and supporting membership and active involvement in local, state , national and international professional associations ).

For the continuous enhancement and improvement of the standard and quality of education the institution supports and ensures the professional development of the faculty by encouraging the members of staff to do research activities making them participate in the seminars outside the college. They can also organize conferences and symposium in the college inviting experts from other colleges. They are provided with OD if they attend the seminars outside the college.

6.4.6 How do you assess the needs of the faculty development? Has the institution conducted any staff development programmes for skill up gradation and training of the staff? If yes, give details.

The needs of the faculty development are assessed by getting reports from the department feedback from the students on teacher performance and in the discussion with the members.

6.4.7 What are the facilities provided to faculty? (Well maintained and functional office, infrastructure and other space to carry out their work effectively etc.).

The faculty members of this college have good ambience to work in a conducive atmosphere as the management provides the following facilities.

- a) Spacious staff room with adequate furniture.
- b) Separate room / cabin for the HOD of every department.
- c) All the rooms are provided with fans and lights.
- d) Each department is provided with a system and a printer with internet connectivity.
- e) Separate staff rest room with wash basin and toilet facilities.
- f) All the departments are connected with intercom facilities.
- g) Canteen with nutritious and hygienic food for members of staff
- h) Transport facilities from far off places.

#### 6.5 Financial Management and Resource Mobilization.

6.5.1 Does the institution get the financial support from the government? If yes, mention the grants received in the last three years under different heads. If no, give details of the sources of revenue and income generated during the last three years?

The institution does not get financial support from the government. The Main source of revenue and income is the fees paid by the students and considerable spent by the management.

#### **Income and Expenditure account for the three years**

<b>Particulars</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Tution Fees collected from the students	36.18	487.39	653.21

#### **Expenditure**

<b>Particulars</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Salary	131.01	163.67	204.69

Staff welfare expenses			
PF Contribution	4.31	5.56	12.55
Advertisement	9.39	9.90	8.72
Application and Inspection	0.30	0.05	0.14
Bank Charges	0.05	0.10	0.07
Miscellaneous Expenses	51.85	55.0 5	43.19
Audit fee			
Professional Charges	0.21	1.21	0.74
Rates and Taxes		0.54	5.51
Insurance			
Lease Rent			
University Peer	1.69	1.34	0.38
Commission			
Building Maintenance			
Electricity Charges	11.55	9.92	13.96
Water Charges		0.05	
Postage and Telegrams	0.81	0.97	1.15
Repairs and Maintenance	10.73	26.1 8	16.09
Sports Materials	0.45	2.20	
Printing and Stationery	4.98	10.8 7	8.40
Traveling and Conveyance	0.15	0.20	0.75
Books and Periodicals	0.09	-	1.38
Research and Seminar	0.10	-	-
Donation	15	-	-

Total Expenditure	372.03	416. 71	445.04
Surplus / Deficit	-5.15	70.6 8	208.17

6.5.2 What is the quantum of resources mobilized through donations? Give information for the last two years.

The institution never mobilizes funds through donations.

6.5.3 Is there adequate budget to cover the day to day expenses? If no, how is the deficit met?

The institution has an adequate budget to cover the day to day expenses.

6.5.4 What are the budgetary resources to fulfill the institution's mission and offer quality programmes?

6.5.4.1.1 Budget allocation for 2009-2010.

6.5.5 Are the accounts audited regularly? If yes, give the details of internal and external audit procedures and the audit report for last two years.

The accounts are audited regularly under external audit procedures. The audit reports for two years are

01. 2007-2008. ANNEXURE d and e
02. 2008-2009.

6.5.6 Has the institution computerized its finance management system? If yes, give details.

The Finance system in this institution is fully computerized and monitored by the Trust Office.

6.6. Best Practices in Governance and Leadership.

6.6.1 What are the significant best practices in Governance and Leadership carried out by the institution?

- a) The institution offers a conducive and placement ambience for the members of staff to work here.
- b) For enhancing the quality of the teaching faculty the institution supports the

members in attending seminar / workshops / conference etc.

- c) Staff evaluation; staff self appraisal and internal verification, stock verification every year is the hall marks of the institutions.
- d) The Principal coordinates all the departments for effective functioning and discharge of duties with proper understanding.
- e) All the academic as well as administrative bodies are with well demarcated process to run the college smoothly and successfully.

## **CRITERION VII: Innovative Practices.**

### **7.1 Internal Quality Assurance System**

7.1.1 What mechanisms have been developed by the institution for quality assurance within the existing academic and administrative systems?

The institution has developed the following mechanisms for quality assurances.

Internal Audit System.

College Governing Committee

ISO Quality Management System.

7.1.2 What are the functions carried out by the above mechanisms in the quality enhancement of the institution?

(i) The Internal Audit System

A certifying agency gives training to some selected teachers in audit and this team conducts the internal audit once in six months. They go to all the departments to assess the compliance of all the provisions of the ISO Quality Management System and audit the following: The details of students, their programmes, staff performance and allotment of work and finally record its findings.

(ii) College Governing Committee

This committee meets once in a semester to take decisions on the programmes of the college, addition and deletion of the courses, financial budget, action on the Internal Audit Report, Non Conformances and the corrective action to be taken.

(iii) ISO Quality Management System.

Every year an outside agency is arranged to keep in track with the growth and development of the college. They conduct the ISO audit and gives the list of non conformances and the institutions is expected to correct them within a stipulated time. Then the ISO auditors will issue the certification. This surveillance assesses and certifies the quality maintained in the institution each year.

7.1.3 What role is played by students in assuring quality of education imparted

by the institution?

To assure the quality of education the students play a vital role.

- After the conduct of Seminars / Workshops / Conference the students used to give a feedback to the institution.
- They equip themselves to face the placement every year.
- All the extensions activities are carried out by them through NSS/ YRC/RRC etc.
- At the time of admission their contribution is great.

7.1.4 What initiatives have been taken up by the institution to promote best practices in the institution? How does the institution ensure that the Best Practices have been internalized?

The HODs are asked to submit the report of the monthly activities of their departments to the Principal. He scrutinizes the whole report and a copy will be sent to the management.

The Responsibilities and duties are clearly classified and earmarked giving full freedom to all the HODs.

The institution conducts two internal examinations and one model examinations every semester to assess the progress of the students.

Regular staff meeting and review meeting are being conducted to assess the current situation.

With the help of the feedback opinions the placement activities are being arranged now and then.

7.1.5 In which way has this institution added value to the quality of enhancement of students?

All the students are encouraged to participate in extra curricular, co-curricular activities like Sports / NSS / YRC etc.

The institution provides adequate computer facilities to all the students with internet connectivity.

To get good knowledge about the practical training, industrial visits and study tours arranged by the institution.

The final year UG / PG students are given pre placement training to attend placement activities by various companies.

## 7.2 Inclusive Practices

7.2.1 What practices have been taken up by the institution to provide access to students from the following sections of the society?

Socially backward., Economically weaker and Differently able

The institution is strictly following the directions of Tamil Nadu Government with reference to admission of the above categories. They are not only supported morally but also financially. There are concessions and scholarships provided to the students.

7.2.2 What efforts have been made by the institution to recruit Staff from the disadvantaged communities? Specify.

(a) Teaching and (b) Non teaching.

As such no difference is shown among the staff from the disadvantage communities as equality is followed in the recruiting process.

(c) What special efforts are made to achieve gender balance amongst students and staff?

No gender differentiation is shown to any students. Equal chances are given to both the genders. No extra concession or partiality is shown to any gender in sports and games, NSS and placement activities. Boys and Girls have separate hostels with all amenities. Both for boys and girls there are rest rooms, medical room and counseling room.

7.2.3 Has the institution done a gender audit and / or any gender related sensitizing courses for the staff / students? Give details.

There is a Women's Forum which arranges for seminars and meetings to make the women aware of their rights and privileges. They are also sensitized with the Domestic Violence Act 2005 and Anti Dowry Act etc.

7.2.4 What intervention strategies have been adopted by the institution to promote the over all development of students from rural / tribal background?

Some of the intervention strategies are as follows:

As the college is situated in a rural area, there are many villages near the college.

Hence all the extension activities are planned in rural areas and implemented successfully. Most of the staff and the students are from village areas. Hence a number of college buses ply through rural areas in the interest of staff and students. Even the locality selection of the college itself shows that the institution has interest in the welfare of the rural staff and students.

7.2.5 Does the institution have a mechanism to record the incremental academic growth of the students admitted from the disadvantaged sections?

Yes, the institution has mechanism to record the incremental academic growth from disadvantaged section.

7.2.6 What initiatives have been taken by the institution to promote social justice and good citizenship amongst its students and staff? How have such initiatives reached out to the community?

By conducting assembly meetings a sense of piety is instilled among the students. The seminars and workshops inculcate among the staff members a sense of equality, social justice and good citizenship. The staff and students have the golden opportunity to utilize the chances.

### 7.3 Stakeholder Relationship

7.3.1 How does the institution involve all its stakeholders in planning, implementation and evaluation of the academic programmes?

- (a) Every year the three units of NSS in this institution are conducting special camping programmes apart from regular NSS activities. This serves as the best source for evolving good planning and effective implementation and evaluation of the academic programmes.
- (b) Some teachers are Board members and Syndicate members in the University to frame new programmes and adopting new methods in implementation and evaluation process.
- (c) With the help of the feedback from the students on “evaluation and teaching” the institution gives enough hope for good planning and implementation of the programmes.
- (d) Placement activities are in full swing in this college and many people from various companies and industries visit our college regularly to recruit and

place the candidates. They can give good suggestions and ideas to improve the skills of the students.

- (e) The institution conducts Parents Meeting and Alumni Meeting every year and receives suggestions from the parents to improve the standard of the college.

7.3.2 How does the institution develop new programmes to create an overall climate conducive to learning?

The institution offers programmes such as Yoga and Meditation. Group discussion , Personality Development Skills , Sports and games, national Service Scheme, Multimedia, Journalism create an overall climate conducive to learning . All these courses are regularly taught to the students.

7.3.3 What are the key factors that attract students and stakeholders to the institution and result in stakeholder satisfaction?

The key factors that attract students and stakeholders to the institution are:

- (a) The conducive ambience in the college with its attractive and good infrastructure facilities.
- (b) The result analysis shows the best performance of the previous students with good results – awards, university ranks, prizes and medals.
- (c) Participation in all types of extension activities like community service, NSS, YRC and creation of awareness through rallies and meetings etc.
- (d) Industrial visits are arranged periodically with big companies and interaction and group discussions are also arranged regularly.
- (e) Inviting the reputed companies for placement activities and every year many students are placed in IT related companies.
- (f) Transport facilities from far off places like small rural villages for boys and girls for safe and prompt traveling.
- (g) The institution has three meeting halls, vast library, nearly 560 computer systems with internet connectivity, befitting playgrounds for all the games available.
- (h) All programmes conducted in this institution are student centered and all the students are benefited.

- (i) Highly qualified and mostly experienced staff in all the departments.
- (j) At the time of admission, the poor students are given scholarships and privileges and the relatives of the members are provided with concessions.
- (k) The economically backward students are allowed to pay the tuition fees in easy installments and they are permitted to pay the fees till the examinations.
- (l) Many students are attracted by the affordable fee structure compared to other colleges.

7.3.4 How does the institution elicit the cooperation from all stakeholders to ensure overall development of the students considering the curricular and co-curricular activities, research, community orientation and the personal / spiritual development of the students?

The Institution enjoys the goodwill and cooperation from all the stakeholders in the interest of the students by maintaining a good rapport with the parents, Alumni, Local community in the neighborhood, university and the industry. All these agencies have good faith and cordiality with the management.

7.3.5 How do you anticipate public concerns in your current and future programmes offering the operations?

The institution has great experience and cordial relationship with all the stakeholders and hence it anticipates public concerns. Parents are greatly concerned with the progress of their wards in terms of behavior, attitude, academic performance, and prospective employment.

The university authorities are concerned with the quality enhancement activities of the institution and its strengths and weaknesses. It expects the institution to produce good citizens of tomorrow.

The employers are greatly concerned with getting potential and eligible candidates with some knowledge and skill to impart education.

Thus all the stakeholders and the supporters are greatly anticipating public in all the programmes organized by the students.

7.3.6 How does the institution promote social responsibilities and citizenship roles among its students? Does it have any exclusive programmes for the same?

The students of the institution belonging to NSS / YRC / RRC promote social

responsibility and citizenship roles by their involvement in all the social service and community activities. The department of Tamil and English quite often arrange for seminars and guest lectures by inviting eminent persons who are deeply concerned with social responsibility and good citizenship.

7.3.7 What are the institutional efforts to bring in community orientation in the activities?

When the NSS students visit the villages for community service as a part of their programmes of regular activities or a 10 days camp in the villages, the local leaders, officials, and councilors offer the unflinching support to the volunteers and help them in the execution of inclusion activities.

7.3.8(A) How does your institution actively support and strengthen the neighborhood communities? How do you identify community needs and determine areas of emphasis for organizational involvement and support?

The NSS Volunteers initially conduct survey to identify the felt needs of the community. They consolidate the whole problem and decide on adopting the villages. Once again they have personal contact with the villagers and chalk out programmes for extension activities.

Now the institution supports and strengthens the neighborhood communities by adopting the villages. They have a good contact and cordial relationship with the rural people.

7.3.8(B) How do the faculty and students contribute in these activities?

The faculties and students work together in all the extension activities not only during the camping period of NSS but also during regular activities by

- (a) Conducting awareness by creating programmes like arranging for rallies against HIV, Pollution, the use of plastic items etc. They also conduct door to door campaign spreading the advantages of blood donation, eye donation and body donation.
- (b) Arranging for Health programmes in coordination with KMCH our sister concern such as blood grouping, free check up programmes etc.
- (c) Organizing help programmes to the illiterate villagers in connection with getting pattas, pension and other aid from the government.

- (d) Both faculty and students visit the central jail and conduct moral boosting activities to the inmates and create awareness in education and gardening.
- (e) Most of the times the students offer manual help to the villagers. While camping in the villages, they whitewash the school building, community hall and temples, lay new roads, repair the old roads, raise bunds etc.

7.3.8 Describe how your institution determines student satisfaction, relative to academic benchmarks? Do you update the approach in view of the current and future educational needs and challenges?

The institution determines student satisfaction relative to academic benchmarks by

- (a) Assessing the feedback form submitted by the students about the overall performance of the teachers and the institution.
- (b) Analyzing the results of the students for all the six semesters in UG and four semesters in PG in the University examinations.
- (c) The institution makes attempts to bring out the hidden talents of students in sports and games, provides canteen, transport facilities, providing computer facilities with internet connectivity, providing modern equipments like LCD and OHP and modernizing the library structure.

7.3.10 how do you build relationships?

The following are the ways to attract the students.

- (a) The institution is full contingent of staff members who are well experienced.
- (b) Career guidance cell and Placement Training are offered.
- (c) Transport facilities from far away places.
- (d) Scholarships, concessions, and privileges to all the deserving students like sportspersons and sons of ex-servicemen.
- (e) The fee structure is less when compared with other colleges.
- (f) The students are permitted to pay the fees in installments.

II The following methods are followed to enhance student's performance.

- (a) The best students are awarded certificates and medals.
- (b) Remedial classes and bridge courses are being conducted.
- (c) Two internal examinations and one model examinations before the

University examinations.

- (d) The teaching, learning methods are greatly improved by using the modern methods.

III Following are the ways to meet their expectations of learning

- (a) The institution offers career guidance and pre placement training.
- (b) The students are deputed to attend off campus seminars, symposia and cultural events. The institution provides internet facilities to all the departments.
- (c) The institution itself organizes seminars / workshops and international / national conferences.

7.3.11 What is your complaint, management process? How do you ensure that these complaints are resolved promptly and effectively? How are complaints aggregated and analyzed for use in the improvement of the organization, and for better stakeholder – relationship and satisfaction?

There are two committees to take care of the complaint management (a) Students Redressal Committee (b) Staff Redressal Committee.

For staff there is a suggestion box kept in the Principal's office. If any staff member has any grievance either he can drop the complaint into the box or directly hand it over to the Principal. The staff Redressal Committee will be convened under the convenership of the Principal and solution will be arrived at a Full Timeer a thorough discussion.

If the students have any grievance they will drop a letter into the suggestion box and the HOD convenes a meeting with the boy or girl m, mconcerned and the matter will be referred to the Principal for further action. Thus the problems and grievances of the students are solved on all occasions.

# EXECUTIVE SUMMARY

## **Dr. N.G.P Arts and Science College**

### **EXECUTIVE SUMMARY**

Kovai Medical Center Research and Educational Trust is a non – profitable Voluntary Organization established in 1990. Dr. N.G.P. Arts and Science College is a unit of the Trust which was established in the year 1997 with Dr.Nalla G. Palaniswami, as the Chairman and Dr.Thavamani D. Palaniswami, as the Managing Trustee. This institution was established with the permission of the Government of Tamil Nadu as per G.O. MS No. 464, DT 27/08/1997, affiliated to Bharathiar University in its letter No.11129/A1/97 DT 17/10/1997 and recognized by UGC, New Delhi under 2 (f) and 12 (B), Vide No. F.8-50/2003 (CPP – I) DT June 2003. This is a self financed and coeducational college with a motto ‘Nurture, Grow and Prosper’.

The Institution is located in a rural area on SITRA, Avinashi Road – Kalappatti Road falling at Dr. NGP Nagar. The extent of campus is 7.41 acres and the built up area is 18,078.78 sqmt. The College has a sprawling campus, spacious classrooms, well equipped and modern laboratories, UG and PG Seminar Halls, Central Library, Department libraries and Administrative genders. A vast playground with all outdoor games and facilities for indoor games are also made available.

The College offers 16 Undergraduate courses, 11 Postgraduates courses, M.Phil programmes (PT /FT) in 09 disciplines, and PhD programmes (PT / FT) in 02 disciplines, 04 PG Diploma courses , 02 diploma courses and 03 certificate courses. To offer qualitative education which will be helpful for all the students to have the employable skills the syllabus, the duration of the programmes and evaluation methods for the diploma courses and certificates are framed by the faculty concerned.

At present there are 2805 students in the college constituting 52% men and 48% women. There are 184 Faculty Members and 40 technical staff. As such there is no vacancy in any department. The gender ratio of men and women

among the employees works out to be 1: 2 and the teacher student ratio is 1: 13.

A number of scholarships are available for students. The students of the Scheduled caste can apply for the award of scholarships .Most backward classes can apply for the award of scholarship, Harijan Welfare scholarship and scholarship to the physically handicapped students. Apart from these things the management offers many scholarships. Ex servicemen children are also awarded free scholarship.

The Alumni Association is functioning very actively in this college. It has various activities which will eventually prove beneficial to the alumni. The Parents Teachers meetings are also conducted every year. This meet is very helpful to the Management to get a correct feedback from them on the issues like curricular aspects, teaching learning process and infrastructure facilities. They are also free to express and record their impressions on the teachers and the academic performance of their wards.

The students of Dr. NGP Arts and Science College have not only excelled in the field of Sports and NSS, they have also done very well in the field of academics. Every semester, two internal examinations and one model examination are being conducted to prepare them to face the University Examination with full confidence. This is the main reason for the better Academic records with University ranks and awards every year. In the Bharathiar University examination the college is maintaining a good record of over 90% passes every semesters. Totally so far 2258 Graduates and 788 Post graduates have gone out successfully and got appointed somewhere in industries, companies, and offices or gone to higher education. The faculty also conducts remedial classes for academically weak students, and coaches them in the field of interactive session, group discussion, quiz programmes and preparation of articles for seminars. This helps the students attain improvement and progress in their academic performance.

There are many full fledged faculty members who are highly qualified and potentially academic. There are 13 PhD and 112 M.Phil degree holders. Most of

them are currently pursuing their research degrees. They have attended on / off campus seminars, symposia and conferences. They also arrange for guest lectures in the college inviting good speakers from outside, Faculty development programmes for the members of staff and student's development programmes for the students are being conducted regularly to enhance their standard to quality. The people from all walks of life are invited to deliver their address in such programmes. The men teaching staff also are given extra training to have their skills in office automation, filing, and computer literacy.

The college is sufficiently equipped with 560 computers with adequate lab facilities. They are networked with high speed LAN, all original licensed software, and Broadband internet facility. Novell Netware Server, Windows 2003 server, windows 2000 server, Windows NT, Linux server, and UNIX server are the backbone of our Computer Lab. The fully air conditioned labs are helpful to the students to work beyond their college working hours. Many LCD and OHP projectors are used in the classroom for effective teaching.

There is one central library which consists of more than 15000 books, 130 journals, 25 Magazines. The library is open from 8.00 a.m. to 8.00 p.m. to facilitate the students and members of staff to an optimum utility. Apart from them every department has a library of its own where only the faculty members alone can use them. Text books are purchased in multiple copies. There are CD / DVD facilities available with library.

The NSS units of this college are very dynamic. There are 3 units comprising of 300 students. The city of Coimbatore and nearby villages is greatly benefited by the tremendous service rendered by NSS units. Apart from taking part in various seminars the NSS volunteers have proved their best by involving themselves in activities like campus cleaning programmes, blood donation, arranging vaccination campus and tree plantation. The units also organize a 10 days special camping programmes every year in villages like Maruthamalai, Irulampatty and Navavoor.

The Placement cell of this college plays a vital role in conducting placement mela to facilitate the students to choose their jobs. The cell has

organized many career development programmes, campus interviews and off campus interviews along with online placement interviews. The cell is venturing forth and works tirelessly to place all our students.

In a nutshell DR. NGP Arts and Science College is a marvelous institution which caters to the growing demands of the rural students in this area.

**PROFILE  
OF THE  
DEPARTMENT**

### Profile of the Departments

		<b>Responses</b>	
1	Name of the Department	<b>Commerce</b>	
2	Year of Establishment	1997	
3	Number of Teachers sanctioned and present position	11	11
4	Number of Administrative Staff	–	
5	Number of Technical Staff	–	
6	Number of Teachers and Students	11 & 186	
7	Demand Ratio (No. of seats: No. of applications)	186: 186	
8	Ratio of Teachers to Students	17	
9	Number of research scholars who had their master's degree from other institutions	6	
10	The year when the curriculum was revised last	June 2009	
11	Number of students passed NET/SLET etc. (last two years)	–	
12	Success Rate of students (What is the pass percentage as compared to the University average?)	85 %	
13	University Distinction/ Ranks	–	
14	Publications by faculty (last 5 years)	–	
15	Awards and recognition received by faculty (last five years)	2	
16	Faculty who have Attended National and International Seminars (last five years)	2	
17	Number of National and International seminars organized (Last five years)	–	
18	Number of teachers engaged in consultancy and the revenue generated	1	1000

19	Number of Ongoing projects and its total outlay	-	
20	Research projects completed during last two & its total outlay	-	
21	Number of inventions and patents	-	
22	Number of Ph. D theses guided during the last two years	-	
23	Number of Books in the Departmental Library, if any	-	
24	Number of Journals/Periodicals	-	
25	Number of Computers	1	
26	Annual Budget	Rs.20000	

### Profile of the Departments

		<b>Responses</b>	
1	Name of the Department	<b>Commerce with CA</b>	
2	Year of Establishment	2000	
3	Number of Teachers sanctioned and present position	17	17
4	Number of Administrative Staff	-	
5	Number of Technical Staff	-	
6	Number of Teachers and Students	17/376	
7	Demand Ratio (No. of seats: No. of applications)	1:1	
8	Ratio of Teachers to Students	1:22	
9	Number of research scholars who had their master's degree from other institutions	5	
10	The year when the curriculum was revised last	2007	
11	Number of students passed NET/SLET etc. (last two years)	-	

12	Success Rate of students (What is the pass percentage as compared to the University average?)	–	
13	University Distinction/ Ranks	28/3	
14	Publications by faculty (last 5 years)	–	
15	Awards and recognition received by faculty (last five years)	–	
16	Faculty who have Attended National and International Seminars (last five years)	17	
17	Number of National and International seminars organized (Last five years)	1	
18	Number of teachers engaged in consultancy and the revenue generated	–	
19	Number of Ongoing projects and its total outlay	–	
20	Research projects completed during last two & its total outlay	–	
21	Number of inventions and patents	–	
22	Number of Ph. D theses guided during the last two years	–	
23	Number of Books in the Departmental Library, if any	78	
24	Number of Journals/Periodicals	42	
25	Number of Computers	1	
26	Annual Budget	9000	

### Profile of the Departments

		<b>Responses</b>	
1	Name of the Department	<b>English</b>	
2	Year of Establishment	1997	
3	Number of Teachers sanctioned and present position	14	14
4	Number of Administrative Staff	–	
5	Number of Technical Staff	–	
6	Number of Teachers and Students	–	
7	Demand Ratio (No. of seats: No. of applications)	–	
8	Ratio of Teachers to Students	–	
9	Number of research scholars who had their master's degree from other institutions	–	
10	The year when the curriculum was revised last	2009	
11	Number of students passed NET/SLET etc. (last two years)	–	
12	Success Rate of students (What is the pass percentage as compared to the University average?)	–	
13	University Distinction/ Ranks	–	
14	Publications by faculty (last 5 years)	1	
15	Awards and recognition received by faculty (last five years)	–	
16	Faculty who have Attended National and International Seminars (last five years)	4	
17	Number of National and International seminars organized (Last five years)	–	
18	Number of teachers engaged in consultancy and the revenue generated	2	

19	Number of Ongoing projects and its total outlay	-	
20	Research projects completed during last two & its total outlay	-	
21	Number of inventions and patents	-	
22	Number of Ph. D theses guided during the last two years	-	
23	Number of Books in the Departmental Library, if any	39	
24	Number of Journals/Periodicals	1	
25	Number of Computers	1	
26	Annual Budget	30000	

### Profile of the Departments

		<b>Responses</b>	
1	Name of the Department	<b>BBM – CA</b>	
2	Year of Establishment	1997	
3	Number of Teachers sanctioned and present position	7	7
4	Number of Administrative Staff	-	
5	Number of Technical Staff	-	
6	Number of Teachers and Students	7/214	
7	Demand Ratio (No. of seats: No. of applications)	-	
8	Ratio of Teachers to Students	1:30	
9	Number of research scholars who had their master's degree from other institutions	-	
10	The year when the curriculum was revised last	2009	
11	Number of students passed NET/SLET etc. (last two years)	-	

12	Success Rate of students (What is the pass percentage as compared to the University average?)	–	
13	University Distinction/ Ranks	5/0	
14	Publications by faculty (last 5 years)	–	
15	Awards and recognition received by faculty (last five years)	–	
16	Faculty who have Attended National and International Seminars (last five years)	6	
17	Number of National and International seminars organized (Last five years)	–	
18	Number of teachers engaged in consultancy and the revenue generated	–	
19	Number of Ongoing projects and its total outlay	–	
20	Research projects completed during last two & its total outlay	–	
21	Number of inventions and patents	–	
22	Number of Ph. D theses guided during the last two years	–	
23	Number of Books in the Departmental Library, if any	101	
24	Number of Journals/Periodicals	–	
25	Number of Computers	1	
26	Annual Budget		

### **Profile of the Departments**

		<b>Responses</b>	
1	Name of the Department	<b>Mathematics</b>	
2	Year of Establishment	2003- UG;2006 - PG	
3	Number of Teachers sanctioned and present position	15/15	
4	Number of Administrative Staff	—	
5	Number of Technical Staff	—	
6	Number of Teachers and Students	—	
7	Demand Ratio (No. of seats: No. of applications)	—	
8	Ratio of Teachers to Students	—	
9	Number of research scholars who had their master's degree from other institutions	—	
10	The year when the curriculum was revised last	2008	
11	Number of students passed NET/SLET etc. (last two years)	—	
12	Success Rate of students (What is the pass percentage as compared to the University average?)	UG – 90% PG – 48%	
13	University Distinction/ Ranks	1	
14	Publications by faculty (last 5 years)	—	
15	Awards and recognition received by faculty (last five years)	—	
16	Faculty who have Attended National and International Seminars (last five years)	2	
17	Number of National and International seminars organized (Last five years)		

18	Number of teachers engaged in consultancy and the revenue generated		
19	Number of Ongoing projects and its total outlay		
20	Research projects completed during last two & its total outlay		
21	Number of inventions and patents		
22	Number of Ph. D theses guided during the last two years		
23	Number of Books in the Departmental Library, if any	99	
24	Number of Journals/Periodicals	7	
25	Number of Computers	1	
26	Annual Budget	115319	

### Profile of the Departments

		<b>Responses</b>
1	Name of the Department	<b>Nutrition &amp; Dietetics</b>
2	Year of Establishment	2003
3	Number of Teachers sanctioned and present position	5
4	Number of Administrative Staff	—
5	Number of Technical Staff	<b>1</b>
6	Number of Teachers and Students	5:47
7	Demand Ratio (No. of seats: No. of applications)	
8	Ratio of Teachers to Students	1:9
9	Number of research scholars who had their master's degree from other institutions	3

10	The year when the curriculum was revised last	2009	
11	Number of students passed NET/SLET etc. (last two years)	1	
12	Success Rate of students (What is the pass percentage as compared to the University average?)	88%	
13	University Distinction/ Ranks	17/7	
14	Publications by faculty (last 5 years)	2	
15	Awards and recognition received by faculty (last five years)		
16	Faculty who have Attended National and International Seminars (last five years)	2 x 2	
17	Number of National and International seminars organized (Last five years)		
18	Number of teachers engaged in consultancy and the revenue generated		
19	Number of Ongoing projects and its total outlay	10	
20	Research projects completed during last two & its total outlay	43	
21	Number of inventions and patents		
22	Number of Ph. D theses guided during the last two years		
23	Number of Books in the Departmental Library, if any	20	
24	Number of Journals/Periodicals		
25	Number of Computers	2	
26	Annual Budget	50000	

### Profile of the Departments

		<b>Responses</b>
1	Name of the Department	<b>Catering Science &amp; Hot.Management</b>
2	Year of Establishment	2006
3	Number of Teachers sanctioned and present position	05/05
4	Number of Administrative Staff	05
5	Number of Technical Staff	02
6	Number of Teachers and Students	5:78
7	Demand Ratio (No. of seats: No. of applications)	1:1
8	Ratio of Teachers to Students	1:16
9	Number of research scholars who had their master's degree from other institutions	
10	The year when the curriculum was revised last	2008
11	Number of students passed NET/SLET etc. (last two years)	
12	Success Rate of students (What is the pass percentage as compared to the University average?)	
13	University Distinction/ Ranks	
14	Publications by faculty (last 5 years)	
15	Awards and recognition received by faculty (last five years)	

16	Faculty who have Attended National and International Seminars (last five years)	01	
17	Number of National and International seminars organized (Last five years)		
18	Number of teachers engaged in consultancy and the revenue generated	05	
19	Number of Ongoing projects and its total outlay		
20	Research projects completed during last two & its total outlay		
21	Number of inventions and patents		
22	Number of Ph. D theses guided during the last two years		
23	Number of Books in the Departmental Library, if any		
24	Number of Journals/Periodicals	14	
25	Number of Computers	01	
26	Annual Budget	100000	

### Profile of the Departments

		<b>Responses</b>	
1	Name of the Department	<b>Corporate Secretaryship</b>	
2	Year of Establishment	1999	
3	Number of Teachers sanctioned and present position	10	
4	Number of Administrative Staff		

5	Number of Technical Staff		
6	Number of Teachers and Students	10:159	
7	Demand Ratio (No. of seats: No. of applications)	1:1	
8	Ratio of Teachers to Students	1:15	
9	Number of research scholars who had their master's degree from other institutions	2	
10	The year when the curriculum was revised last	2007	
11	Number of students passed NET/SLET etc. (last two years)		
12	Success Rate of students (What is the pass percentage as compared to the University average?)		
13	University Distinction/ Ranks	3/1	
14	Publications by faculty (last 5 years)		
15	Awards and recognition received by faculty (last five years)		
16	Faculty who have Attended National and International Seminars (last five years)	9	
17	Number of National and International seminars organized (Last five years)		
18	Number of teachers engaged in consultancy and the revenue generated		
19	Number of Ongoing projects and its total outlay		
20	Research projects completed during last two & its total outlay		
21	Number of inventions and patents		

22	Number of Ph. D theses guided during the last two years	
23	Number of Books in the Departmental Library, if any	60
24	Number of Journals/Periodicals	42
25	Number of Computers	1
26	Annual Budget	8000

### Profile of the Departments

		Responses
1	Name of the Department	<b>Hospital Administration</b>
2	Year of Establishment	2004
3	Number of Teachers sanctioned and present position	
4	Number of Administrative Staff	
5	Number of Technical Staff	
6	Number of Teachers and Students	
7	Demand Ratio (No. of seats: No. of applications)	
8	Ratio of Teachers to Students	
9	Number of research scholars who had their master's degree from other institutions	4
10	The year when the curriculum was revised last	2009
11	Number of students passed NET/SLET etc. (last two years)	
12	Success Rate of students (What is the pass percentage as compared to the University average?)	100%
13	University Distinction/ Ranks	2
14	Publications by faculty (last 5 years)	
15	Awards and recognition received by faculty (last five years)	
16	Faculty who have Attended National and International Seminars (last five years)	5

17	Number of National and International seminars organized (Last five years)		
18	Number of teachers engaged in consultancy and the revenue generated		
19	Number of Ongoing projects and its total outlay		
20	Research projects completed during last two & its total outlay		
21	Number of inventions and patents		
22	Number of Ph. D theses guided during the last two years		
23	Number of Books in the Departmental Library, if any	31	
24	Number of Journals/Periodicals		
25	Number of Computers	1	
26	Annual Budget	20000	

### Profile of the Departments

		<b>Responses</b>	
1	Name of the Department	<b>Clinical Laboratory</b>	
2	Year of Establishment	2005	
3	Number of Teachers sanctioned and present position	5/5	
4	Number of Administrative Staff	1	
5	Number of Technical Staff	1	
6	Number of Teachers and Students	3/30	

7	Demand Ratio (No. of seats: No. of applications)	30/50	
8	Ratio of Teachers to Students	1:10	
9	Number of research scholars who had their master's degree from other institutions		
10	The year when the curriculum was revised last	2009	
11	Number of students passed NET/SLET etc. (last two years)		
12	Success Rate of students (What is the pass percentage as compared to the University average?)	61%	
13	University Distinction/ Ranks	2	
14	Publications by faculty (last 5 years)	19	
15	Awards and recognition received by faculty (last five years)		
16	Faculty who have Attended National and International Seminars (last five years)	25	4
17	Number of National and International seminars organized (Last five years)	3	1
18	Number of teachers engaged in consultancy and the revenue generated		
19	Number of Ongoing projects and its total outlay	1	5, 92,300
20	Research projects completed during last two & its total outlay		
21	Number of inventions and patents		
22	Number of Ph. D theses guided during the last two years		
23	Number of Books in the Departmental Library, if any	30	
24	Number of Journals/Periodicals		

25	Number of Computers	1
26	Annual Budget	628266

### Profile of the Departments

		Responses
1	Name of the Department	<b>Biochemistry</b>
2	Year of Establishment	UG-1997,PG-2000
3	Number of Teachers sanctioned and present position	9/9
4	Number of Administrative Staff	
5	Number of Technical Staff	1
6	Number of Teachers and Students	9:75
7	Demand Ratio (No. of seats: No. of applications)	6:1
8	Ratio of Teachers to Students	1:8
9	Number of research scholars who had their master's degree from other institutions	7
10	The year when the curriculum was revised last	2008
11	Number of students passed NET/SLET etc. (last two years)	
12	Success Rate of students (What is the pass percentage as compared to the University average?)	UG – 100% PG - 84%
13	University Distinction/ Ranks	8
14	Publications by faculty (last 5 years)	25
15	Awards and recognition received by faculty (last five years)	

16	Faculty who have Attended National and International Seminars (last five years)	3	
17	Number of National and International seminars organized (Last five years)	4	
18	Number of teachers engaged in consultancy and the revenue generated	3	
19	Number of Ongoing projects and its total outlay	1968800	
20	Research projects completed during last two & its total outlay		
21	Number of inventions and patents		
22	Number of Ph. D theses guided during the last two years	5	
23	Number of Books in the Departmental Library, if any		
24	Number of Journals/Periodicals		
25	Number of Computers	1	
26	Annual Budget	260000	

### Profile of the Departments

		<b>Responses</b>	
1	Name of the Department	<b>Microbiology</b>	
2	Year of Establishment	PG – 03 UG – 2004	
3	Number of Teachers sanctioned and present position	10/10	
	Number of Administrative Staff	2	
4	Number of Technical Staff		
5	Number of Teachers and Students		
6	Demand Ratio (No. of seats: No. of applications)		
7	Ratio of Teachers to Students		
8	Number of research scholars who had their master's degree from other institutions	6	
9	The year when the curriculum was revised last	2008	
10	Number of students passed NET/SLET etc. (last two years)		
11	Success Rate of students (What is the pass percentage as compared to the University average?)	UG – 90% PG – 80%	
12	University Distinction/ Ranks	5	
13	Publications by faculty (last 5 years)	40	
14	Awards and recognition received by faculty (last five years)	Mr.N.Prabhu, Best teacher Award	
15	Faculty who have Attended National and International Seminars (last five years)	10	

16	Number of National and International seminars organized (Last five years)	4	
17	Number of teachers engaged in consultancy and the revenue generated	2/5000	
18	Number of Ongoing projects and its total outlay	1/30000	
19	Research projects completed during last two & its total outlay		
20	Number of inventions and patents		
21	Number of Ph. D theses guided during the last two years		
22	Number of Books in the Departmental Library, if any	20	
23	Number of Journals/Periodicals	3	
24	Number of Computers	2	
25	Annual Budget	398149	

### Profile of the Departments

		<b>Responses</b>
1	Name of the Department	<b>Computer Applications</b>
2	Year of Establishment	2007
3	Number of Teachers sanctioned and present position	13/12
4	Number of Administrative Staff	_____
5	Number of Technical Staff	_____
6	Number of Teachers and Students	12 & 325

7	Demand Ratio (No. of seats: No. of applications)	121: 150	
8	Ratio of Teachers to Students	1:30	
9	Number of research scholars who had their master's degree from other institutions	2	
10	The year when the curriculum was revised last	2008	
11	Number of students passed NET/SLET etc. (last two years)		
12	Success Rate of students (What is the pass percentage as compared to the University average?)	93%	
13	University Distinction/ Ranks	14(2008)	
14	Publications by faculty (last 5 years)		
15	Awards and recognition received by faculty (last five years)		
16	Faculty who have Attended National and International Seminars (last five years)	5 & 2	
17	Number of National and International seminars organized (Last five years)		
18	Number of teachers engaged in consultancy and the revenue generated	2/4000	
19	Number of Ongoing projects and its total outlay		
20	Research projects completed during last two & its total outlay		
21	Number of inventions and patents		
22	Number of Ph. D theses guided during the last two years		
23	Number of Books in the Departmental Library, if any	40	

24	Number of Journals/Periodicals	
25	Number of Computers	1
26	Annual Budget	100000

### Profile of the Departments

		Responses
1	Name of the Department	<b>International Business</b>
2	Year of Establishment	2003
3	Number of Teachers sanctioned and present position	4/4
4	Number of Administrative Staff	
5	Number of Technical Staff	1
6	Number of Teachers and Students	4&23
7	Demand Ratio (No. of seats: No. of applications)	36:11
8	Ratio of Teachers to Students	1:6
9	Number of research scholars who had their master's degree from other institutions	
10	The year when the curriculum was revised last	2007-08
11	Number of students passed NET/SLET etc. (last two years)	
12	Success Rate of students (What is the pass percentage as compared to the University average?)	95%
13	University Distinction/ Ranks	1
14	Publications by faculty (last 5 years)	1

15	Awards and recognition received by faculty (last five years)	2	
16	Faculty who have Attended National and International Seminars (last five years)	1	
17	Number of National and International seminars organized (Last five years)		
18	Number of teachers engaged in consultancy and the revenue generated		
19	Number of Ongoing projects and its total outlay		
20	Research projects completed during last two & its total outlay		
21	Number of inventions and patents		
22	Number of Ph. D theses guided during the last two years		
23	Number of Books in the Departmental Library, if any	20	
24	Number of Journals/Periodicals	15	
25	Number of Computers	1	
26	Annual Budget	5000	

### Profile of the Departments

		<b>Responses</b>	
1	Name of the Department	<b>Computer Science</b>	
2	Year of Establishment	1997	
3	Number of Teachers sanctioned and present position	14	14
4	Number of Administrative Staff		
5	Number of Technical Staff		
6	Number of Teachers and Students	14   307	
7	Demand Ratio (No. of seats: No. of applications)	532:350	
8	Ratio of Teachers to Students	1:22	
9	Number of research scholars who had their master's degree from other institutions	2	
10	The year when the curriculum was revised last	2007	
11	Number of students passed NET/SLET etc. (last two years)		
12	Success Rate of students (What is the pass percentage as compared to the University average?)	98%	
13	University Distinction/ Ranks	7	
14	Publications by faculty (last 5 years)	2	
15	Awards and recognition received by faculty (last five years)	1	
16	Faculty who have Attended National and International Seminars (last five years)	11	2

17	Number of National and International seminars organized (Last five years)	2	
18	Number of teachers engaged in consultancy and the revenue generated	1	
19	Number of Ongoing projects and its total outlay		
20	Research projects completed during last two & its total outlay		
21	Number of inventions and patents		
22	Number of Ph. D theses guided during the last two years		
23	Number of Books in the Departmental Library, if any	20	
24	Number of Journals/Periodicals		
25	Number of Computers	60	
26	Annual Budget	2308145	

### Profile of the Departments

		<b>Responses</b>
1	Name of the Department	<b>Biotechnology</b>
2	Year of Establishment	2002
3	Number of Teachers sanctioned and present position	10/10
4	Number of Administrative Staff	
5	Number of Technical Staff	2
6	Number of Teachers and Students	10/170
7	Demand Ratio (No. of seats: No. of applications)	1:1
8	Ratio of Teachers to Students	1:17

9	Number of research scholars who had their master's degree from other institutions	5	
10	The year when the curriculum was revised last	2007	
11	Number of students passed NET/SLET etc. (last two years)		
12	Success Rate of students (What is the pass percentage as compared to the University average?)	95%	
13	University Distinction/ Ranks	5	
14	Publications by faculty (last 5 years)	38	
15	Awards and recognition received by faculty (last five years)	4	
16	Faculty who have Attended National and International Seminars (last five years)	8	
17	Number of National and International seminars organized (Last five years)	2	
18	Number of teachers engaged in consultancy and the revenue generated		
19	Number of Ongoing projects and its total outlay		
20	Research projects completed during last two & its total outlay		
21	Number of inventions and patents		
22	Number of Ph. D theses guided during the last two years		
23	Number of Books in the Departmental Library, if any	62	
24	Number of Journals/Periodicals		
25	Number of Computers	3	
26	Annual Budget	250000	

### Profile of the Departments

		<b>Responses</b>	
1	Name of the Department	<b>Information Technology</b>	
2	Year of Establishment	2007	
3	Number of Teachers sanctioned and present position	5	
4	Number of Administrative Staff		
5	Number of Technical Staff		
6	Number of Teachers and Students	5,163	
7	Demand Ratio (No. of seats: No. of applications)	170	
8	Ratio of Teachers to Students	1:35	
9	Number of research scholars who had their master's degree from other institutions		
10	The year when the curriculum was revised last	2007	
11	Number of students passed NET/SLET etc. (last two years)		
12	Success Rate of students (What is the pass percentage as compared to the University average?)		
13	University Distinction/ Ranks		
14	Publications by faculty (last 5 years)		
15	Awards and recognition received by faculty (last five years)		
16	Faculty who have Attended National and International Seminars (last five years)	1	
17	Number of National and International seminars organized (Last five years)	1	

18	Number of teachers engaged in consultancy and the revenue generated		
19	Number of Ongoing projects and its total outlay		
20	Research projects completed during last two & its total outlay		
21	Number of inventions and patents		
22	Number of Ph. D theses guided during the last two years		
23	Number of Books in the Departmental Library, if any	50	
24	Number of Journals/Periodicals		
25	Number of Computers	2	
26	Annual Budget	25000	

### Profile of the Departments

		<b>Responses</b>
1	Name of the Department	<b>Computer Technology</b>
2	Year of Establishment	2008
3	Number of Teachers sanctioned and present position	4
4	Number of Administrative Staff	
5	Number of Technical Staff	
6	Number of Teachers and Students	4,49
7	Demand Ratio (No. of seats: No. of applications)	120
8	Ratio of Teachers to Students	1:30

9	Number of research scholars who had their master's degree from other institutions		
10	The year when the curriculum was revised last	2008	
11	Number of students passed NET/SLET etc. (last two years)		
12	Success Rate of students (What is the pass percentage as compared to the University average?)		
13	University Distinction/ Ranks		
14	Publications by faculty (last 5 years)		
15	Awards and recognition received by faculty (last five years)		
16	Faculty who have Attended National and International Seminars (last five years)		
17	Number of National and International seminars organized (Last five years)		
18	Number of teachers engaged in consultancy and the revenue generated		
19	Number of Ongoing projects and its total outlay		
20	Research projects completed during last two & its total outlay		
21	Number of inventions and patents		
22	Number of Ph. D theses guided during the last two years		
23	Number of Books in the Departmental Library, if any	50	
24	Number of Journals/Periodicals		
25	Number of Computers	2	
26	Annual Budget	25000	

### Profile of the Departments

		<b>Responses</b>	
1	Name of the Department	<b>Tamil</b>	
2	Year of Establishment	1997	
3	Number of Teachers sanctioned and present position	8	
4	Number of Administrative Staff		
5	Number of Technical Staff		
6	Number of Teachers and Students		
7	Demand Ratio (No. of seats: No. of applications)		
8	Ratio of Teachers to Students		
9	Number of research scholars who had their master's degree from other institutions		
10	The year when the curriculum was revised last		
11	Number of students passed NET/SLET etc. (last two years)		
12	Success Rate of students (What is the pass percentage as compared to the University average?)	98%	
13	University Distinction/ Ranks		
14	Publications by faculty (last 5 years)	21	
15	Awards and recognition received by faculty (last five years)	2	
16	Faculty who have Attended National and International Seminars (last five years)	16	
17	Number of National and International seminars organized (Last five years)		
18	Number of teachers engaged in consultancy and the revenue generated		

19	Number of Ongoing projects and its total outlay		
20	Research projects completed during last two & its total outlay		
21	Number of inventions and patents		
22	Number of Ph. D theses guided during the last two years		
23	Number of Books in the Departmental Library, if any	100	
24	Number of Journals/Periodicals		
25	Number of Computers	1	
26	Annual Budget	40000	

### Profile of the Departments

		<b>Responses</b>
1	Name of the Department	<b>Costume Design &amp; Fashion</b>
2	Year of Establishment	2006
3	Number of Teachers sanctioned and present position	6
4	Number of Administrative Staff	
5	Number of Technical Staff	1
6	Number of Teachers and Students	6 : 76
7	Demand Ratio (No. of seats: No. of applications)	76 : 76
8	Ratio of Teachers to Students	
9	Number of research scholars who had their master's degree from other institutions	
10	The year when the curriculum was revised last	2006

11	Number of students passed NET/SLET etc. (last two years)		
12	Success Rate of students (What is the pass percentage as compared to the University average?)	96%	
13	University Distinction/ Ranks		
14	Publications by faculty (last 5 years)	2	
15	Awards and recognition received by faculty (last five years)		
16	Faculty who have Attended National and International Seminars (last five years)	8	
17	Number of National and International seminars organized (Last five years)		
18	Number of teachers engaged in consultancy and the revenue generated	2	
19	Number of Ongoing projects and its total outlay		
20	Research projects completed during last two & its total outlay		
21	Number of inventions and patents		
22	Number of Ph. D theses guided during the last two years		
23	Number of Books in the Departmental Library, if any	50	
24	Number of Journals/Periodicals		
25	Number of Computers	1	
26	Annual Budget	50000	



# **THE EVALUATIVE REPORT OF THE DEPARTMENTS**

## **EVALUATION REPORT OF THE DEPARTMENT OF TAMIL**

With the inception of the college in 1997, the Department of Tamil was established with only one staff member. The department has been teaching Part I Paper in first year only for all the programmes and for first two years for some programmes.

At present, there are 8 members of staff in the department under one Head of the Department. Many of the members are well qualified with doctorates and all of them are actively involved in research and guiding work. Many of the members of staff are motivated with adequacy and competency as per the norms prescribed by Bharathiar University. 4 lecturers possess Ph.D degree and 2 of them are pursuing now. One member of the staff is holding M.Phil degree, 3 members have passed the State Level Eligibility Test (SLET) and 3 of them have passed National Level Eligibility Test (NET).

The department has been trying to enhance the language eligibility of the students to enhance the quality learners by strengthening the teaching – learning process. Under the supervision of the HOD the faculty prepare the study materials, lesson plans and evaluation schedules and the HOD is responsible to implement them successfully.

As the College is affiliated to Bharathiar University, the Board of Studies frame the syllabus to all the affiliated colleges. The Board of Studies is convened if the syllabus is to be modified or revised. In the recent Board of Studies meeting many new topics have been introduced. Hence the department cannot bring any changes in the curricula on its own.

In the past two years the department organized Faculty Development Programmes for the benefit of the staff members.

The Department of Tamil is sufficiently equipped with a department library with 100 books, 1 journal, a Computer with printer, and a question bank with previous year Bharathiar University question papers. Adequate furniture is provided to all the members of staff and a separate room for the HOD. Apart from conventional teaching methods, the faculties are following discussion method and interaction method. LCD and OHP are also used as and when necessary.

The list of students who have failed in the examination is prepared and the slow learners are given extra coaching in the name of Remedial classes.

The Head of Tamil Department is the part and parcel of the College administration. They all work together as a team in arranging seminars, workshops, conferences etc. Extra curricular and co curricular activities are being conducted with the help of the Tamil faculty. Dr.Balasubramaniam has been the NSS Programme Officer since 2005.At Present, Mr.Senthil Prakash is the NSS Programme Officer.

The highlight of the department is it published a yearly journal called 'Tamizhosai' which has full of articles written by faculty and students. This has been published for the past 10 years. The copies are kept in the department for the perusal of the NAAC team.

The pass percentage for the past five years is as follows:

<b>S.No</b>	<b>YEAR</b>	<b>APPEARED</b>	<b>PASSED</b>	<b>PASS PERCENTAGE</b>
01	NOV – 2004	509	495	97.25%
02	APR – 2005	499	489	98%
03	NOV – 2005	554	544	98.19%
04	APR – 2006	577	574	99.48%
05	NOV – 2006	616	604	98.05%
06	APR – 2007	466	461	98.93%
07	NOV – 2007	599	591	98.66%
08	APR – 2008	560	550	98.21%
09	NOV – 2008	640	635	99.38%
10	APR – 2009	648	644	99.38%

The department activities with supportive documents

<b>S.No.</b>	<b>Activity</b>	<b>Total</b>
1	Seminar	10
2	Paper Presentation	16
3	Guest Lectures	20
4	Book Publications	08
5	Journals	10

**Highlights & Achievements:**

1. Publication of “Tamizhosai” book every year since 1998.
2. The faculties have published 21 books so far.
3. Out of 8 faculties 3 are doctorates with Ph.D., and 3 are pursuing.
4. 40 papers have been presented in State /National/International level.
5. Archives expressed in wooden boards on Mathematical signs and symbols.
6. Ancient Tamil names of warfare.
7. Ancient Tamil arithmetic expressions.
8. NSS officer in the department.

**Future Plan :**

- a. Seminars and conferences will be organized on the national and international level.
- b. To request for starting BA Tamil next year.
- c. Tamizhosai to be published half yearly.
- d. To encourage the students through workshops and training sessions.

## **EVALUATION REPORT OF THE DEPARTMENT OF ENGLISH**

Established in 1997, the department of English made a modest beginning by imparting general English(Part II English) to the students of B.Com, BBM, B.Sc and BCA. A group of 7 qualified Full time and 02 qualified Part time dedicated members of staff have been serving the department.

Since its inception the department has been striving to train the students in English language skills, with a view to instil confidence in them to face the challenges. The faculty motivate the students with their strong sense of duty and their qualification and experience are engaged in preparing the predominantly rural students to catch up with the latest Trends. Since the college does not offer literature course the members of staff have been teaching only Part II English.

Since the college is non- autonomous the Board of studies of Bharathiar University prescribes syllabus for English. In order to make students competent in communication skills it was suggested to bring changes in the syllabus. A letter was sent to University requesting to bring some modifications in Part II English question paper by focusing on LSRW skills. At present basic communication has been introduced in the odd semester and communicative grammar in the even semester as in the Unit 5. All the first year UG students are taught communicative English classes of two hours per week.

The failed students and the students with low marks in English are identified as

slow learners and remedial classes have been arranged regularly. The advanced learners are encouraged for extra preparation and infused to attend the competitive examinations. In bridge courses the fluency of language and basic grammar are taught. The department has extension activities like conducting English literary competition in the name of “Eruditica” and oratorical and essay competitions are conducted for the students. “Youngistan” The Readers Club was started by the department to have literary interaction among the faculty and students.

In order to inculcate moral and ethical values in students guest lectures by eminent people are arranged to teach good behavior and values in life.

The department has a library of its own with 100 books, CDs on grammar, communicative English and fiction apart from the College library. CDs on the latest trends of soft skills, and communication skills are added to the departmental library.

As the stress is on participatory learning students are encouraged to participate in the class room proceedings. They are made into groups and pairs for discussion and offer their reflections and views on the given topic. The teacher introduces a topic and elicits view and inputs from the students.

The department has been maintaining a high percentage of pass marks every year in the university exams. The percentage of pass in the past 5 years are:

YEAR	TOTAL NO. OF STUDENTS APPEARED		NO .OF STUDENTS PASSED		PASS PERCENTAGE	
	I YEAR	II YEAR	I YEAR	II YEAR	I YEAR	II YEAR
NOV 2004	467	59	416	59	91%	100%
APRIL 2005	458	59	384	59	93%	100%
NOV 2005	435	126	395	125	92.5%	99%
APRIL 2006	433	126	419	120	95%	94%
NOV 2006	558	91	507	87	91%	94%
APRIL 2007	537	90	523	87	98%	97%
NOV 2007	648	82	556	76	87%	93.5%

APRIL 2008	635	80	563	79	82.6%	97%
NOV 2008	694	51	627	51	93.42%	100%

The staff of English department involve themselves in various college activities like Magazine preparation, conduct of women's forum meetings, staff club meeting, faculty development programmes, students development programmes etc. The head of department of English is an active member of Fine Arts Committee of the College. She is also the Governing Council Member of the institution.

The department has plans to start diploma courses in Communicative English and spoken English in the sister concern college of our institution. Our students are free to use the English language laboratory which has the latest software. The department plans to cater to the needs of those who want to establish commercial and professional contact with English based establishments.

Various teaching methods of teaching are adopted such as direct method, translation method, discussion method, and essay method.

1. Enhancing the oral – aural skills of the student community.
2. Extra communicative classes for first year students.
3. Honing the LSRW skills of the students.

#### 4. Created Youngistan Readers

The department activities with supportive documents

<b>S.No.</b>	<b>Activity</b>	<b>Total</b>
1	Seminar	10
2	Paper Presentation	07
3	Guest Lectures	10
4	Workshops	02

#### **The future plans of the department .**

- To arrange for a national seminar / conference.
- To expand the literary club.
- To publish a department news letter.
- To establish a language lab.

To sponsor certificate courses in Handicrafts / embroidery / painting / henna designing to girl students.

## **Evaluative Report of Department of Mathematics**

The UG Department of Mathematics with CA was established in the academic year 2003-2004 with the objective of equipping the students with the knowledge of advanced mathematics. Later in 2006-2007 PG programme for Mathematics alone was started.

The Department comprises of 15 dedicated and qualified members of staff who are appointed as per norms of University. Of them 8 members are holding M.Phil degrees, 3 members at present pursuing M.Phil and 2 members are pursuing Ph.D degree.

There are 106 students in total for all the programmes - 36 boys and 70 girls. Almost all the students are rural based and from backward places of Kerala and most of them studied under Tamil medium and Malayalam medium and they have very poor knowledge of English. Most of their parents have the annual income around Rs. 40,000.

In the beginning of each semester the department follows the schedule and syllabus prescribed by the Bharathiar university to which our institution is affiliated. The members of staff involve in all the academic activities such as lesson plan, subject allotment, timetable, remedial classes, and bridge courses for non-mathematics students to impart a good knowledge of mathematics in them.

As such the department does not have rights to make changes in the syllabus prescribed by the University. However representations may be made through the Principal to the Board of Studies for any revision and modifications. Presently CBCS system is introduced for 1<sup>st</sup> year students. Every semester 2 internal tests and one model exam are being conducted before university exams.

The Mathematics association labeled as “*Sigma*” is organizing seminars, guest lectures, and workshops in the college inviting subject experts from other colleges and the students have the opportunity of utilizing this positively. The willing students and faculty are permitted to attend the seminars outside the college and present papers. The students are also deputed to participate in the placement activities in the universities and elsewhere.

We have the learning resources in the department library which has more than 140 books and more than 10 periodicals and Journals are available in the central library. There is one computer system with a printer which is being used for typing and printing Internal and Model question papers for the department. A well bound Question Bank is also maintained for the students.

The faculty members used to follow modern teaching methods like LCD

presentation and interaction method. OHP is used to certain topics when necessary.

The slow learners or weak students are identified after the results and they are taught remedial classes outside the college hours.

Six of the members of staff of Mathematics department possess guideship approval to guide the M.Phil research scholars.

The Head of Department of Mathematics is involved in Examination cell work that is responsible for the conduct of internal examinations, model exam university exams, and other Government examination of other universities.

The Tutor ward system is being followed in the department. One tutor is in charge of 30 students to look into the personal and academic problems of the students. The students are under the control of the tutor who has constant touch with the parents in connection with academic performance of the students.

The Overall pass percentage of the department are listed below

Year	Semester	No of students appeared	No of students passed	Pass percentage
	Odd	46	38	83%

2004-2005	Even	45	35	78%
	Odd	61	44	72%
2005-2006	Even	61	43	70%
	Odd	83	61	73%
2006-2007	Even	79	53	67%
	Odd	80	54	68%
2007-2008	Even	78	57	73%
2008-2009	Odd	72	41	57%

The department activities with supportive documents

S.No.	Activity	Total
1	Seminar	01
2	Paper Presentation	03
4	Workshops	21

**Highlights & Achievements:**

1. 10 students got centum in University examination in UG Maths.
2. So far 26 first classes and 27 distinctions are produced.
3. Bridge course for non mathematics students every year.

4. For school children formula books were distributed.
5. Participated in all the programs inside and outside the college.

**Future Plans:**

1. To introduce CA in PG level
2. To Prepare Department News letter
3. To plan a National Level Conference

## **EVALUATION REPORT OF THE DEPARTMENT OF COMMERCE**

The department of commerce was established in 1997 with the inception of the college with 13 students and 1 staff member. This department produces commerce graduate with B.Com degree. In the Course of 11 years the strength of the department increased to 61 at present with 10 staff members and one Head of the Department. M.com was started during 2005-06 with a sanctioned strength of 20. M.Phil Research programme for both Part Time & Full Time was started during 2006-07 with the strength of Part Time 10 & Full Time 6. Eight of the staff members have got the guideship to guide M.Phil Scholars.

There are 11 qualified and experienced staff members in the department who are appointed as per the Norms of the Bharathiar University. Out of 11 members of staff, 9 are having M. Phil degree and the HoD has submitted his PhD dissertation and waiting for viva voce exam and two of the staff members are pursuing their Ph.D. The HoD has submitted synopsis recently. He has also passed State Level Eligibility Test (SLET).

The whole department consists of 167 students both UG and PG and the number of boys are 90 and the number of girls are 77.

Most of the students are from rural areas hailing from very poor financial

background. Many of the parents are agriculturists and 50% of them have an annual income of RS. 40,000. A considerable amount of parents are earning between Rs. 40,000 and 80,000. 70% of the commerce students are from Tamil medium, hence Bridge course is being conducted every year after the admissions are over. For the non commerce students the subject accountancy may be alien. So they are asked to attend Bridge Course in Accountancy alone for 10 days. Only a negotiable percentage of students are first generation of graduates.

The department of Commerce takes solid initiative to enhance the quality of education in the college especially strengthening the teaching and learning process. The whole department works as a team to achieve a good result every year. Together they prepare for academic calendar, course materials, work plan, all types of study materials to distribute to the students. Every semester two internal tests and one model exam are conducted by the examination cell before the University exams.

As this is a non-autonomous college, only the university can prescribe the syllabus for all the subjects. However any revision, suggestions, and modifications may be represented to the Board of studies for further actions. For example during 2007-08 the internal evaluation system has been cancelled. In 2008-09 CBCS has been introduced in the curriculum.

The staff as well as students is involved in the arranging and participating in Guest lectures, Seminars, Workshops, Symposium and conferences. The

faculty is permitted to attend Seminars outside the college; likewise the students are also deputed to participate in the workshops with the approval of the Principal.

Many staff members have presented papers in off campus seminars in the University. 6 members have participated in Seminars and Conferences. Around 40 students have participated in seminars out side the college.HoD has presented two papers in International Conference and also 15 papers in National Level Seminar.

For the past 2 years FACULTY DEVELOPMENT PROGRAMS were conducted by various experts in the college to enhance the professional competency of the members of the staff and all the members in the department benefited.

The department is well equipped with adequate furniture and class rooms. There are 1 OHP, 1 Computer, and a Question Bank containing the question papers of the Bharathiar University of the previous Years.We have 1590 Commerce books in the central library and 100 books in department library. The department library is meant only for staff members. Normally 2 books for U.G. students and 4 books for P.G. students are lent. The staff members can take 4 books at a time.

Generally the department maintains a good record of results in the University examination. The following is the overall pass percentage for the last 5 years.

<b>Year</b>	<b>Total appeared</b>	<b>Total Passed</b>	<b>Percentage</b>
2004 – 05 (ODD)	174	151	87
2004 – 05 (EVEN)	172	160	93
2005 – 06 (ODD)	186	170	91
2005 – 06 (EVEN)	150	125	83
2006 – 07 (ODD)	137	111	81
2006 – 07 (EVEN)	129	108	84
2007 – 08 (ODD)	147	123	84
2007 – 08 (EVEN)	148	124	84
2008 – 09 (ODD)	161	120	75
2008 – 09 (EVEN)	160	119	74

As far as the commerce department is concerned drop out rate is very less. All the members of staff are involved in all the college activities both Co-Curricular and Extra-Curricular. One of the lady members of staff has been NSS POs since 2006. Both faculty and the students are involved in Extension as well as consultancy activities. Many students are permitted unofficially to work while learning. They are motivated to earn their bread.

The department activities with supportive documents

<b>S.No.</b>	<b>Activity</b>	<b>Total</b>
1	Seminar	16
2	Paper Presentation	10
3	Guest Lectures	53

**Highlights and Achievements:**

1. High passed percentage every year with first classes and distinctions.
2. Commercial exhibitions were conducted this year.
3. Department has produced 9 M.Phil graduate students.
4. 1 member of staff is awaiting viva voce.
5. Indo Bhutan culture exchange program was conducted with students.
6. One female staff member is a successful NSS officer.
7. 6 members of staff are pursuing M.B.A., degree along with their regular curriculum.
8. 1 National Level Seminar is conducted on “Financial Reengineering Strategies and Regulations”

**FUTURE PLANS**

- In order to strengthen the research activity PhD programme may be introduced
- To take Steps to improve the quality of communication skills and personality development program
- To conduct International Seminar
- To train the students to get 100% results
- To encourage the staff members to present papers and publish books

**EVALUATION REPORT OF THE DEPARTMENT OF COMMERCE (CA)**

The Department of Commerce with Computer Applications was started during 2000-2001 with the strength of 32 later in 2003 and 2004, the post graduate program in M.Com (CA) was started with the strength of 27. At present M.Phil program combining commerce and commerce CA is conducted and the research scholars are undergoing the program inter-disciplinary.

There is a team of well qualified and experienced staff members numbering

17 in the department. Out of them 7 men and 10 women members of staff are available. The staff members satisfy the requirements by the Bharathiyar University norms of PG degree in the subject concerned. Out of 17 members 14 members are having M.Phil degree qualifications and 9 of them are qualified with PGDCA and 4 of them are our alumni. One of the members of staff has completed his doctorate, 4 members of staff are pursuing Ph.D program at present.

As on date there are 376 students in the department of UG and PG. Apart from that 6 scholars are doing M.Phil program. Of all the students there are 215 boys and 161 girls.

Most of the students are from very poor and rural background and they are studying under one scholarship or other. 40% of the parents are having the annual income of Rs 40000 and 30% of the parents are earning between 40000 and 80000. Around 80% of the students are from Tamil medium and 10% of the students are from Kerala. There are also two students from Bhutan. 57% of students are first generation College students in their families. The communitywise strength of these students is OC-33, BC- 238, MBC - 41, SC /ST - 13. The members of staff take all efforts to enhance the quality of the students. Nearly seven members of staff have presented papers in international seminars held in different colleges and universities.

In the college, workshops are conducted inviting the experts from outside the college. Six FACULTY DEVELOPMENT PROGRAMS were attended by all the members of staff. One of our Staff members Mr.S.Saravanan published an article in a referred journal. Nearly 40 students have presented their papers in the national and international seminars.

In the department library 100 books are available in commerce with computer applications subject. There are a computer with a printer and internet connectivity, a overhead projector and question bank with the model question papers. The teachers use modern techniques such as non-projected aids, charts, diagrams, exhibition and workshop for their teaching and learning process. As a team they prepare course materials, lesson plan, academic calendar, question bank with question from various universities for the past two years.

As this is a non-autonomous college the syllabus is prescribed by Bharathiyar University. However any suggestion, revision, and modifications may be sent to the Board of Studies of the university. Last year the internal mark system was abolished but this year it was reintroduced along with CBCS. Initially certificate course on Tally was conducted and due to unavoidable reason that was stopped.

All the members are interested in conducting seminars, guest lectures, workshop and conference. Not only the staff members but also the students are permitted to attend the off campus programs

There are two labs for computer application department. All are well equipped with internet facilities. The UG has one lab and the PG has one lab. Exclusively for Com (CA) there are 120 computers with internet connectivity. The department has well furnished and ventilated class rooms.

The department conducts two internal tests and one model exam every semester before the examination. The members of staff are maintaining the records of all those tests. The marks of the students and the attendance details are immediately conveyed to their respective parents.

The weak students and the slow learners are encouraged to attend the remedial classes and strict attendance is maintained. For the non- commerce students, Bridge course classes are conducted for one week to introduce the basic knowledge and skills of the subject.

Tutor ward system is followed and each tutor is assigned 30 students to take care of the personal and academic problems of the students. There is grievance redressal committee which takes care of the grievances of students. The grievances are collected from the students and immediate solutions are found.

The department is maintaining high percentage of passes every year. The following is the overall pass percentage for the last 5 years

Year	Total appeared	Total Passed	Percentage (%)
2004 – 05 (ODD)	237	211	89
2004 – 05 (EVEN)	246	207	84
2005 – 06 (ODD)	259	186	72
2005 – 06 (EVEN)	259	203	78
2006 – 07 (ODD)	269	237	88
2006 – 07 (EVEN)	269	254	94
2007 – 08 (ODD)	297	227	76
2007 – 08 (EVEN)	267	250	94
2008 – 09 (ODD)	315	212	67

All the members of staff take part in all the co-curricular and extra curricular activities with the co-ordination and team spirit under the head of the department. One of the members of staff has been NSS POs since 2006.

The department activities with supportive documents

S.No.	Activity	Total
1	Guest Lecture	20
2	Workshop	2

### **Highlights and Achievements**

1. Conducted 13 guest lectures, 3 seminars, and 1 national seminar.
2. 3 members of staff are alumni association members.
3. Bridge course for non accounts students was conducted.
4. More than 15 members of staff have presented papers in various seminars.
5. 1 member of staff has published an online article “WATCH YOUR WATCH”.
6. 1 member of staff is the placement officer for the past 2 years.
7. 1 Career Guidance Program for the welfare of the students.

### **Future plan:**

- ❖ To publish a news letter.
- ❖ To conduct a national & international level seminar in the college.
- ❖ To improve the skills of the student in communicative skills and personality development.
- ❖ To arrange for industrial visit and educational tours.

## **EVALUATIVE REPORT FOR DEPARTMENT OF MANAGEMENT**

### **STUDIES**

The Undergraduate department of Business Administration was established in the year 1997 with the inception of the college. During 2007-08, BBM (CA) class was started and the sanctioned strength is 60 in a class. Presently there are 205 students in all the three year BBM classes out of which 149 boys and 56 girls.

There are six Staff members and one Head of the department who are dedicated and sincere in discharging their duties. Out of seven, three members of staff are M.Phil. Holders and one member has guided one scholar recently. The members of staff are appointed as per the norms of the Bharathiar University.

As most of the students are from rural and poor background many of them are enjoying scholarship of one or other. Most of the parents are agriculturists and they have the annual income of Rs.40,000/-.Some 40% of the parents are having the annual income between Rs.40, 000/- and Rs.80, 000/-.As there are openings for Scheduled Caste and Scheduled Tribe students in Government colleges, we have a very poor strength in the downtrodden class.

Many of the students studied under Tamil/Malaylam Medium and most of them have not studied Business Management in their school. Totally there are 52 first generation graduates as most of the parents are illiterates.

As this is a Non-Autonomous College, the syllabus prescribed by Bharathiar University is being followed. However, any representations, suggestions, and modifications can be taken to the Board of Studies.

The Department conducts 2 Internal Examinations and 1 Model Examination for every semester before the University Exam. CBCS system is introduced during 2008-09. A Diploma course was also introduced consisting of four papers written and one paper practical. The classes are meant for all the students including Science and Arts students. The classes are engaged outside the

college hours. All the members of staff are eligible to teach this Diploma course.

To enhance the quality of the department, many initiatives have been taken by the members of staff. The members of staff used to prepare study materials, lesson plan and question papers to maintain a question bank. The answer scripts of internal examination and Model Examination are valued and return to the students.

The students who get low marks or failed marks are identified and remedial classes are arranged for those slow learners. Advanced learners are encouraged to prepare for competitive examinations and bank examinations. Such measures help to improve the quality of the students.

Tutor-Ward system is followed and each tutor is assigned 30 students and the tutor concerned is totally responsible for the personal and academic problems of the students. They give counseling to the needy.

There is a grievance – redressal cell which takes action on the grievance letters of the students. The recommendations of the Head of the Department are communicated to the principal and a solution is found thereafter.

The members of the department have attended Faculty Development Programme arranged by College Authorities. For the past three years, the department has conducted many workshops, seminars conferences, and Guest Lectures. Not only the staff members but also the students are permitted to attend off – campus programmes to improve their skill.

The Department has been maintaining a high percentage of results in the University Examinations. The percentage of result is tabulated as below.

YEAR OF ADMISSION	COURSE	PASS PERCENTAGE		
		I YEAR	II YEAR	III YEAR
2004 -05	BBM	79	86	88
2005 - 06	BBM	81	91	81
2006 - 07	BBM	60	71	97
2007 - 08	BBM –( CA )	59	67	96

There is a department library which consists of 111 subject books, one desktop computer with printer, one Over-Head projector for the department and a department Notice board to communicate to the students.

A well-equipped lab with all facilities is highly useful to the students for practical class. There are consultancy and extension services done both by the members and the students. Two students have been placed in a very good company.

The students and members of staff actively participate in all the college activities and many of them are rewarded with prizes. Three members of staff have presented papers on various titles in various colleges and Universities.

The department activities with supportive documents

<b>S.No.</b>	<b>Activity</b>	<b>Total</b>
1	Seminar	11
2	Paper Presentation	10
3	Guest Lectures	06
4	Workshop	07

### **Highlights & Achievements:**

1. The HOD is nominated as the management representative for ISO.
2. The students participated in seven inter collegiate competitions.
3. The students presented papers on various topics in off campus programs.
4. Many foreign students are in the department

### **FUTURE PLAN**

- To produce good results in all the 3 years.
- To conduct communicative skills and personality development class.
- To motivate the staff and students to publish papers and books
- To publish a News Letter

**EVALUATION REPORT OF THE DEPARTMENT OF CORPORATE  
SECRETARYSHIP**

The Department of Corporate Secretaryship was established in the year 1999 with the student's strength of 10 and there were only 2 staff members. The department at present offers UG level Corporate Secretaryship with Computer Application, PG level without Computer Application from the year 2005 and offers M.Phil programmes from the year 2007. For UG and PG there is only one section. Totally for all the 5 years there are 159 students, out of which 67 boys and 58 girls.

There are 10 staff members out of which 6 members are having M.Phil., degree. The other 4 are pursuing the M.Phil., programme on part time basis and 4 of them are pursuing Ph.D. Many of the staff members are well qualified and highly dedicated to teaching. Most of the parents of the students are poor and rural based. Their income is less than Rs.40, 000 per month .Hence most of them are enjoying the scholarship of one or the other.The management is also kind enough to offer concessions and privileges to the students.

The members of the staff are trained thereby to improve the quality of the students taking personal interest. They supply course materials, prepare lesson plans, time table and maintain question bank with question paper of previous years of Bharathiar University. They are also helpful in preparing college magazine, academic calendar and other resources.

As this is a non-autonomous institution the Department does not have power to make changes in the syllabus as the College is affiliated to Bharathiar University. However representations may be made to the University through the Board of studies for any revisions, suggestions, and improvement. Presently the HOD of the Department, Prof. P.Gurusamy is the member of the Board of

Studies.

The Department has the Department library which consists of 100 books, a computer with printer and an Overhead projector. There is a separate rack for question bank which is highly useful for the students. Apart from OHP the members of staff are using conventional methods of teaching like Group discussion, Interaction method and Black board teaching. LCD is also used as and when necessary.

The department conducts 2 internal tests and 1 Model examination before the University examination every semester. The failed students and the slow learners are identified and remedial classes are arranged for them .The Department is maintaining a good academic record for the past 5 years.

<b>YEAR</b>	<b>SEMESTER</b>	<b>TOTAL NO.OF STUDENTS APPEARED</b>	<b>TOTAL NO.OF STUDENTS PASSED</b>	<b>PERCENTAGE</b>
2004- 2005	ODD	113	102	90.3
	EVEN	111	97	87.4
2005- 2006	ODD	87	67	77
	EVEN	85	72	84.7
2006- 2007	ODD	88	56	63.6
	EVEN	88	71	81

2007- 2008	ODD	89	48	54
	EVEN	88	67	76
2008- 2009	ODD	119	79	66.4

One PG student has got 2<sup>nd</sup> rank in the University Examination held in April 2007 and there are 2 ranks from UG, other PG student has passed out the ACS intermediate examination and she is placed in a Bangalore company. At present, many of the students are preparing for the ACS examinations. The members of the department are encouraging such students in their entire endeavor.

All the members of staff are actively participating in all the co-curricular and extra –curricular activities with a good team spirit. They encourage the NSS volunteers while they attend the camp of 10 days. The department activities with supportive documents

S.No.	Activity	Total
1	Seminar	28
2	Paper Presentation	15
3	Guest Lectures	21
4	Conference	02

**Highlights and Achievements:**

1. Regular program has been organized with the chartered accountants since 2006.
2. Department has tie up with Institute of Company Secretaries of India.

3. 2 of our students passed ACS inter in the year 2008.
4. Our department Deepika won many competitions in Tamil Nadu.

**FUTURE PLAN:**

1. To arrange for National and International Conferences.
2. To prepare a News Letter every half yearly.
3. To visit Mumbai Stock Exchange.
4. To attend the Trade Fair.

## **Evaluation Report of the Department of Costume Design & Fashion**

The Department of Costume Design & Fashion was established in the year 2006 – 2007 with the strength of 28 students & 2 staff members. The objective of this course is to train the students in the field of textile industry, to expose their technical excellence in Costume Design which is the need of the hour.

There are 5 staff members, all are ladies with 2 M. Phil degree & one is pursuing. totally there are 76 students are in all the 3 years .There are 32 boys & 44 girls among them 22 are Keralites .

Most of them are from very poor & rural background mostly agricultural families' .Though they don't have strong background for costume design they have a flair for the subject & the staff members are motivating them to learn the subject interestingly. Over 80% of people are from Tamil medium .The entry level competency for admission in costume design & Fashion is a mere passing in higher secondary level. The income of many parents is less than 40,000 per year & most of the students are enjoying scholarship of the management & the government. The break up of details of the community is as follows

OC- 5, BC - 52, MBC- 7, SC/ST-3, RC- 2, General-6

All the members of staff work sincerely & effectively to teach the skills by strengthening the teaching & learning process. Unitedly the members of staff prepare course materials, lesson plan, time table & question bank with the questions of previous years.

As this college is a non autonomous body, the whole syllabus is framed by Bharathiar university .However representations may be made for revisions, suggestions& modifications through the board of studies concerned which meets once in a year.

The members of staff & students have attended many workshops & demonstrations in our college periodically.

Every year exhibition of Costume & Fashion items are displayed in the department lab & all the students of our college are invited to visit them .

In our department library we have only 50 books, 1 computer with internet connectivity. The department is equipped with Sewing Lab, Draping Lab, Dyeing Lab, Testing Lab, and Fashion Designing Lab with 40 Illustration Tables. Computer Aided Designing is also taught to the students with the help of soft wares like Corel Draw & Adobe Photoshop and Pattern Making, Grading and Marker Planning with the help of TUKA CAD which is a leading software used by most of the industries. There are also other learning resources such as Black Board, Chalk, Charts, Dummies, Mannequins, and Display Boards & Embroidery Machines.

The members of staff are using discussion method, interaction method & demonstration method. LCD & OHP are used as & when necessary.

There are 2 internal examinations & a model examination every semester before the university examination. The failed students & slow learners are given opportunity to undergo remedial classes for 10 days .For non subject students bridge course is arranged.

The department maintains a good academic record of results for past 3 years as given below

For the I batch (2006 – 2009)

S.No	Semester	Pass percentage
1	I	96
2	II	98
3	III	100
4	IV	94
5	V	100

For the II batch (2007 – 2010)

For the II batch (2008 – 2011)

S.No	Semester	Pass percentage	S.No	Semester	Pass percentage
1	I	96	1	I	100
2	II	91			
3	III	97			

To encourage article writing among students a news letter is published quarterly & students take active part in it.

The department has tie – up with Sri Kara Technologies for which the students are given central government certificate after the completion of the course.

The department members of staff take part in all the co – curricular & extra curricular activities of the college.

The department activities with supportive documents

S.No.	Activity	Total
1	Seminar	03
2	Paper Presentation	02
3	Guest Lectures	15
4	Conference	02
5	Workshop	02

### **Highlights & Achievements**

1. Students participated in all the fashion shows and competitions.
2. The students participated in mehendi competition in Coimbatore.
3. Students are good at toy making, jewel making and embroidery.
4. Department conducted painting workshop in our college.
5. An exhibition cum sale was organized by the students.
6. Three days workshop on AARI Embroidery was conducted by the department.

### **FuturePlans**

1. To conduct a national level seminar in Costume designing
2. To create tie-up with textile companies
3. To establish a sale outlet in the department

## **Evaluation Report for Department of International Business**

The Department of Master of International Business was established during 2003-2004 with student strength of 36 and 3 members of staff. 9 of them were girls and 27 were boys. At present there are only 48 students and 3 members of staff out of which one is a male staff. As this is a professional course, the students have to be trained to become International entrepreneurs.

The Head of the Department of International Business completed her M.Phil Degree during 2005-2006. At present she is pursuing her PhD program. Other 2 members are pursuing M.Phil in Alagappa University. The members of staff are well qualified and motivated to involve them in teaching work.

Presently all the 48 students are trained to bring out their talents by working very hard and sincerely. Most of them are from rural and poor background and enjoy scholarship in one way or other. Some of them belong to agricultural families whose parents are illiterates and few of them are the students of first generation graduates in their family. Many of the parents are having an annual income of less than Rs.50, 000. Majority of the students are from Tamil medium.

All the members of staff are using modern techniques in teaching to strengthen the teaching-learning process. Unitedly they prepare the course materials, lesson plan, time table and question bank with the questions of previous years.

As this is a Non-Autonomous institution affiliated to Bharathiar University, the syllabus is framed by the University Board of Studies. Hence the syllabus cannot be changed at our will. However, representations can be made to revise, modify and change the syllabus

There are 100 books in the department library, one computer, two spacious and ventilated classrooms and separate computer lab for MIB.

All the members of staff are participating in seminars, workshops, guest lectures, and conferences. The staff members and the students are encouraged to attend off campus programs out of the college. For publication of papers and books also some amount is sanctioned by the management.

There are two internal examinations and one model examination in every semester before the university examination. The failed students and the slow learners are picked out to teach remedial classes to improve their standard. The department maintained a very good academic record for the past five years.

**Batch wise pass percentage**

<b>Sl.No</b>	<b>Batch</b>	<b>Sem-I</b>	<b>Sem-II</b>	<b>Sem-III</b>	<b>Sem-IV</b>	<b>Over all pass Percentage</b>
1	2003-05	62	90	87	90	82.25
2	2004-06	88	86	85	100	89.75
3	2005-07	94	83	89	89	88.75
4	2006-08	88	72	89	95	85.75

The department activities with supportive documents

<b>S.No.</b>	<b>Activity</b>	<b>Total</b>
1	Seminar	10
2	Paper Presentation	11
3	Paper Published	02
4	Workshops	04
5	Conference	02

**Highlights & Achievements:**

1. Department conducted 3 national level seminars.
2. Organized 3 workshops on personality development and export management.
3. The faculties have presented 21 papers in various seminars.
4. Had signed an MOU with SAMPO institute of technology.
5. 2 members of staff are alumni.

**Future Plans:**

1. To have a tie up with CODISSIA.
2. To conduct an International Seminar.
3. Plan to visit Airports and Sea ports.

## **EVALUATION REPORT OF DEPARTMENT OF COMPUTER SCIENCE**

The Department of computer Science was established during 1997-1998 with the inception of college with 2 members of Staff 24 Students. From then, the department has been increasing in strength and at present 14 members of staff and 405 members of Students. Presently there are two sections in UG course and one Section in PG Course. There are also part-time and full-time M.Phil., Programmes. Totally 18 Scholars are pursuing research in M.Phil, Programme out of them 5 Scholars are our own Lecturers.

The PG programme was started during 2001 – 2002 with the sanctioned strength of 25. Additional section for UG was started during the academic year 2002-2003. Bharathiar University recognized the department as an M.Phil. Research Centre offering Full Time/ Part Time programmes from 2006-2007.

There are 14 well- qualified and experienced members of staff who are dedicated in teaching with the qualifications prescribed by Bharathiar University. At present 2 faculty members are pursuing Ph.D., Part- time programmes.

The Department at present has totally 310 UG students and 9 PG students. Totally there are 135 women students. Most of the students are from poor and rural background around the village of Coimbatore. Many of them studied in Tamil medium without computer knowledge and basic principles of computer. For them bridge course has been conducted every year after the admissions are over.

Many of the parents are agriculturists with no permanent income and job security. Significantly around 50% of parent's income is less than Rs.40, 000 / per annum? Around 25 % of parent's income ranges from Rs. 40,000 to 80,000.

The team of members of staff takes many initiatives to enhance the quality of the department by using modern methods of teaching like LCD & OHP. Being united they all work together in preparing the time table, Lesson plan, and Academic calendar & Course materials. They also maintain a Question bank from the previous question papers to enable the students to face the global changes.

As the institution is non- autonomous and affiliated to Bharathiar University the syllabus is prescribed by Bharathiar University, Board of Studies.

However representations may be made through board of studies for any revision and modifications.

During the period of 11 years the department association has organized many Seminars, Workshops, and Guest Lectures & Conferences. Not only the members of staff but also the students are permitted to attend off-campus programmes outside the colleges. The management is kind enough to sanction TA & DA to the participants.

The members of staff have attended 3 FACULTY DEVELOPMENT PROGRAMS conducted in the college, by which all members were benefited. There are 100 books in the Department Library. There are two Computers are present with printers and internet connectivity.

We have been producing best academic records for the past five years as mentioned below:

<b>Year Of Admission</b>	<b>Semester</b>	<b>Total Appeared</b>	<b>Total passed</b>	<b>Percentage</b>
2004-2005	ODD	146	119	81.5
2004-2005	EVEN	141	106	75
2005-2006	ODD	180	146	81
2005-2006	EVEN	190	169	88.9
2006-2007	ODD	240	213	89
2006-2007	EVEN	230	210	92
2007-2008	ODD	284	217	76.4
2007-2008	EVEN	263	210	79.8
2008-2009	ODD	279	223	80

The Students who got low marks and the slow learners are given extra coaching in the name of remedial classes.

Tutor ward system is being followed in the department. Each tutor is assigned 30 students and the tutor is responsible for the academic and personal growth of the students. The tutors have direct contact with the parents to inform about the progress of the students.

The members of the staff and the students are doing consultancy and extension services outside the college. All the members of the department are involved in co-curricular and extra- curricular activities.

The department activities with supportive documents

<b>S.No.</b>	<b>Activity</b>	<b>Total</b>
1	Seminar	69
2	Paper Presentation	07
3	Guest Lectures	70
4	Paper publications	01
5	Conference	05

**Highlights & Achievements:**

1. In 2007 & 2008, 2 university ranks were secured.
2. Produced 100 % result in various subjects of Bharathiar University examination.
3. Around 20 students having placed in various companies like WIPRO.
4. Two faculty members have published a paper in the international journal.
5. Conducted various extension activities in the nearby schools.
6. Donated a computer to one of the Government schools.

**EVALUATION REPORT FOR DEPARTMENT OF INFORMATION**  
**TECHNOLOGY**

The Department of Information technology was started during 2007-2008 with student strength of 46 and 3 staff members. At present the total number of students are 157 and members of staff are 6. Out of 157 students there are 79 boys and 78 girls.

The members of the staff are well qualified and dedicated in their work. There are 2 male staff and 4 female staff. 4 of them are M.Phil degree holder and 2 of them are pursuing M.Phil.

Most of the students are from rural and poor background and their parent's income is less than 40,000 per year. Most of them are illiterates. Around 60 students are first generation graduates in their families. Almost 90% of the students are from Tamil medium. At least 5% of students are from Kerala, Srilanka and Manipur.

As our college is affiliated to Bharathiar University and a non autonomous college, the syllabus is prescribed by the Bharathiar University. However any suggestions, revisions and modifications may be represented to the Board of studies through the Head of the department.

The members of the department contribute greatly to the development of the department. They prepare lesson plan, course materials, and Examination schedule and maintain question bank.. The students are encouraged to use the question bank maximum for their benefits.

There are two internal tests and a model examination every semester

before the university examination. The failed students and slow learners are picked out and they are asked to attend the remedial classes in the college. For the non computer students in the beginning of every year of admission bridge courses are offered in which their subject is taught at random. The pass percentage of II-B.Sc IT is 85% and that of I-B.Sc IT is 69%. till III semester and I semester respectively.

All the members of the staff are actively participating in all co-curricular and extra curricular activities of the college. They are helpful for the conduct of functions and celebrations.

All the members of the staff are participating in state level, national level seminars, guest lectures, workshops and conferences. The students are highly encouraged by the staff members to attend off campus seminars and workshops and competitions and bring laurels to the college with awards and rewards.

Our department has conducted a website creation contest to encourage the students' interest in web development. Cash prizes were also won by the students.

There are 50 books in our department library. Two computers with printer and internet facilities and LAN facilities are available.

There are 3 spacious and ventilated classrooms with adequate furniture. Modern teaching methods are being used with the help of LCD and OHP exclusively for the department. Also the members are following the GD method and interaction method. Tutor ward system is being followed in our department and every tutor is allotted each class and they are responsible for solving their academic and personal problems. The tutors are have constant touch with the parents in connection with their academic record and human behavior.

There is a students' grevanance redressal cell which is functioning effectively. If a student has any problem he will give it in writing to the HOD

through the tutor. HOD will solve the problem instantly.

The Pass percentage is mentioned below:

<b>Class</b>	<b>Year</b>	<b>Semester</b>	<b>No. of Students appeared</b>	<b>No. of Students Passed</b>	<b>Pass %</b>
I	2007	Odd	46	40	86.9
I	2008	Even	46	37	80.4
II	2008	Odd	45	39	88
I(A)	2008	Odd	54	38	70
I(B)	2008	Odd	59	40	67

**Highlights & Achievements:**

1. More than 80% of students passed with first class.
2. The department has conducted web context.
3. Members attended national seminar on research methodology.
4. 3 members presented paper on networking and communication.
5. Certificate courses in MS Office are conducted.

**FUTURE PLAN:**

1. To conduct a national and state level seminar
2. To improve the communication skills and personality development.
3. New forums are going to be organized for various activities to meet the industry requirements.
4. Students will be trained in organizing skills, aptitude skills, creative skills, GK, etc

**EVALUATION REPORT OF THE DEPARTMENT OF**  
**BIOTECHNOLOGY**

The department of Biotechnology was established during 2002-03 with the strength of 20 students and 2 members of Staff. Initially the PG programme was started and later during 2004-05 UG programme was started with the strength of 36. At present there are 145 students in both UG and PG programmes. Out of them there are 48 boys and 97 girls. There is only one section from first year UG to final year PG. There are also part time and full time M.Phil programmes available in the college. 8 Scholars are pursuing M.Phil Programmes. 4 scholars are pursuing Ph.D programme.

There are 10 Members of Staff under a Head of the Department. The senior most 2 Professors are Ph.D holders and they are guiding many scholars now. The well qualified and dedicated Members of Staff are appointed as per the norms prescribed by the Bharathiar University. The department was recognised as the Research department for all the FT & PT programmes from 2007-08, as per the recognition letters 16804/A1/2004 dated 27.07.2005 & BU/R/A 1-B/2008/4546 dated 12.08.2008. There are 75 UG students and 72 PG students. Totally the strength of the women is 97.

Most of the parents of the students are poor and rural based with a low income of Rs. 40000 per annum. Almost all the students are from villages around Coimbatore. Few of them are from Kerala, 1 from Andaman and 2 or 3 students from North India. The Government and the Management are giving Scholarships, Concessions and Student Privileges to the poor students. Many of the students had Tamil medium in the school. 15 f students are first generation graduates.

All the Members of Staff are keen in upgrading and expanding the knowledge of the students. They bring in latest techniques and development in teaching the subjects. They take many initiatives to improve the quality of the department. With the team spirit and a positive attitude the Members of Staff unite together to work in preparing Time table, Lesson Plan, College Magazine, Academic Calender and maintain a Question bank from the previous year's Question Papers to prepare the students to face challenges.

As this is an affiliated college to Bharathiar University and a non-autonomous one the institution cannot prescribe the change of Syllabus. However representations can be made to the Board of Studies for any suggestions, revisions and modifications.

The Members of Staff are interested in organising and participating in the Guest Lectures, Workshops, Seminars and Conferences. The students are also encouraged by the Members of Staff, to attend Off campus Programmes. The Members of Staff are also provided with TA and DA if they want to present papers or deliver a Lecture in the seminar. 2 Members of Staff Dr.K.Selvam and Dr.A.Mahalakshmi Priya have participated in the national and International Level Seminars and at present they are guiding Ph.D programme to many scholars. The deputed students of the college are also provided with financial support.

The Members of Staff attended Faculty Development Programmes conducted in the college. All the 11 are benefited.

The Department Library has 100 books , 4 computers, 2 Printers, spacious and ventilated 5 class rooms with adequate furniture. We have 1 lab for UG students and 1 lab for PG students, 2 labs for scholars apart from a common microbiology lab with aseptic chambers, Plant Tissue Culture Lab, Animal Tissue Culture Lab and Instrumentation room. There is also a Question bank in the department with the Question papers of Bharathiar University of Previous years.

2 Internal tests and 1 Model examinations are conducted every semester before the University examination. The marks are entered in the registers concerned. The failed students and the slow learners are given extra coaching to clear their arrears. These remedial classes are conducted after the publication of the results.

Tutor- Ward System is being followed in the department and each tutor is assigned 30 students each and the students are counselled by their tutors. The tutors are responsible for the academic and Personal development of the Students.

All the Members of Staff take part in all the extra curricular and co-curricular activities in the college. Some Members of Staff and students are doing consultancy and extension services.

The department is maintaining a very good record of results for the past 5 years as given below.

<b>YEAR</b>	<b>SEMESTER</b>	<b>STUDENTS APPEARED</b>	<b>PASSED</b>	<b>PASS PERCENTAGE</b>
2004-05	EVEN	80	60	75
2005-06	ODD	151	133	88
	EVEN	149	140	94
2006-07	ODD	208	187	90
	EVEN	204	188	92
2007-08	ODD	189	159	84
	EVEN	187	171	91
2008-09	ODD	145	136	94

The department activities with supportive documents

S.No.	Activity	Total
1	Seminar	02
2	Paper Presentation	04
3	Paper Published	06
4	Workshops	08
5	Conference	02

**Highlights & Achievements:**

1. Published 35 papers in national/international seminars.
2. 7 guest lectures were conducted during 2008-09.
3. Conducted national level conference MARINA07 & MARINA 08”.
4. The students presented posters in conferences and seminars.
5. UGC sanctioned Rs.6, 00,000 for major research projects.

**FUTURE PLAN:**

1. To conduct International Level Symposium
2. To enrol more research students.
3. To try to increase the endowment amount.
4. To improve the communication skills.

**EVALUATION REPORT OF THE DEPARTMENT OF**  
**BIOCHEMISTRY**

The undergraduate Department of Biochemistry was established during 1997-98 with only 10 students and 2 staff members. During 2001-02, post graduate was introduced and the students strength was 28 and staff strength was 7. When the research programmes in M.Phil and Ph.D. were started there were totally 6 students. We also have post graduate diploma in clinical laboratory technology and post graduate diploma in imaging technology which are projector courses of our department in KMCH. There are 4 students who are doing this course now.

A galaxy of 6 dedicated and well qualified staff members are there in the Department of Biochemistry out of which 4 members are women. The Head of the Department Dr.S.Mohandass is a Ph.D. degree holders. 4 people have completed M.Phil programme. Presently the Head of the Department is guiding 2 full time Ph.D. scholars and 5 M.Phil scholars in our college. So totally there are 20 scholars pursuing research in the department. 3 members of the department are the alumni of this college. All these appointments are made strictly following the norms of the Bharathiar University. Total of 6 students have been awarded with their Ph. D. degree and 19 students with their M.Phil degree through our department by the Bharathiar University..

At present totally there are 81 students in the whole department, out of which 46 girls and 35 boys. Most of the students are from poor and a rural background whose parents are illiterates. Some of the students are enjoying one scholarship or the other. Many of them numbering 45 are first generation candidates in their family. Most of them are from Tamil medium. Most of the parent's income is less than Rs. 40,000 per annum.

The members of staff take optimum efforts to enhance the quality of the

students by following modern techniques in teaching and working together in good spirit and team work.

They prepare their own timetable, lesson plan; academic calendar and course materials .They also maintain a question bank from the questions of previous papers of Bharathiar University. Our students have bagged 11 university ranks for the past 8 years.

As our institution is a non-autonomous institution affiliated to Bharathiar University, the syllabus is prescribed by the Board of Studies in the university. However representations can be made if there are revisions, modifications, or improvement writing to Bharathiar University.

All the members of the department are very keen in participating and presenting papers, in workshops, guest lectures, seminars, and conferences in various institutions. The students are also encouraged to attend off campus programmes outside the college by giving OD. For members of the staff the management offers financial assistance in the form of TA and DA to attend & present papers outside the college. There are papers of National and International publications in the department .Almost all the staff members have attended Faculty Development Programmes conducted in the college. The HOD had attended Faculty Improvement Program conducted by Dr. N.G.P College of Education.

There are 50 volumes of books in the department library exclusively for members of the staff. Apart from this 368 e-books are also available in the department. There is a computer, 8 spacious and ventilated classrooms, 4 laboratories (UG, PG, Research and Tissue Culture Lab ).All the basic instruments are available in the department for the benefit of the students.

We have two internal examinations and one model examination every semester before the university examinations. The failed students and slow learners

are given extra coaching in the name of remedial classes.

We have been maintaining a good academic record for the past 5 years as given below.

#### **PASS PERCENTAGE FOR 5 YEARS**

<b>ACADEMIC YEAR</b>	<b>SEMESTER</b>	<b>NUMBER OF STUDENTS APPEARED</b>	<b>NUMBER OF STUDENTS PASSED</b>	<b>PASS PERCENTAGE (%)</b>
2004-2005	ODD	196	158	81
	EVEN	178	151	85
2005 - 2006	ODD	170	121	71
	EVEN	170	125	74
2006 - 2007	ODD	138	121	88
	EVEN	138	106	77
2007 - 2008	ODD	108	68	63
	EVEN	108	89	82
2008-2009	ODD	79	65	82

We have a tutor ward system in the college and every tutor has 30 students for guidance and counseling. They are responsible for the progress and development of the students academically and personally. Each tutor has direct contact with the parents and informs the attendance and mark particulars to the parents every now and then.

Some members of the staff are engaged in consultancy and extension services. Some students are doing part-time jobs to earn their bread. All the members of staff participate in all the Co curricular and extra curricular activities

in the college with team spirit and positive thinking.

The department activities with supportive documents

<b>S.No.</b>	<b>Activity</b>	<b>Total</b>
1	Seminar	42
2	Paper Presentation	36
3	Guest Lectures	34
4	Paper Published	11

**Highlights & Achievements:**

1. Secured University ranks every year, totally 8 ranks since 2004.
2. Produced 25 Ph.D., and M.Phil scholars so far.
3. Presented research papers in various seminars/workshops and conferences.
4. Department has got UGC fund of 9, 64,400 for major research proposal.
5. Publication of 20 research articles at national/international journals.

**Future Plans:**

1. To conduct State Level / National Level Seminars.
2. To Encourage research activities enrolling more scholars.
3. To Conduct HIV Tests.

## **Evaluation Report of Department of Nutrition and Dietetics**

The UG department of Nutrition and Dietetics was established during 2003-2004.

The next year PG was started. For obvious reasons though the strength is low the department is doing very well in academic growth and development. There are 4 staff members in the department and two members are pursuing Ph.D programme and 3 members are M.Phil degree holders. All the programmes are having only one section. There is also M.Phil research programme offered by the department.

There are totally 53 students in all the programmes out of which 2 are boys. There are 4 research scholars in the whole department. Out of them 3 have completed and 1 scholar pursuing

The four members of the department are well qualified and dedicated teachers who are appointed in this college with the qualifications prescribed by Bharathiyar University.

Most of the students are from poor and rural background and many of them are getting scholarships, concessions, and privileges either from management or from government. The total number of students who come from Tamil medium is 13. The number of first generation graduate is 17.

The members of staff take utmost efforts to improve the quality of the students and impart standard education. They prepare course materials, lesson plan, timetable schedule and question bank containing questions from various places. The members of staff use modern methods of teaching like Power Point

presentation, models, charts and OverHead projector. They also use conventional methods of teaching like group discussion and interaction method.

The members of staff take keen interest participating in seminars, workshop, conferences, guest lectures and the list is given elsewhere. Not only the members of staff but also the students are encouraged to participate and to attend off campus programmes with a sense of team spirit and positive thinking .The members of staff unitedly work together to prepare the college magazine, academic calender, and relevant course materials.

As the college is non-autonomous and affiliated to Bharathiar University the syllabus cannot be changed. However representations can be made to make suggestions, revisions, and modifications. The Board of Studies may be approached for this purpose.

All the members of staff have participated in the National and State level seminar in various colleges. Most of the students have brought laurels to the college by winning cups and medals. The first set produced by the department had received university first rank (Gold medal) and totally the department produced 5 university ranks.

The department library has 50 department library books, 1 computer, 4 spacious and ventilated classrooms, adequate charts showing the physiological models and well established Food and Nutrition lab.

All the members attended FACULTY DEVELOPMENT PROGRAMS programmes conducted in the college and get benefited.

There are two internal examinations and one model examination conducted every semester before the university examination. The marks are sent

to the parents by the tutors. Tutor ward system exists in this college. Each tutor is assigned 30 students each and they are responsible for the academic and personal development of the students.

We are maintaining a very good record of results every year and the results for past years are given below.

**PASS PERCENTAGE**

<b><i>BATCH</i></b>	<b>SEMESTER</b>	<b>NUMBER OF STUDENTS APPEARED</b>	<b>NUMBER OF STUDENTS PASSED</b>	<b>PASS PERCENTAGE</b>
2004-05	Odd	24	19	79
	Even	23	18	78
2005-06	Odd	57	52	91
	Even	56	51	91
2006-07	Odd	65	59	91
	Even	62	59	95
2007-08	Odd	61	49	80
	Even	60	52	87
2008-09	Odd	41	40	98

All the students of our department are sent to food processing industries, hospitals, health care clubs for internship training during the holidays of every semester, for which certificate are issued by the organizations concerned.

The department activities with supportive documents

<b>S.No.</b>	<b>Activity</b>	<b>Total</b>
1	Seminar	14
2	Paper Presentation	01
3	Guest Lectures	12
4	Workshops	14

### **Highlights and Achievements**

1. The department has produced 5 University ranks including one gold medal.
2. Students won cash prizes for poster, dance and model presentation.
3. Organized Nutri Rich Snack Feast Exhibition concentrating on all groups.
4. Organized one week fruits & vegetables preservation training by a Government Organization.
5. Organized job training on baking & confectionery by an expert.
6. Conducted 1 National and 1 State Level Seminar.
7. Conducted an Extension Program to improve the health among the school childrens in Kalapatti Village.

### **Future Plan:**

1. To start a Diet clinic in the college.
2. To offer extension services to the nearby villages.
3. To conduct Inter National level seminars.
4. To create awareness about the importance of Nutrition among the Self Help Group.

## **Evaluation report for Department of Computer Applications**

The department of computer application was established during the year 2007-2008 after bifurcation from the department of computer science. As the course was in high demand there have been two sections with full intake of 60 students in each class. With the increase of strength every year it was mandatory to have a separate computer programme with the label computer application.

The department comprises of 13 staff members who are dedicated and fully qualified with one male and 12 female as per the competency norms of Bharathiar university of the members of staff five have completed M.phil degree and three members have pursuing the programme. The department consists of 316 students at UG level in all the three years out of which 191 boys and 125 girls. Majority of the students around 80% are from rural areas around Coimbatore and around 62% students are from Tamil medium. Even the English medium students are poor in quality and backward in status.

The economical status of most of the students is very poor and so they are enjoying some scholarship one way or other either by the government or by the management. The students are permitted to do consultancy work while they are learning. Around 50% of the parents of the students are not educated and mostly they are farmers with poor income.

Every year a dropout of 5% of the students is normal. The whole department takes all-out efforts and initiative to enhance the quality of the department. Most of the staff members who are young and energetic are preparing their course materials, lesson plan, and time table and exam schedules. The HOD is monitoring the whole process throughout the academic year.

Since the college is non autonomous the Board of Studies of Bharathiar University prescribes the syllabus every year. If any suggestions, revisions, and

modification are suggested they may be represented to the Board of Studies. The project work and the practical exam are implemented at the behest of the university. Some of our senior staff members have presented papers in national seminars and conferences and many of them have attended faculty development programs and refresher courses held at Bharathiar University.

The intelligent and skillful students are deputed to participate in off campus programs and placement activities outside the college. In the past, approximately four FACULTY DEVELOPMENT PROGRAM were conducted in the college.

The department is having the department library with 100 books and few journals. In the central library we have department books of 850 .Separate lab facilities are available for all computer related courses with internet connectivity.

Regarding the academic activities every semester we have 2 internal tests and one model examination before the university examination. The students have part I language and part II English for 1<sup>st</sup> year only.

The weak students are identified and remedial classes are conducted. As most of the students are computer based in the schools no bridge course is necessary.

Generally the students are motivated to improve their communication and to do consultancy works. The staff members motivate the students to do project works and research activities in order to hone their skills.

### **University Result Pass Percentage**

<b>Year</b>	<b>Semester</b>	<b>No of students Appeared</b>	<b>No of students passed</b>	<b>Percentage (%)</b>
Nov-2005	Odd	86	76	88.37
Apr-2006	Even	80	61	76.25
Nov-2006	Odd	172	140	81.40
Apr-2007	Even	173	133	76.88
Nov-2007	Odd	280	207	73.93
Apr-2008	Even	281	229	81.49
Nov-2008	Odd	307	255	83.06

The department activities with supportive documents

<b>S.No.</b>	<b>Activity</b>	<b>Total</b>
1	Seminar	15
2	Paper Presentation	04
3	Guest Lectures	11
4	Workshop	03
5	Conference	01

### **Highlights and Achievements :**

1. Many students were placed in companies like Infosys & WIPRO.
2. Out of 86 students there are 58 first classes and 14 distinctions.
3. In online, Quiz, debugging, marketing, and students participated.
4. The students handled consultancy service to B.Sc., nursing students.
5. DELNET,.NET and Orcade technologies were introduced.
6. Extension services of computer literacy were conducted to school students.
7. Industrial visits to Cygnus Software Pvt. Ltd., Pune was organized.

### **Future plan :**

1. To encourage the students to attend off campus interviews
2. To invite experts in computer field to conduct seminars and conferences
3. To arrange for more industrial vists to famous companies

**EVALUATION REPORT OF THE DEPARTMENT OF CLINICAL  
LABORATORY TECHNOLOGY**

The undergraduate Department of Clinical Laboratory Technology was established during 2005 – 06. The course of the work is designed in a way, that passing students find immediate placement in the leading diagnostic laboratories.

The Head of the Department Dr.S.Suja is a Ph.D. degree holder. 3 staff have completed M.Phil programme. Presently the Head of the Department is guiding 1 full time Ph.D. scholar and 5 M.Phil scholars in our college.

At present totally there are 30 students in the whole department. The members of staff take optimum efforts to enhance the quality of the students by following modern techniques in teaching and working together in good spirit and team work. They prepare their own timetable, lesson plan, academic calendar and course materials. They also maintain a question bank from the questions of previous papers of Bharathiar university. Our students have bagged 2 university ranks for the past 5 years.

As our institution is a non-autonomous institution affiliated to Bharathiar University, the syllabus is prescribed by the Board of Studies in the university. However representations can be made if there are revisions, modifications or improvement writing to Bharathiar University.

All the members of the department are very keen in participating and presenting papers, in workshops, guest lectures, seminars and conferences in various institutions. The students are also encouraged to attend off campus programmes outside the college by giving OD. For members of the staff the management offers financial assistance in the form of TA and DA to attend & present papers outside the college. There are 22 papers of National and

International publications in the department .Almost all the staff members have attended Faculty Development Programmes conducted in the college. The HOD had attended Faculty Improvement Program conducted by Dr.N.G.P College of Education and received UGC fund for Rs.5,92,300 for the major research project.

There are 50 volumes of books in the department library exclusively for members of the staff. Apart from this 368 e-books are also available in the department .There is a computer, 3 spacious and ventilated classrooms and a laboratory.All the basic instruments are available in the department for the benefit of the students.

We have two internal examinations and one model examination every semester before the university examinations. The failed students and slow learners are given extra coaching in the name of remedial classes.

We have been maintaining a good academic record for the past 5 years as given below.

**PASS PERCENTAGE :**

2005 - 2006	ODD	I B.Sc.,	02	02	100
	EVEN	I B.Sc.,	02	02	100
2006 - 2007	ODD	II B.Sc.,	02	02	100
		I B.Sc.,	13	13	100
	EVEN	II B.Sc.,	02	01	50
		I B.Sc.,	13	12	92
2007 - 2008	ODD	III B.Sc.,	02	02	100

		II B.Sc.,	13	06	46
		I B.Sc.,	10	05	50
	EVEN	III B.Sc.,	02	02	100
		II B.Sc.,	13	13	100
		I B.Sc.,	10	08	80
2008 – 2009	ODD	III B.Sc.,	10	07	70
		II B.Sc.,	07	04	60
		I B.Sc.,	13	08	62

The department activities with supportive documents

S.No.	Activity	Total
1	Seminar	03
2	Paper Presentation	03
3	Guest Lectures	06
4	Workshop	01
5	Conference	01

**Highlights & Achievements:**

1. Secured University ranks and gold medal every year .
2. Presented research papers in various seminars/workshops and conferences.
3. Department has got UGC fund of 5,92,300 for major research project.
4. Publication of 22 research articles at national/international journals.

**Future Plans:**

1. To plan for conducting national and international seminars.
2. To plan for an extension activity.

## **EVALUATION REPORT OF THE DEPARTMENT OF MICROBIOLOGY**

The PG Department of Microbiology was established during 2003-04 with the student strength of 18 and staff strength of 2.

The very next year during 2004-05 UG programme was started with a student strength of 36 and staff strength of 4. At present there are 106 students and 10 staff members (5 men and 5 women). The head of the department is holding Ph.D degree and four of the members of staff are pursuing P/T Ph.D programme. One member of staff is pursuing M.Phil programme. One senior member has got P.hd recently.

All the members of staff are well qualified and dedicated in teaching. They are all appointed by the norms prescribed by Bharathiar University. So far five batches of PG students have gone out with flying colours and all of them are absorbed in some job or the other.

There are 83 numbers of girls totally and 23 numbers of boys in the department. Most of the students are from very poor and rural background and they are enjoying government scholarships. Many of them are from Tamil medium in school. Very few of them are first generation graduates in their families. Some parents are having an annual income of Rs 40,000 and the management also provides financial support to the poor students. They are permitted to pay their tuition fees till they get hall tickets.

All the members of staff take a lot of efforts to enhance the quality of the students by preparing course materials, time schedules and lesson plan. The members of staff are preparing the lab manuals for all the students for their practical classes. The members are also helpful in preparing college academic calendar. Some of the members and students are contributing articles in the college magazine.

There are 100 books in the department library, two computers with internet facility and a question bank consisting of university question papers. There are also 5 spacious and ventilated classrooms with adequate furniture, two labs for UG and PG programmes, separate instrumentation room, mycology chamber and sterilization room.

As this institution is a non – autonomous institution affiliated to Bharthiar University. The syllabus is provided by the university. However any suggestions, revisions and modifications may be represented to the Board of Studies which is held as and when necessary.

All the members of staff are deeply involved in attending seminars workshops, guest lectures and conference. Not only the staff members, the students are also encouraged to attend off campus programmes frequently. The management provides financial support to attend seminars and present papers. The management has also promised to sanction Rs.5000 for publishing a book. Few members of staff have attended international seminars and all of them have attended National level/ State level seminars. Papers have been presented in various colleges on behalf of our department. Experts from other colleges are invited as Resource persons in our college meetings and functions. Around 3 FDP were attended in our college by 10 members of staff.

There are two internal tests and one model examinations conducted every semester before the university exam. The failed candidates and the slow learners are listed out and they are given extra coaching in the name of remedial classes every semester.

We have been maintaining a good academic record for the past five years as mentioned below.

<b>Academic year</b>	<b>Number appeared</b>	<b>Number passed</b>	<b>Pass percentage</b>
<b>ODD SEMESTER (2003-2004)</b>	18	6	33.33
<b>EVEN SEMESTER (2003-2004)</b>	18	3	20
<b>ODD SEMESTER (2004-2005)</b>	74	42	56.75
<b>EVEN SEMESTER (2004-2005)</b>	74	47	63.5
<b>ODD SEMESTER (2005-2006)</b>	104	77	74.03
<b>EVEN SEMESTER (2005-2006)</b>	103	76	74.03
<b>ODD SEMESTER (2006-2007)</b>	69	65	94.2
<b>EVEN SEMESTER (2006-2007)</b>	143	123	86
<b>ODD SEMESTER (2007-2008)</b>	119	87	73
<b>EVEN SEMESTER (2007-2008)</b>	117	105	89.7

The tutor ward system is being followed in the college. Every tutor is assigned 30 students for counseling of the personal and academic problems of the students.

The tutors are having constant touch with the parents and they inform the parents the progress and development of students.

All the members of the staff participate in all the extracurricular and co-curricular activities.

Many consultancy services and extension programmes are conducted. One third year student is teaching spoken English outside the college. For the nearby school teachers extension programmes have been conducted.

The department activities with supportive documents

<b>S.No.</b>	<b>Activity</b>	<b>Total</b>
2	Paper Published	25
3	Guest Lectures	69
4	Workshop	19
5	Conference	17

**Future plan:**

- To conduct Louis Pasteur memorial symposium
- To publish a news letter.

## **EVALUATION REPORT OF THE DEPARTMENT OF**

### **HOSPITAL ADMINISTRATION**

The Department of Hospital Administration in this college was established during 2004-2005 with only PG intake of 36 students. As the parent concern is KMCH it was encouraged to start this course in this college to train the students to help the hospital administration. The course was started with a student strength of 17 and staff strength of 2. At present we have I year and II year with strength of 11 and 27 respectively. Totally there are only 5 boys who are undergoing this course. In 2008-2009 2 students are admitted in Post Graduate Diploma in Hospital and Health care Management and 4 for M.Phil programme. All the students who have passed out with flying colors.

There are 6 members of staff in the department. The Principal is the Dean of the department with a PhD degree. The Head of the Department has completed her M.Phil and at present pursuing PhD degree. Three more staff members are pursuing M.Phil degree. One member has passed the entrance exam of MBA Health Service Management in Anna University. All the members of the staff are well qualified and very sincere in their duties. They are all appointed by the norms prescribed by Bharathiar University.

Presently there are 48 students in PG Programme. Most of the students are from Kerala who are dedicated to Nursing and Hospital Administration. Few of them are from Malayalam Medium and many are from English Medium in the school. Many parents of the students are having the annual income of Rs.80000/-. Most of them are staying in the hostel and are undergoing the course.

The Members of staff work as a team to enhance the quality of the students by using modern methods of teaching like LCD and OHP. They take up the responsibility of preparing course materials, lesson plan, Timetable Schedule, Preparation of question bank of questions of various universities.

Not only the members of staff but also the students are encouraged to attend Guest Lectures, Workshops, Seminars and Conferences. The Management provides financial support to all the members of staff and students when they attend off-campus programmes. Every paper presentation will be rewarded with money or gift.

Every hospital has got its own system of maintaining files and OP registration forms, Checklist, feedback forms, Statistical Reports, Nurse worksheet, format of bills, dietary lists etc. The students are assigned to collect these forms from various hospitals, which will enable them to have a complete knowledge of documentation work in the hospitals.

As this is a non-autonomous institution, the syllabus is prescribed by the university and we cannot effect any changes without the knowledge of Board of Studies.

However any suggestions, changes or modifications can be represented to the Board of Studies.

The details of the profile of DR.P.R.Muthuswamy, our Dean of the department are furnished below:

- He has been the member of the Selection Panel for MBA admissions, Avinashilingam Deemed University, Coimbatore.
- He has been the member Board of Studies, Member in Doctoral Committee and Member of Indian Society of Technical Education, Delhi
- He has been the member of All India Management Association, Business Alliance Panel and Representative member of Indian Chamber of Commerce and Industry, Coimbatore and Indian Society for Health Administrators (ISHA)
- He is a recognized guide for Ph.D programmes and has so far produced 5

Ph.Ds and 14 M.Phil scholars from various Universities.

- He has guided more than 200 MBA projects of various leading Universities.
- He was invited by the Research Grants Council of School of Business, Hong Kong University, twice.
- He was the editor for the journal 'EXECUTRIX' of PSG College of Arts and Science.
- He has organized many seminars, workshops, training programme, group discussions in various colleges and Universities.
- He has published various papers and articles in the referred magazines and journals of India and Abroad. He has co-authored a book called "Industrial Engineering and Operations Research"
- He acted as a Resource person for various seminars and Conferences.

All the members of the Staff have attended three Faculty Development programmes in the college. They have also attended some programmes outside the college.

Our department has around 100 books in the department library, one computer with printer, Spacious and ventilated classroom, a computer lab for one subject (Computer Applications in Health care services), and the project works of all students are collected and kept in the department.

Two internal tests and one model examinations are conducted every semester before the University Examinations. The failed students and the slow learners are encouraged to attend remedial classes to improve their quality. Tutor-ward system is being followed strictly. One tutor has 30 students under her control who is responsible for academic and personal development of the students. The tutors are having constant touch with the parents of the students. They inform the parents about their progress and their conditions quite often. We have been maintaining a very good academic record for the past five years.

All the members of staff actively participate in extra and co-curricular activities in the college. As a part of extension service, the students along with the staff members visited Government Higher Secondary School, Kottur, Pollachi and created awareness in Global Warming and 100 school students were benefited. 100% of the passed out students are placed in many hospitals and Consultancy services

Every Friday internship training will be held in Kovai Medical Center and Hospital, our parent concern. And our students will be posted in various departments to assist the managers. Assignments are given to the students in connection with their subject. The students are trained to present their assignments in LCD and OHP once in three months.

**FUTURE PLAN:**

1. To conduct National Level Seminar in “Clinical Research and Data Management”
2. To prepare a Newsletter for the department.
3. To start a course in UG – Clinical Research.

## **EVALUATION REPORT OF THE DEPARTMENT OF** **CATERING SCIENCE & HOTEL MANAGEMENT**

The Department of Catering Science & Hotel Management was started during 2006-2007 in our college with strong motive to train the students in the field of catering science & hotel management. The Members of staff display an effective combination of technical excellence, innovation, and clear understanding of Hotel Industry.

There are four teaching faculty under one Head of the Department with two Lab Instructors and a Maid. The Intake of the department for every year is 40 and at present there are 85 students in all the three years. All the students are boys as Hotel Industry attracts only Men. Only men alone can do certain difficult works in the kitchen.

Normally Catering Science has a great attraction for Keralites, as they are ready to go anywhere. Accordingly Around 75% of the students are from Kerala and medium of instruction is Malayalam. As the syllabus is flexible they are learning Tamil, Malayalam, French, Hindi, and English as Secondary Language.

There is a mixed lot among the students-economically forward and backward. Few of them are enjoying scholarship and concessions and college privileges. Most of them are from Tamil and Malayalam medium. Some of their parents are having an income of Rupees 40,000 per year.

The members of staff are adequately qualified, motivated and dedicated. They have given adequate opportunities to work part time in field of catering, establishment outside the College and Members themselves are involved in consultancy works.

As the prospects are widely open 100% placement is assured in leading

Hotels, Food processing Industries, Railway Catering, Travel Agencies Cruiselines, Flight Catering, Outdoor catering units, Hospitality services etc. So all of them are assured of good jobs and standard income.

The members of staff take great effort to enhance the quality of Catering Education by strengthening teaching learning process by preparing lesson plan, course materials, department activity, time table, arrangements for cooking equipments & service equipments under the guidance of the Head of the Department.

As this is a non-autonomous College, the syllabus of the Bharathiar University is strictly followed. However representations can be made for changes, updation and improvements by contacting the Board of Studies in the University.

Last Year internal assessment mark system was introduced and this year it was cancelled. But, from this year onwards CBCS system is introduced. There are 2 internal examinations and one model examination are conducted every semester before the University examination many subjects papers are added to improve the area of Tourism, HRM, Food safety, Bakery & hygiene.

The students who get low marks or failed marks are identified and they are compelled to undergo remedial classes outside the college hours. Keeping in mind their success in the Examination the department is trying to maintain a success rate for the past three years the results are given below.

**PASS PERCENTAGE OF STUDENTS**

S.NO	YEAR	SEMESTER	TOTAL APPEARED	TOTAL PASSED	TOTAL PERCENTAGE
1	2006 - 2007	ODD	30	24	79%

2	2006-2007	EVEN	27	23	85%
3	2007-2008	ODD	66	49	74%
4	2007 - 2008	EVEN	60	41	68%
5	2008 - 2009	ODD	77	69	90%

As the course is essentially practical conducted in the lab & kitchen there is no necessity for seminars & conferences. Instead workshops are being conducted regularly inviting Experts from outside the College. The students are also permitted to attend off campus workshops in other colleges. They also participate in various competitions like cookery, flower arrangement, vegetable carving, cocktail and mock tail preparation, cake decoration etc. Members of staffs have attended 3 Faculty Development Programmes to enhance their professional competency.

There is a small department Library with 50 books, a computer with printer and some catering magazines .We are also maintaining question bank with the question papers of various universities of the previous year. Occasionally LCD Programmes are conducted.

The department activities with supportive documents

S.No.	Activity	Total
1	Demonstration & Seminar	04

## **FUTURE PLANS:**

- 1) To conduct National Level Workshop.
- 2) To Train the Students to work in the Star Hotels
- 3) To encourage the students to undertake part time jobs to earn while learn.

## **EVALUATION REPORT OF DEPARTMENT OF COMPUTER TECHNOLOGY**

The Department of Computer technology was started during 2008-2009 with student strength of 48 and 4 staff members. At present the total number of students is 48 and members of staff are 4. Out of 48 students there are 34 boys and 14 girls.

The members of the staff are well qualified and dedicated in their work. There are three male members and one female member. One is M.Phil degree holder and pursuing PhD and the other is pursuing M.Phil.

Most of the students are from rural and poor background and their parent's income is less than 40,000 per year. Most of them are illiterates. Almost 90% of the students are from Tamil medium. At least 5% of students are from Kerala and Srilanka.

As our college is affiliated to Bharathiar University and a non autonomous college, the syllabus is prescribed by the Bharathiar University. However any suggestions, revisions and modifications may be represented to the board of studies through the Head of the department.

The staff members of the department contribute greatly to the development of the department. They prepare lesson plan, course materials, and Examination schedule and maintain question bank. The students are encouraged to use the question bank maximum for their benefits.

There are two internal tests and a model examination every semester before the university examination. The failed students and slow learners are picked out and they are asked to attend the remedial classes in the college. For the

non computer students in the beginning of every year of admission bridge courses are offered in which their subject is taught at random. The pass percentage of I-B.Sc CT is 83% till I semester.

All the members of the staff are actively participating in all co-curricular and extra curricular activities of the college. They are helpful for the conduct of functions and celebrations.

All the members of the staff are participating in state level, national level seminars, guest lectures, workshops and conferences. The students are highly encouraged by the staff members to attend off campus seminars and workshops and competitions and bring laurels to the college with awards and rewards.

There are 50 books in our department library. One computer with printer and internet facilities and LAN facilities is available.

There is a spacious and ventilated classroom with adequate furniture. Modern teaching methods are being used with the help of LCD and OHP exclusively for the department. Also the staff members are following the GD method and interaction method.

Tutor ward system is being followed in our department and every tutor is allotted a class and they are responsible for solving their academic and personal problems. The tutors are have constant touch with the parents in connection with their academic record and human behavior.

There is a students' grievance redressal cell which is functioning effectively. If a student has any problem he will give it in writing to the HOD through the tutor. HOD will solve the problem instantly.

**FUTURE PLAN:**

- (a) To conduct a National and State Level Seminar
- (b) To improve the communication skills and personality development to face the new trends.
- (c) New forums are going to be organized for various activities to meet the industry requirements.
- (d) Students will be trained in organizing skills, aptitude skills, creative skills, GK,etc

## **EVALUATION REPORT OF THE DEPARTMENT OF CHEMISTRY**

The department of Chemistry, a supportive department of Science courses was started in the academic year 2004-2005 with only one staff member. Presently the department has two faculty members who are well qualified and committed to the teaching. The faculty members are

01. Mrs. P. Saraswathi., M.Sc., M.Phil., (Head of the Department)
02. Ms. S. Thilagam., M.Sc., M.Phil., (lecturer in Chemistry).

The department library of Chemistry has 50 latest books and reference books apart from college library. A Computer has been provided. There is one laboratory with necessary adequate equipment cater to the needs of students.

The following modern teaching methods are adopted to enhance the learning capacity of the students. Course material is circulated among the weak students and the same is discussed in the class room encouraging them to pick the subject knowledge. The weak students are encouraged to attend remedial classes exclusively arranged for them. Students' seminars are conducted on the topics of their choice from the syllabus under the supervision of the faculty members. Teaching models & aids are used to the learning activity of the student.

A departmental notice board is put up outside the faculty room to pass on the information to the students. It is also displayed the latest happenings and developments in the subjects.

The two faculty members act as tutors helping the students to overcome their academic personal and economic problems.

### PASS PERCENTAGE OF STUDENTS

<b>S.No</b>	<b>YEAR &amp;SEMESTER</b>	<b>TOTAL APPEARED</b>	<b>TOTAL PASSED</b>	<b>TOTAL PERCENTAGE</b>
1	2004-2005 ODD	99	91	92
2	2004-2005 EVEN	97	90	93
3	2005-2006 ODD	80	74	93
4	2005-2006 EVEN	80	72	90
5	2006-2007 ODD	67	64	96
6	2006-2007 EVEN	66	58	88
7	2007-2008 ODD	56	43	77
8	2007-2008 EVEN	55	41	75
9	2008-2009 ODD	14	13	93
10	2008-2009 EVEN	14	11	79
11	2009-2010 ODD	45	42	93

**DECLARATION  
BY THE  
HEAD OF THE  
INSTITUTION**

## **Declaration by the Head of the Institution**

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution

With seal:

Place:

Date:

# ANNEXURES

ANNEXURE a



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
An Autonomous Institution of the University Grants Commission

**Dr. Jagannath Patil**  
Deputy Adviser

NAAC/SR/JP-BSP/09657/9th-CRIEQA/

16<sup>th</sup> September 2009

The Principal  
Dr. N. G. P. Arts and Science College  
Coimbatore – 641048, Tamil Nadu

*Dear Principal,*

*Greetings from NAAC!*

This is in continuation to our earlier correspondence; it is to inform you that the screening committee for Institutional Eligibility for Quality Assessment (IEQA), which met on 8<sup>th</sup> September 2009, has found your institution eligible for Assessment and Accreditation by NAAC. In view of your IEQA eligibility status, we are hereby enclosing the 'Manual for Self-Study Affiliated/Constituent Colleges' for facilitating the submission of Self-Study Report (SSR). You may also download the manual from NAAC website [www.naacindia.org](http://www.naacindia.org). For details on the process of submission of the SSR and other related matters you may refer to Section-A of the manual. It may be noted that eligible institutions, which have earned the IEQA status are expected to submit the SSR (5 hard copies alongwith soft copy: ICD - in word format) within the Six Months from the date of declaration of IEQA status.

For any further clarifications feel free to contact the undersigned or Mr. B. S. Ponnudiraj, Assistant Adviser, NAAC.

With regards,

Yours sincerely

  
(Jagannath Patil)  
Regional Coordinator - Southern Region  
Encl.: a/a

ANNEXURE b



UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI-110 002.

F.8-50/2003 (CPP-I)

June, 2003

The Registrar,  
Bharathiar University,  
Coimbatore-641 046 (Tamilnadu).

23

Sub:- List of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956-  
Inclusion of New College.

Sir,

I am directed to refer to your letter No. BU/CDC/68-01/ngp/2002 dated 19-10-2002 on the subject cited above and to say that the name of the following College has been included in the above list under Non-Government Colleges teaching upto Bachelor's Degree:-

<u>Name of the College</u>	<u>Year of Establishment</u>	<u>Remarks</u>
Dr. NGP Arts & Science College, Dr. NGP Nagar, Kalapatti Road, <u>Coimbatore-641 035.</u>	1997-98	The College is eligible to receive central assistance in terms of the Rules framed under Section 12-B of the U.G.C Act, 1956.

The Indemnity Bond and other documents in respect of the above College have been accepted by the Commission.

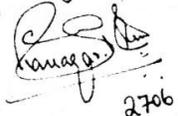
Submitted to the Chairman and Secretary  
for favour of information please.

Yours faithfully,

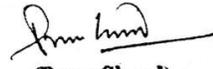
Self-

(Sharanjit Singh)  
Deputy Secretary

Copy to:-

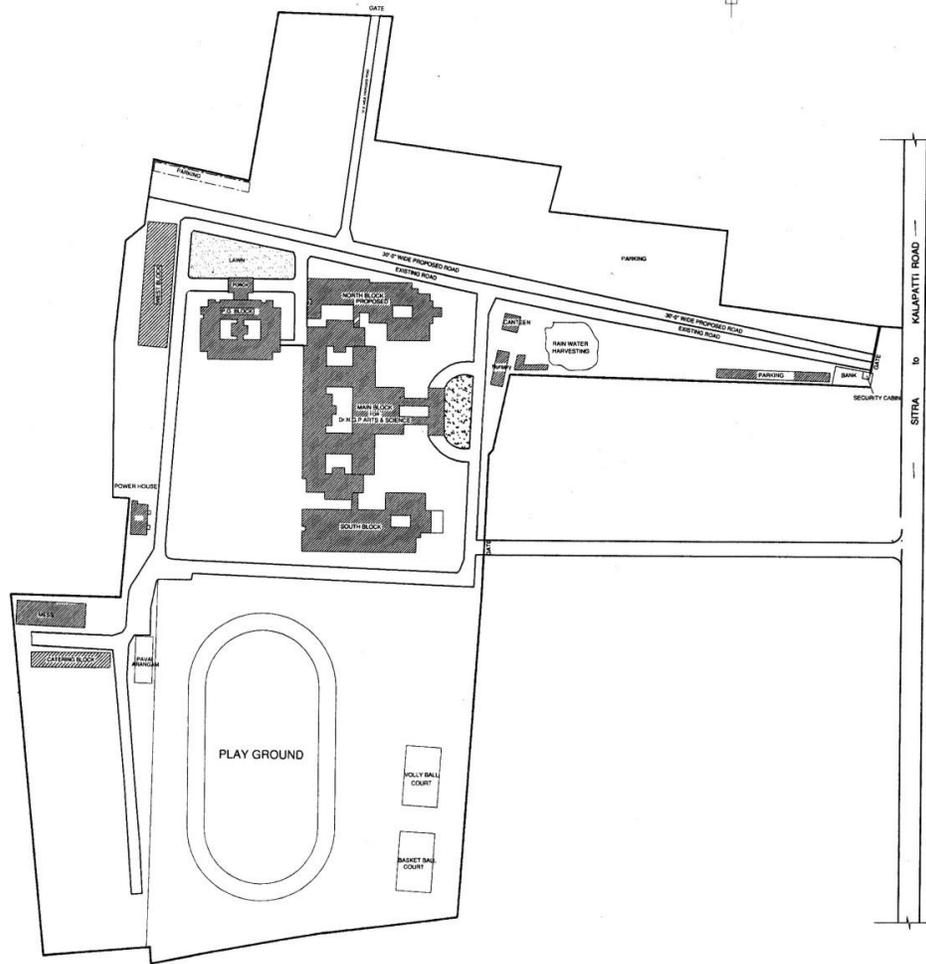
  
2706.

1. The Principal, Dr. NGP Arts & Science College, Dr. NGP Nagar, Kalapatti Road, Coimbatore-641 035.
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhawan, New Delhi-110 001.
3. The Joint Secretary, UGC, South Eastern Regional Office, P.B. No. 152, A.P.S.F.C. Building, IV Floor, 5-9-194, Chirag Ali Lane, Hyderabad-500 001 (A.P).
4. Section Officer, FD-III Section, UGC, New Delhi.
5. All Sections, UGC, New Delhi.
6. Guard file.

  
(Prem Chand)  
Section Officer



ANNEXURE c



Master plan

**Dr. NGP ARTS AND SCIENCE COLLEGE**

kalpatti, coimbatore

(iii)

## ANNEXURE d

**Dr. N.G.P.Arts & Science College**  
**Budget - -2009 - 10**  
**Sources & Applications of Funds**

S.No	Particulars	Amount (Rs in Lakhs)	Amount (Rs in Lakhs)
I	<b><u>SOURCES:</u></b>		
1	FEES		670.00
	<b><u>LESS:</u></b>		
II	<b><u>APPLICATION OF FUNDS:</u></b>		
1	Salary & Allowances	250.00	
2	Provident Fund	10.00	
3	Printing Expences	11.00	
4	Advertisement Expences	16.00	
5	University Affiliation	3.00	
6	Electricity charge	16.00	
7	Repairs & Maintanance Expences	18.00	
8	Association Expences	3.00	
9	Conference & Seminar Expences	2.50	
10	Lincies & Taxes	5.00	
11	Travelling Expences	1.50	
12	Telephone Expences	1.50	
13	College Function & Student Welfare	4.50	
14	Sports Expences	3.00	
15	Purchase of Computer	20.00	
16	Electrical Installation	3.50	
17	Furniture & Fittings	20.00	
18	Lab Instruments	20.00	
19	Library Books	3.50	
20	Office Equipments	2.50	
21	Plant & Machinery	13.00	
22	Projector	2.00	
23	Sports Equipments	1.00	
24	Teaching Aids	2.00	
25	Payment to Trust Re-payment of Advance	237.50	
	<b>TOTAL</b>	<b>670.00</b>	<b>670.00</b>
	<b>AVAILABLE FUNDS IN HAND</b>		<b>0.00</b>

KOVAI MEDICAL CENTER RESEARCH AND EDUCATIONAL TRUST  
DR NGP COLLEGE OF ARTS AND SCIENCE  
KACH CAMPUS, AVANASHI ROAD, COIMBATORE 641 014

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2009

EXPENDITURE	Rs. P	31.03.2008	INCOME	Rs. P
To				
Fees & payments to University:			By Fees and other collections from students	65,321,205.20
.. Administrative Expenses				
.. Affiliation Fees	460,470.00			
.. Inspection expenses			.. Interest received	
.. University fees paid	38,590.00			
.. Salary & Remuneration payments:				
.. Contribution to PF	1,255,473.09			
.. Remuneration to Faculty	74,550.00			
.. Salary & Allowance to Lectures	20,469,475.06			
.. Administrative Expenses				
.. Admisstion Expenses	207,900.50			
.. Advertisement	872,315.00			
.. Application fees Paid	14,090.00			
.. Association expenses	₹ 209,537.00			
.. Bank Charges	7,637.56			
.. College day & function expenses	876,155.00			
.. Electricity charges	1,396,257.00			
.. Interest paid on Kotak Mahindra Finance	2,084.00			
.. ISO Expenses	104,658.00			
.. Lab Consumables	1,174,718.00			
.. Licenses and taxes paid	551,408.00			
31.03.2008				
17,180.00		48,739,385.90		
655,965.00				
134,295.00				
5,420.00				
556,900.40				
121,075.00				
1,567,996.83				
128,965.50				
970,236.00				
33,719.40				
10,638.75				
853,345.37				
997,598.00				
80,047.00				
43,259.00				
1,551,804.65				
55,786.00				

**KOVAI MEDICAL CENTER RESEARCH AND EDUCATIONAL TRUST  
DR NPG COLLEGE OF ARTS AND SCIENCE  
KMCH CAMPUS, AVANASHI ROAD, COIMBATORE 641 014**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2009**

	31.03.2008	EXPENDITURE	Rs. P	31.03.2008	INCOME	Rs. P
	1,609,283.72	Other Expenses	467,794.96			
	97,537.00	Postage & Telephones	115,745.00			
	1,087,759.50	Printing & Stationery	840,098.00			
	1,055,387.57	Repairs & Maintenance-Vehicle	805,191.43			
	1,069,999.00	Repairs and Maintenance-Computer	418,593.00			
	494,855.25	Repairs and Maintenance-Others	386,085.87			
	355.00	Students welfare expenses	1,189.00			
	179,452.00	Subscription, Books & Periodicals	138,214.00			
	324,264.00	Telephone charges & internet expenses	740,156.00			
	20,769.00	Travelling Expenses	75,949.00			
	261,330.00	Uniform stitching charges	66,688.00			
	5,280.00	Water Charges Paid				
	12,886,531.43	Depreciation	12,732,623.27			
	<b>7,068,728.53</b>	Excess of income over expenditure	<b>20,817,559.46</b>			
	<b>48,739,385.90</b>	Total	<b>65,321,205.20</b>		<b>48,739,385.90</b>	<b>65,321,205.20</b>

PLACE : COIMBATORE  
DATE :

"AS PER MY REPORT OF EVEN DATE"  
*V. Chandramouli*  
V. CHANDRAMOULI, B.Sc., F.C.A.  
Chartered Accountant  
M. No.: 21453  
339, Variety Hall Road  
Coimbatore - 641 001

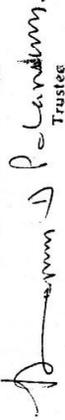


**KOVAI MEDICAL CENTER RESEARCH AND EDUCATIONAL TRUST**  
**DR NGP COLLEGE OF ARTS AND SCIENCE**  
**KMCH CAMPUS, AVANASHI ROAD, COIMBATORE 641 014**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2008**

EXPENDITURE	Rs. P	31.03.2007	INCOME	Rs. P
<b>To Fees &amp; payments to University:</b>				
Administrative Expenses	12,180.00	36,718,036.99	By Fees and other collections from students	48,739,385.90
Affiliation Fees	639,905.00			
Inspection expenses	134,295.00	28,583.00	Interest received	
University Processing fees				
University fees paid	5,420.00			
<b>Salary &amp; Remuneration payments:</b>				
Contribution to PF	556,900.40			
Remuneration to Faculty	121,075.00			
Salary & Allowance To Lectures	16,367,696.83			
<b>Administrative Expenses</b>				
Admission Expenses	128,965.50			
Advertisement	990,218.00			
Alumini Assocn. Expenses				
Application fees Paid				
Association expenses	33,719.40			
Bank Charges	10,638.75			
Books & Periodicals				
College day & function expenses	561,216.37			
Conference & Seminar Exp				
Donation paid				
Electricity charges- Boys Hostel	992,598.00			
Electricity Charges-Office				
Gift Presentation University Inspectors				
<b>31.03.2007</b>				
	480,000.00			
	12,820.00			
	10,000.00			
	57,150.00			
	431,522.42			
	21,600.00			
	13,101,254.61			
	157,797.60			
	939,467.00			
	91,200.00			
	30,090.00			
	344,191.50			
	5,365.40			
	9,679.00			
	461,391.00			
	10,000.00			
	1,500,000.00			
	953,426.00			
	202,589.00			
	90,499.00			

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For Kovai Medical Center  
 Research and Educational Trust  
  
 Trustee



32,324.00	" "	Interest paid on Kotak Mahindra Financ	80,047.00	
" "	" "	ISO Expenses	43,259.00	
1,634,544.75	" "	Lab Consumables	1,551,804.65	
" "	" "	Licenses and taxes paid	54,756.00	
" "	" "	Other Expenses	1,609,283.72	
1,214,465.70	" "	Postage & Telephones	97,537.00	
81,270.00	" "	Printing & Stationery	1,087,759.50	
498,207.42	" "	Purchases - Catering		
" "	" "	Registration fees paid	1,030.00	
725,689.00	" "	Repairs & Maintenance-Vehicle	1,055,387.57	
128,841.00	" "	Repairs and Maintenance-Computer	1,069,999.00	
220,908.50	" "	Repairs and Maintenance-Others	494,855.25	
" "	" "	Sports expenses	72,129.00	
45,269.00	" "	Sports Materials	220,000.00	
3,739.00	" "	Students welfare expenses	355.00	
87,639.00	" "	Subscription & Periodicals	179,452.00	
206,094.00	" "	Telephone charges & internet expenses	324,264.00	
15,350.00	" "	Travelling Expenses	20,769.00	
361,798.00	" "	Uniform stitching charges	261,330.00	
" "	" "	Water Charges Paid	5,280.00	
12,936,878.17	" "	Depreciation	12,886,531.43	
		Excess of income over expenditure	7,068,728.53	
<u>37,203,060.07</u>		Total	<u>48,739,385.90</u>	<u>37,203,060.07</u>
		Excess of expenditure over inc	456,440.08	
		Total	<u>48,739,385.90</u>	<u>48,739,385.90</u>

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PLACE : COIMBATORE  
DATE : 10.06.2008

For Kovai Medical Center  
Research and Educational Trusts

*[Signature]*  
Trustee

"AS PER MY REPORT OF EVEN DATE"  
*V. Chandrasekhar*  
V. CHANDRASEKHAR, B.Sc., F.C.A.  
Chartered Accountant  
M.No. 21153  
339, Verday Hill Road  
Coimbatore - 641 001

ANNEXURE f

**Computer Cell**

**ICT as Learning Resources**

4.4.1. Yes.

Number of Computers	:	600 Nos
Computer-Student Ratio	:	1 : 4
Stand Alone Facility	:	10 Nos
LAN Facility	:	550 Nos
Configuration	:	<u>Processor</u> – Intel Pentium IV, Dual Core, Core2Duo, Core2Quad , Xeon.,etc <u>Motherboard</u> – Asus, Intel, HCL Lavendar, Gigabyte, <u>Hard Disk</u> – 40 GB, 80 GB, 160 GB <u>RAM</u> – 128 MB, 256 MB, 512 MB, 1 GB, 2 GB <u>Monitor</u> – Wipro 15” HCL 15”, HCL 17”, HCL 19”, LG 19” Color CRT & LCD <u>CD/DVD</u> – CD & DVD Writers <u>Keyboard</u> – Normal , Multimedia, Wireless <u>Mouse</u> – Ball, Optical, Wireless Mouse
Licenced Softwares	:	25 Nos

4.4.2. Yes. As per Computer Lab Time Table.

4.4.3. Internet , Computer , LCD Projectors, OHP Projectors, White boards

4.4.4. Yes. Institution Website URL is : [www.drngpasc.ac.in](http://www.drngpasc.ac.in). We have one web designer.

#### 4.4.5

Computer Peripherals	-	Rs. 1,00,000 ( One Lakhs )
Service Charges of Peripherals	-	Rs. 50,000 ( Fifty Thousand )
AMC ( Server, UPS )	-	Rs. 1,50,000 ( One Lakhs Fifty Thousand )
Internet Charges	-	Rs. 4,00,000 ( Four Lakhs )
Cartridge Refilling	-	Rs. 10,000 ( Ten Thousand )
Student Printout Sheets	-	Rs. 50,000 ( Fifty Thousand )
Login Registers	-	Rs. 10,000 ( Ten Thousand )
<b>Total</b>	-	<b>Rs. 7,70,000 ( Seven Lakhs Seventy Thousand )</b>

#### 4.4.6

- \* Client Computers are maintained by Hardware Engineers
- \* Servers are under AMC control
- \* Peripheral – UPS only under AMC control

## ANNEXURE g

**Funds from UGC and Other Sources**

S.No.	Funding Agency	Year	Department	Amount
1	UGC	2010-13	Hospital Administration	4,19,200
2	UGC	2009-12	Biochemistry	9,68,800
3	UGC	2010-13	Biochemistry	5,92,300
4	UGC	2009	Biotechnology	6,92,800
5	UGC	2009	Biotechnology	6,03,800
6	DRDO	2009	Biotechnology	30,000
7	ICMR	2009	Biotechnology	25,000
8	ICMR	2008	Microbiology	25,000
9	ICMR	2009	Microbiology	25,000
10	CSIR	2009	Microbiology	50,000
11	UGC	2010	Microbiology	8,83,800
12	TNSCST	2009	Microbiology	30,000
13	PEACE TRUST NEAC	2008	Microbiology	8,000
14	UGC	2009	Communicative English	7,00,000
15	DRDO	2009	Biotechnology	30,000
<b>Total</b>				<b>50, 83,700</b>