The Annual Quality Assurance Report (AQAR) of the IQAC 2013-2014

Part – A

1. Details of the Institution

1.1	Name of the Institution	:	**Jayaraj Annapackiam College for Women (Autonomous)**
1.2	Address Line 1	:	**Jayaraj Annapackiam College for Women (Autonomous)**
	Address Line 2	:	**Periyakulam**
	City/Town	:	**Theni**
	State	:	**Tamil Nadu**
	Pin Code	:	**625 601**
	Institution e-mail address	:	**principal@annejac.com**
	Contact Nos.	:	**04546 - 231482**
	Name of the Head of the Institution	:	**Dr. Sr. T. Nirmala**
	Tel. No. with STD Code	:	**04546 - 233205**
	Mobile	:	**94426 - 23205**
	Name of the IQAC Co-ordinator	:	**Dr. M. Arulmozhi**

	Mobile	:	**99420 - 52184**
	IQAC e-mail address	:	**iqac@annejac.com**
1.3	NAAC Track ID	:	**TNCOGN10128**
1.4	NAAC Executive Committee No. & Date	:	**EC(SC)/01/RAR/90** **Date: 05.05.2014**
1.5	Website address	:	**www.annejac.com**
	Web-link of the AQAR	:	**http://www.annejac.com/index.php/iqac/ AQAR2013-2014.doc**

1.6 Accreditation Details :

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1.	1st Cycle	Four Star Status	--	2001	2001 to 2006
2.	2nd Cycle	'A'	3.02	2008	2008 to 2013
3.	3rd Cycle	'A'	3.36	2014	2014 to 2019

1.7	Date of Establishment of IQAC	:	**06.08.2004**
1.8	AQAR for the year	:	**2013 - 2014**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

Latest Assessment and Accreditation by NAAC was during 2013-2014.

1.10 Institutional Status

    University   : State ☒   Central ☒   Deemed ☒   Private ☒

    Affiliated College   : **Yes** ☑   No ☒

    Constituent College   : Yes ☒   **No** ☑

    Autonomous College of UGC   : **Yes** ☑   No ☒

    Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)   : Yes ☒   **No** ☑

    Type of Institution   : Co-education ☒   Men ☒   **Women** ☑

                          Urban ☒   **Rural** ☑   Tribal ☒

    Financial Status   : Grant-in-aid ☒   **UGC 2(f)** ☑   **UGC 12(B)** ☑

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

1.11 Type of Faculty/ Programme   :

    Arts ☑   **Science** ☑   **Commerce** ☑   Law ☒   PEI (Phys.Edu.) ☒

    TEI (Edu.) ☒   Engineering ☒   Health Science ☒   **Management** ☑

    Others (Specify) | -- |

1.12 Name of the Affiliating University   : **Mother Teresa Women's University, Kodaikanal, Tamil Nadu, India.**

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

    Autonomy by State/Central Govt./ University   : ☑

    University with Potential for Excellence   : ☒   UGC-CPE : ☒

DST Star Scheme	: ☒		UGC-CE	: ☒
UGC-Special Assistance Programme	: ☒		DST-FIST	: ☒
UGC-Innovative PG programmes	: ☒		Any other (*Specify*)	: **BSR Lab.**
UGC-COP Programmes	: ☑			

2.   IQAC Composition and Activities

2.1   No. of Teachers   :   **14**

2.2   No. of Administrative/ Technical staff   :   **02**

2.3   No. of Students   :   **02**

2.4   No. of Management representatives   :   **01**

2.5   No. of Alumni   :   **02**

2.6   No. of any other stakeholder and community representatives   :   **01**

2.7   No. of Employers/ Industrialists   :   **--**

2.8   No. of other External Experts   :   **01**

2.9   Total No. of Members   :   **23**

2.10 No. of IQAC Meetings held   :   **13**

2.11 No. of meetings with various stakeholders **:** **No.** **13**   **Faculty** **9**

Non-Teaching Staff **2**   **Students** **2**   Alumni ☒   Others ☒

2.12 Has IQAC received any funding from UGC during the year? **:** Yes ☒   **No** ☑

If yes, mention the amount **:** **---**

2.13 Seminars and Conferences (only quality related) **:**

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

Total Nos. : **01** International ☒ National ☒ State ☒ **Institution Level** ☑

(ii) Themes **:** **Overcoming Obstacles in Teaching**

2.14 Significant Activities and contributions made by IQAC :

   i)   **Preparation and Submission of SSR (2008 - 2013) to NAAC**
   ii) **Conduct of Internal & External Mock Visits**
   iii) **Preparation of Supplementary SSR 2013-2014**
   iv) **Preparation for NAAC Peer Team Visit to the College**

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. To conduct a Faculty Development Programme per semester.	Faculty Development programme on "Overcoming Obstacles in Teaching" was conducted on 11.07.2013.
2. To submit Annual Quality Assurance Report for the year 2012 – 2013, before 30th September.	AQAR 2012-2013 was submitted online to NAAC on 30.09.2013.

3. To submit the Self Study Report in the month of December.	SSR 2008-2013 was uploaded in the College website on 03.12.2013.
4. Documentation & Campus arrangement for NAAC peer team visit.	NAAC Peer Team visited the College in the Month of March and the College was re-accredited at 'A' Grade with CGPA of "3.36"
5. To obtain feedback from students, parents and alumni on curriculum, teaching learning and evaluation and consolidate the same.	Feedback was obtained by a structured questionnaire and consolidated at the IQAC office.
6. To conduct IQAC meetings whenever needed.	Periodic IQAC meetings were conducted.

* Academic Calendar of 2013-2014 is attached as Annexure - I.

2.15 Whether the AQAR was placed in statutory body   :   Yes ☒   **No** ☑

Management ---   Syndicate ---   Any other body ---

Provide the details of the action taken

Part - B

Criterion - I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D.	04	02	--	--
M.Phil.	02	04	06	--
PG	09	--	06	--
UG	14	02	07	--
PG Diploma	01	--	01	--
Advanced Diploma	01	01	--	02
Diploma	02	01	01	02
Certificate	13	02	12	02
Total	**46**	**12**	**33**	**06**

Interdisciplinary	01	--	--	--
Innovative	--	--	--	--

✓ ✓ ✓

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

(ii) Pattern of programmes   :

Pattern	Number of programmes
Semester	38
Trimester	--
Annual	14

1.3   Feedback from stakeholders* *(On all aspects)*   :   **Alumni** ☑   **Parents** ☑   Employers ☒   **Students** ☑

Mode of feedback   :   Online ☒   **Manual** ☑   Co-operating schools (for PEI) ☒

*An analysis of the feedback is provided in the Annexure-II

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

1. **A full fledged Course Pattern was prepared after series of meetings with HoDs and Members of CDC.**

2. **Courses regulations and Structuring components of CIA according to the TANSCHE Guidelines were drafted for 2014-2017 (only for first two semesters).**

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

1. **Self Finance course for B.Sc. Mathematics and B.A. English are introduced.**

2. **M.Phil. Programme is introduced in the departments of Mathematics, Physics, Chemistry and Commerce.**

3. **Departments of Zoology and History are upgraded as Research Centres.**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty :

Total	Asst. Professors	Associate Professors	Professors	Others
58	**14**	**44**	**--**	**--**

2.2 No. of permanent faculty with Ph.D :

28

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	**14**	**--**	**--**	**--**	**--**	**--**	**--**	**--**	**14**

2.4 No. of Guest and Visiting faculty and Temporary faculty :

15   **02**   **61**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	**12**	**19**	**45**
Presented papers	**26**	**07**	**04**
Resource Persons	**--**	**--**	**16**

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

✎ **Interactive Boards**

✎ **ICT enabled class rooms**

2.7   Total No. of actual   :   **193**
      teaching days during
      this academic year

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

2.9   No. of faculty   :   **119**
      members involved in
      curriculum
      restructuring/revisio
      n/ syllabus
      development
      as member of Board
      of Study/ Faculty/
      Curriculum
      Development
      workshop

2.10 Average percentage   :   **96.1**
      of attendance of
      students

2.11 Course/Programme   :
      wise distribution of
      pass percentage

Title of the Programme	Total no. of students appeared	Division %				
		Distinction	I	II	III	Pass
UG	505	12	52	31	5	84
PG	146	32	62	6	--	89
M.Phil.	3	--	100	--	--	100

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

- o **IQAC collects feedback from the students, alumni and parents in a structured questionnaire, which consists of components on learning outcomes and analyzes the data using SPSS software.**
- o **The result of the analysis is provided to the concerned course teachers by the Principal with her remarks and suggestions.**

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	---
UGC – Faculty Improvement Programme	---
HRD programmes	**119**
Orientation programmes	**66**
Faculty exchange programme	---
Staff training conducted by the university	**22**
Staff training conducted by other institutions	**04**
Summer / Winter schools, Workshops, etc.	**22**
Others	**01**

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	**19**	**8**	---	**04**
Technical Staff	**12**	---	---	**06**

Criterion – III

3. Research, Consultancy and Extension

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

- ✎ **IQAC conducted Planning and Evaluation Committee meeting twice a year.**

- ✎ **Research Committee planned to publish a Research Journal.**

- ✎ **Research Committee published a Research Journal "JAC JOSHAM", ISSN 2347-9868.**

3.2 Details regarding major projects :

	Completed	Ongoing	Sanctioned	Submitted
Number	---	**03**	**03**	---
Outlay in Rs. Lakhs	---	**28,12,900**	**26,96,000**	---

3.3 Details regarding minor projects :

	Completed	Ongoing	Sanctioned	Submitted
Number	**01**	**02**	**01**	---
Outlay in Rs. Lakhs	**95,000**	**3,75,000**	**4,50,000**	---

3.4 Details on research publications :

	International	National	Others
Peer Review Journals	**35**	**03**	--
Non-Peer Review Journals	--	--	**01**
e-Journals	--	--	--
Conference proceedings	**03**	--	--

3.5 Details on Impact factor of publications **:**

Range: | **0.407 - 2.264** | **Average:** | **0.15** | **h-index :** | **1-3** | **Nos. in SCOPUS :** | **3**

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned (Rs.)	Received (Rs.)
Major projects	3 Years	UGC	5508900	3776900
Minor Projects	2 Years	UGC	920000	646000
Interdisciplinary Projects	3 Years	UGC	929800	688300
Industry sponsored	1 Year	Lemuria Technologies Ltd., Chennai	10000	10000
Projects sponsored by the ~~University~~/ College	1 Year	Management	511452	511452
Students research projects *(other than compulsory by the University)*	6 Months	Summer Research Project at VIT	16000	16000
Any other (Specify)	1 Year	TNSCST	100000	100000
Total			**7996152**	**5748652**

3.7 No. of books published **:** i) **With ISBN No.** | **2** | Chapters in Edited Books: | --- |

ii) **Without ISBN No.** | **2** |

3.8 No. of University Departments receiving funds from:

UGC-SAP | -- | CAS | -- | DST-FIST | -- |

DPE | -- | DBT Scheme/funds | -- |

3.9 For colleges : **Autonomy** ☑ CPE ☒ DBT Star Scheme ☒

INSPIRE ☒ CE ☒ Any Other (specify): **BSR Lab.**

3.10 Revenue generated through consultancy : **---**

3.11 No. of conferences organized by the Institution :

Level	Inter - national	National	State	Univer - sity	College
Number	**4**	**2**	**2**	-	-
Sponsoring agencies	**Autonomy Grant**	**UGC**	**Autonomy Grant**	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons : **23**

3.13 No. of collaborations : **International:** **01** National : **--** Any other : **--**

3.14 No. of linkages created during this year : **26**

3.15 Total budget for research for current year in lakhs **:**

From Funding agency : **Rs. 24,85,860/-** From Management of University/College : **Rs. 21,48,655/-**

Total: **Rs. 46,34,515/-**

3.16 No. of patents received : this year

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

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

Total	International	National	State	University	Dist	College
28	**06**	**03**	**05**	**01**	**09**	**04**

3.18 No. of faculty from the Institution who are Ph. D. Guides : **06**

and students registered under them : **12**

3.19 No. of Ph.D. awarded by faculty from the Institution : **01**

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

JRF : --- SRF : --- Project Fellows : **05** Any other : ---

3.21 No. of students Participated in NSS events : University level : --- State level : ---

National level : --- International level : ---

3.22 No. of students participated in NCC events : University level : | --- | State level : | **44** |

National level : | --- | International level : | --- |

3.23 No. of Awards won in NSS : University level : | --- | State level : | --- |

National level : | --- | International level : | --- |

3.24 No. of Awards won in NCC : University level : | --- | State level : | --- |

National level : | --- | International level : | --- |

3.25 No. of Extension activities organized :

University forum: | --- | **College forum:** | **60** |

NCC : | --- | **NSS :** | **13** | **Any other :** | ---- |

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

- � **TNSCST has sanctioned Rs. 1,00,000/- to organize programmes under Application of Science and Technology for Rural Areas and five Workshops were organized.**
    1. **Mushroom Culture**
    2. **Solar Energy Applications**
    3. **Preparation of Sanitary Napkins**
    4. **Farming Techniques**
    5. **Food Preservation**
- ✎ **JACEP has formed two tuition centres for the children of the villages of Jeyamangalam & Jetloor.**
- ✎ **Academic Expo'14, an exhibition on avenues in Higher Education, for school children, was organized on 6th and 7th January, 2014. Mr. Nagaraj, District Education Officer, Periyakulam inaugurated the Exhibition.**

Criterion – IV

4. Infrastructure and Learning Resources

4.1   Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	58.74 acres	---	---	**58.74 acres**
Class rooms	34507.25 sqft.	---	---	**34507.25 sqft.**
Laboratories	9443 sqft.	---	---	**9443 sqft.**
Seminar Halls	6319 spft.	---	---	**6319 sqft.**
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	---	04	UGC Autonomous	**04**
Value of the equipment purchased during the year (Rs. in Lakhs)	---	8,79,404	UGC Autonomous	**8,79,404**
Others	---	---	---	---

4.2   Computerization of administration and library

- ➢ Details of all students as given in their application forms are computerized in the college office.
- ➢ The software (Flair) has automatized the office of CoE.
- ➢ The Library is automated through Management Package 'NIRMALS' for feasible gate entry, circulation and OPAC. Bar-coding is used for circulation and stock verification.

4.3 Library services :

	Existing		Newly added		Total	
	No.	**Value**	**No.**	**Value**	**No.**	**Value**
Text Books	**7201**	**1043581**	**551**	**172176**	**7752**	**1215757**
Reference Books	**31593**	**4289242**	**1706**	**533089**	**33299**	**4822331**
e-Books	**100000**	**15000**	--	--	**100000**	**15000**
Journals	**143**	**171045**	**1**	**1000**	**144**	**172045**
e-Journals	**3000**	**15000**	--	--	**3000**	**15000**
Digital Database	--	--	--	--	--	--
CD & Video	**285**	**95823**	**43**	**8075**	**328**	**103898**
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	**284**	**149**	**06**	**42**	**11**	**28**	**37**	**11**
Added	**13**	--	--	--	--	**05**	--	**08**
Total	**297**	**149**	**06**	**42**	**11**	**33**	**37**	**19**

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

- ✐ **Smart Board Training for all the staff.**

- ✐ **E-Content Development Training for 8 staff.**

- ✐ **Computer Training for Non-teaching staff.**

4.6   Amount spent on maintenance in lakhs :

i)	ICT	:	6,65,540
ii)	Campus Infrastructure and facilities	:	3,34,247
iii)	Equipments	:	9,88,794
iv)	Others	:	--
	Total	:	**19,88,581**

Criterion – V

5. Student Support and Progression

5.1   Contribution of IQAC in enhancing awareness about Student Support Services

> ✧ **First year UG Students are given awareness about student support services like NSS, NCC, Physical Education, JACEP, Association activities etc. on the first day of their entry in to the College by the respective faculty-in-charge.**

> ✧ **Students are instructed regularly on the support services by the Principal in the general assembly & by the HoD & mentor in the Departments.**

> ✧ **Details of Fine Arts activities by the staff-in-charge.**

5.2   Efforts made by the institution for tracking the progression

> ➤ **Faculty-in-charge of the Student Support Services maintain a record of the attendance of the Students and the activities conducted.**

5.3   (a)   Total Number of students :

UG	PG	Ph.D.	Others
1684	**317**	**12**	**19**

(b)   No. of students outside the state   :   **01**

(c)   No. of international students   :   **Nil**

	No	%
Men	--	--

	No	%
Women	**2032**	**100**

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
15	447	0	1416	02	1880	12	546	02	1469	03	2032

Demand ratio : | **1:2.4**   **Dropout % :** | **6**

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

> **SC/ST/OBC & Minority Cell conducts coaching classes on NET/SET and other Competitive Examination.**

> **Preparatory Classes for NET/SET examination are conducted by the respective departments.**

> **198 Books are purchased for Competitive Exams.**

No. of students beneficiaries   **:** | **483**

5.5   No. of students qualified in these examinations   **:** | **01**

NET : | ---   SET/SLET: | ---   GATE   : | ---   CAT   : | ---

IAS/IPS etc **:** | ---   State PSC **:** | ---   UPSC   : | ---   Others : | **01**

5.6   Details of student counselling and career guidance

> ✍ **All the faculty members are trained as counsellors by undergoing Basic Counsellor Training Programme.**

> ✍ **MoU has been signed with Anugraha Institute of Social Sciences, Dindigul, for Certificate Course on Counselling for the students.**

No. of students benefitted	:	**572**

5.7. Details of campus placement :

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	**157**	**39**	**09**

5.8 Details of gender sensitization programmes

- ✧ **Celebration of International Women's Day "Legal Protection for Women"**

- ✧ **Programme on "Government Policies and Programmes for Women Employment"**

- ✧ **Programme on "Ideal Life Ideal Family and Ideal World"**

- ✧ **A Lecture on "Women Related Health Issues and Women Physiology"**

5.9 Students Activities :

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

State/ University level : | **42** | **National level :** | **02** | International level : | **---**

No. of Students participated in cultural events

State/University level : | **104** | National level : | **---** | International level : | **---**

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

Sports: State/University level : | **5** | National level : | **---** | International level : | **---**

| **Cultural: State/University level :** | **6** | National level: | --- | International level : | --- |

5.10 Scholarships and Financial Support **:**

	Number of Students	**Amount (Rs.)**
Financial support from the institution	150	12,04,549
Financial support from the government	1325	54,88,551
Financial support from other sources	02	80,000
Number of students who received International/ National recognitions	06	1,20,000

5.11 Student organised / initiatives   **:**

| Fairs: State/University level | **01** | National level | --- | International level | --- |

| Exhibition: State/University level | **11** | National level | --- | International level | --- |

5.12 No. of social initiatives undertaken by the students   **:** **11**

5.13 Major grievances of students (if any) redressed   **:** **03**

Criterion – VI

6. Governance, Leadership and Management

6.1   State the Vision and Mission of the institution

Vision

Empowerment of rural women to be the agents of social change and liberation of women, with special reference to the poor, the marginalized and the destitute, from all forms of shackles in life, through quality and value based education.

Mission

Holistic formation of students by developing intellectual, emotional, physical, social, cultural and spiritual dimensions of their personalities, to make them competent, self-reliant, employable and service oriented with love and faith and with the futuristic perspective of social transformation, ecological, national and global consciousness.

6.2   Does the Institution has a Management Information System

YES

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

    6.3.1   Curriculum Development

- **Revising the curricula once in three years**
- **Conducting Academic Audit by academicians from other reputed Institutions / Universities**
- **Training the faculty through hands-on training to equip them with the skills on application of new software**

- **Updating the knowledge of the faculty by their participation / presentation in seminars / conferences / workshops / publications / Training / Orientation and Refresher Courses**

- **Encouraging faculty members to serve as subject experts in BoS and as resource persons for other institutions**

- **Including the feedback given by the University Nominees and the Subject Experts on the curriculum at the BoS meetings.**

- **Curriculum Committee convenes 3 meetings/year to evaluate the feasibility and effectiveness of the syllabi prescribed by all the departments and discusses the advanced courses to be introduced in accordance with the needs of the stakeholders and norms of TANSCHE.**

- **A State Level Workshop on Reforms in Curriculum Development and Examination System was organized by the Curriculum Development Cell.**

6.3.2   Teaching and Learning

- **Orientation on innovative teaching techniques and faculty development programme on teaching - learning methods are organized once a semester.**

- **ICT enabled teaching is practiced by the faculty of all departments.**

- **Teaching through Interactive Board.**

- **Faculty and students of Liverpool Hope University, U.K. taught Communication Skills Development for 14 days.**

- **On-job training, hands-on experience and industry visits are mandatory for the students of seven disciplines.**

- **National seminars / conferences / workshops sponsored**

by UGC / CSIR are conducted which included sessions on recent developments in the respective subjects.

o **Students are exposed to recent developments by attending national seminars / conferences / workshops in other institutions apart from Inter- collegiate meets.**

o **The management arranges for in-service training programme to the faculty.**

6.3.3   Examination and Evaluation

o **Examination and Awards Committee meets once a year to discuss the examination reforms suggested by the CoE, Chief Superintendent, Chairman and paper valuers.**

o **Flair Software has automatized the office of CoE.**

6.3.4   Research and Development

o **Research committee monitors and promotes the research activities in all the departments and the recognized research centres.**

o **Linkage with Liverpool Hope University, U.K. to promote teaching, learning and research.**

o **All the departments have linkages / collaborations with other institutions/ industries.**

o **MoUs are signed for the conduct of certificate, SBE courses, Soft skill training, Spoken English classes and campus drives by Placement cell and student project of Department of Commerce, Business Administration, Computer Science, etc.**

o **Major /Minor research projects funded by UGC.**

o **Grants from TNSCST under Student Project Scheme & Training.**

o **Upgradation of two departments as research centres by**

the affiliating University (MTWU, Kodaikanal).

- o **Faculty members as research supervisors to various universities.**
- o **Faculty members as reviewers of various national / international journals and members of various Academic / Professional bodies.**
- o **Publication of research papers in National and International journals.**

6.3.5   Library, ICT and physical infrastructure / instrumentation

- o **New Books, journals and magazines are added to the Central Library.**
- o **RO system is installed in the college and hostel.**
- o **Computers with all accessories are provided to all departments.**
- o **Traditional black boards are replaced by ceramic boards.**
- o **ICT enabled classrooms, Internet facility and classrooms with Interactive Boards are provided to all departments.**
- o **Bar-coding system and Surveillance cameras are installed in the Central library.**
- o **Surveillance cameras (17) are installed in the campus.**

6.3.6   Human Resource Management

- o **College Union (Students Council) organizes all student related activities.**
- o **Placement Cell offers Soft Skill Training for 10 days.**
- o **One week Counselling Programme for the III U.G. Students.**
- o **JAC SAFA - Youth Parliament has been initiated with different ministries, to develop leadership skills and to**

instill civic responsibilities in students.

- o **Surveillance cameras (17) are installed in the campus.**

6.3.7   Faculty and Staff recruitment

- o **The Appointment Committee consisting of the Mother General, Mother Provincial, Mother Superior and General Co-ordinator for Higher Education from the Congregation, the Secretary, the Principal, External Subject Expert and the HoD of the concerned discipline selects the faculty for appointment.**

- o **The vacant posts in the Aided Stream are recruited by the Management and the total faculty strength is 119.**

- o **All leave vacancy posts are filled by the Management.**

6.3.8   Industry Interaction / Collaboration

- o **MoUs signed - 8**

- o **Industry based projects undertaken by Computer Science and Chemistry departments**

- o **A Industrialist is a member of BoS and Academic Council**

6.3.9   Admission of Students

- o **Publicity in admission process.**

- o **Transparency in admission process.**

- o **Merit of the students and norms of the Government are strictly adhered to for admission along with minority norms.**

6.4 Welfare schemes for	Teaching	➢ **ACPF, NHIS, CPF Scheme of Management Staff** ➢ **Festival Gift for Management Staff**

Non teaching	➢ **College Bus Fee Concession** ➢ **ACPF, NHIS, CPS**
Students	➢ **Students Safety Insurance** ➢ **Free Meals for the Poor Students**

6.5 Total corpus fund generated : **Rs. 8,63,632/-**

6.6 Whether annual financial audit has been done : **Yes** ☑   No ☒

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

Audit Type	External		Internal	
	Yes/No	**Agency**	**Yes/No**	**Authority**
Academic	**Yes**	**Experts from other Colleges**	**Yes**	**Management, IQAC**
Administrative	**Yes**	**Auditors (Finance) & Experts from other Colleges**	**Yes**	**Management**

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

For UG Programmes **Yes** ☑   No ☒

For PG Programmes **Yes** ☑   No ☒

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

- o **Examination and Awards Committee meets once a semester to discuss the examination reforms suggested by the CoE, Chief Superintendent, Chairman and paper valuers.**
- o **IQAC organizes seminar on 'Examination Reforms'.**

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

6.11 Activities and support from the Alumni Association

- o **Participation of Alumni in the interaction during NAAC Peer Team Visit**
- o **Feedback on Curriculum, Teaching and Learning, Examination and Evaluation and Infrastructure is obtained once a year.**

6.12 Activities and support from the Parent – Teacher Association

- o P**articipation of Parent in the interaction during NAAC Peer Team Visit.**
- o **Feedback on Curriculum, Teaching and Learning, Examination and Evaluation and Infrastructure is obtained once a year.**

6.13 Development programmes for support staff

- o **HOPE Club conducted regular class for Communicative English.**
- o **One day Counselling programme.**

o   **Orientation on Power Point Presentation**

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

o   **Chemistry practicals were conducted without using hazardous chemicals to promote green practicals.**

o   **Nerium plants were planted along the roadside**

o   **Activities of JAC Eco Club**

   1) **Tree plantation**

   2) **Separate dustbins for degradable and non-degradable waste in the college campus.**

o   **Plantation of Saplings**

o   **Polythene free Campus**

o   **Activities of Avian Club**

   1) **Identification of 40 species of birds in the College campus**

   2) **Recording the migratory pattern of birds in different areas of Theni District.**

Criterion – VII

7. Innovations and Best Practices

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

- o **Certificate course in "Basic Counsellor Training Programme" for students**
- o **ICT enabled classrooms**
- o **Installation of Interactive Boards**
- o **Counsellor training programme for the faculty**
- o **Publication of College research Journal "JAC JOSHAM"**
- o **MoU signed with Liverpool Hope University, U.K. to enrich teaching, learning and research**
- o **Academic Expo'14, an exhibition on avenues in Higher Education, for school children**

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

- o **Self Study Report - 2008-2013 was prepared and submitted to NAAC**
- o **Arrangements were made for the NAAC Peer Team Visit.**
- o **A full fledged Course pattern was prepared after series of meetings with HoDs and members of CDC.**
- o **Course regulations and structuring components of CIA according the TANSCHE Guidelines 2014.**
- o **A Workshop on "Reforms in Curriculum & Examination System" was conducted.**
- o **Three Major Research Projects and one Minor Research Project were undertaken.**
- o **Five mock Bank exams and one mock SLET exam was conducted.**

- Four International Seminars and Two National Seminars were conducted

- Five U.G. students participated the "Mini MTTS" Mathematical talent search programme from 26th to 31st December, 2013 at St. Xavier's College, Palayamkottai.

- One day Awareness workshop on "Neutrinos and India based Neutrino Observatory" was conducted on 16th September, 2013 in collaboration with the Institute of Mathematical Sciences, Chennai.

- Energy awareness campaign was conducted on 29th January, 2014 in linkage with PCRA.

- Workshop was organized for the demonstration of applied chemistry products for skill based and non-major elective students.

- Two day Exhibition on Avenues in Higher Education was organized for the college and school students.

- Ten Day soft skills training programme "Positive Living Programme" was orgainzed form 05th to 15th June, 2013 for the final year students.

- Career Guidance Programme for all the final year U.G. Students was conducted on 17th December, 2013.

- 22 day Employability Training Program organized from 06th January to 13th February, 2014 for 146 final year UG students from all disciplines except computer science by TCS, Chennai.

- JACSAFA orgnized a Leadership Training Programme on 18th & 19th July 2013, which was addressed by Ms. Gayathri, Assistant Professor, Anugraha College, Dindigul on SELF ESTEEM and explained the qualities of a leader.

- Students Service League & Youth Welfare Association organized a workshop on 23rd August, 2013 on Financial Education sponsored by securities Exchange Board of India, Chennai. Prof. Dr. Arul Velan, Faculty of Management, EBET Group of Institutions, Kangayam, Tirupur Dist. was the resource person.

- One day workshop was organized on 19th December, 2013 on IDEAL Family, IDEAL Life & Ideal World conducted under the guidance of Mrs. & Mr. Chizuko Onodera, Director, FFWPU, South India and Mrs. Catherine Yucor, Lecturer UPF/ FFWPU, Chennai was the resource person.
- NET/SET Coaching classes were conducted.

- Eco Club organized one day Programme on "Save Earth" on 18th February, 2014.
- Bible day was celebrated on 18th September, 2013.
- Holistic Development Programme for all the teaching, administrative, technical and supportive staff and students was conducted from 27th to 29th September, 2013.
- SAP Programme for teaching staff was organized by Xavier Board of Higher Education in India on 22nd January, 2014.
- The World Differently Abled Day was celebrated on 3rd December, 2013.
- Department of English and Computer Science found and outlet in the form of Department Magazines titled "Wings" and "JAC Wall".
- Tourism Day and all the Nationally important days were celebrated.
- Documentary and Historical films were screened.
- Management Day was organized by the Department of Business Administration.
- Consumer Club organized a guest Lecture on "Consumer Rights and Duties by Nehru Yoga Kendra Organization & received award.

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

1. JACEP

2. Promotion of Research

* Details are provided in Annexure-III

7.4 Contribution to environmental awareness / protection

> **The use of CFL bulbs instead of tungsten lamps**

> **Solar inverters for fans and lights, solar lights and water heaters**

> **bio gas, gobar gas and gas from night soil plants**

> **Nerium pathways at the entrance of the college.**

> **Planting of saplings**

7.5 Whether environmental audit was conducted? : **Yes** ☑   No ☒

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

SWOC Analysis

Strengths

  o **Serene Atmosphere conducive for teaching and learning**

  o **Excellent infrastructure**

  o **Dedicated management, committed and competent faculty**

  o **Updated and standard curriculum on par with reputed National Institutions**

  o **Availability of 'Ladies Special' Government and Private buses into the campus**

Weaknesses

  o **Most of the students are first generation learners**

  o **Communication in Tamil by the students**

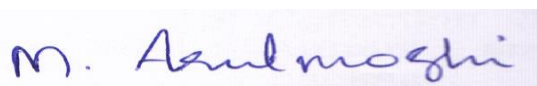 o **Majority of the students are from Tamil Medium**

Opportunities

- o **Vertical mobility from UG to Ph. D. Programmes**
- o **Coaching for NET / SET and other competitive examinations**
- o **Soft skill training and spoken English classes**
- o **Placement Cell training to the Students**

Challenges

- o **To produce 100% success rate**
- o **To make the students communicate in English**
- o **To attract reputed companies for campus placement**
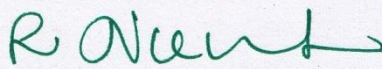- o **To organize exchange programme with institution abroad**

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

- ➢ **To implement SAP01 and SAPB1 courses through SAP Dongle Site License.**
- ➢ **To introduce JAC Community College with the financial assistance from UGC.**
- ➢ **To develop e-tools for teaching.**
- ➢ **To promote Green Practicals.**
- ➢ **To apply for CPE Status.**

Signature of the Coordinator, IQAC

Name : **Dr. M. Arulmozhi**

Signature of the Chairperson, IQAC

Name: **Dr. Sr. T. Nirmala**

Principal
Jayaraj Annapackiam College
for Women (Autonomous)
Periyakulam - 625 601.
Theni District

CALENDAR OF IQAC FOR THE YEAR 2013 – 2014

Month	Activity
June	Faculty Development Programme IQAC Meeting
July	Preparation of AQAR for the year 2012-2013. IQAC Meeting
August	Preparation of AQAR for the year 2012-2013. IQAC Meeting
September	Online submission of AQAR for the year 2012-2013. IQAC Meeting
October	Preparation of the SSR. IQAC Meeting
November	Preparation of the SSR. IQAC Meeting
December	Submission of SSR to NAAC Office. IQAC Meeting
January	✍ Documentation and Campus arrangements. ✍ IQAC Meeting ✍ Feedback from the Alumni
February	Preparation of the Supplementary SSR IQAC Meeting
March	✍ Feedback from the Administrative and Technical Staff ✍ Internal & External Mock Visits ✍ NAAC Peer Team Visit ✍ Collection of Feedback from Students, Parents & Alumni and process them using statistical package.
April	Processing the feedback obtained using, statistical package
May & June	Preparation of AQAR 2013-2014

Analysis of the Feedback:

Outcome of Students Feedback on Programme Evaluation

Aspects of Programme Evaluation	Good %	Ave %
The Syllabi of courses are relevant and updated	87.7	12.3
The contents of courses are designed to secure job	82.3	17.7
Relevance of the Courses in leading to research	88.4	11.6
Availability of Books/Journals for study/reference	70.5	29.5
Quality of dissertation/project work expected by the department	92.1	7.9
Quality of Viva conducted by the department	85.5	14.5
The components of syllabus and the design of each course pattern	80.9	19.1
Time for Science/Computer Practical and their credits	76.5	23.5
Teaching hours per week and the credits allotted for each paper	85.2	14.8
Choice provided to select Election Courses	80.1	19.9
The depth of knowledge acquired through the course content	74.2	25.8
Quality of teaching in your subjects	89.2	10.8
Adherence to the syllabus by the teacher	82.1	17.9
Treatment by teachers of your department	86.5	13.5
Academic Guidance received form your department	87.5	12.5
Behaviour of teachers on the whole	84.7	15.3
Weight age given to different components of CIA	79.4	20.6
Question paper covers the prescribed portion	68.9	31.1
Quality of question papers in semester CIA examination	80.9	19.1
Valuation of the answer scripts	84.2	15.8
Impartiality in the valuation of the answer scripts	80.2	19.8
Semester examination question papers covers the prescribed portion	75.1	24.9
Standard of the Semester examination question paper is	78.2	21.8
Valuation of the semester examination paper	89.1	10.9

OUTCOME OF STUDENTS FEEDBACK ON TEACHERS - 2013-2014

Sl. No.	Criteria	Good%	Avg.%
1.	The teacher is punctual to the class	90.1	9.9
2.	The teacher is able to maintain discipline in the class	84.3	15.8
3.	The teacher comes prepared to the class	79.6	20.4
4.	The teacher has a clear knowledge of the subject	81.2	18.8
5.	The teacher communicates well	89.6	10.4
6.	The teacher encourages students to ask questions in the class	84.5	15.5
7.	The teacher clears doubts in the subject	89.8	10.2
8.	The teacher provides course material	85.9	14.1
9.	The teacher is helpful to the weaker students	78.5	21.5
10.	The teacher takes all her classes without cancelling any	88.9	11.1
11.	The teacher completes the syllabus on time	90.0	10.0
12.	The teacher sets a balanced question paper	79.8	20.2
13.	The valuation of the answer script is objective	89.2	10.8
14.	The teacher returns the valued answer scripts on time	84.5	15.5
15.	The teacher treats every student equally without favouritism	86.3	13.7
16.	The teacher is available to the students outside the class hours	89.8	10.2
17.	The teacher gives references for further study	91.4	8.6
18.	The teacher takes interest in extra curricular and co-curricular activities	76.7	23.3
19.	The teacher uses creative methods of teaching	94.1	5.9
20.	The teacher is easily approachable when students are in need of help	86.4	13.6
21.	The teacher motivates the students and creates interest	82.4	17.6
22.	The teacher does not victimize the students	81.2	18.8
23.	The teacher gives guidance for the future	83.6	16.4
24.	The teacher is an example to students in her behaviur	84.7	15.3
25.	The teacher has appositive attitude towards the institution	90.8	9.2

Outcome of the Feedback form Parents (U.G.) 2013-2014

Sl. No.	Aspects	Yes (%)	No (%)
1.	JAC is known for maintaining discipline and inculcating good values among the students	100.0	---
2.	JAC encourages the students to learn more	94.6	5.4
3.	Does the curriculum of the college help your daughter to face competitive examination with confidence?	91.9	8.1
4.	I find the daily academic workload of my daughter is heavy	38.7	61.3
5.	Do you feel that the courses offered in the college reflect the felt needs of the present day students?	91.0	9.0
6.	The teaching methods of JAC are different from those of the sister colleges in Theni District	88.3	11.7
7.	The teachers of JAC reach out to the level of the below-average students.	94.6	5.4
8.	JAC encourages the staff of upgrade themselves academically.	98.5	1.8
9.	Are your satisfied with English as a medium of instruction?	95.5	4.5
10.	Would you prefer Tamil as a medium of instruction?	54.1	45.9
11.	The library facilities in JAC are excellent	95.5	4.5
12.	The working hours of the college library is sufficient enough for personal study of the students.	87.4	12.6
13.	Students find it easier to get the books of their choice	85.6	14.4
14.	The laboratory facilities of the different departments of JAC are well equipped to give practical training (Science Students)	91.9	8.1
15.	The time allotted for science practical work is not sufficient	73.0	27.0
16.	The Programmers in the computer centre are very helpful in the conduct of computer practical	91.0	9.0
17.	Students are encouraged to make use to the internet facility provided by the college	88.3	11.7
18.	The Internet and computing facilities in JAC are very helpful to my daughter in enriching her knowledge in the subject	96.4	3.6
19.	Students are encouraged to take active part in the co-curricular activities (such as Sports & Games, Fine Arts, NSS, NCC etc.)	95.5	4.5
20.	Board and Lodging facilities provided by the college are adequate	73.9	26.1
21.	The discipline enforced by the college us appreciable	96.4	3.6

22.	The fee collected by the college for all the courses is affordable	74.8	25.2
23.	We are aware of the financial assistance extended to deserving students by the Management	90.1	9.9
24.	The admission policy of JAC is in accordance with the St. Anne's Congregational policy of empowering the women who are educationally and economically poor.	99.1	0.9
25.	Owing to accreditation there has been a marked improvement in the infrastructural facilities provided by the college	99.1	0.9

Outcome of the Feedback form Parents (P.G.) 2013-2014

Sl. No.	Aspects	Yes (%)	No (%)
1.	JAC is known for maintaining discipline and inculcating good values among the students	100.0	---
2.	JAC encourages the students to learn more	100.0	---
3.	Does the curriculum of the college help your daughter to face competitive examination with confidence?	96.9	3.1
4.	I find the daily academic workload of my daughter is heavy	21.5	78.5
5.	Do you feel that the courses offered in the college reflect the felt needs of the present day students?	92.3	7.7
6.	The teaching methods of JAC are different from those of the sister colleges in Theni District	95.4	4.6
7.	The teachers of JAC reach out to the level of the below-average students.	95.4	4.6
8.	JAC encourages the staff of upgrade themselves academically.	100.0	---
9.	Are your satisfied with English as a medium of instruction?	96.9	3.1
10.	Would you prefer Tamil as a medium of instruction?	43.1	56.9
11.	The library facilities in JAC are excellent	92.3	7.7
12.	The working hours of the college library is sufficient enough for personal study of the students.	90.8	9.2
13.	Students find it easier to get the books of their choice	80.0	20.0
14.	The laboratory facilities of the different departments of JAC are well equipped to give practical training (Science Students)	96.9	3.1
15.	The time allotted for science practical work is not sufficient	72.3	27.7
16.	The Programmers in the computer centre are very helpful in the conduct of computer practical	93.8	6.2
17.	Students are encouraged to make use to the internet facility provided by the college	93.8	6.2
18.	The Internet and computing facilities in JAC are very helpful to my daughter in enriching her knowledge in the subject	93.8	6.2
19.	Students are encouraged to take active part in the co-curricular activities (such as Sports & Games, Fine Arts, NSS, NCC etc.)	96.9	3.1
20.	Board and Lodging facilities provided by the college are adequate	86.2	13.8
21.	The discipline enforced by the college us appreciable	96.9	3.1
22.	The fee collected by the college for all the courses is affordable	76.9	23.1
23.	We are aware of the financial assistance extended to deserving	93.8	6.2

	students by the Management		
24.	The admission policy of JAC is in accordance with the St. Anne's Congregational policy of empowering the women who are educationally and economically poor.	95.4	4.6
25.	Owing to accreditation there has been a marked improvement in the infrastructural facilities provided by the college	100.0	---

OUTCOME OF FEEDBACK FROM ALUMNAE - 2013-2014

Reasons for selecting the College	Agree%	Disagree %
Good teaching	100.0	0.0
Discipline	100.0	0.0
Minimum fee Structure	96.0	4.0
Good Learning Facilities/Atmosphere	98.0	2.0
Encouragement of extracurricular activities	98.3	1.7
Aspects of Programme Evaluation	**Agree%**	**Disagree %**
The syllabi of courses are relevant and updated	97.2	2.8
Completion of the syllabus in time	92.1	7.9
Teaching methods are satisfactory	82.3	17.7
Teaching aids used are satisfactory	89.6	10.4
moral classes inculcate values in students	98.3	1.8
Participation in NSS/NCC/Sports helps the students in personality development	97.0	3.0
Importance given to sports, games, fine arts is good	90.0	10.0
Availability of text books and reference books in the library is excellent	98.1	1.9
Book bank facility is good	99.1	0.9
Journals and Periodicals subscribed by the library are sufficient	97.2	2.8
Service Provided by the College Library is good	100.0	0.0
Service Provided by the College Office is good	100.0	0.0
Service Provided by the College Canteen is good	75.3	24.8
Proud to be a student of JAC	100.0	0.0
JAC students are empowered to bring social change	94.6	5.4

Best Practice – I (2013-2014)

1. **Title of the Practice :** JACEP

   JACEP (Jayaraj Annapackiam College Extension Programme) is an extension programme, an integral part of higher education. The College aspires to focus on the overall personality development of the students along with the academic excellence. It is one of the best practices used to realize the goals of the college - the empowerment of rural women and bringing about social changes.

2. **Objectives of the practice**

   The lofty objectives of JACEP are

   - To liberate the weaker sections of the rural areas from the shackles of the perennial, economic, social, political and educational constraints
   - To provide social dimension to the educational system of the college and inculcate social responsibility and commitment in students
   - To bring forth the team spirit and leadership qualities of the students and broaden their social outlook that will help them work for the welfare of the community
   - To restore gender equity and make available equal opportunities to emerge full-fledged and take up new ventures

3. **The Context**

   Periyakulam is amidst the labyrinth of tiny villages, some with very thin population and incredibly with lowest percentage of literacy. Ignorance and illiteracy estrange them from the fast moving hi-tech world. Hence it is imperative on the part of the college to extend their service and give exposure which is the dire need of the people. JACEP is dauntless in launching well-planned activities. It has adopted 14 villages to ensure wholesome development of the villages within 30 kms from the college. It has taken all appropriate measures to empower the rural women to progress in their life.

   The watch word of JACEP is to develop concern for the voiceless and faceless. It makes them identify their strengths, weaknesses and be aware of social problems. It also creates awareness of the Government Welfare schemes. Another important mission of JACEP is to equip the Self Help Group Women with traditional and modern skills of different trades, to generate income and improve their financial status.

4. The Practice

JACEP is a programme, unique in its context and practice. It is offered under Part-V of the curriculum in IV and V semesters for 70 contact hours and has three phases:

- Meticulous survey to identify the needs of the adopted villages
- Realistic assessment of available resources and drafting viable plans
- Activities undertaken by the students with the co-operation of the villagers for their development.

The target groups in the villages face several problems regarding access to education, health facility, drinking water supply, power supply and transport. The student volunteers of each class are divided into six groups to take up different tasks executed in 70 hours to reach specified target. It is accomplished by the end of their degree.

The six groups are assigned the tasks related to Environment, Health and Hygiene, Education, People's organization, Application of Knowledge and Liaison with Government Agencies. Organizing awareness camps, meetings, conducting competitions and screening documentaries are the common techniques adopted by all the groups to perform their tasks and realize their goals.

The **first group** aims at giving environmental education, advocating sanitation and smokeless brick kilns. The **second group** makes a survey of health problems and gives required guidance. The **third group** propagates literacy programmes, non-formal education, readmitting dropouts and encouraging people to watch educational programmes.

The **fourth group** forms Youth Club, Women's Club and *'Sangams'*. They also organize meetings for agricultural labourers and masons and supportive workers. The **fifth group** focuses on the application of knowledge acquired by students in their respective subjects to the people in the adopted villages. The **sixth group** liaises with different Government Agencies like District Rural Development Agency, Social Welfare Board, Block Development Office, Panchayat Union Office and Transport Corporation to get their needs fulfilled.

Each department executes its plan according to the nature and convenience of its resources. The highlights of the work done by the departments are as follows:

Students of **Tamil** discipline conduct awareness programmes through street plays and dramas and programme to develop reading and writing skills of the school children. Students of **English** discipline teach Communicative Skills in English, conduct language games to school

children and teach them the uses of mass media. Students of **History** highlight the social issues of the villages and the country at large and instill patriotism to promote peace and harmony in the nation.

Students of **Mathematics** explain the motion of the planets using astronomical models to school children and train them in various bank transactions. Students of **Physics** give training in electric and electronic tools to school children. Students of **Chemistry** educate in food analysis, soil water analysis, create awareness of pollutions and impart skills for making candles, soap, phenoyl, cosmetics and herbal medicines.

Students of **Zoology** create awareness of the causes of diseases, suggest preventive measures to promote health and hygiene and provide tips for nature conservation. Students of **Computer Science** impart a sound knowledge of computer applications to youngsters to cater to the present needs of the society.

Students of **Commerce** teach skills on handicrafts and develop entrepreneurial skills of the people. Students of **Commerce (C.A.)** take the schemes of LIC and banks for savings / loans to the people and educate them in promoting savings, repaying loans and maintaining accounts. Students of **Business Administration** teach marketing strategies and the rights and duties of consumers.

Consolidated report of all the activities are submitted at the end of V semester and one credit is awarded for it.

Evidence of Success

Training programmes have been arranged to improve the skills of rural women for gainful employment. Awareness programmes are conducted for the marginalized women for their empowerment.

Outcome (Target Groups)

The services of JACEP have yielded satisfactory results to various disciplines as fruits of their hard labour and selfless service. The outcome of the outstanding performances of JACEP is highlighted below:

- Created good rapport with the village leaders and the people
- Enriched the teaching and learning processes in schools by using Audio Visual Aids
- Imparted social and moral values
- Helped to create healthy and pollution - free villages
- Created opportunity for sharing the knowledge and experience of the senior citizens
- Enabled people to avail the Government Welfare schemes like widow's pension, Voters ID, ID for the differently-abled etc.
- Given awareness of fatal diseases like AIDS and T.B.

- ➢ Tackled health hazards by maintaining good health and hygiene
- ➢ Eradicated illiteracy by encouraging the school dropouts for readmission at schools

Outcome (Students)

The students engaged in JACEP enjoy rich rewards of social service as it enriches their personality.

- ➢ They have been exposed to social problems.
- ➢ They have been aware of their responsibilities and commitment to the society.
- ➢ The peer group relationship has been improved.
- ➢ The volunteers have acted as instruments in bringing about social transformation. It has removed the social discrimination among children of the villages.

5. Problems encountered and resources required

JACEP has found the public reluctant to involve themselves in the extension activities proposed by the college because of inadequacy of time and the necessity to earn their livelihood through hard labour. Exhaustion and lack of interest are the major impediments for their inability to participate in the welfare activities.

Lack of proper roads and transport has caused many inconveniences to reach the adopted villages. JACEP has made recommendations for Mini Bus Services to rectify this problem.

Inadequate water facilities and means of accommodation have posed a great challenge to hold meetings for the children and the public frequently especially in rainy and summer seasons.

Efforts have also been taken to solve these problems by representing them to the Panchayat Presidents and the officials concerned.

Best Practice - II

The main focus of the higher education in India is to promote research. In accordance with the growing need for the upgradation of the faculty and the students in higher education, enormous efforts are taken by the management of the college to inculcate research culture in the staff and the students to arouse curiosity, develop objectivity and improve critical thinking.

It ensures continuous professional growth on the part of teachers and of problem identifying, systematic planning, careful implementing and

solution finding abilities on the part of students. Research Committee in the college takes initiatives for all activities related to research.

1. **Title of the Practice**

   Promotion of Research

2. **Objectives of the Practice**

   - To keep pace with the relentless wheel of change and update the intellectual calibre of the faculty
   - To encourage the faculty to pursue Ph.D.
   - To acquire guideship to produce more research scholars
   - To motivate the faculty to apply for the major and minor research projects by providing guidelines and details of funding agencies
   - To fulfill the requirements to promote the research departments into research centres
   - To collaborate with other institutions and universities in and abroad
   - To arrange for interface among the institutions, industries and the public to take up research projects relevant for the present day
   - To encourage the faculty and the students to organize and present research papers in the national / international seminars / conferences / workshops
   - To publish quality research articles in reputed journals, edit study materials for the prescribed syllabus and author books of high originality
   - To provide seed money for research activities
   - To take steps for publishing a Research Journal

3. **The Context**

   The College generates knowledge for dissemination and so its main focus is on quality research. It has created a research ambience through strengthening infrastructure facilities, motivating staff members and guiding them to acquire grants from the funding agencies to launch on research undertakings - pursuing Ph.D., taking up minor or major research projects, guiding research scholars and publishing research papers and books.

   Challenging issues to be addressed while designing and implementing the practice

   - The great demand of the rural based students for the attention of the staff to cope with their studies
   - Requiring sound knowledge of technology development

- Creation of awareness on the need for research to update the knowledge of the students and the staff at international standards
- Creating an interest in research in students through individual or group research projects as part of their syllabus
- Analyzing and addressing the needs of the society through JACEP and submitting reports based on their field research
- Forming linkage with the industries and research centres and collaborating with them for the research projects of staff and students.

4. The Practice

The institution provides opportunities to the faculty to do Ph. D. under FIP or Part Time research privately. The College also motivates for doing major and minor projects through UGC and other funding agencies.

A Research Committee under the Chairmanship of the Principal actively involves in promoting research culture among the staff and students in the campus. It sets the target for achievement in the action plan presented and submitted in the Planning and Evaluation Committee meeting every year. The attainment of the target is reviewed at the end of the academic year.

Support facilities for research

- Special consideration in the form of leave is given to the staff who are on the verge of completing their research work.
- The visits to various Universities and libraries for data collection have enriched their research.
- The management extends co-operation to the staff to go abroad for paper presentation and send proposals to UGC to avail travel grant.
- Steps have been taken to have a linkage with Liverpool Hope University, U.K. to promote teaching, learning and research.
- The management has decided to give financial assistance to the self-finance faculty who make research publications in the journals with high impact factor.
- Rewards of teachers are based on their achievements in research.

Constraints faced in the pursuit of research

- Owing to time constraint and interface, the gap between academia and industries is not adequately bridged to fulfill the needs of industries.
- The students can be further motivated to explore new areas of research and procure funds from various funding agencies.

- Students can be provided hands-on activity based research in the industries to address challenges faced in the job market.

- Extension Programme can focus on neighbourhood oriented research to solve real life problems.

- Interdisciplinary and socio- economic developmental research can be encouraged among the students and the teachers.

- Ph.D. holders can be motivated to publicize their research in the form of books.

5. Evidence of Success

The achievements in the field of research are the main indicators of excellence in research practiced at the college.

- Four staff members have successfully defended their doctoral degrees in different Universities. A good number of staff have availed the opportunities for presenting papers and publishing articles and books. **3 Minor** and **3 Major Research Projects** are undertaken. Final year UG and PG students undertake mandatory and funded, individual and group projects. Publication of research papers in reputed journals with high impact factor evinces the keen interest of the faculty in research.

6. Problems Encountered and Resources Required

- More incentives can be given to the teachers by the Government for research activities - publications of books and papers in reputed journals.

- Refresher Courses can groom teachers to take up research projects.

- Conferences and seminars can be organized for the teachers and the students to create awareness of the requirements for research - preparation of proposals, various funding agencies etc.

- General grants can be provided by UGC under special schemes to strengthen research resources at the college in the form of books and equipments.

- International collaboration and co-operation can be sought to make research more qualitative.

- Academic audit can formulate quality parameters to ascertain the quality of research of the staff and the students in each department.

Research and Development

> Research committee monitors and promotes activities in all the departments and the recognized research centres.

> Linkage with Liverpool Hope University, U.K. to promote teaching learning and research.

> A few departments have linkages/collaborations with other institutions/ industries.

> MoUs are signed for the conduct of certificate, SBE courses, Soft Skill training, Spoken English classes and campus drives by Placement cell and students project of Department of Commerce, Business Administration, Computer Science, etc.

> Major/Minor research projects funded by UGC

> Grants from TNSCST under Student Project Scheme & Training.

> Upgradation of two departments as research centres by the affiliating University (MTWU, Kodaikanal).

> Faculty members as research supervisors to various university.

> Faculty members as reviewers of various national/international journals and members of various Academic/Professional bodies.

> Publication of research papers in National and International journals.

Library, ICT and physical infrastructure/instrumentation

> New Books, journals and magazines are added to the Central Library.

> RO system is installed in the college and hostel

> Computers with all accessories are provided to all departments.

> Traditional black boards are replaced by ceramic boards.

> ICT enabled classrooms, Internet facility and classrooms with Interactive Boards are provided to all departments.

> Bar-coding system and Surveillance camera.