

SRIMATH SIVAGNANA BALAYA SWAMIGAL

TAMIL, ARTS & SCIENCE COLLEGE

(Affiliated to Thiruvalluvar University, Vellore)

Mailam - 604 304.

Villupuram District, Tamil Nadu.



SELF STUDY REPORT

2016

National Assessment & Accreditation Council
Bengaluru

SRIMATH SIVAGNANA BALAYA SWAMIGAL TAMIL, ARTS & SCIENCE COLLEGE

MAILAM - 604 304

Villupuram District, Tamil Nadu.

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SSR - 2016

**National Assessment & Accreditation Council
Bengaluru**



Srimath Sivagnana Balaya Swamigal Thiruvadi Vazhgal!!
SRIMATH SIVAGNANA BALAYA SWAMIGAL TAMIL,
ARTS AND SCIENCE COLLEGE, (Govt.Aided)
(Affiliated by Thiruvalluvar University)

Sri Sivagnana Balaya Swamigal
Secretary

Dr. S. Vijayakanthi, M.A M.Phil Ph.D
Principal (Cell: 9443238365)

Dr. S.Thirunavukkarasu M.A M.Phil Ph.D
Vice-Principal (Cell: 9443906003)

website: www.mailamtamilartscollege.com

E.Mail .I.D: ssbstc@yahoo.in

Dr. S. Vijayakanthi, M.A, M.Phil, Ph.D.,
Principal

Date: 12.05.2016

To

The Director, National Assessment and Accreditation Council (NAAC)

No. 1075, Nagarbhavi,

Bengaluru – 560072, Karnataka, India.

Dear Sir,

Sub : Srimath Sivagnana Balaya Swamigal Tamil, Arts And Science College -
Mailam - 604 304, Villupuram (DTS) – NAAC - Submission of Self Study
Report (SSR) – Reg.

We have the great pleasure in submitting the duly filled-in format of Self Study Report (SSR) of Srimath Sivagnana Balaya Swamigal Tamil, Arts and Science College, Mailam, Villupuram District, Tamil Nadu to your esteemed council for assessment and accreditation of our college by NAAC. Also we have uploaded the copy of the same in PDF format in our college website: www.mailamtamilartscollege.com.

Five copies of the SSR with necessary annexure in the prescribed format.

We kindly request you to accept the same and proceed with the process of assessment and accreditation.

Thanking you,



Yours sincerely,

PRINCIPAL

Srimath Sivagnana Balaya Swamigal
Tamil, Arts, Science College,
Mailam – 604 304.

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PREFACE

Srimath Sivagnana Balaya Swamigal Tamil, Arts and Science College is a Co-educational, Higher Education Institute in the Mailam, Villupuram District. It was established in 1938 with a vision and mission to promote Tamil Language and Saivism as overall life style, to Tamil society's as predominant life culture. The college is proudly completing 77 years of its existence with strength of nearly 917 students and 53 faculty members. This report is prepared as per the guidelines of NAAC and it reflects over all academic development and administrative performance of this institution. The College focusing on Criterion wise Analytical Report and Evaluation Report of the Department and other necessary details of Srimath Sivagnana Balaya Swamigal Tamil, Arts and Science College.

It gives me an immense pleasure and privilege to submit the **Self Study Report (SSR)** of Srimath Sivagnana Balaya Swamigal Tamil, Arts and Science College for the first cycle of accreditation by the National Assessment & Accreditation Council (NAAC).

I deeply appreciate the wide involvement and sincere, collaborative effort of the entire team. Hope we shall have the pleasure of hearing soon from you on your decision on Peer Team Visit for Inspection.

Dr. S. Vijayakanthi,
Principal,
Srimath Sivagnana Balaya Swamigal
Tamil, Art & Science College,
Mailam.

A BRIEF HISTORY

The founder figure of this college 18th Pontiff **Sri-la-Sri Guru Maha Sannithanam** brought out a desirable change in providing education to the people living in and around of Villupuram district. Tamil and Saivam were his two deep visions. He himself was a great Tamil Scholar. His ardent faith on Tamil made him to establish a Tamil Forum in the name style of **Murugan Senthamil Kazhagam in 1937 with an idea of establishing a Tamil College in Mailam on 14-07-1938.**

On the basics of the report of Vidwan Thiru **T.K. Natesa Sharma**, specially **appointed Commissioner by the University of Madras**, and affiliation of this college with Madras University was granted as per letter No: A/336/D/03.08.1941.

The College is offering the following courses right from 1938 with the blessing of 18th Pontiff Sri-la-Sri Guru Maha Sannithanam. In the beginning, only five departments were established, namely:

Four Years Integrated Course

1. Vidwan - Tamil Pattayam (Diploma)(1938-39) to (1969-70).
2. Pulavar - Tamil Pattayam (1970-71) to (1974-75).
3. B.Lit. - Tamil (Degree) (1975-76) to (1979-80).

Under Graduate Course (3 Years)

4. B.Lit. - Tamil - (1980-81).

Later the College has been affiliated to **Thiruvalluvar University** as the University has been carved out of the University of Madras by the Government of Tamilnadu Act 3L of 2002.

Post Graduate (2 Years) Self Finance Course

5. M.A - Tamil - (2002-03).

In 2007-2008 the 19th Pontiff Sri-la-Sri Guru Maha Sannithanam took every step to disseminate scientific, Technical and Cultural knowledge and to raise the standard of life and health among the backward section of the people and appointed Kumara. Siva. Rajendran, B.Com., B.L., as a Secretary of the College. The Effort of him the college has been on the splendid growth and development and striving towards excellence.

In the year 2005, two more Post Graduate courses are introduced at affordable fee structure rate through self finance Courses.

1. M.Phil. Tamil (Full time/ Part time).
2. Ph.D. Tamil (Full time/ Part time).

Added to that 2007-2008 the College name is changed as **Srimath Sivagnana Balaya Swamigal Tamil, Arts and Science College** ordered by the Government of Tamilnadu, Department of Higher Education, **Letter No: 223 Dated: 09.07.2007.**

Later in the year 2008, four Under Graduate courses and one Post Graduate Course were started in the College as per the demands and needs of the local Community.

1. B.Sc., Computer Science	-	2008-2009
2. B.Com., Commerce	-	2008-2009
3. B.C.A., Computer Application	-	2009-2010
4. B.A., English	-	2011-2012
5. M.Com., Commerce	-	2011-2012

At Present the college is being administrated under the blessing, of Patrons and Secretary of **20th Pontiff Sri-la-Sri Guru Maha Sannithanam.**

Vision

- **This College is very unique to pursue the student to advance in frontiers of knowledge for betterment of human kind with purposeful life.**
- **To mould every Students to become responsible citizens and leaders for decision making and scholarly productivity.**
- **To provide quality education at higher level to the students of economically and socially deprived section of this area.**
- **To infuse knowledge with values shape character and promote the students to compete and meet the challenges of this competitive world.**

Mission

Education is grounded in the quest of Intellectual freedom, Social justice, development of Critical and Creative thinking to transform the society to meet individual and societal needs with traditional values and Faith, Charity and Scarifies to build a Society.

- To help the Society and the Nation for its development and achievement.
- To create discipline and dignity together with creative talent.
- To impart quality education and to enable the students to bring a desirable result in their development.
- To identify every piece of their talent and channelize and to mould their holistic personality.
- To transform every students to do their best in all possible ways.

EXECUTIVE SUMMARY

Srimath Sivagnana Balaya Swamigal Tamil College popularly known as Mailam Tamil College - Aided - Co-Education was established in the year of 1938 which stands as a living legend of old tradition and legacy of Tamil Language. It enjoys the pride of being one of the oldest Colleges in the Tamil Nadu State offering courses on the Classical Language Tamil. In the year of 2008 Government of Tamil Nadu, Department of Higher Education issued orders for changing the name of the college as Srimath Sivagnana Balaya Swamigal Tamil, Arts and Science College (G.o.No.223 Higher Education (EI) Department) dated 09.07.2007. It has over the years developed into an ideal centre for learning and researching in Tamil. The College caters the people who are economically and Socially Downtrodden, especially first generation learners. Education in Mailam Tamil College is affordable and within the reach of those who are excluded from other premier institutions in the vicinity.

The College has 5 departments and offers 5 Undergraduate, 2 Postgraduate, 1 M.Phil and 1 Ph.D programmes. The College has student strength of 917 and the teaching staff strength stands at 38. Two new courses were started in the last five years one undergraduate course in English and one postgraduate course in Commerce.

CRITERION – I: CURRICULAR ASPECTS

Being an affiliated college, the Institution is bound to the Thiruvalluvar University as far as the Curriculum, Syllabus and Examination is concerned. The institution has developed programme of action plans for the effective implementation of the curriculum. Academic Calendar is prepared every Academic year. Work done Register is maintained by the staff members and is monitored by the head of the Department and Principal.

Several initiatives are taken up by the faculty and the management for effective curriculum delivery and transaction. LCD Projectors, Air-Conditioned Computer Lab, 56 systems with Internet, Wi-Fi facilities, E-resources, Guest Lectures by resource persons, etc. help in this regard. The College offers Choice Based Credit System (CBCS) and being an affiliated College limited academic flexibility is available for students in choosing the elective papers. Curriculum enrichment is made possible through feedback from the Students/Experts/Retired Professors/Alumni and class committee meetings.

CRITERION – II: TEACHING, LEARNING AND EVALUATION

The admission process is publicized by giving the necessary details in the College Prospectus, Website and Local Newspapers. The College receives application from the candidates based on eligibility and prepares admission list based on merit and the same is displayed in the notice board of the college to ensure transparency in

the admission. The norms and guidelines prescribed by the Government of Tamil Nadu are strictly followed in the admission process and within this framework the college provides preference for the economically weaker section of the society.

The Institution has the policy of serving the needs of the diverse group of the Society and preference is given to differently-abled and deprived sections of the society. To fill the knowledge gap of the enrolled students, Bridge courses is conducted every year for the fresher's. The College recognizes the skills and knowledge of the advanced learners and encourages them to do research projects.

Teaching and learning process is student-centric, the institution is adopting the following methodologies: Interactive pedagogy, Team teaching, Group learning, Real time projects are auctioned for the students of PG, M.Phil. / Ph.D., Seminars and Workshops, etc.

ICT enabled teaching with Multimedia approach, Language Lab, e-Resources Library, Audio-Visual Aids, Project work, etc., are the interactive teaching approaches adopted by the faculty along with the conventional teaching methodologies. The College encourages and exposes the faculty to new and innovative teaching approaches by encouraging participation in Faculty Development Programmes conducted by University. The entire teaching faculties in the aided programmes are qualified and one fourth of the faculties are with Doctorate degrees. Most of the staff members have participated in Workshops/Seminars/Conferences organized by National/International bodies and 29.4% of them have presented/published research papers.

The College, being an affiliated institution, follows the evaluation pattern of the university. The evaluation pattern includes both Internal and External examinations and transparency is maintained in case of internal assessment. Students' performance is regularly monitored and displayed in Department Notice Board. Performance of students is communicated to the parents through SMS / Letters.

CRITERION – III: RESEARCH, CONSULTANCY AND EXTENSION

The College encourages research culture among Staff and Students and motivates them to be engaged in research. The Institution encourages the faculty to pursue research through FDP (Faculty Development Programme), and also granted leave to complete their Doctoral Programme. They are also permitted to attend Orientation and Refresher courses to update themselves. Both the research Scholars and Faculty members are motivated to participate and to present Papers in National/ International Seminars and Conferences. Publication of papers in journals is facilitated and also be encouraged.

The Department of Tamil is recognized as Research Department by the Thiruvalluvar University, Vellore and facilitates research by offering **M.Phil., and Ph.D.(Full Time/Part Time)** programmers. A research committee spearheads

research-oriented activities. The college organizes departmental level research seminars on weekly and monthly basics which provide a platform for the M.Phil./Ph.D., Research Scholars. Eminent researchers from various parts of the country are invited for giving talks to promote and encourage research culture. A Quarterly journal 'Sevvi' is published by the College.

Department of Tamil Collaborates with the Classical Institute of Tamil language and Sivaprakasara Research centre Mailam facilitate financial support and guidance to the research scholars. Two staff members of the college have been included as members in the Board of Studies of Thiruvalluvar University.

The Institute motivates student's participation in extension activities carried out through NSS, RRC, YRC, and CCC Units, thus promotes institution-neighborhood-community network.

The College has received several awards for the social services carried out including, the "Best Performance" by **Indian Red Cross Society**, Tamil Nadu in the 65th Anniversary of Geneva Conventions Celebrations in the year 2013-2014, the "**IAB Blind Empowerment Champions 2015 Silver Zone**" from the Indian association for the Blind. The college has also been recognized as the regular blood donating college in the years 2013 and 2014 by **Tamil Nadu State AIDS Control Society**.

CRITERION – IV: INFRASTRUCTURE AND LEARNING RESOURCES

Keeping in view the current dynamics of effective teaching and learning the College makes it a policy to create, enhance and renovate the infrastructure every now and then. Air-conditioned Seminar Hall, Auditorium with LCD Projector and Air-conditioned Computer Laboratory with Internet facility are noteworthy. Play grounds and space for both Outdoor and Indoor games are available. Optimal and effective utilization of the available infrastructure is ensured and special attention is given to differently-abled students. Medical and First Aid facility is available for emergency.

Library - Learning resource center is digitalized having total number of 16,204 books, 320 reference books, 27 research journals, 253 back volumes of journals and magazines are available in Library. A Computer Laboratory with internet facility is available and the Computers - Student Ratio is 1:1 for the Computer Science courses. Internet facilities are provided to the staff members and students which help them to access online resources.

CRITERION – V: STUDENT SUPPORT AND PROGRESSION

The College publishes its updated Prospectus and Handbook every year. The Prospectus provides information about the College, Courses offered by the Institution, fee structure, more about the college etc. The handbook contains information about the College, its Vision and Mission, list of staff members, rules to be followed by the students, list of subjects with subject codes, etc. The College has an official website

also. The College facilitates the prompt distribution of Government Scholarships and Management Scholarship to the students. The management also gives concession on fees for the students of economically weaker sections. Financial assistance is provided to Meritorious Postgraduate students and Research Scholars and students to attend Competitions, Seminars and Conferences. Coaching classes for **SLET/NET** are conducted for the students of PG and M.Phil.

Soft Skill development programs are regularly conducted for the students. Spoken English classes for the undergraduate students, Computer training for the students belongs to other department, Training programs to enhance literary skills and communicative studies in Tamil Language and Workshop on Personality Development are some of the programs. Special classes and periodical tests are conducted for the slow learners after the class hours. Field visits give exposures to students on real time learning. Apart from the Annual Magazine of the College, Magazines are also published by individual departments where students contribute articles.

The institution encourages the students to participate in various extra co-curricular activities and competitions conducted by other Institutions. The institution also organizes inter-departmental competitions for exhibiting the inherent talents of the students. Students are encouraged to participate in cultural activities (Literary Association), Environmental Club, IT Zone and So on. Moreover Intramural sports and games and Annual Sports day are regular features.

Academic counseling is given to students by the respective class teachers and personal counseling is given by senior faculty. Personal and Psychological guidance and counseling by Psychiatrist and Doctors for the Girl Students and Career Counseling are also provided to the students. A Placement Cell with a part-time Placement Officer is available which organizes campus interviews.

A Registered Alumni Association is functioning in the college which provides academic and technical support. Some of the notable alumni of the college include renowned Hindu religious heads like “**Perur Aadheenam Siva Santhalinga Swamigal**”, “**19th Pontiff of Bommapura Mailam Aadheenam**” and famous Tamil writer **Sri. Prabhanjan** and **Mrs. Valliammai**, wife of the famous Tamil poet and Cinema Lyricist Poet **Sri. Kannadhasan**.

Pass percentage of various courses in the past four years is 61%. Drop outs are reduced to the maximum possible extent by contacting the students and their parents and necessary supports are provided. The forum of class representatives provides a democratic way of representing their views and concerns. In addition, feedbacks from students and suggestion box are available for the students to express their opinions. Due representation is given to the students in various academic and administrative bodies of the college.

CRITERION – VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

The management believes in freedom of expression is basic for democracy and thus approach solicits the active participation and involvement of both teaching and non-teaching staffs. The management follows open door communication system. The management and the Principal meet the Faculty members, Students and Parents to get feedback and their suggestions and address their Grievances.

The action plans of the institution are prepared by the Principal and Heads of the Departments. The effective implementation of the action plans are ensured with the Principal by the management which reviewed by the management and implemented effectively. The Heads of the Departments, the Faculties and the Students periodically to monitor and review the activities.

The College Principal is the chief executive administrator to deals with all academic matters. Different Committees are constituted to deal with the college activities in which faculty members and students are the members. Academic responsibilities are fairly divided among all the teaching faculties and operational autonomy and participative management is available which result in good governance.

The stated quality policy of the institution is reflected in the vision and mission of the college, which is developed by analyzing the needs of the society. The policies are made known to all the stakeholders of the institution and the principal and the faculty members are insisted upon to comply with the same. The perspective plan for development of the institution is prepared and implemented in a phased manner to achieve the goal. Rewards available for the better performance encourage the faculty members to further enhance their capabilities.

The IQAC being yet to be constituted, the Planning Committee of the institution ensures the quality maintenance and sustenance strategies are in force. Performance appraisal of the faculty by the management and self-appraisal by the faculty assess the quality of the faculty and suggests plan for the improvement.

CRITERION – VII: INNOVATIONS AND BEST PRACTICES

The College, being situated in the rural area, maintains its campus clean and green. The Campus is made eco-friendly by adopting initiatives like Plantation of trees in the campus, Rain water harvesting, avoiding the use of Plastics etc. Several environmental protection, innovates have been adopted for the last ten years which have created a positive impact in the College Campus. Use of Audio visual aids/LCD projectors for an effective teaching learning process, incorporation of contextualization, dramatization and personalization to facilitate language skills, Bridge course for the I Year Students, Conducting centralized model examinations, Department-wise subject associations for student's to create interest in the subject, Maintaining and following Tamil tradition and Culture, Holistic approaches in

education and orientation towards life-long learning are to name a few. Daily assembly for the staffs and students is a best practice to enrich and enlighten their spiritual and holistic empowerment. Thus the institution being unique by this own holistic way.

SWOC ANALYSIS

(STRENGTHS, WEAKNESS, OPPORTUNITIES AND CHALLENGES)

STRENGTHS

- Mailam Tamil College is 77 years oldest College in Villupuram District Established in the year 1938.
- The College takes special efforts in making the students from socio-economically background aware of the schemes and scholarships available for them.
- Commitment to Social Justice, with a preferential option for the poor.
- The College Campus ambience is beautiful and clean.
- Excellent library and lab facilities.
- Dedicated Management in providing affordable and value added education to the rural segments.
- Experienced, dedicated and highly qualified faculty members.
- Innovative teaching and learning process.
- Excellent student-teacher relationship. The availability of teachers outside classroom and working hours to guide and to counsel.
- Eco-friendly and Pleasant working atmosphere.
- Obtained 2(f) and 12B status from UGC.
- Courses supporting employment opportunities and competitive exams are offered to the students.
- Effective conduct of daily General Assembly.
- Faculty and students are involved in social activities like conducting Awareness Programs, Health Camps and Blood Donation Camps through NSS, YRC, CCC and RRC.

WEAKNESS

- Majority of students' are slow learners.
- Lack of English Language proficiency of the students is a major handicap as they come from rural areas.
- Students aspiring/passing for competitive exams like TNPC/TRP-TET/IRS /CA/ICWA/ACS are less.

OPPORTUNITIES

- The College has one of the largest campuses 19 acres. We have enough building 2488.53 sq.mt of educational infrastructure.
- The College is well poised to take advantage of the various schemes on offer from the UGC for development and up gradation of facilities. It is at the present time doing all it can to emphasize a research culture at the undergraduate level.
- Preparing students for competitive examination like NET,SLET, etc.,
- The College has potential to obtain Autonomous status.
- Establishment of Wi-Fi connectivity in the whole campus for better utilization of free laptops given to students.

CHALLENGES

- The Challenge of multi-disciplinarily.
- To maintain the balance between educational technology and human stature.
- Improvement of English Language skills of rural based Tamil medium students.
- Students often fall sick due to travel from village to the college with poor transportation facility.
- Unpredictable and declining quality of students may exert pressure on the teachers.
- Most of the students are first generation graduates from a rural background.

FACULTY AND STAFF

PRINCIPAL

Dr. S. Vijayakanthi, M.A., B.Ed., M.Phil., Ph.D.,

DEPARTMENT OF TAMIL (AIDED)

- | | |
|---|------------------------|
| 1. Dr. S. Thirunavukkarasu, M.A., M.Phil., Ph.D., | HOD & Vice - Principal |
| 2. Mr. U. Sivasubramanian, M.A., M.Phil., | Asst. Professor |
| 3. Mr. R. Kumar, M.A., M.Phil. | ” |
| 4. Dr. N. Kanchana, M.A., M.Phil., Ph.D., | ” |
| 5. Dr. A. Sathish, M.A., Ph.D., | ” |

DEPARTMENT OF TAMIL (SELF FINANCE)

- | | |
|--|-----------------|
| 1. Dr. R. Valli, M.A., M.Phil., Ph.D., | Asst. Professor |
| 2. Dr. K. Latchoumydevi, M.A., M.Phil., Ph.D., | ” |
| 3. Dr. D. Amaradeepa, M.A., M.Phil., Ph.D., | ” |
| 4. Ms. I. Tamilarasi, M.A., M.Phil. | ” |
| 5. Ms. K. Vimala, M.A., M.Phil. | ” |
| 6. Dr. K. Balasankar, M.A., M.Phil., Ph.D., | ” |
| 7. Mrs. S. Muthulakshmi, M.A., M.Phil. | ” |

DEPARTMENT OF ENGLISH

- | | |
|---|-----------------|
| 1. Ms. J. Mangalakshmi, M.A., M.Phil., B.Ed., PGDCA., | HOD |
| 2. Mrs. K. Anandhi, M.A., M.Phil., | Asst. Professor |
| 3. Mr. V. Vedhachalam, M.A., M.Phil., B.Ed., | ” |
| 4. Mrs. K. Kayalvizhi, M.A., B.Ed., | ” |
| 5. Mr. C. Mouleeswaran, M.A., M.Phil., B.Ed., | ” |
| 6. Mr. K. R. Rajavel, M.A., M.Phil., B.Ed., | ” |

DEPARTMENT OF MATHEMATICS

- | | |
|--|-----------------|
| 1. Mr. K. Ramadoss, M.Sc., M.Phil., B.Ed., | HOD |
| 2. Mrs. K. Radha, M.Sc., M.Phil., B.Ed., | Asst. Professor |

DEPARTMENT OF COMPUTER SCIENCE

- | | |
|---|-----------------|
| 1. Mrs. M. Muthulakshmi, M.Sc., M.Phil., | HOD |
| 2. Mr. S. Gokulakrishnan, M.Sc., B.Ed., M.E., | Asst. Professor |
| 3. Ms. R. Anandavally, M.Sc., M.Phil., | ” |
| 4. Mr. D. Prasad, M.Sc., M.Phil., | ” |

DEPARTMENT OF COMPUTER APPLICATION

1. Mrs. C. Anuradha, M.C.A., M.Phil., (Ph.D.)	HOD
2. Mr. D. Gopinath, M.C.A., M.Phil.,	Asst. Professor
3. Mrs. S. Sathurthi, M.Sc., M.Phil.,	”
4. Mrs. R. Radha, M.C.A., M.Phil.,	”

DEPARTMENT OF COMMERCE

1. Mr. V. Devanathan, M.Com., M.Phil., B.Ed.,	HOD
2. Mrs. V. Sudha, M.Com., M.Phil.,	Asst. Professor
3. Mr. M. Sabariraj, M.Com., M.Phil., B.Ed.,	”
4. Ms. S. Gomathi, M.Com., M.Phil.,	”
5. Dr. S. Anandanatarajan, M.Com., M.Phil., B.Ed., Ph.D.,	”
6. Mrs. R. Revathi, M.Com., M.Phil., B.Ed.,	”

DEPARTMENT OF ECONOMICS

1. Mrs. R. Daya, M.A., M.Phil., B.Ed.,	HOD & Asst. Professor
--	-----------------------

LIBRARY STAFF (AIDED)

1. Dr. P. Ramkumar, M.C.A., M.L.I.Sc., M.Phil., Ph.D.	Librarian
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DEPARTMENT OF PHYSICAL DIRECTOR

1. Mr. N. Senthilkumar, M.P.Ed., M.Phil.,	Physical Director
---	-------------------

NON-TEACHINGSTAFF (AIDED)

1. Mr. S. Subramanian,	Assistant.
2. Mrs. R. Mala,	Typist
3. Mr. A. Vijayarangan,	Record Clerk
4. Mr. V.S. Sudharsan,	Office Assistant
5. Mr. N. Subramanian,	Watchman

NON- TEACHINGSTAFF (SELF FINANCE)

1. Mrs. R. Meenambigai,	Computer Operator
2. Ms. K. Tamilselvi,	Junior Assistant
3. Ms. G. Rajeswari,	Library Assistant
4. Mr. M. Asokan	Lab Technician
5. Mr. J. Paramasivam,	Office Assistant
6. Mrs. S. Gowri,	Office Assistant
7. Mrs. J. Thenmozhi,	Office Assistant
8. Mr. K. Rajendiran,	Office Assistant
9. Mr. M. Sadhasivam,	Watchman
10. Mrs. S. Kasiyammal,	Sweeper

SELF STUDY REPORT

1. Profile of the Affiliated / Constituent College

1. Name and Address of the College:

Name :	SRIMATH SIVAGNANA BALAYA SWAMIGAL TAMIL, ARTS & SCIENCE COLLEGE	
Address :	No: 4, Sannadhi Street, Mailam, Tindivanam Taluk	
City :Tindivanam	Pin: 604304	State: Tamilnadu
Website :	www.mailamtamilartscollege.com	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. S. Vijayakanthi	O: 04147-241236 R: 04147-228365	9443238365	04147-241244	svijayakanthi@yahoo.com
Vice Principal	Dr. S. Thirunavukkarasu	O: 04147-241236	9443906003	-	nsthirunavukkarasu73@gmail.com
Steering Committee Coordinator	Miss. J. Mangalakshmi	O: 04147-241236	8098901846	-	mangalakshmi_ani@yahoo.in

3. Status of the Institution

Affiliated College with Thiruvalluvar University, Vellore, Tamil Nadu

4. Type of Institution:

a) By Gender

Co-Education

b) By Shift

Regular

5. It is a recognized minority Institution?

No

6. Sources of funding:

UGC -Grant-in-aid : **B.Lit Tamil**

Self –financing : **All the other Courses**

7. a. Date of establishment of the college: 14/07/1938

b. University to which the college is affiliated /or which governs the college
(If it is a constituent college)

THIRUVALLUVAR UNIVERSITY, VELLORE. TAMILNADU.

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
2 (f)	26-05-2015	Granted
12 (B)	09-12-2015	Granted

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/ Clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	NOT APPLICABLE	NA	NA	NA
ii.	-	-	-	-
iii.	-	-	-	-
iv.	-	-	-	-

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

No

9. Is the college recognized by

a. by UGC as a College with Potential for Excellence (CPE)?

No

b. for its performance by any other governmental agency?

No

10. Location of the campus and area in sq.mts:

Location *	Rural
Campus area in sq. mts.	80798.08 sq. mts
Built up area in sq. mts.	2488.53 sq.mts.

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities - ☒
- Sports facilities
 - i. Play ground - ☒

Basketball, Volley Ball, Shuttle, Cricket, Football, Indoor Games
- Hostel - Nil
 - 1. Boys' hostel - Nil
 - i. Number of hostels
 - ii. Number of inmates
 - iii. Facilities (mention available facilities)
 - 2. Girls' hostel - Nil
 - i. Number of hostels
 - ii. Number of inmates
 - iii. Facilities (mention available facilities)
 - 3. Working women's hostel - Nil
 - i. Number of inmates
 - ii. Facilities (mention available facilities)
- Residential facilities for teaching and non-teaching staff (give numbers available - cadre wise) - Nil
- Cafeteria - Nil
- Health centre - ☒
 - Dispensary
 - Hospital
 - Part-time Doctor
 - Government Hospital is available with neighborhood

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance - ☒

Health centre staff -

Qualified doctor Full time ☐ Part-time ☒

Qualified Nurse Full time ☐ Part-time ☒

- Facilities like banking - **Yes**
- Post office - **Nil**
- Transport facilities to cater to the needs of students and staff - **Nil**
- Animal house - **Nil**
- Biological waste disposal - **Nil**
- Generator or other facility for management/regulation of electricity and Voltage - **63KV**
- Solid waste management facility - **Dumping and removal on Contract basis**
- Waste water management - ☒
- Water harvesting - ☒

12. Details of programmes offered by the college (Give data for current academic year)

Sl. No	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned/ approved Student Strength	No. of students admitted
1	Under-Graduate	B.Lit.	3 years	HSC	Tamil	70	69
2		B.Com.	3 years	HSC	English	70	56
3		B.Sc.	3 years	HSC	English	50	40
4		B.C.A.	3 years	HSC	English	50	46
5		B.A.	3 years	HSC	English	70	63
6	Post-Graduate	M.A.	2 years	B.Lit./B.A	Tamil	40	26
7		M.Com.	2 years	B.com/BBA/ BCS	English	40	30
8	Ph.D.	Ph.D.	2 years	M.A, M.Phil	Tamil	06	01
9	M.Phil.	M.Phil.	1 year	M.A	Tamil	25	12

13. Does the college offer self-financed Programmes?

Yes

If yes, how many?

8

14. New programmes introduced in the college during the last five years if any?

Yes	✓	No		Number	2
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UG – 1 (B.A English)

PG – 1 (M.Com Commerce)

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (Eg. Physics, Botany, History etc.)	UG	PG	Research
Arts	Tamil, English	B.Lit., B.A.(English)	M.A.(Tamil)	M.Phil. (Tamil) Ph.D.(Tamil)
Science	Computer Science, Computer Applications	B.Sc., B.C.A.	-	-
Commerce	Commerce	B.Com.	M.Com.	-

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, and M.Com...)

a. annual system

1

b. semester system

8

c. trimester system

-

17. Number of Programmes with

a. Choice Based Credit System

8

b. Inter/Multidisciplinary Approach

-

c. Any other (specify and provide details)

-

18. Does the college offer UG and/or PG programmes in Teacher Education?

No

19. Does the college offer UG or PG programme in Physical Education?

No

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government Recruited	-	-	-	1	5	1	4	-	-	1
Yet to recruit	-	-	-	-	-	-	-	-	-	-
Sanctioned by the Management/ society or other authorized bodies Recruited	-	-	-	-	12	19	3	5	-	2
Yet to recruit	-	-	-	-	-	-	-	-	-	-

21. Qualifications of the Teaching Staff:

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	-	-	-	1	3	1	5
M.Phil.	-	-	-	-	2	-	2
PG	-	-	-	-	-	-	-
Temporary teachers							
Ph.D.	-	-	-	-	2	3	5
M.Phil.	-	-	-	-	9	15	24
PG	-	-	-	-	1	1	2
Part-time teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-

22. Number of Visiting Faculty /Guest Faculty engaged with the College

S. No	Visiting Faculty/ Guest Faculty	Department
1.	Dr. Rathinavenkatesan, M.A., M.Phil., Ph.D., Lecturer – SIM University, Singapore.	Tamil
2.	Dr. Mannarmannan, Son of the famous Tamil poet Sri. Pavendar Bharathidasan	Tamil
3.	Mr. D. GANESAN, M.Com., M.B.A., M.Phil, Ph.D, PGDTMIR, ICWA. Assistant Professor and Research Guide Arignar Anna Govt Arts College, Villupuram.	Commerce
4.	Dr. M. SELVAM, M.Com, Ph.D., PGDDE., MA., Professor and Head, Department of Commerce and Financial Studies, Bharathidasan University.	Commerce
5.	Dr. S. RAJANANDH, Professor Dept of Computer Science, Vandayar Eng. College, Thanjavur.	Computer Science & Computer Application
6.	Dr. S. RAVI, Asst. Professor in Computer Science, Pondicherry University, Puducherry	Computer Science & Computer Application
7.	Dr. D. GNANASEKARAN, M.A., M.Phil., Ph.D, PGDJMC Associate Professor of English Kanchi Mamunivar Centre for PG Studies Puducherry.	English
8.	Dr. K. RAVICHANDRAN, M.A., M.Phil., Ph.D., Associate Professor Thiruvalluvar University, Vellore.	English

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1 2011-12		Year 2 2012-13		Year 3 2013-14		Year 4 2014-15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	57	90	33	91	22	61	26	56
ST	-	-	-	2	2	-	-	1
OBC	67	144	65	142	64	137	59	133
General	1	3	1	1	1	3	1	2
Others	-	-	-	-	-	-	-	-

24. Details on students enrollment in the college during the current academic year

Type of students	UG	PG	M Phil.	Ph.D.	Total
Students from the same state where the college is located	821	73	10	9	913
Students from other states of India	4	-	-	-	4

NRI students	-	-	-	-	-
Foreign students	-	-	-	-	-
Total	825	73	10	9	917

25. Dropout rate in UG and PG (average of the last two batches)

COURSE	PERCENTAGE
UG	4 %
PG	-

26. Unit Cost of Education

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

(a) Including the salary component

Rs. 14,125.00

(b) Excluding the salary component

Rs. 8,876.67

27. Does the college offer any programme/s in distance education mode (DEP)?

No

28. Provide Teacher-student ratio for each of the programme/course offered

Course	Programme	Teacher - Student Ratio
Tamil	B.Lit.	1:31
	M.A.	1:14
	M.Phil.	1:05
	Ph.D.	1:03
Commerce	B.Com.	1:27
	M.Com.	1:06
Computer science	B.Sc.	1:34
Computer Applications	B.C.A.	1:39
English	B.A.	1:35

29. Is the college applying for

Accreditation: Cycle 1



30. Date of accreditation Not Applicable

31. Number of working days during the last academic year.

183 days

32. Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

183 days

33. Date of establishment of Internal Quality Assurance Cell

(IQAC) IQAC (dd/mm/yyyy)

Nil

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC

Not applicable as the college is doing NAAC for the first time

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

Nil

CRITERION – I

CURRICULAR ASPECTS

CRITERION – I CURRICULAR ASPECTS

1.1 CURRICULUM PLANNING AND IMPLEMENTATION

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Vision

- **This College is very unique to pursue the student to advance in frontiers of knowledge for betterment of human kind with purposeful life.**
- **To mould every Students to become responsible citizens and leaders for decision making and scholarly productivity.**
- **To provide quality education at higher level to the students of economically and socially deprived section of this area.**
- **To infuse knowledge with values, shape character and promote the students to compete and meet the challenges of this competitive world.**

Mission

Education is grounded in the quest of Intellectual freedom, Social justice, development of Critical and Creative thinking to transform the society to meet individual and societal needs with traditional values Faith, Charity and Scarifies to build a Society.

- To help the Society and the Nation for its development and achievement.
- To create discipline and dignity together with creative talent.
- To impart quality education and to enable the students to bring a desirable result in their development.
- To identify every piece of their talent and channelize to mould their holistic personality.
- To transform every students to do their best in all possible ways.

The Vision and Mission of the College are made known to the students, though College Prospectus, Students Diary and College Magazine. The same are published College Website also with the campus in the different places. The Vision and Mission statement are displayed for the stakeholders.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

The Institution has developed the following action plans for effective implementation of the curriculum.

- Preparation of Academic Calendar in the beginning of every academic year which includes all the activities planned.
- Preparation of schedule for department activities that includes guest lectures, field visits and department magazines.

- Work completion report is maintained by the staff members and it is monitored by the head of the department as well as Principal.
- Feedback from the students is directly obtained by Principal/Vice-Principal on the progress of all the subjects handled by the staff members.
- Regular assignments on various subjects are given to the students and evaluated by the respective staff members as a part of Continuous Internal Assessment which keeps the students updated in their subjects.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

- LCD projector is provided to the faculty members for the effective delivery of the study materials.
- The institution has established air conditioned Internet Laboratory which motivates the teachers to deliver the teaching modules through Social Networking sites.
- Faculty members are encouraged to get memberships from various professional bodies using which they can participate in Seminars, Workshops, Training programs, etc.
- Wi-Fi facility is made accessible for the staff members to get updated.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

- Motivation related to various reading habit of students.
- Arrangement of Guest Lectures by inviting resource persons from various institutions.
- Academic records of the staff members are preserved in the library for easy reference of the research activities.
- E-resources (Books) are made available.

1.1.5 How does the Institution network and interact with beneficiaries such as industry, research bodies and the university ineffective operationalisation of the curriculum?

- Organizing seminars (weekly) and guest lecturers to motivate the students to update their presentation skills.
- M.Phil. and Ph.D., scholars are motivated to participate in National/International Workshops, Seminars and Workshops.
- Feedback from the Students/Alumni/Parents is collected annually to update the teaching strategies followed by the staff members.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (Number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

Staff members of this Institution are nominated as the members of Board of Studies to finalize the syllabus of B.Lit. & M.A. Tamil programmes of Thiruvalluvar University.

S.No	Name of the faculty	Contribution	Course
1	Dr.S. Vijayakanthi, Principal	Board of Studies Chairman	B.Lit. Tamil
2	Dr.S. Thirunavukkarasu, Vice-Principal	Board of Studies Member	M.A. Tamil

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

As an affiliated college, this institution is following the syllabus designed by Thiruvalluvar University, Vellore.

1.1.8 How does institution analyze / ensure that the stated objectives of curriculum are achieved in the course of implementation?

Once the academic session is started all the decided action plans are followed. The Institution communicates with all the stakeholders to ensure that objectives of the curriculum are achieved in the course of implementation. The Institution is monitoring the student's involvement and their performance through the written tests conduct regularly. Feedback system is there to monitor the faculty performance and the status of syllabus completion. Faculties give report to the principal about the syllabus which is critical to the students. The Principal bring it to the board meeting for further action. The management involves in reviewing the university examination results and receives feedback from the students and staff members based on the achievement and will provide proper guidance and counselling to meet the objectives of the curriculum.

1.2 ACADEMIC FLEXIBILITY

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.

Not Applicable.

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If ‘yes’, give details.

The College does not offer any such programme and there is no provision for dual degree in Thiruvalluvar University.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond.

- Range of Core /Elective options offered by the University and those opted by the college
 - Choice Based Credit System and range of subject options
 - Courses offered in modular form
 - Credit transfer and accumulation facility
 - Lateral and vertical mobility within and across programmes and courses
 - Enrichment courses
-
- With regard to academic flexibility, Thiruvalluvar University provides options for students for choosing elective papers in every course.
 - Choice Based Credit System (CBCS) is followed as per Thiruvalluvar University regulations which enhances the student's opportunity for progression to higher studies and provides improved potential for their employability.

LIST OF NON MAJOR ELECTIVE PAPERS AT UG LEVEL

S.No	Department	Semester	Non Major / Electives
1	B.Lit. Tamil	I	Tamizhaga Varalarum Panbatum - I & II
		II	
2	B.A. English	III	English for Communication I (NME I)
		IV	English for Communication II (NME II)
3	B.Com Commerce	III	Elements of Accountancy (NME I)
		IV	General Commercial Knowledge(NME II)
4	B.Sc. Computer Science & B.C.A Computer Application	III	Introduction to Information Technology (NME I)
		IV	Internet and its application (NME II)

At the P.G level, the students are offered Elective Papers which provide flexibility to a greater extent. Out of three elective papers, a student has to select 1 elective paper. This provides them mobility to select elective subjects of their choice.

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

The institute offers B.Lit. (Tamil) programme through Grant-in-Aid. It also offers the following Undergraduate and Postgraduate courses through self-financing mode.

UG programmes	PG programmes	Research programmes
B.Com.	M.A. Tamil	M.Phil. & Ph.D. (Tamil)
B.Sc. Comp. Sci.	M.Com.	-
B.C.A.	-	-
B.A. English	-	-

Admissions, curriculum and fee structure are set as per the norms of Thiruvalluvar University. Teachers’ qualification for Aided-courses is followed as per the UGC norms and for the self-financing courses, the norms by Thiruvalluvar University are followed.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.

The College is not offering any additional skill-oriented programme.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice” If ‘yes’, how does the institution take advantage of such provision for the benefit of students?

No, Thiruvalluvar University is not offering distance education programme.

1.3 CURRICULUM ENRICHMENT

1.3.1 Describe the efforts made by the institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated?

- The Institution organizes seminars and workshops for the students to get awareness of the external world.
- Research library is made available for the M.Phil and Ph.D Research Scholars for their career upliftment.
- Motivation is given to students to participate in various Seminars and Workshops in State/National/International level.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

- Training is given to all the final year students on Communication Skills, and to attend Interviews.
- Students are motivated to undertake Job Oriented Certificate/Diploma courses.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

- Environmental Education paper is taught to the student in the curriculum.
- The institutions has many clubs to integrate the cross cutting issues into the curriculum.
 - National Service Scheme (NSS)
 - Youth Red Cross (YRC)
 - Red Ribbon Club (RRC)
 - Citizen Consumer Club (CCC)
- Human rights paper is offered to PG students as part of their curriculum.
- Being a co-education college, the college organizes seminars and awareness programme to address the gender bias.
- The College is arranging field visits to create environmental awareness.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

- To develop the spiritual sense of the students, the institute is conducting prayers daily. All the students are actively taking part in it and singing religious songs as well.
- All the students are motivated to participate in essay writing competitions and debates to develop their speaking and writing skills in English language.
- Through NSS and YRC Awareness programmes on Environmental Education, Blood Donation Camp, Cancer Awareness and Aids Awareness are conducted to involve students in social activities.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

- The Institution has a mechanism of collecting feedback from students about the evaluation on teaching and syllabus completion. Students performance reports are analyzed and corrective measures are taken to enrich the curriculum.
- Class Committee meeting are conducted to know the actual incidents of the syllabus coverage and teacher performance and for any other problems. Then based on the minutes of the meeting corrective measures are taken to help the students in the problems they face in the class.

- Our faculty are representatives in various positions as Chairman, members etc., of Board of Studies of the Thiruvalluvar university who effectively recommend changes in curriculum whenever required.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

The Institution is monitoring the quality of its enrichment programmes by the following

- Feedback from the students/alumni.
- Class committee meeting.

1.4 FEEDBACK SYSTEM

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

- Two staff members of our college are members of the BOS of the parent university. They are actively engaged in the meeting of the BOS to design syllabus for the given curriculum.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

As of now, there is no formal mechanism followed to obtain feedback from the students. But feedback is collected orally from the students on curriculum and changes are made in the strategies followed in the teaching learning process.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?

The Institution is established with the motif of developing the value based spiritual education by offering B.Lit. Tamil programme. Over a period of time, it has rethought its vision to promote the economically downtrodden people by giving value based education. As a result, the following UG and PG programmes are introduced from the academic year 2011-12 onwards.

S.No	Name of the New Courses	Year of Introduction
1.	B.A., English	2011-2012
2.	M.Com Commerce	2011-2012

CRITERION - II

TEACHING, LEARNING AND EVALUATION

CRITERION – II

TEACHING, LEARNING AND EVALUATION

2.1 STUDENT ENROLLMENT AND PROFILE

2.1.1 How does the college ensure publicity and transparency in the admission process?

a. College prospectus

The prospectus of the college gives information on the infrastructure, courses available, fee structure for the courses, activities of the college, available facilities, as well as the rules and regulations of the college.

b. College website

The details furnished in the prospectus are also pointed out in **www.mailamtamilartscollege.com** Eligibility criteria for admission into various UG and PG programmes, information about various departments are briefed in the website. It is regularly updated by the staff members of Computer Science department.

c. Advertisement in Regional/National Newspapers

Admission notification advertisement contains the details of courses offered, procedure of admission, facilities provided by the college management and placement records. These advertisements are published in the regular Tamil/English newspapers.

d. Admission process

The College receives application from the candidates based on eligibility and prepares admission list based on merit and the same is displayed in the notice board of the college to ensure transparency in the admission.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex.(i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview(iv) any other to various programmes of the Institution.

The College offers Undergraduate, Postgraduate and research programmes in various disciplines.

- As per the directions of the Government of Tamil Nadu and the Thiruvalluvar University, date of sale of application forms/ prospectus is notified on the notice board and Regional newspapers.
- Selection of students to the course is based on marks obtained in the qualifying examination.
- Admission for Research programmes is based on the students' PG marks, and marks obtained in the qualifying exam and personal interview. For M.Phil.,

and Ph.D. admission, the college conducts entrance test and interview. Based on the marks obtained in both written test and oral interview, admission will be given.

- The College strictly follows the norms and guidelines prescribed by the Government of Tamil Nadu.

Course	Duration	Eligibility
B.A. /B.Sc. /B.C.A./B.Com	3 years	A pass in XII Standard of Tamil Nadu HSC or any other equivalent qualification from India
M.A./M.Com.	2 years	A pass in B.A or B.Lit (Tamil) / B.Com. degree from any recognized university in India

- The detailed reservation chart followed for admission is shown below.

S.No	Category	Percentage Reservation
1	OC	31
2	BC	26.5
3	BCM	3.5
4	MBC/DNC	20
5	SC	15
6	SCA	03
7	ST	01

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

The following table depicts the minimum and maximum percentage of marks fixed for entry level admission by the Thiruvalluvar University for various UG programmes.

Minimum and maximum percentage of marks in admission at entry level for various UG Programmes

UG Programme	Min%	Max%
Tamil	35	100
B.Com	35	100
B.Sc.(Computer Science)	35	100
BCA	35	100
B.A.(English)	35	100

The same minimum and maximum percentage of marks for admission at entry level for each of the programme is followed by all the affiliated colleges in Thiruvalluvar University.

Minimum and maximum percentage of marks in admission at entry level for various PG Programmes

PG Programme	Min%	Max%
M.A Tamil	40	100
M.Com	40	100

The same minimum and maximum percentage of marks for admission at entry level for each of the programme is followed by all the affiliated colleges in Thiruvalluvar University.

- Admission is followed by Thiruvalluvar University rules and regulation. We have selected community based Highest marks from the received applications in UG and PG.
- For the M.Phil degree programme as per the regulations of affiliating university the total marks secured in written test should be clubbed with 50% of marks of PG examination in the subject concerned. The rank list shall be prepared for a maximum of 100 marks accordingly.
- For M.Phil, Ph.D programmes as per the regulations of affiliating university, candidates qualified for Master's degree with not less than 55% of marks or a CGPA of 5.51 and above in the 10.00 point scale under CBCS, under the faculties of Arts and Science are eligible to register.
- The SC/ST candidates are eligible for 5% relaxation from the prescribed minimum marks.
- The total marks secured in written test (40 marks) and interview (10 marks) put together amounts to 50 and the remaining 50 marks is for the qualifying PG examination in the subject concerned and the rank list will be prepared for a maximum of 100 marks, accordingly.
- The candidate should secure at least 25 marks out of 50 marks put together in the Entrance written test and interview.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

Pertaining to admission process for the government quota seats, the Tamil Nadu Government norms as well as Thiruvalluvar University norms are strictly followed. The institution does not have any policy in the admission process for Government Seats. For the management quota, the consortium of Self-Financing Arts and Science Colleges in Tamil Nadu norms is followed.

2.1.5 Reflecting on the strategies adopted to increase / improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion.

Students are admitted not considering their religion, income, ethnic and economic background. BC/MBC/FC/SC/ST & Minority students are given admissions as per the Reservation Policy of the Government of Tamil Nadu.

Male Students admitted in the respective academic year including all Programmes

Year	BC	MBC/ DNC	FC	SC	ST	BCM	TOTAL
2011-12	11	56	1	57	-	-	125
2012-13	13	52	1	33	-	-	99
2013-14	7	57	1	22	2	-	89
2014-15	14	45	1	26	-	-	86
2015-16	5	74	2	26	1	-	108

Female Students admitted in the respective academic year including all Programmes

Year	BC	MBC/ DNC	FC	SC	ST	BCM	TOTAL
2011-12	31	113	3	90	-	-	237
2012-13	30	112	1	91	2	-	236
2013-14	17	119	3	61	-	1	201
2014-15	14	119	2	56	1	-	192
2015-16	31	138	2	70	-	-	241

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends i.e. reasons for increase/decrease and actions initiated for improvement.

Program	2011- 12			2012 - 13			2013 - 14			2014 - 15			2015 - 16		
	No. of Application	No. of Stud. Admitted	Demand Ratio	No. of Application	No. of Stud. Admitted	Demand Ratio	No. of Application	No. of Stud. Admitted	Demand Ratio	No. of Application	No. of Stud. Admitted	Demand Ratio	No. of Application	No. of Stud. Admitted	Demand Ratio
B.Lit.	59	59	1:1	66	66	1:1	80	56	1:1.43	96	65	1:1.48	86	72	1:1.19
B.Sc.	51	51	1:1	74	55	1:1.34	76	56	1:1.36	55	44	1:1.25	45	40	1:1.13

B.C.A.	63	53	1:1.19	63	50	1:1.26	63	57	1:1.11	57	55	1:1.04	47	46	1:1.02
B.Com.	75	71	1:1.06	78	60	1:1.3	70	61	1:1.15	59	53	1:1.11	58	56	1:1.03
B.A.	78	58	1:1.34	72	51	1:1.41	84	70	1:1.2	58	48	1:1.21	65	63	1:1.03
M.A.	50	44	1:1.14	43	33	1:1.30	25	21	1:1.19	19	17	1:1.11	29	27	1:1.07
M.Com.	11	11	1:1	15	15	1:1	-	-	-	-	-	-	31	30	1:1
M.Phil.	20	10	1:2	11	4	1:2.75	13	6	1:2.17	17	12	1:1.41	16	10	1:1.6
Ph.D.	6	6	1:1	3	3	1:1	-	-	-	1	1	1:1	1	1	1:1

2.2 CATERING TO STUDENT DIVERSITY

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

- The Institute identifies the differently-abled students and gives admission to all the candidates applying for admission irrespective of their category. The Government policy for the differently-abled students is strictly fulfilled during the admissions. 3% of reservation is given for differently-abled persons for admission in all the courses.
- For the differently-abled students, the Classroom is allotted on the ground floor.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

- Most of the students admitted hail from rural areas and have completed their school education in the regional language (Tamil Medium).
- Bridge course is conducted for all First year UG and PG students in the beginning of Academic Year.
- Based on the participation and performance in the bridge course the need of the students in terms of skill and knowledge is assessed.

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

- In this programme the students are informed about the College and its environment, rules and regulations, semester pattern of examination, time table, day-order system, continuous internal assessment, maintenance of discipline and various club activities.

- The students are also made aware of the scope of the course and placement opportunities after the completion of the course. Any specific need identified then, is addressed to with appropriate initiative.
- Heads of the Departments and class-in charges address the students to acquaint them with academic and non- academic programs in the College.
- Special classes are taken for language improvement, soft skill development and computer skill development.
- In the introduction classes, the motivation and interest of the students are interviewed. Depending on the level of the interest students, the initial classes are framed.
- Personal guidance by the faculty at all times helps the students to overcome their communication problems.
- To facilitate better understanding of course content bilingual method of teaching is adopted where ever needed.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The Institution provides equal opportunities for the students and staff members of both genders. More number of female students is admitted in the institution which shows that this institution empowers the women gender. Awareness programmes on gender issues, Pollution and Tree plantation are also conducted here.

2.2.5 How does the institution identify and respond to special educational/ learning needs of advanced learners?

- Advanced learners are identified through tests, seminars, debates and assignments.
- In order to improve their aptitude and other talents, they are encouraged to take part in various inter and intra college competitions.
- They are encouraged to study advanced level books in their courses to enrich their knowledge.
- They are also encouraged to attend the TNPSC, UPSC coaching classes conducted by the College in coordination with the Employment Exchange office of Government of Tamil Nadu.
- Guidance is given to them in applying and practicing for NET / SLET/ GATE Exams and also for entry into Government Services.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

The information on the academic performance of the students is maintained by the individual class in-charge. The Slow learners are identified and given extra coaching after the college timing. The College has less number of students who are at the risk of failures and dropouts.

- Regular Guidance and Counseling by Staff.

- Providing scholarship for economically weaker students.
- Coaching classes for slow learners.

2.3 TEACHING-LEARNING PROCESS

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

The Institution has planned a Calendar and the Departmental events schedule is also prepared. This Calendar is issued to all the students well in advance. It contains the information of the Staff, Curriculum for all Courses, Rules and Regulations of the College, Semester planner for the staff as well as students.

Internal marks are assessed on a continuous basis by conducting three tests per semester and evaluated within a week after the exams. Hourly attendance is maintained and consolidated semester-wise. The attendance percentage of the students at the end of every month is communicated to the students. Assignments are given regularly and they are evaluated.

2.3.2 How does IQAC contribute to improve the teaching –learning process?

Since this is the first cycle of NAAC peer team visit, we did not establish IQAC in our college. We have committees for attendance, results, discipline, records, events, etc. In our institute to ensure internal quality.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

The Institution is adopting the following teaching and learning methodology:

- Interactive pedagogy.
- Practical oriented teaching and learning.
- Computer aided instruction.
- Well-equipped laboratory and the lab classes are software based.
- Real time projects for the students of PG, M.Phil/Ph.D.
- Computers and printers are provided to all the departments in order to promote the teaching-learning process.
- Digitalized library.
- LCD projectors.
- Invited lectures by eminent people from industry.
- Special lectures by staffs and students of the college.
- Seminars and workshops are organized by all the departments every year.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

- In order to develop the communication skills of the students, Special Lectures and Workshops are conducted regularly.
- Books, Journals, Periodicals are made available in the College library and they play important role in teaching learning process.
- Students are encouraged to participate in Debates, Field Trips and Seminars which help them to express their ideas innovatively.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

The Institution provides internet facility to all the staff members that pave the way for accessing online resources for effective teaching learning process.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

- The Teachers are encouraged to attend the orientation and refresher courses, Seminars, Workshops and Conferences to equip themselves in new strategies and innovative teaching methods.
- Faculty members, on a regular basis participate and act as resource persons in Seminars, Conferences, Workshops, Faculty Development Programmes, Orientation and Refresher courses conducted outside the college to update their knowledge and skills.
- The faculty also adds to the existing stock of knowledge through their publications in the national and international journals and by organizing academic programmes in the campus.
- Expert lecturers by resource persons exposed to students develop level of knowledge to higher level.

2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/ mentoring/academic advise) provided to students?

- Tracking the marks and the attendance and the feedbacks from the Co-faculty, the Mentor identifies the problems if any, with a student, and imparts the needed support, academic, personal and psycho – social.
- The Grievance Redressal Cell, Placement Cell and Women Anti – Harassment Cell extend personal and professional support and guidance to the students.
- Students feel free to share and find solutions to their personal problems also.
- In addition, ward system is followed. The class in-charge of the class is the adviser cum counselor for that class.

- In addition to this, the College Teachers really act as a true friend, good philosopher and a sincere guide for the students.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

- Faculty makes use of interactive methods of teaching, usage of physical models, demonstrations, presentations, audio-visual aids, project work, etc., along with the conventional teaching methodologies.
- The College encourages and exposes the faculty to new and innovative teaching approaches by encouraging participation in Faculty Development Programmes.
- Students are encouraged to submit assignments and projects in written/printed form. They are encouraged to refer to books, journals, and if possible websites for their seminars and presentations. ICT enabled teaching and learning has become more effective and common place with the distribution of free laptops to students by the Government of Tamil Nadu.

2.3.9 How are library resources used to augment the teaching- learning process?

The College Library is equipped and digitalized with latest books, Journals, Magazines, reference books etc., Students are encouraged to access the General library. They are provided with student library cards which enable them to get books issued from the library. The Catalogues from different publishers are invited. Heads of departments are asked to select books from these catalogues. Students are also taken to the library to instill reading habits among them.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

All the teaching staff are planning their activities in the beginning of every semester well in advance. If they take any leave in between, the loss of working hours are compensated through additional classes. These works are regularly monitored by the HODs of all the departments.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

The Principal of the college convenes frequent meetings with Heads of the Departments. In these meetings various academic issues are discussed. The main agenda of those meetings would be the result review and academic progress of the students. The institute through feedback from students and teachers monitors and evaluates the quality of teaching learning.

2.4 TEACHERQUALITY

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Government Aided Staff							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	-	-	-	1	3	1	5
M.Phil.	-	-	-	-	2	-	2
PG	-	-	-	-	-	-	-
Self-financing Staff							
Ph.D.	-	-	-	-	2	3	5
M.Phil.	-	-	-	-	9	15	24
PG	-	-	-	-	1	1	2

The Staff members for Government Aided courses are recruited as per the norms of UGC guidelines and Thiruvalluvar University norms. Self-financing staff are recruited by the management. The recruitment process is periodically done based on the requirement as per the student-ratio and to meet the need of the curriculum.

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

To teach new courses the staff members are encouraged to undergo training in the respective area.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	1
HRD programmes	11
Orientation programmes	2
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer/Winter schools, workshops, etc	3

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning.

Training in the use of modern teaching aid (LCD projector) is given to all the staff members.

c) Faculty Contribution

- Two of our Staff members were invited as resource persons in Workshops/ Seminars/ Conferences organized by various colleges.
- More than 53% of our staff members participated in Workshops/ Seminars/ Conferences organized by national/international bodies.
- 29.4% of our staff members have presented/ published their research papers.

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

Faculty members are encouraged to participate in Faculty Development Programmes / Workshops/Conferences organized in National/International levels.

S.No	Name of the Staff	Workshop	Conference
1.	Dr. R. Laktcharaman Department of Tamil	1.Tolkappiyal Ceyyuliyali Kotpadugalum pirkala yapuiyal illakanangalum	1.Tamil seiviyal illakanangal
2.	Dr. S. Vijayakanthi, Department of Tamil	1. Tholkappriyap Punariyal Kotpadugal. 2. Tholkappriya yappum pra marapilakkana noolgalum.	-
3.	Dr.S. Thirunavukkarasu Department of Tamil	1. World Tamil Classical Conference “ Nikandugal Uricchorkkal” 2. “Iraiyanar Agapporilin Urai Marabu”	-
4.	Mr. U.Sivasubramanian, Department of Tamil	1. Research Methodology for Teaching Scholars.	-
5.	Dr. R. Valli, Department of Tamil	1. Venirkala Sayamavagapu	-
6.	Ms. I. Tamilarasi, Department of Tamil	1. Vanikala Samiya Vagupu	-
7.	Dr. Sathish, Department of Tamil	1. Tholkappiyam Thodia ilakkanam. 2. Tamil ilakkana urai	-

		varalaru Sirappu nokku yapparungala viruthi.	
8.	Dr. Kanchana Department of Tamil	1. Tamil Thirai Isai Padalagalir Illakiya Koorugalum	-
9.	Dr. P. Ramkumar, Librarian	1. Library Automation and Services for School Librarians. 2. NPTEL-National Programme on Technology Enhanced Learning.	1. Digital Literacy: The Talisman of the Lis curriculum and the Resurrection of Lis profession. 2. Promoting Digital Literacy Among University Library Users with Mendeley-the Reference Manager. 3. Online journals collection Development and management Redefining weeding out policies for Engineering College libraries. 4. Perception of Library users on the use of Digital resources: An experimental Study. 5. Perception of Library professionals on the use of Bibliometrics for their Research: An Experimental Study. 6. Open Access Based University Digital Repositories and Data Curation in India: So Near, Yet Far Away. 7. Data Curation from E- Science Perspective. 8. Altmetrics and Article level Metrics: are the changing metric studies Landscape Or Putting Metrics studies at Cross Roads.
10.	Mr. S. Gokulakrishnan Department of Computer Science	1. Foss Forward. 2. Technology Enhanced Learning and Evaluation.	-
11.	Mrs. C. Anuradha, Department of Computer Applications	1. Image Analysis and Application. 2. Technology Enhanced	1. Overview and Survey of Spatial Data mining. 2. Data Mining services in

		Learning and Evaluation. 3. Research Methodology & Ethics of Writing Research Articles, Faculty Development Program.	retail sector, National conf. on Architecture, software systems & Green computing. 3. Discovering Association Rules via correlation analysis. 4. Data Mining Techniques for Security risks & privacy issues in cloud computing. 5. A Data mining Based Survey on Student performance evaluation system.
12.	Mr. D. Gopinath, Department of Computer Applications	1. Foss Forward. 2. Technology Enchanced Learning and Evaluation	-
13.	Mrs. S. Sathurthi, Department of Computer Applications	1. UGC-Sponsored National Workshop on “Role of Universities and Colleges in Human Resource Development – Beyond Curriculum”	-
14	Dr. S. Anandanatarajan, Department of Commerce	-	1. Understanding and Mitigating direct Investment Risk in the Indian Real estate Market. 2. How Does the Indian Mutual Fund Industry Compare Vis-à-vis Global Standards and what should be our Future Expectations from it? 3. IMPACT of E-Banking on Traditional. 4. The Indian trends in risk management practices. 5. Marketing mix strategies and tamilnadu cements Sector. 6. E-Commerce.
15.	Mr. V. Devanathan, Department of Commerce	1. Testing & Evaluation and Item Writing.	-
16.	Mrs. V. Sudha, Department of Commerce	1. National Workshop on Innovative Approaches in Entrepreneurial Development	1. UGC-Sponsored Two Day National Conference – “Corporate Social Responsibility”
17.	Mr. M. Sabariraj,	1. Research Methodology.	1. Challenges and opportunities

	Department of Commerce		in E-Commerce. 2. Stress Management an overview.
18.	Mr. C. Mouleeswaran, Department of English	-	1. Dimension in translation studies (SLCODITS)
19.	Mrs. K. Radha Department of Mathematics	1. State Level Workshop on Applications of Mathematics UGC Grant.	-

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

The College provides financial support to all the faculty members to participate in Seminars/Workshops/Conferences organized in various levels.

Number of Teaching Staff received Awards/Recognitions from various Institutions		
S.No	Department	No. of Staff
1	Tamil	2

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Feedback from the students on the performance of the teachers is collected by the Principal of this institution at the end of every semester. Classes taken by the teachers are monitored by the HODs of the departments and they give comments to improve the quality of teaching.

2.5 EVALUATION PROCESS AND REFORMS

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

- The evaluation procedures followed in the college are prescribed by Thiruvalluvar University. These procedures are immediately displayed in the college notice board and annual calendar.
- Staff members and students are aware of the scheme of evaluation, updation of curriculum if any, and question paper patterns.
- Schedule of class tests, assignments, event details are displayed in the college notice board.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

The College regularly reviews the evaluation process done internally following Continuous Internal Assessment system prescribed by Thiruvalluvar University.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

- The Principal of the college intimates the evaluation reforms of the university examination pattern through circulars and display in the notice boards.
- Detailed information about the evaluation methods and the Examination schedule is given to the students from time to time.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

- All the Heads of the Departments are instructed to conduct seminars, workshops, and guest lectures in their departments as part of the evaluation.
- Two internal examinations, one model examination are conducted as part of evaluation.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weight ages assigned for the overall development of students (weight age for behavioral aspects, independent learning, communication skills etc.)

Internal Assessment Tests and Students' attendance are considered to finalize the internal marks. Those who failed in the internal examinations are identified and counseled further to redo the internal examination using which the final internal marks are calculated. The reports of the students' performance are frequently informed to the parents through SMS and telephone calls.

2.5.6 What are the graduates attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?

The College aspires to create graduate who are:

- Capable of getting jobs in State / Central Government.
- Become aspiring teachers.
- Get jobs in IT Sectors and private sectors.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

At the College level

- All the evaluated test papers are handed over to the students by the subject teachers and the students are asked to get their doubts clarified with their respective teachers.
- Regular absentees and failures are identified and retests are conducted to help them score better internal marks.

At University level

- Students are allowed to apply for revaluation within stipulated time from the date of announcement of the results.
- University also permits the students to get the photocopy of the answer scripts to go for revaluation.

2.6. STUDENT PERFORMANCE AND LEARNING OUTCOMES

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

- Yes, in the beginning of the academic year, the college administration reiterates the learning outcomes of the college through organizing an Orientation programme.
- Through circulars and through announcements the expected learning outcomes are intimated to the students and staff.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students' results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The Institution regularly monitors and communicates the progress and the performances of the students through SMS or by sending letters to their parents.

The result analysis of the students for the last four years

Course-Wise Details Pass Percentage				
Course	2011-2012	2012-2013	2013-2014	2014-2015
UG Courses				
B.Lit. Tamil	100	100	100	100
B.Com Commerce	61.29	82.46	85.7	98.3

B.Sc., Computer Science	91.6	82	95.12	100
BCA	91.17	80.76	75.55	91.48
BA English	-	-	81.6	72.9
PG Courses				
MA Tamil	100	94	98	100
M.Com.	-	100	100	-
Research Programme				
M.Phil., Tamil	100	100	100	100

Ph.D Course Details of Pass Percentage				
Course	2011-2012	2012-2013	2013-2014	2014-2015
Ph.D Courses				
Tamil	2	3	2	2

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The teaching, learning and assessment strategies of the institution are structured to facilitate the achievement of the intended learning outcomes through:

- Well-equipped laboratories.
- Library.
- Spacious, well-ventilated classrooms.
- Audio-visual teaching aids.
- Class tests, written assignments, unit tests, group discussions & interactive sessions.
- Internal and University Model Examinations.

The Institution aims to help students to reach their potential through the provision of a supportive, vibrant and challenging learning environment. All the faculty members are involved in the structuring of this learning environment. This requires the identification of individual learning goals and it will emphasize the importance of reviewing student progress against agreed objectives. Students are active partners with shared responsibilities for their own learning and achievement. It acknowledges that students learn most effectively if they are supported as individuals to achieve personal development.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

Computer Laboratory for Computer-based learning for all departments.

- The College laboratories and libraries help the students to inculcate innovation by allowing them to explore and experiment their ideas innovatively.

- The College magazines provide them platform to give expression to their innovative and creative flight.
- The College organizes industrial visits and interactive talks delivered by the industrial executives to instill entrepreneurship amongst students.
- The College NSS Wings regularly organize programmes to enhance the social relevance of the courses.
- The Institution organizes seminars, project work and counselling on curriculum and employability options for students.
- The College has got SILVER ZONE award by Indian Association for the Blind for Outstanding Excellence and amazing commitment towards voluntary contribution for the empowerment of persons with visual challenges.

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

The College has observed the following barriers faced by students and appropriate action taken on each is detailed below

- Most of the students admitted are from socially and economically weaker sections of the society and therefore they have very little working knowledge of English. This is overcome by encouraging staff to take classes in the local vernacular language also.
- Special classes are conducted to improve their English communicative and comprehension skills.
- Providing Question bank of various subjects to the students.
- Timely redressal of students' grievances.
- Minimum attendance limit for students to minimize absenteeism.
- Extra classes and remedial classes for weak students to solve their problems.
- The periodic evaluation by teachers helps in the improvement of learning outcome.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

Besides internal and semester examinations, the students are encouraged to take part in various competitions, debate, group discussion and seminars. The teachers are encouraged and motivated to use their skill and knowledge in teaching, restructuring the curriculum, participation in seminars, conference, workshop, publications etc. Student achievers are awarded proficiency prizes during Annual College Day function.

2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

Yes, the teachers of this institution regularly analyse the results of their classes at the end of every semester which helps them to prepare corrective teaching measures. They can understand the reasons for failures in the previous semester and plan well in advance for the forthcoming semesters.

CRITERION - III

RESEARCH, CONSULTANCY AND EXTENSION

CRITERION – III

RESEARCH, CONSULTANCY AND EXTENSION

3.1 PROMOTION OF RESEARCH

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

Yes, The Institution has been recognized as a Research Centre. The Department of Tamil is recognized as Research Department by the Thiruvalluvar University, Vellore and facilitates research by offering M.Phil., and Ph.D., (Full Time/Part Time) programme.

On behalf of Sivaprakasara Research Centre, Mailam, the college organizes various events in the campus which provides a right platform for the Tamil Researchers.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Yes, there is a research committee which spearheads research-oriented activities:

Integrated Research Committee

Chair Person : **Dr. S. Vijayakanthi**, Principal
Research Advisor : **Dr. S. Thirunavukkarasu**, HOD of Tamil

Members:

1. Dr. S. Mahavishnu, Associate Professor of Tamil, A.A.Govt Arts and Science College, Villupuram.
2. Dr. R. Narayanan, Associate Professor and HOD of Tamil, Govindasamy Govt Arts College, Tindivanam.

The following are the recommendations of the committee,

1. To provide financial support to the research scholars to carry out research and to attend seminars / conferences.
2. To set up an ICT enabled seminar hall.

3.1.3. What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?

- The College research committee oversees the smooth functioning of research projects.
- The Staff/Research scholars are given full academic freedom to utilize existing laboratory, Internet and library facilities. Department of Tamil has been provided with necessary infrastructure facilities like research lab etc.
- The Staff/Research scholars are encouraged to present papers in seminar/conference and publish papers in reputed national and international journals.

- The College sanctions duty leave for staff members presenting research papers in National/International Seminars/Conference.
- All kinds of administrative support to pursue and to complete major and minor research projects are provided.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

- The College organizes departmental level research Seminars on weekly and monthly basis which provides a platform for the M.Phil/Ph.D. Research Scholars.
- All the staff members are provided financial support to participate and present research papers in State/National/International Seminars and Conferences.
- The management financially supports its faculty members to publish their books.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

i) Details of faculty guiding student research for the last five years

S.No	Name of Faculty	Department	Number of Ph.D Students guided	Number of M.Phil students Guided
1	Dr. R. Laksharaman	Tamil	8	5
2	Dr. S. Vijayakanthi	Tamil	7 (Guiding)	20
3	Dr. S. Thirunavukkarasu	Tamil	1 (Guiding)	6

3.1.6 Give details of workshops/training programmes/sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

S.No	Date	Event	Resource Person
1	27.02.2015 to 01.03.2015	Sivaprakasara Illakkiyangalil Sanga Illakkiya Selvakku (Funded by Central Institute Classical Language, Chennai)	Mr. KR. Nagarajan, (Member in High Edu. Tamilnadu) Mr. Pari, (Head of Dept. Tamil, Annamalai University) Mr. M Muthuvelu, (Registrar-Institute of Central Classic Language Chennai)

2	22.01.2015 to 31.01.2015	Tholkappiyarin Punariyal Kotpadugal (Funded by Central Institute Classical Language, Chennai)	Mr. Pon Kodhandaraman (Formal VC - Madras University, Chennai) Mr. Jeyathevan (Madras University)
3	19.03.2014 to 28.03.2014	Tholkappiya Yappum Pera Marabilakkana Noolgalum (Funded by Central Institute Classical Language, Chennai)	Mr. Pon Kodhandaraman (Formal VC - Madras University, Chennai) Mr. E Suntharamoorthy (VC – Tamil University, Thanjavur)
4	27.02.2012 to 07.03.2012	Paavil Nookelum Panpateiyal Nookelum Silapathikaram (Funded by Central Institute Classical Language, Chennai)	Mr.K.P. Aravanan (VC - Bharathiar University,Coimbatore) Mr. E Suntharamoorthy (VC – Tamil University, Thanjavur)
5	13.03.2015	Skill Program - Eureka Forbes Limited	K. Gopinath, (Associate – HR, Chennai)
6	21.02.2013	Workshop on MULTIMEDIA	Mr. A Prasad, (Managing Director, CYS Mulitmedia, Villupuram)
7	14.03.2015	Skill Program – Arsha Global Infotech Ltd & Fortitude It Solution	Arunkrishnan Radhakrishnan (Project Human Resource Manager)

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

Sl. No	Topic	Staff	Department
1	Devotional Literature	Dr. S. Vijayakanthi	Tamil
2	Tamil Grammar	Dr. S. Vijayakanthi & Dr. S. Thirunavukkarasu	Tamil
3	Sanga Ilakkiyam, Modern Literature, Devotional Literature	Dr. S. Vijayakanthi	Tamil
4	Psychology based on Literature	Dr. S. Thirunavukkarasu	Tamil

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

- Eminent researchers from various parts of the country are invited for giving talks in the college.
- Research experts are also invited as resource persons in Conferences/ Seminars and Workshops.
- Students, scholars and staff interact with the resource persons and experts.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

Sabbatical Leave for research activity has not been utilized by any faculty in this college. Most of the faculty members take up Part- Time Research. Staff members are permitted to avail duty leave to participate in Seminars, Conferences, and Workshops. Financial assistance is also provided.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/ advocating/ transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).

- Research scholars of the college giving public talk on their research area is a regular practice.
- The research works of the scholars are published as books and are made available to the public.

3.2 RESOURCE MOBILIZATION FOR RESEARCH

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

- Every year, the college has allotted funds for the research scholars as well as faculty members to meet out the research expenditure. (up to Rs.1,00,000/- per year).
- Around 1% of the total expenditure is spent for research.
- The major expenditure for research include financial support to research scholars to attend Seminars/Workshops, for organizing invited talks, Seminars / Workshop / Conferences, purchase of books and journals.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last five years?

No

3.2.3 What are the financial provisions made available to support student research projects by students?

- The College provides financial support to the research scholars every year to carry out research and to attend Seminars / Workshops.

Year	Purpose	Amount
2013-14	To attend Seminar / Workshop	24,850.00
	Financial Assistance to carryout Research (3 Scholars)	36,000.00
2014-15	To attend Seminar / Workshop	6,988.00

	Financial Assistance to carryout Research (3 Scholars)	36,000.00
2015-16	To attend Seminar / Workshop	9,190.00
	Financial Assistance to carryout Research (3 Scholars)	36,000.00
Total		1,46,028.00

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

Nil

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

Optimal use of various equipment and research facilities are ensured by

- Maintaining library books.
- Maintaining e-resources & computers with internet.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

The Institution has received grant from the Central Institute of Classical Tamil, Chennai for conducting Workshops and Seminars.

Year	Purpose	Amount
2013-14	For conducting Workshop	2,50,000.00
2014-15	For conducting Workshop	2,50,000.00
2015-16	For conducting Workshop	2,50,000.00
	For conducting Seminar	1,50,000.00
Total		9,00,000.00

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

Two of our Ph.D. research scholars have received financial support from Central Institute of Classical Tamil (CICT), Chennai.

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total Grant		Total grant received till date
				Sanctioned	Received	
Minor projects	-	-	-	-	-	-
Major projects	-	-	-	-	-	-
Interdisciplinary projects	-	-	-	-	-	-
Industry sponsored	-	-	-	-	-	-
Students' Research projects	2013-14, 2014-15, 2015-16	For Ph.D. Research	CICT	5,76,000/-	5,76,000/-	5,76,000/-
Any other (specify)	-	-	-	-	-	-

3.3 RESEARCH FACILITIES

3.3.1 What are the research facilities available to the students and research scholars within the campus?

The following research facilities are made available for active research work within the college campus:

- General/Departmental Library
- Internet laboratory
- Research funds for participating in Conferences and Workshops

3.3.2 What are the institutional strategies for planning, upgrading and creating facilities to meet the needs of researchers especially in the new and emerging areas of research?

The Institution provides the following facilities to meet the needs of researchers:

- High Bandwidth internet connectivity.
- Access to e-journals in emerging areas of research.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the instruments / facilities created during the last four years.

Yes, two Ph.D. research scholars from the Department of Tamil have availed the research funds from Central Institute of Classical Tamil.

S.No	Name of the Students	Funding Agency
1	A. Indira	Central Institute of Classical Tamil
2	G. Subasree	Central Institute of Classical Tamil

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

- The research scholars are encouraged to visit the Pondicherry University library, Central and District libraries and research organizations in order to enrich their knowledge.
- Research scholars are motivated to attend Seminars/Conferences conducted by other institutions and present/publish their research findings.
- Collaboration is available between the college and Sivaprakasara Research centre, Mailam which provides facilities for research scholars.

3.3.5 Provide details on the library/ information resource center or any other facilities available specifically for the researchers?

A separate section for research scholars in library which has Thesis, Journal, Manuscripts, E-Resources.

3.3.6 What are the collaborative research facilities developed/created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

The College is organizing seminars and workshops in collaboration with Central Institute of Classical Tamil and Sivaprakasara Research Centre.

3.4 RESEARCH PUBLICATIONS AND AWARDS

3.4.1 Highlight the major research achievements of the staff and students in terms of Patents obtained and filed (process and product), Original research contributing to product improvement, Research studies or surveys benefiting the community or improving the services and Research inputs contributing to new initiatives and social development.

Nil

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

Yes, a Quarterly journal 'Sevvi' is published by the college.

Editorial board

Prof. R Laksharaman
Prof. Silambu N. Selvarasu
Prof. R. Aravendhan

Publishers

PG, Tamil Research Centre, Srimath Sivagnana Balaya Swamigal
Tamil Arts Science College, Mailam – 604304.

3.4.3 Give details of publications by the faculty and students:

- Publication Per faculty - **1.85%**
- Number of papers published by faculty and students in peer reviewed journals (national / international) - **35**
- Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) - **1**

Ms. C. Anuradha, Department of Computer Applications

“A Data mining Based Survey on Student performance evaluation system”, Computational Intelligence and Computing Research (ICCIC), IEEE Explore and Digital Library, Park College of Engi. & Tech, Coimbatore.

- Monographs - **Nil**
- Chapter in Books
 1. Dr. R. Laksharaman
(9th Class Tamil Book Editing Member, Tamil Nadu State Government).
 2. V. Arumugam Research Scholars (Part time) - 2011 Samacheer Kalvi
7th Class Tamil Book Editing Member, Tamil Nadu State Government.
- Books Edited
 1. Dr. R. Laksharaman, Department of Tamil - 1
 2. Dr. S. Thirunavukkarasu, Department of Tamil - 1
 3. Mr. V. Arumugam Research Scholars (Part time), - 1
Department of Tamil
- Books with ISBN/ISSN numbers with details of publisher

Sl. No	Name of the faculty	Name of the Book	Year of Published
1	Dr. S. Thirunavukkarasu (Department of Tamil)	Mailam Murugam Arutpanuvalgal ISBN No: 978-93-85508-01-1	2015
		BharathidasanVazhipattupadalgal	2015
		Sri SivaprakasaSwamigal	2015
2	Dr. A. Sathish (Department of Tamil)	Tamil YappuMarabugalPurananutruYaapiyal ISBN No: 9788123425054	2014
		YapparunkalaVirutiuraikararinTholka ppiyaUrai	2015
		Tholkappiyam – SangallakkiyamYaapiyalSinthanaigal	2015
3	Dr. P. Ramkumar, Librarian	Engineering Management A Bibliometric Analysis. ISBN:978-93-80657-44-8	2014

• Citation Index	-	8
Dr. P. Ramkumar, Librarian		
• SNIP	-	Nil
• SJR	-	Nil
• Impact factor	-	Nil
• h-index	-	2
Dr. P. Ramkumar, Librarian		

3.4.4 Provide details (if any) of research awards received by the faculty, recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally, Incentives given to faculty for receiving state, national and international recognitions for research contributions.

• Research awards received by the faculty	-	Nil
• Research Awards and Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally	-	Nil
• Incentives given to faculty for receiving state, national and international recognitions for research contributions	-	Nil

3.5 CONSULTANCY

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

Being a Government-aided College, the institution did not establish any strategy for institute-industry interface.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The faculty members of the Department of Tamil are delivering religious and spiritual lectures in various places in and around Mailam.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

- The faculty members of the institution are continuously encouraged to deliver lectures in various topics.
- It motivates the professionally qualified faculty to utilize their expertise for consultancy services with the permission of the institute.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

Nil

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

Consultancy is provided by the faculty members of the institution and no revenue is generated from the same.

3.6 EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)

3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

- The Institute motivates student's participation in social activities and drives for adhering to ethical values. Students of our college are encouraged to enroll in any one of the extension activities like drive against pollution, social awareness, and blood donation.
- The College promotes institution-neighborhood-community network and student engagement through the activities by NSS, RRC, YRC, and CCC Units.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

The Institution promotes the citizenship roles of the students by encouraging them to participate in various activities under NSS, RRC, YRC and CCC.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The Institution conducts regular Alumni/PTA meeting through which opinion on functioning and performance of the institution is received.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Provide the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The Institution plans and organizes its extension and outreach programmes through the

S. No	Year	Name of the Extension Program	Special Camps Regular Program	Fund Received	Spent
1	2011	NSS Camp	Blood Donation, Social Awareness Programmes, Tree Planting, First Aid Camp, Medical Camps, Clean India campaign,	36000	36000
2	2012	NSS Camp		37200	37200
3	2013	NSS Camp		35200	35200
4	2015	NSS Camp		89000	89000

5	2015	RRC & YRC	Rally, World Clean Day, Class Room Reading, Pongal Celebration, Tree Planting, HIV/AIDS, Youth Day, World Yoga Day, Anti-Drug Awareness		
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3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

- NSS unit has actively participated in various programmes such as Anti-Drug Awareness, Clean Campus, and Save the Girl Child Campaign and so on.
- YRC has organized Blood Donation Camps.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

S.No	Events	Date / Year
1	Health Awareness Program	10.09.2014
2	World Consumer Right Day	25.10.2014
3	National Youth Day	13.01.2015
4	Women's Day	08.03.2015
5	World Yoga Day	21.06.2015
6	Dengue Awareness Program	23.09.2015
7	AIDS Awareness Program	08.12.2015
8	Blood Donation Camp	Twice a Year

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

The participation of the students in various extension activities has resulted in

- Students improve their communication skills.
- Adoptability towards environment.
- Leadership qualities.
- Human values and ethics.
- Environmental awareness.
- Social responsibility.
- Inter Personal Relationship.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

- The Institution has taken the initiative to create awareness in the society about social and health issues like Female feticide, Dowry system, Environment

Protection, Consumer protection awareness, HIV awareness, Anti-tobacco and Cleanliness, Awareness etc.

- The local villagers are consulted and the youth of the villages are made to involve in all the Social activities. Extensive local participants are witnessed during Tree plantation, Blood donation, etc.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

Nil

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

- The College received the “**Best Performance Award**” from the **Indian Red Cross Society** Tamil Nadu for the service camp organized by the Extension units of the institution.
- The College received the “**IAB Blind Empowerment Champions 2015 Silver Zone**” from the Indian association for the blind.
- The College has been recognized as the regular blood donating college in the district in the year 2014 by **Tamil Nadu State AIDS Control Society**.
- The Youth Red Cross Society of the college was awarded for their “**Best Performance**” by **Indian Red Cross Society**, Tamil Nadu in the **65th Anniversary of Geneva Conventions Celebrations in the year 2013-2014**.

3.7 COLLABORATION

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The College collaborates with Sivaprakasara Research Centre, Mailam for research. Members of the centre deliver guest lectures in the college and the staff members of the college are invited as resource persons to the centre.

3.7.2 Provide details on the MoUs /collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

The College has an MOU with the Sivaprakasara Research Centre, Mailam which provides technical support and fellowships to research scholars of the college.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment/creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

Nil

3.7.4 Highlight the names of eminent scientists/participants, who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

Department of Tamil

S.No	Name, Designation and Address of the Institute
1	Dr. P. Vengadesan, Head , Department of Tamil, Annamalai University, Chidambaram-608001.
2	Dr. Pasuvendhan, Assistant Professor, Annamalai University, Chidambaram-608001.
3.	Dr. G. Gunasekaran, Assistant Professor, Aringar Anna Govt. Arts College, Villupuram -604302.
4	Dr. Pazhamuthappan, Professor, Trichy -102.
5	Dr. M. Latchumanan, Assistant Professor, Aringar Anna Govt. Arts College, Villupuram -604302.
6	Dr.P.Maruthanayagam, Professor, Tharamani,Chennai-600113,
7	Dr. Sivamadhavan, Principal, Indiragandhi Arts and Science College, Pudhukottai District -622403.
8	Dr. MognanaPoongothai, Assistant Professor, Thiyagaraja College, Madurai -1.
9	Dr.A.Arikirishnan Assistant Professor, Rajeshwari vethasalam government arts college, Sengalpattu-600001,

10	Dr. K. Sivakumar, Associate Professor, Kolangiyappar Govt. Arts College, Virudachalam, Cuddalore District.
11	Dr. A. Rajalakshmi, Bharathidasan Govt Women's College, Puducherry-605001.
12	Dr. A. Thirumeni, Assistant Professor, Annamalai University, Chidambaram – 608002.
13	Dr. M. Gomathi, Head of the Tamil Department, C. Kandaswamy Naidu Womens College, Cuddalore -607001.
14	Dr. V. Pazhaniyappan, Assistant Professor, Ganesar Arts and Science College, Pudhukottai District - 622403.
15	Dr. V. Anuradha Tamilkudil, 293A, lenin street, Valajapettai - 623513.
16	Dr.M.Sargunam Thanalakshmi kardan virivu nagar, Villupuram -605602.
17	Dr. K. Kalaiselvi Assistant Professor, Aringar Anna arasu Arts & science college, Villupuram -605602.
18	Dr.G.Nagaraj Lecturer, Dept. of Tamil university of kerala, Trivandrum-695581.
19	Dr. K.Illamathi Ganakiraman Professor, Pudhucherry.
20	Dr.R.Ezhumalai Assistant Professor, Raja Nandhivarman Arts & Science College, Thiruvannamalai (Dt),
21	Dr. T.Murugasami, Ret. Professor, Pudhucherry-605009
22	Dr.A.Ariunambi Professor, Puduvai university, Puducherry-605009

Department of Commerce

S.No	Name, Designation and Address of the Institute
1.	Dr. D. Ganesan, Associate Professor & Head of the Department, Arignar Anna Arts College, Villupuram.
2.	Dr.R. Kasilingam, Associate professor & Head of the Department, Pondicherry University.
3.	Dr.S. Kesavan, Professor & Head of the Department, SRM University.
4.	Dr. V. Natarajan, Professor & Head of the Department, Pondicherry University.
5.	Dr. M. Selvam, Professor & Head of the Department, Bharathidasan University.
6.	Mr.K. Tamilarasan Associate Professor & Head of the Department, Thiru A.Govindasamy Arts College, Tindivanam.

Department of Computer Science

S.No	Name of the visiting faculty, Designation and Address of the Institute
1.	Prof. S. Ashokkumar, Assistant Professor, Mailam Engineering College, Mailam.
2.	Dr. T. Velmurugan, Associate Professor, D.G. Vaishnav College, Chennai.

Department of Computer Application

S.No	Name of the visiting faculty, Designation and Address of the Institute
1	Prof. S. Ashokkumar, Assistant Professor, Mailam Engineering College, Mailam.
2	Dr. T. Velmurugan, Associate Professor, D.G. Vaishnav College, Chennai.

Department of English

S.No	Designation and Address of the Institute
1	Dr. D. Gnanasekaran, Associate Professor, Kanchi Mamunivar Centre for PG Studies Puducherry.
2	Mr. S.V. Subramanian, Dean, Dr. K.C. Rajabather Tagore Women's Teacher's Training College, Tindivanam.
3	Mr. S.R. Sankaran, Asst. Professor (Rtd)., SCSVMV University, Kanchipuram.
4	L. Ravishankar, HOD, Aringnar Anna Govt Arts College, Villupuram.
5	Dr. K. Ravichandran, Associate Professor Thiruvalluvar University, Vellore.
6	Mr. T. Pushpanathan , Asst. Professor SCSVMV University, Kanchipuram.

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated.

- a) Curriculum development/enrichment - Nil
- b) Internship/ On-the-job training
- Student of **B.Sc. / B.C.A.** were sent to the following industries / institutes for carrying out the final semester projects.
 1. Eagle Infotech Solutions, Pondicherry
 2. Power Insys Computer Educations, Pondicherry
 3. Team IT Solution, Pondicherry.
 4. Global InfoTech, Pondicherry.
 5. Perfect Technology Innovates, Pondicherry.
 6. Maruthi Enterprises, Pondicherry.
 7. Shri Amaravathi Waters, Villupuram.
- c) Summer placement - Nil
- d) Faculty exchange and professional development - Nil
- e) Research
- The college has an MOU with the Sivaprakasara Research Centre, Mailam which provides technical support and fellowships to research scholars of the college.
- f) Consultancy - Nil

g) Extension - Nil

h) Publication

- A linkage has been made to publish the articles of the faculty and research scholars in the quarterly magazine published by the Sivaprakasara Research Centre, Mailam. The faculty members of the college are included in the editorial board of the same.

i) Student Placement - Nil

j) Twinning programmes - Nil

k) Introduction of new courses - Nil

l) Student exchange - Nil

m) Any other - Nil

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.

A team of faculty members plan and interact with the institutions and research centers for possible linkages / collaboration.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include. Research, Consultancy, Extension:

Nil

CRITERION - IV

INFRASTRUCTURE AND LEARNING RESOURCES

CRITERION – IV

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 PHYSICAL FACILITIES

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

- The management takes care of overall administration and other development activities of the Institution.
- At the end of every academic year, the management meets the Principal, HODs, Staff members, Students, Parents for the enhancement of infrastructure
- Keeping in view the current dynamics of effective teaching and learning and demands of new courses, the Governing Body makes a policy to create and enhance new infrastructure and renovate the existing infrastructure.
- The College strictly adheres to State and Central government norms in the construction of new buildings. The policy is implemented by the Building Committee.
- In the last five years, huge investments have been made to augment the built-up area, Equipments, Class room furniture, Books and ICT equipments to improve the teaching-learning and research environment.

4.1.2 Detail the facilities available for

a) Curricular and co-curricular activities - classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

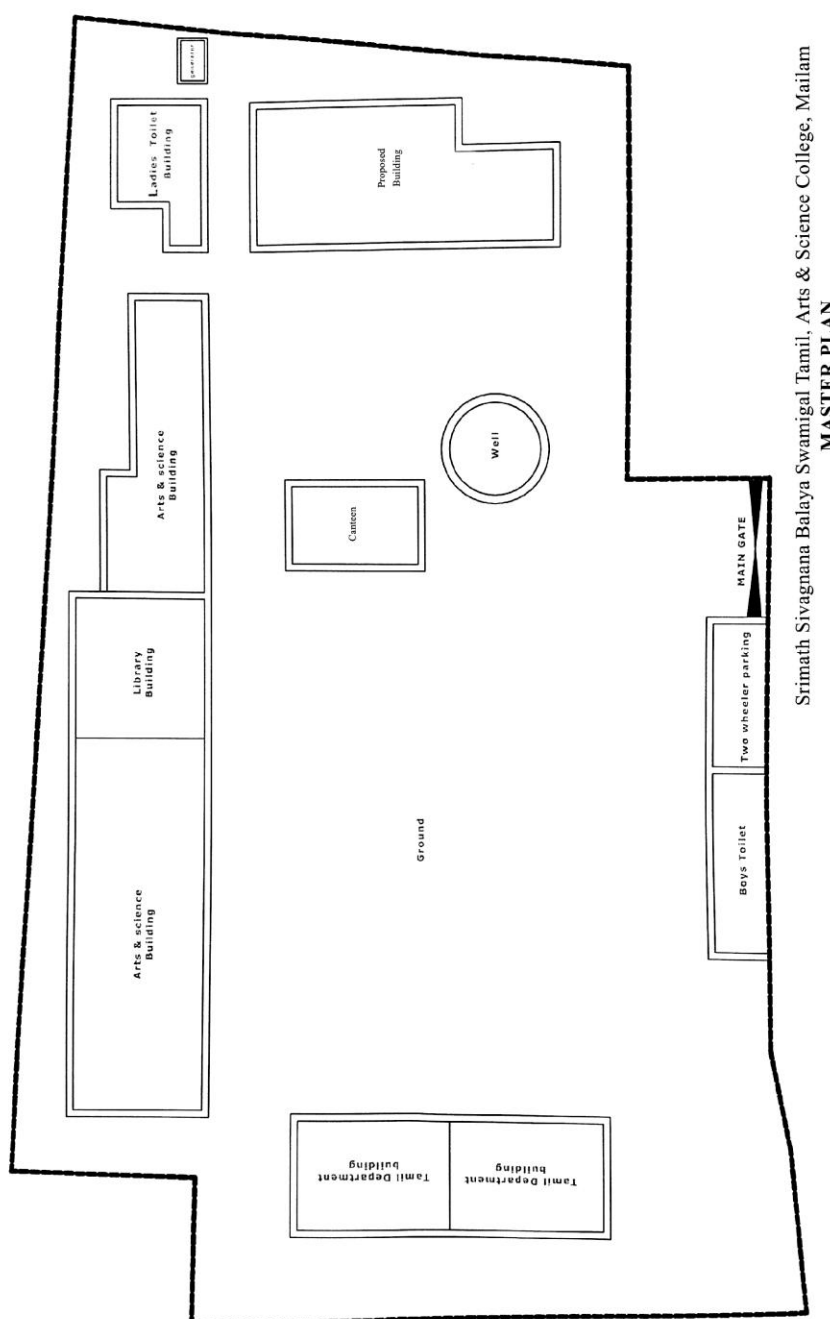
- Well-furnished classrooms.
- Seminar hall cum Auditorium with LCD projector and Air-conditioning.
- Computer Laboratory Air-conditioned with Internet facility and Wi-Fi facility.
- After Class hours and during holidays the Class rooms are used for Coaching Classes like NET/SLET.

b) Extra-curricular activities - sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

- The Institution provides financial support to the students to participate in the competitions such as Volleyball, Badminton, Kabaddi, Kho-Kho, Tennikoit and Cricket.
- Yoga programme is conducted to rejuvenate the students.
- Students are encouraged in Indoor games like Chess and Carom Board.
- AIDS Awareness Programmes, Environmental Awareness and Blood Donation Camps are also organized by NSS, YRC, RRC and CCC.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).

- Plan and optimal utilization of the available infrastructure
- Well furnished Computer Laboratory
- Library
- Server
- Inverters



4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

- The College gives special attention to differently-abled students.
- Making the campus accessible for students on wheel chairs by construction of ramps etc.
- The Institution is committed to accommodate them on the ground-floor, especially front-seating arrangement, comfortable furniture and attendant facility.
- The Library facility is provided to them in the Multipurpose Hall located at the ground floor.
- Separate Library being proposed for both students, research of the college, other Intuitions and public.
- The needs of the physically challenged students are fulfilled by the supporting staffs. The students are given extra attention during the college terminal examinations as well as the final examinations by providing the seats on the ground floor.

4.1.5 Give details on the residential facility and various provisions available within them.

- Residential facility is not available.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

The Institution offers the following provisions to the students

- First Aid Kits.
- Health care awareness programmes.
- RO plant.

4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

S.No	Common Facilities	Availability
1	IQAC	No
2	Grievance Redressal unit	Yes
3	Women's cell	Yes
4	Career Guidance and Counselling Cell	Yes
5	Placement unit	Yes
6	Canteen	Yes
7	Recreational spaces for staff and students	Yes
8	Safe drinking water facility	Yes
9	Auditorium	Yes

4.2 LIBRARY AS A LEARNING RESOURCE

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

College library has a library advisory committee. The members of the committee are

(a) The Principal	-	Chairperson
(b) All Head of the Departments	-	Members
(c) Librarian	-	Member

The functions of the committee are as follows

1. To approve of the annual budget for the library
2. To address issues pertaining to library
3. To make the library student-friendly
4. A special zone is earmarked for e- resources such as CDs, DVDs, Internet browsing facility with Computer systems and also provided with INFLIBNET-N-List facilities.

4.2.2. Provide details of the following:

a) Total area of the library (in Sq. Mts.)

153 Sq.mts

b) Total seating capacity

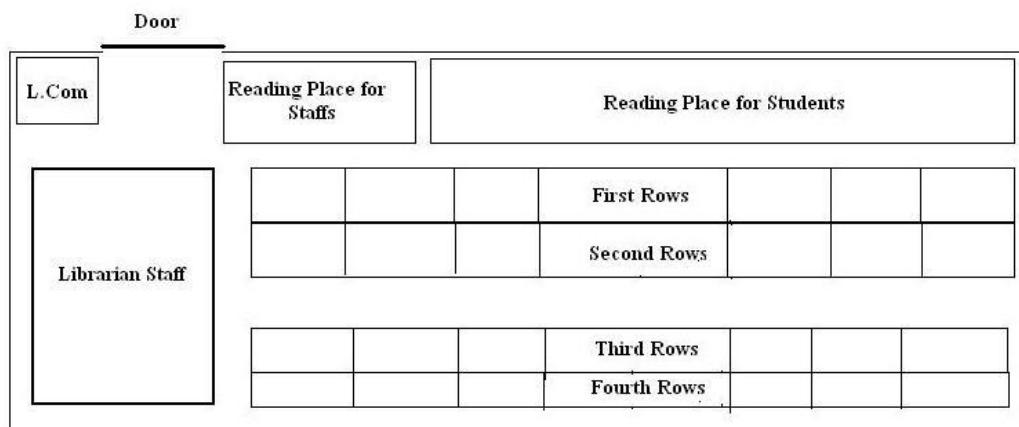
60 No's

c) Working hours

Working days	-	9.00 am to 6.00 pm
Holidays	-	9.00 am to 2.00 pm
Examination	-	9.00 am to 6.00 pm
Vacation	-	9.00 am to 12.00 pm

d) Layout of the Library

- The library has separate reading area for the faculty and students.
- It has a separate computer system using e-resources, periodical and magazine section.
- It also has the archives to document and maintain the history of the institution.



4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

As per the suggestion by the faculty, based on the syllabus revision, books are purchased. Suggestions of the research scholars are also considered during purchase.

Library Holdings	2011 - 2012		2012 - 2013		2013 - 2014		2014 - 2015	
	Number	Amount (Rs.)	Number	Amount (Rs.)	Number	Amount (Rs.)	Number	Amount (Rs.)
Text books	20	1,647	20	1,901	27	3,318	15	2,223
Reference Books	780	73,736	180	23,414	343	27,610	266	18,488
Journals/Periodicals	9/25	8,759/ 3,319	9/38	12,877/ 3,760	9/35	10,851/ 4,792	9/36	19,414/ 7,979

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- OPAC : **Yes**
- Electronic Resource Management package for e-journals : **Yes**
- Federated searching tools to search articles in multiple databases : **Google, Scopus, Reaxys**
- Library Website: Library has no individual website. It uses college website. [http:// www.mailamtamilartscollge.com](http://www.mailamtamilartscollge.com)
- In-house/remote access to e-publications : **Yes**
- Library automation : **It is planned.**
- Total number of computers for public access: **Three**
- Total numbers of printers for public access : **One**
- Internet band width/ speed ☒ 2mbps ☐ 10 mbps ☐ 1 gb (GB)
- Institutional Repository : **Yes**
- Content management system for e-learning: **Nil**
- Participation in Resource sharing networks/consortia (like Inflibnet): **N-list**

4.2.5 Provide details on the following items:

Average number of walk-ins	75 per day
Average number of books issued/returned	45 per day
Ratio of library books to students enrolled	1:18
Average number of books added during last three years	851
Average number of login to OPAC	Not Available
Average number of login to e-resources	10
Average number of e-resources downloaded/printed	5
Number of information literacy trainings organized	Twice a semester

4.2.6 Give details of the specialized services provided by the library

Manuscripts

- The Dissertations of M.Phil and Ph.D. Research Scholars are kept in the Library for reference.

Reference

- A Total number of books 16,204(Text Books-15884 + Reference Books 320)
- 320 Reference Books, 253 back volume journals are available.
- Total No of Journals -27

ILL (Inter Library Loan Service)

- We are providing ILL service from Pondicherry University Library, French Institution Library and Villupuram District Central Library.

Information Deployment and Notification

- Information related to current issues, competitive exams etc., is displayed in the library notice board.
- List of new titles / new arrivals are displayed in the library notice boards and are placed in separate racks for easy access. The concerned lecturers are informed about the same through personal mails.
- Assistance in searching Databases is provided to the users on request.
- Some of the informative websites are displayed in the library notice boards

Internet Access

- Free internet facility is provided to staff and students. They can access and update their subject knowledge through e-learning.

Downloads

- Yes - articles and other academic materials can be downloaded by staff and students.

Printouts

- Print out facility is provided through a network printer to the library users.

Reading list/Bibliography compilation:

- The library provides the reading list depending on the demand. Subject wise Bibliography is provided if the readers require.

In-house/remote access to e-resources

- Access to in-house e-journals is only through LAN.

User Orientation and awareness

- In the beginning of session each and every class of students visit the library.

Assistance in searching Databases

- Assistant librarian assists the staff and students to search the database.

INFLIBNET / IUC facilities

- INFLIBNET – N-Link e-consortia is available to all the faculty and students.

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

- Library Staff assist the students to identify the books in the rack.
- Special instructions are given to the new students about member ship, terms and conditions, issues/refund, of books by the librarian.
- Maintaining library records and log books.
- Internet facilities and e-books support.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

- Special attention is given to differently-abled students.
- In addition to usual books extra books are issued for physically challenged students from the book bank.
- So far no student is enrolled with physically challenged.

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

- The Library gets the feedback through the complaint box in the form of complaints, suggestions and recommendations.

- The Librarian forwards this feedback to the Principal of the committee for appropriate action. Viable decisions are taken based on the suggestions and recommendations.

4.3 IT INFRASTRUCTURE

4.3.1 Give details on the computing facility available (hardware and software) at the institution.

Systems with Configuration

S.No.	System Name	Configuration Of Computer	Quantity
1	IBM Server	Processor IBM XSeries_3400 INTEL(R) XEON(R) CPU E5405@ 2.00ghz ,RAM 1GB ,HDD 500GB, Monitor LENOVO ,L1710,LCD 17"	01
2	INTEL Dual Core Computer	Pentium D 2.93 GHz 1GBDDRRAM / 160 GBSATAHDD (7200 rpm)/ MM keyboard/PCI Onboard Ethernet Card/PCI Onboard Sound Card/ Optical Scroll Mouse/ 17" TFTColor Monitor	60
3	HP LaserJet P1007 Printer	150 DPI	01
4	24 PORT D-Link Giga Bit Switch	1 GB Speed	02
5	08 Port D-Link Switch	1 GB Speed	03

Computers-Student Ratio : 1:1

Standalone facility : 5

LAN facility

S.No.	Lab	No. of Systems
01	Computer Lab	52

Wi-Fi Facility : Accessible to Staff only

Number of Nodes/ Computers with Internet facility

No. of Systems	Provider Name	Bandwidth (Mbps)
52	BSNL BroadBand, Tindivanam	2

Licensed Software

- Maintained by G Computer Puducherry under Annual Maintenance Contract

S.No	List of Software
	System Software
1	Microsoft Windows XP
2	Microsoft Windows Server 2003 Service Pack 1
3	Linux Fedora
	Application Software
4	MS Office 2003 and 2007
5	Turbo C
6	Turbo C++
7	Java JDK1.6
8	Microsoft Visual Basic 0.6
9	Oracle 10G
10	Abode PhotoShop7.0
11	Macromedia Flash 8
12	XAMPP Control Panel

No. of Nodes with internet facility : 52

Any other : Nil

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

- The Staff and Students can access e-journals and e-books and resources from internet in the college General Library.
- Students can access the internet during leisure hours and in the evening.
- All the departments are provided computer facility with internet to access the resources available.
- Students are encouraged to have an e-mail id (preferably g-mail id) in order to form a learning group in Google which helps them to access the resources uploaded in the Google Drive.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

- The Institution has planned to provide laptops to each and every department.
- The bandwidth level of the internet is planned to be increased.
- Additional computer laboratory will be established.

4.3.4 Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (year wise for last four years)

The amount spent for the deployment and maintenance of the computers

Particulars	2011-2012	2012-2013	2013-2014	2014-2015	Total
Computers	1,35,750	2,00,639	5,99,332	4,83,917	14,19,638

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

- Internet accessibility is provided to all the staff members in the evening hours.
- LCD projector is permanently installed in the Air-conditioned Seminar Hall.
- Internet facility and Library is thrown open to faculty members for learning materials.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching) - learning resources, Independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

- The Institution provides internet facilities to the staff members and students which help them to access online resources.
- E – Learning materials are prepared and distributed to the students as soft copies.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

The Institute is not availing this facility.

4.4 MAINTENANCE OF CAMPUS FACILITIES

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

The management regularly allocates funds for repair and maintenance of facilities available in the campus.

Amount Spent (2011-12 to 2014-15)	
Buildings	9,26,537
Furniture	1,15,075
Equipment	1,99,772
Computers	5,65,227
Vehicles	-
Any other	-
Total	18,06,611

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

The College has a separate team to look after the maintenance of the equipments. This team used to carry out the verification at the end of every academic year and submit the same to the management.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

Not Applicable.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

The College has taken the following steps and measures for the maintenance

- Voltage fluctuations are maintained by using generator.
- Purified Water Supply (RO).
- Good team of sweepers and scavengers to keep the campus clean.
- Fire extinguishers are fixed for emergency.
- Xerox machine.

4.4.5 Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

Nil

CRITERION – V

STUDENT SUPPORT AND PROGRESSION

CRITERION – V

STUDENT SUPPORT AND PROGRESSION

5.1 STUDENT MENTORING AND SUPPORT

5.1.1 Does the institution publish its updated prospectus/handbook annually? If ‘yes’, what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes, the college publishes its updated Prospectus and Handbook.

Prospectus

- The updated prospectus and application are issued by the institution at the time of admission of students in UG, PG programme and M.Phil / Ph.D scholars.
- The Prospectus provides information about courses offered by the institution fee structure, College Vision, Mission etc.

Hand book

Every year, the handbook of the institution is issued to all the students and faculty members. It consists of the following details:

- History of the College.
- Address, phone number and fax number of the College.
- Name and Designation of teaching and non-teaching staff of the College.
- Semester wise Working days, Day order and holidays.
- Rules regarding admission fees, attendance particulars, and university rules etc.,
- Rules to be followed by the students in the College.
- Library details.
- NSS, YRC, consumer club activities detail.
- Subject code and subjects name.

Website

The College has a separate website. The Institution has moved electronic data management to provide ready and relevant information and college profile, departments, course offered, etc., and have official institutional website www.mailamtamilartscollege.com.

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The Institution offers Scholarships / Freeships to the economically disadvantaged students seeking for concession on fees.

Year	Details	Amount
2012-13	Scholarships / Freeships	55,000.00
2013-14	Scholarships / Freeships	32,880.00
2014-15	Scholarships / Freeships	3,000.00
2015-16	Scholarships / Freeships	13,600.00
Total		1,04,880.00

5.1.3 What percentage of students receives financial assistance from state Government, central Government and other national agencies?

- Scholarships are facilitated from Government of Tamil Nadu and Central Government to the students belongs to the categories of BC, MBC, SC/ST and Tamil Medium students.
- Last year 37.62% of students receive financial assistance from State and Central governments.

Year	ADW Scholarship		BC/MBC	
	No. of Students	Amount	No. of Students	Amount
2011 - 2012	258	11,75,165	-	-
2012 - 2013	310	14,26,790	-	-
2013 - 2014	315	14,36,685	38	31,195
2014 - 2015	255	15,61,875	-	-

5.1.4 What are the specific support services/facilities available for?

Students from SC/ST, OBC and economically weaker section

- As per the government norms preference is given to SC/ST, OBC students in admission.
- Students from economically weaker sections are also given admission.
- Scholarships from government sector and other agencies are facilitated for the students belong to SC/ST, OBC.
- Management is also giving concession on fees for the students of economically weaker sections.

Students with physical disabilities

- Preference is given to physically challenged candidates in admission.
- The College sees to that the physically challenged students for their regular academic activities confined themselves to the ground floor only.
- The Institution has specially built ramps for the students with physical disabilities.

Overseas students

Not applicable

Students to participate in various Competitions/National and International

- PG Students, M.Phil./Ph.D., are encouraged to participate in National / International Seminars and Competitions.
- Financial assistance is provided to deserving students to attend Competitions / Seminars.
- In addition the College also organizes Competitions / Seminars at National level.

Medical assistance to students: health center, health insurance etc.

- Yes, Medical Centre is available in College Campus. In case of Critical emergency, the institution avails the facilities of the Government Hospital in Mailam.

Organizing coaching classes for competitive exams

- Coaching Classes for SLET/NET are conducted for the students of PG & M.Phil.

Skill development (spoken English, computer literacy, etc.,)

- The Department of English organizes Spoken English classes for the undergraduate students.
- Special training is given to students of non-computer science courses to enable them to meet the requirement of the employers.
- Training programmes are arranged to enhance their literary skills in Tamil Language.
- Placement Cell of the college also organizes skill development programme on Personality Development.

Support for “Slow learners”

- Special classes and periodical tests are conducted for the slow learners.

Exposures of students to other institution of higher learning/Corporate / business house etc.,

- Students of Computer Science are taken for industrial visits.
- Students of Commerce regularly visit business houses and corporate offices.
- Students of Department of Tamil regularly take part in programmes organized by Central Institute of Classical Tamil, Chennai.

Publication of student magazines

- The College publishes an annual magazine where students contribute articles.
- Magazines are also published by individual departments.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

- To promote Entrepreneurship Seminars / Workshops are organized for the students.
- Students got motivated and started their own business.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

- The Institution encourages the students to participate in various extracurricular activities.
- In each department a staff member assigned the duty of selecting and escorting students for Competitions / Sports and games conducted in other institutions.
- The Institution also organizes inter-departmental competitions for exhibiting the inherent talents of the students.
- Intramural sports and games are conducted.
- Annual sports day is conducted every year.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive examinations, give details on the number of students appeared and qualified in various competitive examinations such as UNIVERSITY GRANTS COMMISSION-CSIR- NET, UNIVERSITY GRANTS COMMISSION-NET, SLET, ATE /CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.,

- Coaching Classes for SLET/NET are conducted for the students of PG & M.Phil.
- Placement Cell displays advertisements and circulars on competitive examinations regularly.
- Placement Cell of the college organizes skill development programme to appear for competitive examinations.

S. No.	Examinations	No. of students who passed				Total	
		2011-12	2012-13	2013-14	2014-15	Appeared	Passed
1	SET	1	1	-	-	26	2
2	NET	2	1	-	2	17	5
3	CICT-JRF	-	-	1	1	4	2
4	TRB	11	14	29		100	54
5	Others	-	-	1	1	--	2

5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.,)

- Academic counseling is given by the respective class teachers.
- Students are given personal counselling by senior faculty whenever need arises.

- Personal and Psycho-social counselling are given to girl students by Women Development Committee.
- Programme on Career counseling organized by Placement Cell.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

- A Placement Cell with a part-time Placement Officer is available for career guidance and placement.
- Placement Cell displays advertisements and circulars on competitive examinations regularly.
- Placement Cell of the College organizes Skill Development programme on Personality Development and Interview Skills.

The details of placement are as follows:

Academic Year	Employer	Programme	% of students
2013	Sri Krishnasamy Reddiar Educational Trust School, Cuddalore	M.Phil. Tamil M.A. Tamil B.Lit. Tamil	7.5
	Eureka Forbes Limited, Chennai	B.Sc. CS, BCA, B.Com.	36.84
2014	ISSM School, Chennai	B.Sc. CS, BCA, B.Com., B.A. English, B.Lit. Tamil	18.07
	Four Square Solutions, Chennai	B.Sc. CS, BCA,	90.47
2015	Eureka Forbes Limited, Chennai	B.Sc. CS, BCA, B.Com., B.A. English	52.38
2016	Eureka Forbes Limited, Chennai	B.Sc. CS, BCA, B.Com., B.A. English, B.Lit. Tamil	24.24

5.1.10 Does the institution have a student grievance redressal cell? If yes, list the grievances reported and redressed during the last four years.

Yes, the Institution has a Student Grievance & Redressal Cell. The Principal and few senior staffs are available to address the grievances of the students in their free time. The Students can bring their problems to them directly or through their student representatives who are members of the Student Council. Periodical meeting are Conducted at every end of the month. All kinds of problems faced by them, in the teaching or administrative areas are addressed promptly. A complaint box for anti-ragging is kept near the Principal's office for easy approach by the students. The complaint box is opened frequently and the issue is discussed by the committee in the presence of the principal.

Grievances addressed in the last five years

There is no major grievances reported in the last four years

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The College constituted a committee for the prevention of sexual harassment at work place. The principal of institution is head of the committee, followed by three senior most women professors. A staff member from each department would be member in the committee. The committee is keenly watching the issues and initiate corrective action in this regards. The student's grievance cell is also solving the student's dispute and grievances as and when the problems arise.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Yes, the College has an anti-ragging committee. No complaints have been reported so far.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

- Fees waiver
- Free education
- Lodging
- Common RO drinking water facilities
- Canteen facility
- Library – Department wise Internet facilities

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

- Academe has a registered Alumni Association on 21.11.2011.
- It restores and sustains the former glory of the academic, sporting and moral excellence of the college.
- The aim is to bring all the alumni together to provide a common forum to deliberate on matters concerning the members and college.
- Alumni meeting are conducted every year.
- This Institution has produced a good number of professors, teachers, administrative officers etc., to the society.

The following faculty members are Alumni of this college.

Name	Occupation	Department
U. Dhandapani	Retired head master	Tamil
S. Thirunavukkarasu	Retired principal	Tamil
R. Laksharaman	Retired principal	Tamil
K. Vinayagam	Retired principal	Tamil

P. Kuppusamy	Head master	Tamil
S. Thangavel	Retired head master	Tamil
R. Karunanithi	Retired Tamil Pandit	Tamil
K. Nachinar kiniyan	Head master	Tamil
S. Thirunavukkarasu	Vice principal	Tamil
R. Mahalakshmi	B.Sc	Computer science
S. Lana Ajith Prabakaran	B.Com	Commerce

5.2 STUDENT PROGRESSION

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Department	Progression	Academic Year			
		2011-2012	2012-2013	2013-2014	2014-2015
B.Lit.	UG to PG	60.9%	47.82%	35.6%	28.8%
	PG to Ph.D.	88.23%	21.8%	13.6%	18.18%
	Employment on Campus	-	-	3%	-
	Employed off Campus	-	-	-	-
B.Com	UG to PG	37.3%	43.1%	57%	63.7%
	PG to Ph.D.	-	-	-	-
	Employment on Campus	-	2%	5%	7%
	Employed off Campus	-	-	-	-
B.Sc	UG to PG	33.3%	56%	44.9	51%
	PG to Ph.D.	-	-	-	-
	Employment on Campus	-	4%	6.5%	8%
	Employed off Campus	-	-	-	-
B.C.A.	UG to PG	73.52%	57.69%	36%	51.2%
	PG to Ph.D.	-	-	-	-
	Employment on Campus	-	3%	6%	5%
	Employed off Campus	-	-	-	-
B.A.	UG to PG	-	-	73%	62%
	PG to Ph.D.	-	-	-	-
	Employment on Campus	-	-	-	-
	Employed off Campus	-	-	3%	4%

5.2.2 Details of the programme wise pass percentage and completion rate for the last four years (cohort wise/Batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

The result analysis of the students for the last four years:

Course-Wise Details Pass Percentage				
Course	2011-2012	2012-2013	2013-2014	2014-2015
UG Courses				
B.Lit. Tamil	100	100	100	100
B.Com Commerce	61.29	82.46	85.7	98.3
B.Sc., Computer Science	91.6	82	95.12	100
BCA	91.17	80.76	75.55	91.48
BA English	-	-	81.6	82.9
PG Courses				
MA Tamil	100	94	98	100
M.Com.	-	100	100	-
Research Programme				
M.Phil., Tamil	100	100	100	100

- The College is performing better than the nearby institutions.

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

- The students are motivated to pursue higher education.
- A Placement Cell with a part-time Placement Officer is available for career guidance and placement.
- Placement Cell displays advertisements and circulars on competitive examinations regularly and it organizes skill development programme on Personality Development and Interview Skills.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

- Special classes and remedial classes are arranged for the academically weak students.
- To avoid drop outs, long absentees and their parents are contacted over phone/letter.
- If the drop out is due to personal problems, counseling is given both to the parents and the students.

5.3 STUDENT PARTICIPATION AND ACTIVITIES

5.3.1 List the range of sports, games, cultural and other extra-curricular activities available to students. Provide details of participation and program calendar.

Sports & Games

- The College provides facilities for Athletics, Football, Volleyball, Badminton, Cricket, Kabaddi, Kho-Kho, Tennikoit, Throwball, Chess and Carom.

Cultural Activities

- Students can participate in competitions and cultural activities organized to mark Annual Day, Founder's Day, Pongal Festival, and other celebrations.

Extra-curricular activities

- The College organizes intramural sports and games to mark Sports Day.
- The Institution has organizations such as Youth Red Cross (YRC), National Service Scheme (NSS), Red Ribbon Club (RRC) and Citizen's Consumer Club (CCC) through which students participate in social service activities.

The details of the activities will be available planned in the beginning of the academic year.

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

S.No	Student Name & Class	Competition	Prize
1	Mr. L. Pachaiappan - II B.C.A.	"DEBUGGING" by Sri Aravindar Arts & Science College, Puducherry in "SACICON FEST 2016" (20.02.2016)	First
2	Mr. L. Pachaiappan - II B.C.A.	"BUGS SMASH" by Sri Manakula Vinayagar Engineering College, Puducherry in "DREAMS ' 16" (17.03.2016)	Second
3	Mr. R. Ragulan - II B.Lit.	"ORATOR" by Tamil Research Department, Villupuram	Second Rs. 7000/-
4	Mr. R. Ragulan - III B.Lit.	"ORATOR" by Aachi and Sakthi Masala, Villupuram in "The Planning for future"	Rs. 1000/-
5	Mr. R. Ragulan - III B.Lit.	State Level Elocution Competition by Poorur Aatheenam – Kovai in "Valar Tamil Iyam"	First prize in Villupuram District

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

- A structured feedback form is distributed to all the students to collect feedback on teachers' quality, curriculum and infrastructure.
- The Information from the feedback are analyzed and informed to the teachers and management to improve the performance and quality of the institutional provisions.

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

- The College encourages its students to publish their articles in the college magazines.

5.3.5 Does the college have a Student Council or any similar Body? Give details on its selection, constitution, activities and funding.

- The Institution does not have a student council separately. However, meeting of the representatives of the classes are conducted periodically.
- The representatives are selected on the basis of their academic performance and leadership quality. Both male and female students will be included as representatives.
- The representatives will assist the management and staff members in the student's related activities.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

- Students' Grievance and Redressal Cell
- Anti-Ragging Committee
- Committee against Sexual Harassment
- Women Development Committee
- Library Committee
- College Magazine Committee

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

- The Institution organizes alumni meet and obtain opinions and suggestions from them on the academic and co-curricular activities of the institution.
- The Retired teachers are called in for planning meetings and their valuable advices are taken into consideration.
- The retired teachers are also invited as resource persons for programmes.

5.3.8 Any other relevant information regarding student support and progression which the college would like to include.

- The College is planning to provide transport facility for the students.
- The College is planning to build separate library being proposed for both students, research scholars of the college, other Institutions and public.

CRITERION - VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

CRITERION - VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 INSTITUTIONAL VISION AND LEADERSHIP

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

Vision

- This College is very unique to pursue the student to advance in frontiers of knowledge for betterment of human kind with purposeful life.
- To mould every Students to become responsible citizens and leaders for decision making and scholarly productivity.
- To provide quality education at higher level to the students of economically and socially deprived section of this area.
- To infuse knowledge with values shape character and promote the students to compete and meet the challenges of this competitive world.

Mission

Education is grounded in the quest of Intellectual freedom, Social justice, development of Critical and Creative thinking to transform the society to meet individual and societal needs with traditional values Faith, Charity and Scarifies to build a Society.

- To help the Society and the Nation for its development and achievement.
- To create discipline and dignity together with creative talent.
- To impart quality education and to enable the students to bring a desirable result in their development.
- To identify every piece of their talent and channelize to mould their holistic personality.
- To transform every students to do their best in all possible ways.

Both the Vision and Mission of the Institution is in tune with the objectives of the Higher Education policies of the nation.

The Institution, through its Academic, Extension and Extra-curricular activities, helps the students to acquire knowledge, inculcating values, imbibing good citizenship, culture, and developing life skills. The College reaches out and helps the economically weaker sections, differently-abled students. The Location of the college is well surrounded by a number of villages and so the rural students are able to get admission both in aided and self-financing mode. The College provides the institutional scholarship and facilitates to receive government scholarship, agricultural scholarship etc., to the rural students through which the higher education for rural students is assured.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The Management provides required infrastructure for proper functioning of the institution. They are highly committed and dedicated to the service of catering to the requirements of higher education. The principal along with the faculty members plan and propose policies to promote the quality of education to the management. The management duly considers the suggestions from the principal and the faculty.

6.1.3 What is the involvement of the leadership in ensuring?

- **The policy statements and action plans for fulfillment of the stated mission**
- **formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**
- **Interaction with stakeholders**
- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**
- **Reinforcing the culture of excellence**
- **Champion organizational change**

The Management believes in democratic approach and solicits the active participation and involvement of both teaching and non-teaching. The management follows open door communication system and often meets the principal, faculty members and students to come up with their suggestions and grievances. The Secretary of the college meets the parents of the students to obtain their feedback and suggestions. The members of the management meet the employers and industrialists for the development of the institution. The action plans are prepared under the guidance of Principal and Heads of the Departments and considered for implementation by the management.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The Management meets the principal, the heads of the departments, the faculties and the students periodically to monitor and review the activities. Senior faculties from other institutions are invited by the management to evaluate the activities of the institution and plan for the improvement.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

Complete freedom is provided to the Principal and Faculty members by the management to deal with the academic matters. Committees are constituted to deal with the academic activities for which faculty members will be the coordinators.

6.1.6 How does the college groom leadership at various levels?

Various committees are formed by appointing the senior faculties as heads of the committees. The institution has formed the following committees in the academic year 2015-2016

- Anti-Ragging Committee.
- Attendance Committee.
- Discipline Committee.
- Planning Committee.
- Sex-Harassment Committee.
- Students' Grievance & Redressal Committee.
- Women Development Cell.
- Library Committee.
- Sports Committee.
- Guidance and Counseling Committee.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

- The activities of the college are planned by the Principal in association with the heads of the departments who in turn plan and execute the activities of the department with the respective faculty members.
- Academic responsibilities are fairly divided among all the teaching faculties.
- Various committees are constituted and their activities are planned and executed by the members of the respective committee to ensure operational autonomy.

6.1.8 Does the college promote a culture of participative management? If yes, indicate the levels of participative management.

The Management is open for discussion with the teaching and non-teaching staff for the improvement of effective and transparent administration. Faculty members who are part of the committees can express their views freely. Senior as well as junior faculty members and students are given opportunities in committees to ensure participative management. Trust Committee, Alumni Association and Retired professors Association, local bodies Association are also expression their views to promote the management.

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

The Vision and Mission of the college state the quality policy of the institution, which is developed by analyzing the needs of the society. The policies are made known to all the stakeholders of the institution and the principal and the faculty members are insisted upon to comply with the same. The management and the Principal regularly monitor, evaluate the quality.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

The Head of Departments and the faculty members co-ordinate and plan their individual departmental activities and submit it to the Principal. The department plans are compiled to prepare the plan for the institutional development. While preparing the plan the vision and mission of the institution is taken into consideration. The departmental reports, self-appraisal reports, college annual reports, directives from the government, etc., are used as the base for future plan of action.

6.2.3 Describe the internal organizational structure and decision making processes.

The Institution is managed by Murugan Senthamil Kazhagam. And the administration is managed by two committees namely Trust Committee and College Committee.

TRUST COMMITTEE

S.No	Name	Designation
1	Sri Sivagnana Balaya Swamigal 20 th Pontiff Srimath Sivagnana Balaya Swamigal Thirumadam, Mailam.	Chairman & Managing Trustee
2	Mr. S. Viswanathan Secretary Sri Sivaprakasa Swamigal Higher Secondary School, Mailam	Member
3	Mr. N. Nagalingam No. 135/1A, Block, No. 6, Duraiswamy Street, Maruthi Avenue Nemili, Cromptet, Chennai- 44.	Member
4	Mr. R. Sivakumar No. 30/60, Aringar Anna Mel Street, Villupuram.	Member
5	Mr. S. Maduraiveeran Landlord, Sannathi Street, Mailam-604304	Member

COLLEGE COMMITTEE

S.No	Name	Designation
1	Mr. S. Viswanathan Secretary Sri Sivaprakasa Swamigal Higher Secondary School, Mailam	Chairman
2	Sri Sivagnana Balaya Swamigal 20 th Pontiff Srimath Sivagnana Balaya Swamigal Thirumadam, Mailam.	Secretary
3	Mr. R. Sivakumar No. 30/60, Aringar Anna Mel Street, Villupuram.	Member

4	Mr. S. Maduraiveeran Landlord, Sannathi Street, Mailam-604304	Member
5	Smt. S. Vijayakanthi, Associate Professor, Department of Tamil, Srimath Balaya Swamigal Tamil, Arts & Science College, Mailam	Member
6	Thiru. S. Thirunavukkarasu, Assistant Professor, Department of Tamil, Srimath Balaya Swamigal Tamil, Arts & Science College, Mailam	Member
7	Thiru. D. Gopinath, Assistant Professor, Department of Computer Applications, Srimath Balaya Swamigal Tamil, Arts & Science College, Mailam	Member
8	Thiru. S. Subramanian, Assistant Srimath Balaya Swamigal Tamil, Arts & Science College, Mailam	Member

The Heads of Departments and the faculty members co-ordinate and plan their individual departmental activities and submit it to the Principal. The department plans are compiled to prepare the plan for the institutional development. The plan is discussed and finalized by the college committee and approved by the trust committee.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

Teaching learning

The Teaching - learning process is facilitated through qualified, trained and experienced faculty members. Apart from class-room teaching, students are encouraged to use library and internet facilities. Teaching learning process is monitored on a regular basis. The teaching and learning process is reviewed by head of the department for the concerned teaching faculty and the curriculum.

Research and Development

The Institution gives vital importance to research. Both the students and faculty are encouraged to apply for research projects. All the departments are motivated to conduct seminars at regular intervals. The college promotes the research activities by sending the staff and students to seminars and conferences, presenting and publishing papers.

Community Engagement

Various programmes are organized in the college by the units of NSS, YRC, RRC, and CCC to serve the community. The NSS Unit and YRC of the college render yeomen service to the community in and around the college. In order to conduct awareness programmes on AIDS, the most disastrous disease in the world, the college has established RRC. CCC is functioning in the college which takes the role of empowering the consumers to obtain information about their rights and responsibilities

List of programmes organized by the college

- Blood donation camps
- Awareness on evils of plastic materials
- Awareness on evils of drug and alcohol
- Awareness on terrorism and violence and
- Awareness on importance of blood donation
- Awareness on government scheme among the rural people
- AIDS/HIV awareness
- Traffic regulation
- Environmental protection
- Human Rights violation and its solution
- Life style disease and its management

Human Resource Management

Staff members are allowed to attend orientation programmes and refresher courses organized by the Human Resource Development Centers of the UGC. Staff members are encouraged to undergo additional courses and obtain degrees. Teaching faculties are encouraged to do research and publish papers. Staff development programme are conducted to enrich their skill.

Industry Interaction

- Experts are invited from various industries to deliver guest lectures.
- Industrial visits are arranged for the students.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The College collects feedback on regular basis from students on Quality of Education, Provision of resources etc. After consolidation the feedback is forwarded to the management through the principal. Based on the feedback, improvement plan on various aspects is initiated.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The Management through the Principal involves the staff members in various activities related to the development of the college by including them in various committees. The principal and management appreciate the involvement of the staff in staff meeting and annual day functions.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The Trust Committee members of the institution have met last on 16.01.2016 and discussed on the following aspects:

1. To fill the Teaching, Librarian and Office-Assistant positions in the academic year 2015-16.

2. To introduce M.Sc. Computer Science, M.Phil. Commerce & Ph.D. Commerce from the academic year 2016-17.
3. To apply for NAAC Accreditation.

The above resolutions have been implemented.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If yes, what are the efforts made by the institution in obtaining autonomy?

Yes, the college plans to apply for obtaining Autonomous Status in the near future.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

The College has a Grievance and Redressal Cell for students which receive grievances are from the students. The students also communicated their suggestions/complaints through the suggestion box kept in the campus. The complaint and grievances are redressed by the committee.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

Nil

6.2.11 Does the institution have a mechanism for analyzing student feedback on institutional performance? If Yes, what was the outcome and response of the institution to such an effort?

Feedback from the students is collected on the performance of the institution and the suggestions are considered for further action.

6.3 FACULTY EMPOWERMENT STRATEGIES

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

- Staff members are deputed for Orientation and Refresher courses.
- The College regularly conducts Seminars, Conferences and Staff development programme.
- The faculty members are encouraged to participate in various State/National/International seminars and conferences and present papers.
- Departmental Seminars/Workshops are regularly conducted.
- Experts from the institutions are invited to address the faculty members.
- Faculty members are encouraged to take up research projects.
- College organizes computer training program for the non-teaching staff members of departments.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

- The Principal holds regular meetings with faculty members to get feedback on the progress made on the planned programs.
- Staff development programme are conducted for training the staff members in teaching and leadership skills.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

- The Self appraisal on performance by the staff members are done annually.
- The Management also conducts performance appraisal of the staff members.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

- The Management analyzes the performance appraisal of the faculty by an expert committee.
- The outcome of the review of the appraisal is communicated to the staff for improvement.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

- Medical Benefit -Medical Dispensary during full working hours is provided.
- One doctor with nurse has been appointed to provide service periodically.
- PF – Provident Fund is provided to all Government-Aided staffs & Self-financing staffs
- Gratuity – Applicable to Government-Aided staffs
- Insurance - Applicable to Government-Aided staffs
- Housing & Education Loan - Housing Loan and Education Loan is provided as per the norms
- Festival Bonus and special advances –Applicable to Government-Aided staffs
- Maternity Leave with pay - For female faculties, for their first baby, 3 months maternity leave will be given with salary.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

- Faculty members are encouraged to pursue higher studies.
- Duty leave is available for research related activities.

6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

6.4.1 What is institutional mechanism to monitor effective and efficient use of available financial resources?

- Annual budget is prepared at the beginning of every year.
- The Trust Committee of the college plans and monitors the effective use of financial resources.
- Purchase of equipments or other major items for laboratories is proposed by the department committee.
- All the heads of the departments prepare the budget and requirement details for their departments.
- The Principal forward the requirement to the management and it is approved by the Secretary.
- Financial audit is conducted annually.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

- The Accounts of the College are audited regularly as per the Government rules. An internal auditor audits our accounts every quarter.
- The Internal auditor checks receipts with fee receipts and payments with vouchers and necessary supporting documents. He also ensures that all payments are duly authorized.
- The External auditor conducts statutory audit at the end of the financial year.
- The Last audit was done for the financial year ended 2014-2015.
- There was no audit objection.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and reserve fund/corpus available with institutions if any.

- Being a Government-aided college, this college gets financial assistance from the Government of Tamil Nadu for the aided courses.
- Tuition fee is the major source of income from Self-financing students for this institution to meet out the expenses.
- Audit income and expenditure statements are enclosed.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

- The Institution has got 12B status recently.
- The Institution has received funding from Central Institute of Classical Tamil, Chennai for conducting seminars and conferences and for fellowship to the research scholars.

6.5 INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

- There is no Internal Quality Assurance Cell established in the college as we are applying for the first cycle.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If yes, give details on its operationalisation.

The Institution follows the guidelines for the syllabus, pattern of examination and passing criteria.

The college with the help of various committees plans the following activities:

- Internal Examination schedule
- Tutorial schedule
- Annual academic calendar
- Workload plan and allocation of resources
- Class wise time table

CRITERION - VII

**INNOVATIONS AND
BEST PRACTICES**

CRITERION – VII

INNOVATIONS AND BEST PRACTICES

7.1 ENVIRONMENT CONSCIOUSNESS

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

The Institute is conducting the green audit in its campus. The Institute ensures Plastic free environment. The NSS unit of the institute organizes various environmental welfare programmes such as, College campus Cleaning programme, Planting Saplings in the College campus.

7.1.2 What are the initiatives taken by the college to make the campus eco-Friendly?

- **Energy conservation**
 - **Use of renewable energy**
 - **Water harvesting**
 - **Check dam construction**
 - **Efforts for Carbon neutrality**
 - **Plantation**
 - **Hazardous waste management**
 - **e-waste management**
- Plantation of trees in the college campus.
 - Rain water harvesting is installed.
 - Herbal plants are planted in the campus.
 - Avoiding the use of plastics.

7.2 INNOVATIONS

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

- Audio visual aids/LCD projectors, PowerPoint presentation used for an effective teaching learning process.
- Teachers have encouraged group activities of oral drills. Contextualization, dramatization and personalization have been incorporated to facilitate speaking skills. Language skills is seen an effective tool to bring social change.
- Students are encouraged to write stories, poems and essays on their own interest to develop the creativity.
- Post graduate students have been guided to undertake competitive exams Like UGC NET, SLET and encouraged to practice question paper in English for competitive exams.
- Bridge course are taken for the I Year Students to develop various skills.
- The Women Development Committee of the college by functions efficiently extending support to girls students through counseling and mentoring.
- Conducting centralized model examinations.
- Graduation Day is celebrated with solemnity.

- Result analysis is conducted by the Head of the Institution after each semester and remedial classes are conducted for the slow learners.
- Department-wise subject associations are functioning effectively to create interest in the subject.
- Maintaining and following Tamil tradition and culture.
- Development of student's competency and integrating institutional and industrial needs.
- Experts from various colleges and University are invited to share their knowledge and real time experience through guest lectures.
- Holistic approaches in education.
- Oriented towards life-long learning.
- Technology - Enhanced Teaching and Learning
 - a. Website for subjects- e-Resources.
 - b. Audio and Visual Lab.
 - c. A college premise has Wi-Fi connectivity.

7.3 BEST PRACTICES

Practice – I

1. Title of the Practice

Weekly Research Colloquium in Tamil.

2. Goals

The aim of this practice is to provide students an opportunity to participate in seminars and present their research papers.

3. The context

The Colloquium focuses on topics related to Tamil Language and Literature. The students are provided a rich platform to disseminate the information which they intent to provide.

4. The Practice

The Colloquium is arranged for the students of M.A. and M.Phil & Ph.D. Research scholars of Tamil Department. The students select the research topics, prepare it and present the same on the dais. They will be guided by the faculty members. This practice motivates the students to participate in National/International level seminars and conferences in the college and other states.

5. Evidence of Success

As a result of this practice, the students select the institution for their further research. It is evident from the enrollment of M.Phil/Ph.D. Research programmes in Tamil. The research scholars of this institution become the resource persons of the colloquiums.

6. Problems Encountered and Resources required

No serious problem is encountered.

Practice – II

1. Title of the Practice

Monthly Research Colloquium in Tamil.

2. Goals

This practice aims at developing the research interest in the minds of the research scholars by arranging special lectures.

3. The context

Monthly research colloquium is a literary forum where the eminent speakers from various parts of the state are invited as resource persons and deliver lectures on topics pertaining to Tamil Literature.

4. The Practice

This research colloquium paves the way for the researchers to get the expertise of research areas in Tamil Sangam Literature. They get an opportunity to meet eminent personalities and discuss about recent trends.

5. Evidence of Success

The Alumni of the Institution are invited as the resource persons of the programmes organized in the institution.



Department of Tamil conducted Special Seminar

6. Problems Encountered and Resources required

No serious problem is encountered.

Practice – III

1. **Title of the Practice**

Daily Prayer (Assembly).

2. **Goals**

The aim of this practice is to encourage all the staffs and students to gather at one place that motivates them to be disciplined to come to college on time. The prize winners of the competitions and events are honored in the assembly which motivates the students to participate in various events.

3. **The context**

The students and staffs are aware of the activities of the college. This get-together helps to avoid discrimination and student unrest as there is familiarity with one another.

4. **The Practice**

This practice has been followed in the institution since its inception in 1938. The institution conducts the assembly daily at 9.50 a.m. The daily assembly comprises:

- Prayer Song in Tamil.
- Thiruvempavai and Thiruppavai songs by students during Margazhi (Tamil Month).
- Honouring the Achievers (Both faculty & students)
- Student talk about a celebrity.

5. **Evidence of Success**

Communication gap is bridged by the general assembly and thus the smooth running of the Institution is ensured. Academic, placement and co-curricular information reach the students. It creates an amicable upbringing and holistic development of the students so that they evolve as benign human beings and responsible citizen.



General Assembly

6. **Problems Encountered and Resources required**

Latecomers are not allowed to attend the assembly and they are advised to come on time and attend prayer meeting.

Practice – IV

1. Title of the Practice

Weekly Seminar in English.

2. Goals

To develop the communication skills of the students.
To identify their strengths and empower them.

3. The context

Weekly Seminar focuses on topics pertaining to English Language and Literature. It motivates the students to get abreast of latest topics as the topics are selected from the prescribed syllabus.

4. The Practice

The Seminar encourages the students to develop their communication skills. It is mandatory that each and every student of the department has to deliver one speech or the other on topics pertaining to English language and literature.

5. Evidence of Success

The Students of the institution effectively communicate among peer groups.



Department of English conducted Weekly Seminar on 22nd sep 2015

6. Problems Encountered and Resources required

Students from rural background suffer initially. They are identified and remedial measures were taken up.

Best Practice –V

1. Title of the Practice

Extension Activity for students

2. Goal

Extension activities are made mandatory for the students to promote Community linkage, Social Responsibility, Interaction with the people and Problem Analyzing and Solving Skills.

3. The Context

In Contemporary society, the students are highly ignorant about the problems of the society where they live. Therefore, it is realized that the students must be sensitized about the society and extension activities are made mandatory for them.

4. The Practice

- NSS, Youth Red Cross Society, Consumer Citizen Club are functioning in the College and they involve the students in the activities like Field work, AIDS awareness Programme, Medical camp, blood denotation camp etc.
- We are conducting yoga classes for the students twice in a week.
- Collecting sponsors and donations for relief and rehabilitation of people affected by Natural calamities.
- We are celebrating Pongal function, Annual day function, Convocation function, Founder day and Sivaprakasara Vizha in our college.
- Celebrating the national days like Republic day, Independence Day, Consumer Citizen Club, Youth day, World tourism day, Women's day, Teachers day, World Cleaning day and NSS day.

5. Evidence of success

- Students realized the challenges faced by the school drop outs in society. They have also realized the value and importance of education for their upliftment. As a result, the dropouts from is reduced to a large extend.
- The students develop the quality of integrity through the extension activity.
- Student participation in various socio-cultural activities has greatly increased.



Inauguration day "Consumer Citizen Club"
on 25-10-2015



Teachers Day Celebration on Sep 5th 2015



Pongal Celebration on 13-01-2015



Youth Day Celebration rally



Independence Day celebration



Dengue Awareness rally



World Yoga Celebration

6. Problems Encountered and Resources Required

Fund mobilization to organize events of the clubs is the major problems for the college.

EVALUATIVE REPORTS OF THE DEPARTMENTS

DEPARTMENT OF TAMIL

Evaluative Report of the Department

1. Name of the department : **TAMIL**
2. Year of Establishment : **14-07-1938**
3. Names of Programmes / Courses offered:

S.No	Course	Department	Year
1	UG	B.Lit.	1980 – 1981
2	PG	M.A. Tamil	2002 – 2003
3	M.Phil	M.Phil. Tamil	2005 – 2006
4	Ph.D	Ph.D. Tamil	2005 – 2006

4. Names of Interdisciplinary courses and the departments/units involved:

Computer Science, Soft Skills

5. Semester/choice based credit system (CBCS):

S. No.	Course	Annual / Semester / Choice Based Credit System
01	B.Lit.	Semester & CBCS
02	M.A. (Evening)	Semester & CBCS
03	M.Phil.	CBCS
04	Ph.D.	Annual

6. Participation of the department in the courses:

**Non-major / Elective Paper is provided to all UG & PG students.
Computer Science, English**

7. Courses in collaboration with other universities, industries, foreign institutions, etc.:

We assure that in future we will launch on MoU with nearby university like Pondicherry Central University and Anna University.

8. Details of courses/Programmes discontinued (if any) with reasons:

Nil

9. Number of teaching posts

Staff Members	Sanctioned	Filled
Professors	--	--
Associate Professors	1	1
Asst. Professors	5	5

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. Ph.D./M.Phil. etc.,)

Sl. No.	Name	Qualification	Designation	Specialization	No. of Years of Experience	No .of Ph.D. Students Guided for the Last 4 years
1	S.Vijayakanthi	M.A,M.Phil, Ph.D	Associate Professor	Bakthi Literature&Grammar	17	Guiding – 7
2	S.Thirunavukkarasu	M.A,M.Phil, Ph.D	Assistant Professor	Tamil Grammar& Linguistics	12	Guiding – 1
3	U.Sivasubramanian	M.A,M.Phil,	Assistant Professor	Bakthi Literature	10	-
4	R.Kumar	M.A,M.Phil	Assistant Professor	Modern Literature	9	-
5	N. Kanchana	M.A.,M.Phil., Ph.D	Assistant Professor	Grammer & Sangam Lit.	4	-
6	A. Sathish	M.A., Ph.D	Assistant Professor	Grammer & Sangam Lit.	4	-
7	R. Valli	M.A,M.Phil., Ph.D.	Assistant Professor	Sangam Literature	8	-
8	K. Latchoumydevi	M.A,M.Phil, Ph.D	Assistant Professor	Bakthi Literature	8	-
9	D. Amaradeepa	M.A,M.Phil,Ph.D	Assistant Professor	Sangam Literature	6	-
10	I. Tamilarasi	M.A,M.Phil	Assistant Professor	Bakthi Literature	4	-
11	K. Vimala	M.A,M.Phil	Assistant Professor	Bakthi Literature	2	-
12	K.Balasankar	M.A,M.Phil,Ph.D	Assistant Professor	Grammar	2	-
13	S.Muthulakshmi	M.A,M.Phil	Assistant Professor	Methods of Teaching Tamil		-

11. List of senior visiting faculty:

1. Dr. RATHINAVENKATESAN, M.A., M.Phil., Ph.D.,
Lecturer in SIM University, Singapore.
2. Dr. Mannarmannan, Son of the famous Tamil poet
Sri. Pavendar Bharathidasan

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Nil

13. Student -Teacher Ratio (Programme wise):

S. No.	Programme	Student – Teacher Ratio
1	B.Lit.	31:1
2	M.A.	14:1
3	M.Phil.	5:1
4	Ph.D.	3:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

	Sanctioned	Filled
Number of academic support staff Technical	1	1
Administrative staff	5	5

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/ PG:

S.No	Name	Qualifications
1	S.Vijayakanthi	Ph.D.
2	S.Thirunavukkarasu	Ph.D.
3	U.Sivasubramanian	M.Phil
4	R.Kumar	M.Phil
5	R.Valli	Ph.D.
6	N. Kanchana	Ph.D.
7	A. Sathish	Ph.D.
8	K.Latchoumydevi	Ph.D.
9	D.Amaradeepa	Ph.D.
10	I.Tamilarasi	M.Phil
11	K.Vimala	M.Phil
12	K.Balasankar	Ph.D.
13	S.Muthulakshmi	M.Phil

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

NIL

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:

NIL

18. Research Centre /facility recognized by the University:

YES. Recognized by Thiruvalluvar University to offer M.Phil and Ph.D.

19. Publications:

YES

a) Publication per faculty

Number of papers published in peer reviewed journals (national /international) by faculty and students.

FACULTIES

BOOK PUBLICATION

S.No	Name	Qualifications	No .of. publications
1	S.Thirunavukkarasu	Ph.D.	4
2	A.Sathish	Ph.D.	3

PAPER PRESENTATION

S.No	Name	Qualifications	No .of. publications
1	S.Vijayakanthi	Ph.D.	4
2	S.Thirunavukkarasu	Ph.D.	11
3	U.Sivasubramanian	M.Phil	2
4	N.Kanchana	Ph.D.	-
5	A.Sathish	Ph.D.	7
6	R.Kumar	M.Phil	3
7	R.Valli	M.Phil	4
8	K.Latchoumydevi	Ph.D.	-
9	D.Amaradeepa	Ph.D.	-
10	I.Tamilarasi	M.Phil	-
11	K.Vimala	M.Phil	2
12	K.Balasankar	Ph.D.	-
13	S.Muthulakshmi	M.Phil	2

STUDENTS

BOOK PUBLICATION

S.No	Name	Course	No .of. publications
1	R. Ragulan	B.Lit.	2
2	C. Sundaramoorthy	M.Phil	1

PAPER PRESENTATION

S.No	Name	Course	No .of. publications
1	A.Indira	Ph.D	7
2	A.Gomathi	Ph.D	8
3	T.Santhi	Ph.D	6
4	G.Subasri	Ph.D	1
5	A.Vijayalakshmi	Ph.D	8
6	T.K.Nagarajan	Ph.D	17

20. Areas of consultancy and income generated:

NIL

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards....

Faculty as members in Board of Studies: Two (2)

1. Dr. S.Vijayakanthi - a. Chairman UG Tamil Board Thiruvalluvar University.
b. Academic Staff Council Member in Thiruvalluvar University

2. Dr. S.Thirunavukkarasu – PG Tamil Board, Thiruvalluvar University

22. Student projects

a) Percentage of students who have done in-house projects including inter Departmental /programme:

100% (MA Tamil Students)

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies:

Nil

23. Awards / Recognitions received by faculty and students:

Dr. S.Thirunavukkarasu ,

- Sri KalaPedam – Navalar
- Nallamur Students Association – Ilakkiya Semmal
- All India Writers Association, Chennai – Paaventhara Awards
- SenthamizhPatralar Association, Puthucherry – Sevai Sigaram.

Research scholar T.K. Nagarajan

- Payitral Pagalavan – 2011
- Tamil Maamani 2011
- Kavichudar – 2012
- Paaventhara Viruthu – 2012
- Excellent Teacher Award by Lions 2013
- Bharathiar Award 2013
- AmbedkarAward 2014
- Sevaithilagam 2014
- Kalvichevai Award 2014
- Sevarathna 2015
- Paaventhara Award 2015
- Aasiriya Semmal 2015
- Painthamizh Chemmal 2015

Thiruvalluvar University UG Rank Holder

S.No	Student Name	Batch	Rank
1	ANBARASI A	2010-2013	1
2	GNANASUNDARI E		2
3	SHANMUGAPRIYA S		3
4	SARALA R		5
5	GANGA G		6
6	SARANYA R		7
7	SUGANYA D		8
8	SURIYAPRIYA B		8
9	KALAIVANI K		9
10	ANITHA P	2011 - 2014	1
11	HEMALATHA S		2
12	SANGEETHA K		3
13	AMSAVALLI A		4
14	ISWARYA R		5
15	INDUMATHI B		7
16	RAMYA R		8
17	NANDHAKUMAR V		9

18	GOMATHY R	2012-2015	1
19	RAGULAN R		2
20	RANJANI S		3
21	VALLI M		4
22	MUTHULAKSHMI N		5
23	JANSIRANI P		6
24	JENET S		7
25	SELVI R		8
26	RAMYA S		10

Thiruvalluvar University UG Rank Holder

S. No	Student Name	Batch	Rank
1	SELLIAMMAL P	2011 – 2013	4
2	RAJALAKSHMI G		7
3	SASIKALA J		9
4	VIRUTHAMBAL S		10
5	SASIKALA N	2012 – 2014	1
6	REVATHI P		2
7	VALARMATHI M		3
8	DHANALAKSHMI V		5
9	KALAIVANI P		7
10	VENMATHI V		8
11	POONGUZHALI K	2013-2015	1
12	INDHUMATHI P		2
13	ANANTHI R		4
14	JANSIRANI M		5
15	SATHYA S		6
16	SUGANYA P		8
17	SHANMUGA PRIYA S		10

24. List of eminent academicians and scientists / visitors to the department:

S.No	Name	Institution
1	Dr. P. Venkatesan	Head, Department of Tamil, Annamalai University
2	Dr. Pasuvendhan	Assistant Professor, Annamalai University
3	Dr.G.Gunasekaran	Aringar Anna Govt. Arts College, Villupuram

4	Dr.Pazhamuthappan	Trichy
5	Dr.Mognana Poongothai	Thiyagaraja College, Madurai
6	Dr.K.Sivakumar	Kolangiyappar Govt. Arts College, Virudachalam
7	Dr.A.Rajalakshmi	Bharathidasan Govt Women's College, Puducherry
8	Dr. A. Thirumeni	Assistant Professor, Annamalai University
9	Dr.M.Latchumanan	Aringar Anna Govt. Arts College, Villupuram
10	Dr. M. Gomathi	Head, Department of Tamil, C. Kandaswamy Naidu Womens College, Cuddalore
11	Dr.V.Pazhaniyappan	Assistant Professor, Ganesar Arts and Science College, Pudhucherry
12	Dr. Kumaragurubarar	Siravai Pontiff, Coimbatore
13	Dr. Marudachalam	Perur Pontiff, Coimbatore
14	Dr. Mannarmannan	Son of the famous Tamil poet Sri. Pavendar Bharathidasan
15	Dr. Aravendhan	Department of Tamil, Jawaharlal Nehru University, New Delhi.
16	Dr. Karu. Nagarajan	Member Secretary, Tamil Nadu State Council for Higher Education, Chennai

25. Seminars/ Conferences/Workshops organized & the source of funding

- a) National Seminar : **01**
b) National Workshop : **02**
b) International Seminar : **Nil**

S.No	Date	Event	Resource Person
01	27.02.2015	Sivapragasar Illakkiyangalil Sanga Illakkiya Selvakku	Mr. KR. Nagarajan, (Member in High Edu. Tamilnadu) Mr. Pari (Head of Dept. Tamil, Annamalai University) Mr. M Muthuvelu (Resistor –Intuiti Central Classic Language Chennai)
02	22.01.2015	Tholkappriyap Punariyal Kotpadugal	Mr. Pon Kodhandaraman (Formal VC - Madras University, Chennai) Mr. Jeyathevan (Madras University)
03	19.03.2014	Tholkappriya yappum pra marapilakkana noolgalum	Mr. Pon Kodhandaraman (Formal VC - Madras University, Chennai) Mr. E. Suntharamoorthy (VC – Tamil University, Thanjavur)

26. Student profile programme/course wise:

Name of the Course/programme	Batch	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
B.Lit.	2011 - 2012	137	70	8	62	100%
	2012 - 2013	106	69	14	55	100%
	2013 - 2014	83	59	20	39	100%
	2014 - 2015	91	66	7	59	100%
M.A. (Evening)	2011 - 2012	23	17	4	13	100%
	2012 - 2013	47	32	8	24	94%
	2013 - 2014	52	44	11	33	98%
	2014 - 2015	49	33	8	25	100%
M.Phil	2011 - 2012	20	10	03	07	100%
	2012 - 2013	11	04	01	03	100%
	2013 - 2014	13	06	01	05	100%
	2014 - 2015	17	12	06	06	100%
Ph.D	2011 - 2012	06	06	01	05	-
	2012 - 2013	03	03	01	02	-
	2013 - 2014	-	-	-	-	-
	2014 - 2015	01	01	-	01	-

27. Diversity of Students:

Name of the Cours	% of students from the same state	% of students from other States	%of students from abroad
B.Lit.	90	10	-
M.A	100	-	-
M.Phil	100	-	-
Ph.D	100	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Total number of students cleared NET/SLET/ JRF: 9

29. Student progression:

Student progression	Against % enrolled
UG to PG	65
PG to M.Phil	59
M.Phil to Ph.D	50

Ph.D. to Post-Doctoral	Nil
Employed	54 %
a) Other than Campus Selection	7%
Campus Selection	Nil
Entrepreneurship / Self Employment	Nil

30. Details of Infrastructural facilities

- a) Library : **14938 Books**
 b) Internet facilities for Staff & Students : **Yes**
 c) Class rooms with ICT facility : **No**

31. Number of students receiving financial assistance from college, university, Government or other agencies:

B.Lit. students receive Scholarship from the Tamil Nadu State Government.

32. Details on student enrichment programmes (special lectures /workshops / Seminar) with external experts:

We have a series of lectures each semester

33. Teaching methods adopted to improve student learning:

Seminars and Presentations by the students apart from classroom teaching.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- Health awareness camps
- Blood donation camps
- NSS, YRC ,RRC , CCC

35. SWOC analysis of the department and Future plans:

Strength

- Highly qualified faculty members
- Well-disciplined students
- Quality in Teaching and Learning both UG & PG level
- Easy accessible Departmental Library.
- Availing research funding from various agencies
- Weekly and monthly research colloquiums

Weakness

- Computer accessibility

Opportunities

- Placement Cell is functioning well to offer the training for the job opportunities of the students.
- Proposed to purchase the national and international journals for the development of the research activities.

Future plans

- Organizing National/International seminars.
- Motivating Faculty Members to involve in Research activities.
- Applying for Projects from External funding agencies.
- To increase the number of Volumes of books in the Department Library.
- To conduct Staff Development Programs in the years to come.

**DEPARTMENT OF
COMMERCE**

Evaluative Report of the Department

1. Name of the department : **COMMERCE**
2. Year of Establishment : **2008**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

S.No	Course	Department	Year
1	UG	B.Com.	2008-2009
2	PG	M.Com.	2011-2012 2014 -2015

4. Names of Interdisciplinary courses and the departments/units involved

S. No.	Class	Subject Name	Department offering the Course
1	II B.Com	Business statistics and operation research	Mathematics
2	II B.Com	Internet and its Application	Computer science
3	I M.Com	Quantitative techniques	Mathematics

5. Annual/ semester/choice based credit system (programme wise):

S. No.	Course	Annual / Semester / Choice Based Credit System
1	B.Com	Semester & CBCS
2	M.Com	Semester & CBCS

6. Participation of the department in the courses offered by other departments:

S. No.	Class	Subject
1	II B.C.A	Principles of General commercial knowledge
2	II B.C.A	Financial accounting
3	II B.Sc	Principles of General commercial knowledge
4	II B.Sc	Elements of Accountancy
5	II B.C.A	Elements of Accountancy

7. Courses in collaboration with other universities, industries, foreign institutions, etc.:

Nil

8. Details of courses/programmes discontinued (if any) with reasons:

Nil

9. Number of teaching posts:

S. No.	Designation	Sanctioned	Filled
1	Professor	--	--
2	Associate Professor	--	--
3	Assistant Professor	06	06

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided for the last 4 years
Mr.V.Devanathan	M.Com., M.Phil.,B.Ed.,	Asst. Professor	Income Tax	7years 6 months	Nil
Mrs.V.Sudha	M.Com., M.Phil.,	Asst. Professor	Marketing	3years 6 months	Nil
Mr.M.Sabariraj	M.Com., M.Phil., B.Ed.,	Asst. Professor	HRM	2 years 6 months	Nil
Miss.S. Gomathi	M.Com.,M.Phil .	Asst. Professor	Marketing	6 months	Nil
Mr.S. Ananda Natarajan	M.Com.,M.Phil ., B.Ed., Ph.D.,	Asst. Professor	HRM	4 years 6 months	Nil
Mrs.R. Revathi	M.Com., M.Phil., B.Ed.,	Asst. Professor	Financial Management	6 months	Nil

11. List of senior visiting faculty:

1. Mr. D.GANESAN, M.Com., M.B.A.,M.Phil, Ph.D, PGDTMIR, ICWA.
Assistant Professor and Research Guide
Arignar Anna Govt Arts Collge, Villupuram.
2. Dr. M.SELVAM, M.Com, Ph.D., PGDDE., MA.,
Professor and Head, Department of Commerce and Financial Studies,
Bharathidasan University.

12. Percentage of lectures delivered and practical classes handled (programme wise)

Nil

13. Student -Teacher Ratio (programme wise):

S. No.	Programme	Student – Teacher Ratio
1	B.Com	27:1
2	M.Com	6:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

Not Applicable

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

S.No	Name	Qualification
1	Mr.V.Devanathan	M.Com.,M.Phil., B.Ed
2	Mrs.V.Sudha	M.Com.,M.Phil.,
3	Mr.M.Sabariraj	M.Com., M.Phil., B.Ed.,
4	Miss.S. Gomathi	M.Com., M.Phil.,
5	Mr.S. Ananda Natarajan	M.Com., M.Phil., B.Ed., Ph.D.,
6	Mrs.R. Revathi	M.Com., M.Phil., B.Ed.,

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:

Nil

18. Research Centre /facility recognized by the University:

Nil

19. Publications:

a) Publication per faculty:

Number of papers published in peer reviewed journals (National / International) by faculty and students

Name	Title	Journal name	Month and Year	ISSN No.
M.Sabariraj	“Optimal Utilization of Internet Services in Higher Educational Institution”	Journal of Banking, Information Technology and Management, The Research Development Research Foundation, Jaipur(India)	January – June 2013	0972-902X
S.Anandha Natarajan	An overview of micro small and medium enterprises	Journal of business research, Chennai.	July-September 2013	2248-9711
	Sickness in MSME Sector – A focus	Kaveripakkam college Journal of management research	Oct-Dec-2013	2249-6459
	Recent trends and developments in E-banking in an underdeveloped nation	Tulasi – an Interdisciplinary Research Bi-Annual Journal	April -2014	2347-2650

20. Areas of consultancy and income generated:

Nil

21. Faculty as members in

a) National Committees b) International Committees c) Editorial Boards: etc

Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental / programme

Course	Year	% of In-house Projects
M.Com	2012 - 2013	100
	2013 - 2014	100

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research Laboratories / Industry / Other agencies:

Nil

23. Awards / Recognitions received by faculty and students:

Nil

24. List of eminent academicians and scientists / visitors to the department:

S.No	Name	Institution
1	Dr.V. Natarajan	Pondicherry University
2	Dr.M. Selvam	Bharathidasan University
3	Dr.S. Kesavan	SRM University
4	Dr.D. Ganesan	Arignar Anna Arts College, Villupuram
5	Dr.R. Kasilingam	Pondicherry University
6	Mr.K. Tamilarasan	Thiru A. Govindasamy Arts College,Tindivanam

25. Seminars/ Conferences/Workshops organized & the source of funding
Conference:

S. No.	Date	Title	Source of Funding
1	27.09.2011	Special Seminars –Modern Banking and Indian Economy	SSBSTASC Management Fund
2	16.03.2012	State Level Seminars – The factors that killed Indian enterprises	SSBSTASC Management Fund
3	11.02.2013	Special Seminars –Career opportunities for commerce students	SSBSTASC Management Fund
4	21.08.2013	Special seminar – Self management	SSBSTASC Management Fund
5	23.08.2014	Workshop – Financial planning	SSBSTASC Management Fund

26. Student profile programme/course wise:

Name of the Course/programme(refer question no. 4)	Batch	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
B.COM	2011 - 2012	46	33	20	13	61.29
	2012 - 2013	75	67	29	38	82.46
	2013 - 2014	86	70	37	33	85.71
	2014 - 2015	70	60	22	38	98.03
	2015 - 2016	-	-	-	-	-
M.COM	2011 - 2013	14	11	5	6	100
	2012 - 2014	21	15	11	4	100

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other states	% of Students from abroad
B.Com	90	10	Nil
M.Com	100	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Nil

29. Student progression

Student Progression	2011 – 2012	2012 – 2013	2013 – 2014	2014 – 2015
UG to PG	27.3%	1.1%	1%	26.7%
Employment on Campus	-	2%	5%	7%

30. Details of Infrastructural facilities

a) Library:

S. No.	Books in Department Library	Journal in Department Library
1	502	1

- b) Internet facilities for Staff & Students : Yes
 c) Classroom with ICT facility : Nil
 d) Laboratories : NA

31. Number of students receiving financial assistance from college, university, Government or other agencies:

Course	Year	College	University	Government	others
B.Com	2010 - 2011	-	-	98	-
	2011 - 2012	-	-	60	-
	2012 - 2013	-	-	65	-
	2013 - 2014	-	-	63	-
	2014 - 2015	-	-	55	-
M.Com	2011 - 2013	-	-	3	-
	2012 - 2014	-	-	6	-

32. Details on student enrichment programmes (special lectures / workshops /Seminar) with external experts:

S. No.	Date	Title	Source of Funding
1	27.09.2011	Special Seminars – Modern Banking and Indian Economy	SSBSTASC Management Fund
2	16.03.2012	State Level Seminars – The factors that killed Indian enterprises	SSBSTASC Management Fund
3	11.02.2013	Special Seminars – Career opportunities for commerce students	SSBSTASC Management Fund
4	21.08.2013	Special seminar – Self management	SSBSTASC Management Fund
5	23.08.2014	Workshop – Financial planning	SSBSTASC Management Fund

33. Teaching methods adopted to improve student learning

Teachers adopt a balanced teaching style to help more students learn effectively in a more flexible manner.

Teaching Method

- Oral-cum-Discussion Method
- The Participatory Lecturing (Discussion, Buzz Groups and Debates)
- Problem Solving
- Periodical Intimation of Student's Progress to Parents
- Regular Revision Tests, Parents Teachers Meeting

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- Health camps.
- Health awareness camps.
- Blood donation camps.
- NSS, YRC, RRC.
- Career guidance program organized to all UG students for the purpose of promoting them to higher studies.
- Computer training programs are organized to non-computer students and are encouraged them for using Internet Lab.

35. SWOC analysis of the department and Future plans.

Strength

- Healthy class room environment.
- No gender bias.
- Students are encouraged to do industrial based project.
- Experienced and dedicated Faculties.
- Teachers are having personal contact with students rendering a humanistic touch.

Weakness

- Lack in pass percentage in competitive exam like SLET, NET etc.,
- Lack of communicative skills in English due to most of the student entrants from regional language.
- Most of the students are first graduates. Hence, the motivation level is very low.

Opportunities

- Providing awareness on employment through placement cell.
- Efforts will be taken to introduce M.Phil.
- Efforts had been taken for the student by organizing workshop, seminar and competition.

Challenges

- Our institution takes as challenge in teaching rural students.
- Our institution is facing competitive environment surrounded in several private colleges.
- There is a challenge to stop the Dropouts.

Future Plans

- It is decided to start Research Degrees, M.Phil., (Full time/Part time) & Ph.D (Full time/Part time).
- It is proposed to conduct special coaching for competitive Examination.

**DEPARTMENT OF
COMPUTER SCIENCE**

Evaluative Report of the Department

1. Name of the department : **COMPUTER SCIENCE**
2. Year of Establishment : **2008**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

S. No.	Course	Year of Affiliation
1	B.Sc. Computer Science	2008 – 2009

4. Names of Interdisciplinary courses and the departments/units involved

S. No.	Class	Subject	Subject Name	Department offering the Course
1	I B.Sc.(CS)	Allied	Mathematics – I& II	Mathematics
2	II B.Sc.(CS)	Allied	Statistical Methods I & II	Mathematics
3	II B.Sc.(CS)	NMEC	Basic Mathematics	Mathematics
4	II B.Sc.(CS)	NMEC	Foundation Mathematics for Competitive Examination	Mathematics

5. Annual/ semester/choice based credit system (programme wise):

S. No.	Course	Annual / Semester / Choice Based Credit System
1	B.Sc., Computer Science	Semester & CBCS

6. Participation of the department in the courses offered by other departments:

S. No.	Class	Subject
1	II B.Lit. Tamil	Introduction to Information Technology
2	II B.Lit. Tamil	Internet and its Applications
3	III B.Lit. Tamil	Introduction to computer
4	II M.A Tamil	Uses of Computer in Tamil

7. Courses in collaboration with other universities, industries, foreign institutions, etc.:

Nil

8. Details of courses/programmes discontinued (if any) with reasons:

Nil

9. Number of teaching posts

S. No.	Designation	Sanctioned	Filled
1	Professor	-	--
2	Associate Professor	--	--
3	Assistant Professor	04	04

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided for the last 4years
Mrs. M.Muthulakshmi	M.Sc., M.Phil.,	Asst. Prof.	Digital image processing	7	Nil
Mr. S. Gokulakrishnan	M.Sc.,B.Ed., M.E.,	Asst. Prof.	Networking	6	Nil
Ms. R. Anandavally	M.Sc., M.Phil.,	Asst. Prof.	Data mining	4	Nil
Mr. D. Prasad	M.Sc., M.Phil.,	Asst. Prof.	Networking	3	Nil

11. List of senior visiting faculty:

1. Dr. S. RAJANANDH, Professor Dept of Computer Science, Vandayar Eng. College, Thanjavur.
2. Dr. S. RAVI, Asst. Professor in Computer Science, Pondicherry University, Puducherry.

12. Percentage of lectures delivered and practical classes handled (programme wise)
By temporary faculty:

NA

13. Student -Teacher Ratio (programme wise):

S. No.	Programme	Student – Teacher Ratio
1	B.Sc. Computer Science	33:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification	No. of Staff Members
Ph.D.	-
M.Phil.	03
PG	01

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:

Nil

18. Research Centre /facility recognized by the University:

Nil

19. Publications:

a) Publication per faculty:

- Number of papers published in peer reviewed journals (National/ International)by faculty and students

S. No.	Name of the Faculty	Publications	
		National	International
1	Mrs. M. Muthulakshmi	-	2
2	Mr. S. Gokulakrishnan	-	2
3	Ms. R. Anandavally	-	2
4	Mr. D. Prasadh	-	2

- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Dictionary, EBSCO Host, IEEE Explore and Digital Library etc..) **Nil**
- Monographs : **Nil**
- Chapter in Books : **Nil**
- Books Edited : **Nil**
- Books with ISBN/ISSN numbers with details of publishers: **Nil**
- Citation Index : **Nil**
- SNIP : **Nil**
- SJR : **Nil**
- Impact factor : **Nil**
- h-index : **Nil**

20. Areas of consultancy and income generated:

Nil

21. Faculty as members in

a) National Committees b) International Committees c) Editorial Boards: etc

Nil

22. Student projects

a) Percentage of students who have done in-house projects including interdepartmental / programme

Nil

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research Laboratories / Industry / Other agencies

S. No.	Course	Year	% of outside Projects
1	B.Sc. (Computer Science)	2011 – 2012	100
2		2012 – 2013	100
3		2013 – 2014	100

23. Awards / Recognitions received by faculty and students

Nil

24. List of eminent academicians and scientists / visitors to the department:

S. No	Date	Visitors name	Title
1	06.02.2013	Mr. S. Ashok Kumar B.E.,M.Tech.,MBA Asst. Professor, Dept. of IT Mailam Engineering College, Mailam.	A Special Seminar “Computer Forensics”
2	25.08.2014	Dr. T. Velmurugan M.Sc.,PGDCA.,M.Phil.,Ph.D Associate Professor, PG & Research Dept. of Computer Science. D.G Vaishnav College, Chennai	A Special Seminar “Cryptography”

25. Seminars/ Conferences/Workshops organized & the source of funding Conference

Nil

26. Student profile programme/course wise:

Name of the Course/ programme	Batch	Applications received	Selected	Enrolled		Pass%
				*M	*F	
B.Sc. Computer Science	2009 -2012	66	45	12	33	91.66
	2010 - 2013	89	55	18	37	82
	2011 - 2014	63	50	16	34	95.12
	2012 - 2015	72	55	15	40	100

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other states	% of Students from abroad
B.Sc. Computer Science	95	5	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?:

Nil

29. Student progression:

Student Progression	Against % enrolled			
	2011-2012	2012-2013	2013-2014	2014-2015
UG to PG	33.3%	56%	44.9	51%
PG to M.Phil	Not Applicable			
PG to Ph.D	Not Applicable			
Ph.D. to Post-Doctoral	Not Applicable			
Employed a). Other than Campus Selection	Many students after completion of UG are employed in academic institutions, automation system managements, DTP offices, computer accessories maintenance and service, and in software development.			
Campus Selection	--	4%	6.5%	8%
Entrepreneurship / Self Employment	2%			

30. Details of Infrastructural facilities

a) Library:

S. No.	Books in Department Library	Journal in Department Library	Magazines in Department Library
1	407	2	2

b) Internet facilities for Staff & Students:

No of systems	Provider name	Bandwidth(Mbps)
56	BSNL D-Link	2

c) Class rooms with ICT facility:

One in LAB

d) Laboratories:

S.No.	System Name	Configuration Of Computer	Quantity
01	IBM Server	PROCESSOR IBM XSERIES_3400 INTEL(R) XEON(R) CPU E5405@ 2.00GHz ,RAM 1GB ,HRD 500GB, MONITOR LENOVO ,L1710,LCD 17"	01
02	INTEL Dual Core System	PENTIUM D 2.93 GHZ 1 GB DDR RAM/ 160 GB SATA HDD (7200 RPM)/ MM KEYBOARD/ PCI ONBOARD ETHERNET CARD/ PCI ONBOARD SOUND CARD/ OPTICAL SCROLL MOUSE/ 17" TFT COLOUR MONITOR	55

OTHER ACCESSORIES

S.No.	Accessories Name	Number of Items
1	24 PORT D-LINK GIGABIT SWITCH	2
2	08 PORT D-LINK SWITCH	3
3	HP LASERJET P1007 PRINTER	1
4	16 GB PEN DRIVE	1

UPS AND BATTERIES

S. No.	Accessories Name	No. of Items
1	NUMERIC UPS 06 KVA	2
2	12V BATTERIES	32

31. Number of students receiving financial assistance from college, university, Government or other agencies:

Course	Year	No. of Students			
		College	University	Govt.	Others
B.Sc. Computer Science	2011-2012	-	-	82	-
	2012-2013	-	-	40	-
	2013-2014	-	-	40	-
	2014-2015	-	-	34	-

32. Details on student enrichment programmes (special lectures / workshops /Seminar) with external experts:

S.No.	Date	Event	Resource Person	Industry
1	08.03.2011	Seminar on “OS Installation and Troubleshooting”	Mr. D. Srinivasan	Sparkz Technologies,Coimbatore
2	04.09.2012	A Special Seminar on “Career Shadowing Program”	Mr. M. Praveen Raj(CTS, Chennai)	Fenix Consultancy Services, Pondicherry.
3	31.10.2013	Seminar on “ Training on Hardware and Linux”	Mr. V.Ramesh Managing Director	CGates Technology, Pondicherry
4	15.11.2013	A Special Seminar on “Current Affairs in Computer Networking”	Mr. Senthamizh Selvan	Wipro Infotech, Chennai

PARTICIPATION OF OUR STUDENTS IN EXTERNAL EVENTS

Nil

33. Teaching methods adopted to improve student learning:

Teachers adopt a balanced teaching style to help more students learn effectively in a more flexible manner.

Teaching Method

- Usage of Multimedia Technology (Video/Power Point presentation).
- Chalk and Talk method.
- Group Discussions for self-assessment related to current affairs.
- Weak Students are identified and remedial coaching provided.
- Students are given seminars on their interest of topics to improve communication.
- Research Based innovative teaching methodology.
- News Paper reading practice and dictionary usage.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- Health camps.
- Health awareness camps.
- Blood donation camps.
- NSS, YRC and RRC.
- Computer training programs are organized to non-computer students and are encouraged them for using Internet Lab.

35. SWOC analysis of the department and Future plans

STRENGTH

- Experienced and highly qualified faculty.
- Laboratories with Latest hardware and Software.
- Frequent QUIZ programmer and Group Discussion.
- Well-equipped department library.

WEAKNESS

- Insufficient provision for uninterrupted power supply.
- Inadequate internet facilities.
- No special fund for inviting external experts in large number.
- Lack of software companies, where students can take internship.

OPPORTUNITIES

- Acquiring computer skills in employing job-prospective software application.
- Getting ready to become an entrepreneur.

CHALLENGES

- Students with low economic background, which prevents them from undertaking projects.
- Students with low communication skills and computer skills.
- No administrative staff in the department for clerical assistance.

FUTURE PLANS

- Expansion of PG and Research labs with more computer systems and learning resources like digital library and teaching Tools.
- To establish Laboratory with higher capacity.
- To invite companies for campus recruitment.
- To conduct international research.

**DEPARTMENT OF
COMPUTER
APPLICATIONS**

Evaluative Report of the Department

1. Name of the department : **COMPUTER APPLICATIONS**
2. Year of Establishment : **2009**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

S. No.	Course	Year of Affiliation
1	B.C.A.	2009 – 2010

4. Names of Interdisciplinary courses and the departments/units involved

S. No.	Class	Subject	Subject Name	Department offering the Course
1	I B.C.A.	ALLIED - I	Mathematics Foundation I	Mathematics
2	I B.C.A.	ALLIED - II	Mathematics Foundation II	Mathematics
3	II B.C.A.	NMEC	Basic Mathematics	Mathematics
4	II B.C.A.	NMEC	Foundation Mathematics for Competitive Examination	Mathematics
5	II B.C.A.	ALLIED - II	Financial Accounting - I	Commerce
6	II B.C.A.	ALLIED - II	Financial Accounting - II	Commerce

5. Annual/ semester/choice based credit system (programme wise):

S. No.	Course	Annual / Semester / Choice Based Credit System
1	B.C.A	Semester & CBCS

6. Participation of the department in the courses offered by other departments:

S. No.	Class	Subject
1	II B.Com	Introduction to Information Technology
2	II B.A English	Introduction to Information Technology
3	II B.Com	Internet and its Application
4	II B.A English	Internet and its Application
5	II B.Lit	Introduction to Information Technology
6	II B.Lit	Internet and its Application

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

Nil

8. Details of courses/programmes discontinued (if any) with reasons:

Nil

9. Number of teaching posts

S. No.	Designation	Sanctioned	Filled
1	Professor	--	--
2	Associate Professor	--	--
3	Assistant Professor	04	04

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided for the last 4 years
Mrs.C. Anuradha	M.C.A.M.Phil.,	Asst. Prof.	Data mining	7	Nil
Mr. D. Gopinath	M.C.A.M.Phil.,	Asst. Prof.	Networking	5	Nil
Mrs. S. Sathurthi	M.Sc. M.Phil.,	Asst. Prof.	Data mining	7	Nil
Mrs. R. Radha	M.C.A. M.Phil.,	Asst. Prof.	Data mining	2	Nil

11. List of senior visiting faculty:

1. Dr. S. RAJANANDH, Professor Dept of Computer Science, Vandayar Eng. College, Thanjavur.
2. Dr. S. RAVI, Asst. Professor in Computer Science, Pondicherry University, Puducherry.

12. Percentage of lectures delivered and practical classes handled (programme wise)

By temporary faculty:

NA

13. Student -Teacher Ratio (programme wise):

S. No.	Programme	Student – Teacher Ratio
1	B.C.A	39:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification	No. of Staff Members
Ph.D.	-
M.Phil.	04
PG	-

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:

Nil

18. Research Centre /facility recognized by the University:

Nil

19. Publications:

a) Publication per faculty:

Number of papers published in peer reviewed journals (National / International) by faculty and students

S. No.	Name of the Faculty	Publications	
		National	International
1	Mrs. C. Anuradha	-	3
2	Mr. D. Gopinath	-	2

- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Dictionary, EBSCO Host, IEEE Explore and Digital Library etc..)

Mrs.C. Anuradha - 1 (EBSCO)

“A Data mining Based Survey on Student performance evaluation system”, Computational Intelligence and Computing Research (ICCIC), IEEE Explore and Digital Library, Park College of Engi. & Tech, Coimbatore.

- Monographs : **Nil**
- Chapter in Books : **Nil**
- Books Edited : **Nil**

- Books with ISBN/ISSN numbers with details of publishers : **Nil**
- Citation Index : **Nil**
- SNIP : **Nil**
- SJR : **Nil**
- Impact factor : **Nil**
- h-index : **Nil**

20. Areas of consultancy and income generated:

Nil

21. Faculty as members in

a) National Committees b) International Committees c) Editorial Boards: etc

Nil

22. Student projects

a) Percentage of students who have done in-house projects including interdepartmental / programme

Nil

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research Laboratories / Industry / Other agencies

S. No.	Course	Year	% of Outsite Projects
1	B.C.A	2011 – 2012	100
2		2012 – 2013	100
3		2013 – 2014	100

23. Awards / Recognitions received by faculty and students

- 1. Ms. G. Santhi, a student of B.C.A (2013-14) has got University 8th Rank**
- 2. Ms. R. Sugany, a student of B.C.A (2014-15) has got University 8th Rank**

24. List of eminent academicians and scientists / visitors to the department:

S. No	Date	Name	Title
1	06.02.2013	Mr. S. Ashok Kumar B.E.,M.Tech.,MBA Asst. Professor, Dept. of IT Mailam Engineering College, Mailam.	A Special Seminar “Computer Forensics”

2	25.08.2014	Dr. T. Velmurugan M.Sc.,PGDCA.,M.Phil.,Ph.D Associate Professor, PG & Research Dept. of Computer Science. D.G Vaishnav College, Chennai	A Special Seminar “Cryptography”
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25. Seminars/ Conferences/Workshops organized & the source of funding Conference

Nil

26. Student profile programme/course wise:

Name of the Course/ programme	Batch	Applications received	Selected	Enrolled		Pass%
				*M	*F	
B.C.A	2011 -2012	52	36	24	12	91.17
	2012 - 2013	68	55	31	24	80.76
	2013 - 2014	59	50	20	30	75.55
	2014 - 2015	55	50	25	25	91.48

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other states	% of Students from abroad
B.C.A.	90	10	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Nil

29. Student progression

Student Progression	Against % enrolled			
	2011-2012	2012-2013	2013-2014	2014-2015
UG to PG	57.69%	36%	51.2%	73.52%
PG to M.Phil	Not Applicable			
PG to Ph.D	Not Applicable			

Ph.D. to Post-Doctoral	Not Applicable			
Employed a). Other than Campus Selection	Many students after completion of UG are employed in academic institutions, automation system managements, DTP offices, computer accessories maintenance and service, and in software development.			
Campus Selection	--	3%	6%	5%
Entrepreneurship / Self Employment	2%			

30. Details of Infrastructural facilities

a) Library

S. No.	Books in Department Library	Journal in Department Library	Magazines in Department Library
1	407	2	2

b) Internet facilities for Staff & Students

No of systems	Provider name	Bandwidth(Mbps)
56	BSNL D-Link	2

c) Class rooms with ICT facility

One in LAB

d) Laboratories

S.No	System Name	Configuration Of Computer	Quantity
01	IBM Server	PROCESSOR IBM XSERIES_3400 INTEL(R) XEON(R) CPU E5405@ 2.00GHz ,RAM 1GB ,HRD 500GB, MONITOR LENOVO ,L1710,LCD 17"	01
02	INTEL Dual Core System	PENTIUM D 2.93 GHZ 1 GB DDR RAM/ 160 GB SATA HDD (7200 RPM)/ MM KEYBOARD/ PCI ONBOARD ETHERNET CARD/ PCI ONBOARD SOUND CARD/ OPTICAL SCROLL MOUSE/ 17" TFT COLOUR MONITOR	55

OTHER ACCESSORIES

S.No.	Accessories Name	Number of Items
1	24 PORT D-LINK GIGABIT SWITCH	2
2	08 PORT D-LINK SWITCH	3
3	HP LASERJET P1007 PRINTER	1
4	16 GB PEN DRIVE	1

UPS AND BATTERIES

S.No.	Accessories Name	No.s of Items
1	NUMERIC UPS 06 KVA	2
2	12V BATTERIES	32

31. Number of students receiving financial assistance from college, university, Government or other agencies:

Course	Year	No. of Students			
		College	University	Govt.	Others
B.C.A	2011-2012	-	-	67	-
	2012-2013	-	-	32	-
	2013-2014	-	-	24	-
	2014-2015	-	-	18	-

32. Details on student enrichment programmes (Special Lectures / Workshops / Seminar) with external experts:

S.No.	Date	Event	Resource Person	Industry
1	08.03.2011	Seminar on "OS Installation and Troubleshooting"	Mr. D. Srinivasan	Sparkz Technologies, Coimbatore
2	04.09.2012	A Special Seminar on "Career Shadowing Program"	Mr. M. Praveen Raj (CTS, Chennai)	Fenix Consultancy Services, Pondicherry.
3	31.10.2013	Seminar on "Training on Hardware and Linux"	Mr. V.Ramesh Managing Director	CGates Technology, Pondicherry
4	15.11.2013	A Special Seminar on "Current Affairs in Computer Networking"	Mr. Senthamizh Selvan	Wipro Infotech, Chennai

PARTICIPATION OF OUR STUDENTS IN EXTERNAL EVENT

S.No.	Date	Event	Organizers
1	20.02.2015 & 21.02.2015	Big Data and Cloud Computing	Theivanai Ammal College for Women(Antonomous), Villupuram

33. Teaching methods adopted to improve student learning:

Teachers adopt a balanced teaching style to help more students learn effectively in a more flexible manner.

Teaching Method

- Usage of Multimedia Technology (Video/Power Point presentation).
- Group Discussions for self-assessment related to current affairs.
- Chalk and Talk method.
- Weak Students are identified and remedial coaching provided.
- Students are given seminars on their interest of topics to improve Communication.
- Research Based innovative teaching methodology.
- News Paper reading practice and dictionary usage.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- Health camps.
- Health awareness camps.
- Blood donation camps.
- NSS, YRC and RRC.

Computer training programs are organized to non-computer students and are encouraged them for using Internet Lab.

35. SWOC analysis of the department and Future plans

Strength

- The Department has got an outstanding infrastructure viz. laboratory, A/C Seminar hall, sufficient number of class room and other facilities exclusively within the campus.
- There are 7 teaching faculty with each one in a specific specialization are guiding the students for academic skills.
- Experienced and highly qualified faculty.
- This enables them to improve their academic and technical skills, communication ability etc. as they come from mainly rural area, mostly had their school and undergraduate degree in rural background.

Weakness

- Since most of the student entrants are agrarian based, partially agriculturalists themselves, with education in the medium of regional language till higher secondary level, they lack good communicative skills in English.
- Most of the students are first graduates. Hence, the motivation level is very low.

Opportunities

- Students to utilize the excellent employment opportunities in the IT and automated sectors.
- Many Part time jobs are available of corporate sectors.
- Cost free laptops provided by the state government.
- To pursue higher studies/research.
- Molding students as a multifaceted personality for higher chances of placement.

Challenges

- E-journals, on-line journals and Institution – Industry interaction is limited.
- The university curriculum can be periodically updated to gain knowledge in meeting the ever updating IT sectors.
- Availability of Lab Facilities (Hardware and Software) throughout the year, Lab maintenance and security.

FUTURE PLANS

- Expansion of PG and Research labs with more computer systems and learning resources like digital library and teaching Tools.
- To establish Laboratory with higher capacity.
- To invite companies for campus recruitment.
- To conduct international research.

**DEPARTMENT OF
ENGLISH**

Evaluative Report of the Department

1. Name of the department : **ENGLISH**
2. Year of Establishment : **2011-2012**
3. Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):

Programme offered	Nature of Course	Specialization
UG	B.A.	English

4. Names of Interdisciplinary courses and the departments/units involved

Department Involved	Semester	Interdisciplinary courses
BCA	III	Introduction to information technology
BCA	IV	Internet and its applications

5. Annual/semester/choice based credit system (programme wise)

S. No.	Course	Annual / Semester / Choice Based Credit System
1	B.A.	Semester & CBCS

6. Participation of the department in the courses offered by other departments

Foundation Course for all UG degree

7. Courses in collaboration with other universities, industries, foreign institutions, etc

Nil

8. Details of courses/programmes discontinued (if any) with reasons:

No programmes/ courses have been discontinued

9. Number of teaching posts

Position	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	6	6

10. Faculty profile with name, qualification, designation, specialization,(D.Sc./D.Litt./Ph.D./M.Phil. etc.,)

S.No	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided For the Last 4 years
1	Miss.J.Mangalakshmi	M.A.,M.Phil., B.Ed.,PGDCA.,	Asst. Professor	Dalit Literature	5 years 10 months	---
2	Mrs.K.Anandhi	M.A.,M.Phil.,	Asst. Professor	Indian Diaspora Literature	5 years 5 months	---
3	Mr.V.Vedhachalam	M.A., B.Ed.,M.Phil.,	Asst. Professor	Indian Writing in English	1 yr 6 months 14 days	---
4	Mrs. K. Kayalvizhi	M.A., B.Ed.,	Asst. Professor	Social Realism	1yr 5 months 5 1/2days	---
5	Mr.C.Mouleeswaran	M.A., B.Ed.,M.Phil.,	Asst. Professor	Indian Writing in English	1 month	----
6	Mr.K.R.Rajavel	M.A., B.Ed.,M.Phil.,	Asst. Professor	Indian Writing in English	1 month	---

11. List of senior visiting faculty

1. Dr. D. Gnanasekaran, M.A., M.Phil., Ph.D, PGDJMC
Associate Professor of English
Kanchi Mamunivar Centre for PG Studies Puducherry.
2. Dr. K. Ravichandran, M.A., M.Phil., Ph.D.,
Associate Professor
Thiruvalluvar University, Vellore.

12. Percentage of lectures delivered and practical classes handled (programme wise)
By temporary faculty

As we have sufficient number of faculty members to handle the lectures and practical classes with sufficient experiences, we did not require any temporary faculties.

13. Student-Teacher Ratio (programme wise)

S.No	Programme	Student – Teacher ratio
1	B.A. English	35.6:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Nil

15. Qualifications of teaching faculty with DSc/D.Litt/Ph.D/MPhil/PG.

1	No of Faculty with M.Phil Qualification	5
2	No of Faculty with M.A Qualification	1

16. Number of faculty with ongoing projects from
a) National b) International funding agencies and grants received.

Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received.

Nil

18. Research Centre/facility recognized by the University

Nil

19. Publications:

Nil

20. Areas of consultancy and income generated:

Nil

21. Faculty as members in:

a) National committees b) International Committees c) Editorial Boards

Nil

22. Student projects: a) Percentage of students who have done in- house projects including inter departmental/programme

Nil

b) Percentage of students placed for projects in organizations outside the Institution i.e. in Research laboratories/Industry/ other agencies:

Nil

23. Awards/Recognitions received by faculty and students:

Nil

24. List of eminent academicians and scientists/visitors to the department:

S.No.	Name of the Visiting Faculty	Designation and Address of the Institute
1	Dr. D. Gnanasekaran	Associate Professor Kanchi Mamunivar Centre for PG Studies Puducherry.
2	Mr. S.V Subramanian	Dean, Dr. K.C. Rajabather Tagore Women's Teacher's Training College, Tindivanam.
3	Mr. S.R. Sankaran	Asst. Professor(Rtd)., SCSVMV University, Kanchipuram.
4	Mr. L. Ravishankar	HOD, Aringnar Anna Govt Arts College, Villupuram.
5	Dr. K. Ravichandran	Associate Professor Thiruvalluvar University, Vellore.
6	Mr. T. Pushpanathan	Asst. Professor SCSVMV University, Kanchipuram.

25. Seminars/Conferences/Workshops organized & the source of fund

a) National b) International

Nil

26. Student profile programme/course wise

Name of the Course/programme (refer question no. 4)	Year	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
B.A	2011- 2012	107	58	12	46	81.6
	2012- 2013	67	51	8	43	72.9

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A	100	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Nil

29. Student progression:

Student Progression	Against % enrolled	
UG-PG	2014	2015
	63.5	75.02

30. Details of Infra structural facilities

a) Library

Central Library - English		
1	Titles & Books	262
2	National Journals	1

31. Number of students receiving financial assistance from college, university, Government or other agencies:

Course	Year	College	University	State Govt.	Others
B.A English	2011-12	-	-	31	-
	2012-13	-	-	48	-
	2013-14	-	-	77	-
	2014-15	-	-	66	-

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:

Details of Enrichment Programmes

S.No	Date	Topic of the Program	Details of Eminent Resource
1	22.10.2011	Literature and life	Dr. D. Gnanasekaran
2	05.09.2012	Language and Literature	S.V. Subramanian
3	07.02.2013	Metaphor & Simile	L. Ravishankar
4	31.10.2013	Indian Literature in Translation	Mr. S.R. Sankaran
5	26.09.2014	A Survey of Romantic Literature	Dr. K. Ravichandran
6	22.09.2015	English in the age of Globalization	T. Pushpanathan

33. Teaching methods adopted to improve student learning

In addition to the chalk and talk method of teaching, the following methods are also used:

- Power point presentations
- Group Discussions
- Debates and quiz
- Class interaction
- Newspaper
- Articles
- Reference books
- Industrial Visits
- Assignments and seminars

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Details of Extension Activities

S.No	Academic Year	Activity
1	2013-2014	Blood Donation Camp
2	2014-2015	Tree Plantation Blood Donation Camp

35. SWOC analysis of the department and Future plans

Strengths

- Well qualified and dedicated faculty members.
- Good interpersonal skills of staffs.
- Good rapport and interaction with the stakeholders.
- Conducting Special Seminars.
- Encouraging & permitting students to participate in extension activities like , NSS,YRC, sports etc.,
- ICT enhanced classes for students.
- Language lab for the improvement of communication skills.

Weakness

- Most of the students are from rural areas. They are unable to speak and write in English.
- First generation students.
- No Transportation facilities for village students.

Opportunities

- Every year placement was arranged for all final year students.
- Special training to develop communication skills.
- Exposure to real life opportunities to students.

Challenges

- Motivating the students to Participate in National Level Seminars and Conference.
- Reduce the number of dropouts.
- Motivating the rural students to become a university rank holders.

Future Plans

- It is decided to start Research Programs, PG, M.Phil., & Ph.D.(FT&PT)
- To publish large numbers of books and Journals in English literature.
- It is proposed to conduct Special Coaching for Competitive Examination.

**DEPARTMENT OF
MATHEMATICS**

Evaluative Report of the Department

1. Name of the department : **MATHEMATICS**
2. Year of Establishment : **2008**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

No courses offered

4. Names of Interdisciplinary courses and the departments/units involved

NA

5. Annual/ semester/choice based credit system (programme wise)

NA

6. Participation of the department in the courses offered by other departments:

S. No.	Class	Subject
1	I B.Sc	Mathematics – I & II
2	I B.C.A	Mathematical Foundations I & II
3	II B.Sc	Statistical Method and their Applications I & II
4	II B.Sc	Basic Mathematics
5	II B.C.A	Basics of Mathematics
6	II B.Com	Business Statistics and Operations Research I & II
7	I M.Com	Advanced Business Statistics
8	I M.Com	Quantitative Techniques for Business Decisions

7. Courses in collaboration with other universities, industries, foreign institutions, etc.:

Nil

8. Details of courses/programmes discontinued (if any) with reasons:

Nil

9. Number of teaching posts:

S. No.	Designation	Sanctioned	Filled
1	Professor	--	--
2	Associate Professor	--	--
3	Assistant Professor	02	02

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4years
Mr.K. Ramadoss	M.Sc. M.Phil. B.Ed	Asst. Professor	Algebra	4 Years 6 Month	Nil
Mrs.K. Radha	M.Sc. M.Phil. B.Ed	Asst. Professor	Graph Theory	6 Month	Nil

11. List of senior visiting faculty:

Nil

12. Percentage of lectures delivered and practical classes handled (programme wise)

Nil

13. Student -Teacher Ratio (programme wise):

NA

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

NA

15. Qualifications of teaching faculty with D.Sc/ D.Litt/ Ph.D/ M.Phil / PG.

S.No	Name	Qualification
1	Mr.K. Ramadoss	M.Sc. M.Phil., B.Ed.,
2	Mrs.K. Radha	M.Sc. M.Phil., B.Ed.,

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:

Nil

18. Research Centre /facility recognized by the University:

Nil

19. Publications

a) Publication per faculty

Number of papers published in peer reviewed journals (National / International) by faculty and students

Nil

20. Areas of consultancy and income generated:

Nil

21. Faculty as members in

a) National Committees b) International Committees c) Editorial Boards: etc

Nil

22. Student projects

a) Percentage of students who have done in-house projects including interdepartmental / programme

Nil

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research Laboratories / Industry / Other agencies:

NA

23. Awards / Recognitions received by faculty and students:

Nil

24. List of eminent academicians and scientists / visitors to the department:

Nil

25. Seminars/ Conferences/Workshops organized & the source of funding Conference:

Nil

26. Student profile programme/course wise:

NA

27. Diversity of Students

NA

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Nil

29. Student progression

NA

30. Details of Infrastructural facilities

a) Library	:	104
b) Internet facilities for Staff & Students	:	Nil
c) Classroom with ICT facility	:	Nil
d) Laboratories	:	Nil

31. Number of students receiving financial assistance from college, university, Government or other agencies:

Nil

32. Details on student enrichment programmes (special lectures / workshops /Seminar) with external experts:

Nil

33. Teaching methods adopted to improve student learning:

Teaching Method

- Oral-cum-Discussion Method.
- The Participatory Lecturing (Discussion, Buzz Groups and Debates).
- Problem Solving.
- Periodical Intimation of Student's Progress to Parents.
- Regular Revision Tests, Parents Teachers Meeting.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

NA

35. SWOC analysis of the department and Future plans

Strength

- Qualified faculty, committed student welfare.
- Well behavioral and obedient students.
- Easy accessible departmental library

Weakness

- Rural students from economically poor background faces financial problems and adapting problems to the college level studies.

- Generating fund.
- Lack of fund to conduct periodic workshops / conferences / National and international seminars.

Opportunities

- Providing knowledge for rural students through education and uplifting them in the society.
- Availability of PG and Research programmes in our department, inspire/motivate UG/PG students to opt for higher studies.

Challenges

- Infrastructure of the department has to be improved on need base.

Future plans

- Conducting national and international seminars.
- Motivating faculty members to involve in research activities.
- Planning special lectures for student's welfare.
- To increase the number of volumes of books in the department library.
- To conduct staff development program in every year in future.

Certificate of Compliance

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that **Srimath Sivagnana Balaya Swamigal Tamil, Arts & Science College, Mailam** (Name of the institution) fulfils all norms

1. Stipulated by the affiliating University and/or
2. Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and
3. The affiliation and recognition [if applicable] is valid as on date **14.07.1938**

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date: 12.05.2016

Place: Mailam




Principal/Head of the Institution

Dr. S. Vijayakanthi

PRINCIPAL

Srimath Sivagnana Balaya Swamigal
Tamil, Arts, Science College,
Mailam - 604 304.



Srimath Sivagnana Balaya Swamigal Thiruvadi Vazhga!!!
**SRIMATH SIVAGNANA BALAYA SWAMIGAL TAMIL,
ARTS AND SCIENCE COLLEGE, (Govt.Aided)**
(Affiliated by Thiruvalluvar University)

Sri Sivagnana Balaya Swamigal
Secretary

Dr. S. Vijayakanthi, M.A M.Phil. Ph.D
Principal (Cell: 9443238365)

Dr. S.Thirunavukkarasu M.A M.Phil,Ph.D
Vice-Principal (Cell: 9443906003)

website: www.mailamtamilartscollege.com

E.Mail .I.D: ssbstc@yahoo.in

Dr. S. Vijayakanthi, M.A, M.Phil, Ph.D.,
Principal

Date: 12.05.2016

DECLARATION BY THE HEAD OF THE INSTITUTION

I certify that the data included in this Self Study Report (SSR) is 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 in this SSR during the peer team visit.

Signature of the head of the institution



PRINCIPAL
Srimath Sivagnana Balaya Swamigal
Tamil, Arts, Science College,
Mailam - 604 304

ANNEXURE

2(f) CERTIFICATE

Ph. 23236351, 23232701, 23237721
23234116, 23235733, 23232317
23236735, 23239437, 23239627

Extension No. 413 (CPP-I Colleges)
UGC Website: www.ugc.ac.in



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

F. No. 8-436/2014 (CPP-I/C)

May, 2015

The Registrar,
Thiruvalluvar University
Serkkadu, Vellore – 632 115
Tamil Nadu

26 MAY 2015

Sub: - Recognition of College under Section 2 (f) of the UGC Act, 1956.

Sir,

I am directed to refer to the letter no. 153/P/2014-2015 dated 22.04.2015 received from the Principal, Srimath Sivagnana Balaya Swamigal Tamil, Arts and Science College, Mailam – 604 304, Tindivanam Taluk, Villupuram District, Tamil Nadu on the above subject and to say that it is noted that the College is **aided** and **temporarily** affiliated to **Thiruvalluvar University, Vellore**. I am further to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) of the UGC Act, 1956 under the head '**Non-Government** Colleges teaching upto **Master's Degree**':-

Name of the College	Year of Establishment	Remarks
Srimath Sivagnana Balaya Swamigal Tamil, Arts and Science College, Mailam – 604 304, Tindivanam Taluk, Villupuram District, Tamil Nadu.	1938	The college does not fulfill the requirement of permanent affiliation. Therefore, the college is not eligible to receive Central assistance under Section 12 (B) of the UGC Act, 1956.

The Indemnity Bond and the other supporting documents submitted in respect of the above College have been accepted by the University Grants Commission.

Yours faithfully,

(Charan Dass)
Under Secretary

Copy to:-

1. The Principal, Srimath Sivagnana Balaya Swamigal Tamil, Arts and Science College, Mailam – 604 304, Tindivanam Taluk, Villupuram District, Tamil Nadu.
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi - 110 001.
3. The Secretary, Higher Education Deptt., Government of Tamilnadu, Secretariat, Chennai – 600 009, (Tamil Nadu).
4. The Deputy Secretary, UGC, South-Western Regional Office (SWRO), Prasanna Kumar Block, Palace Road, Bangalore - 560 009, (Karnataka).
5. Publication Officer, UGC-Website, New Delhi.
6. Section Officer, FD-III Section, UGC, New Delhi.
7. Guard file.

(Charan Dass)
Under Secretary

12B CERTIFICATE

Ph. 23236351, 23232701, 23237721
23234116, 23235733, 23232317
23236735, 23239437, 23239627

Extension No. 413 (CPP-I Colleges)

UGC Website: www.ugc.ac.in

F. No. 8-436/2014 (CPP-I/C)



SPEED POST

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

December, 2015

- 9 DEC 2015

The Registrar,
Thiruvalluvar University
Fort Campus, Vellore – 632 004
Tamil Nadu

Sub: - Declaring a College fit to receive Central Assistance under Section 12 (B) of the UGC Act, 1956.

Sir,

I am directed to refer to the letter no. 153/P/2015-16 dated 04.11.2015 received from the Principal, Srimath Sivagnana Balaya Swamigal Tamil, Arts and Science College, Mailam – 604 304, Tindivanam Taluk, Villupuram District, Tamil Nadu on the above subject and to say that it is noted that the following college is **aided** and **permanently** affiliated to **Thiruvalluvar University, Vellore**. The college is already included under Section 2 (f) of the UGC Act, 1956 vide this office letter of even no. dated 26.05.2015. I am further to say that the name of the following college has been included in the list of colleges prepared under Section 12 (B) of the UGC Act, 1956 under the head '**Non-Government** Colleges teaching upto **Master's Degree**':-

Name of the College	Year of Establishment	Remarks
Srimath Sivagnana Balaya Swamigal Tamil, Arts and Science College, Mailam – 604 304, Tindivanam Taluk, Villupuram District, Tamil Nadu.	1938	The College is now declared fit to receive Central assistance in terms of Rules framed under Section 12 (B) of the UGC Act, 1956.

The documents submitted in respect of the above College have been accepted by the University Grants Commission.

Yours faithfully,

(Charan Dass)
Under Secretary

Copy to:-

1. The Principal, Srimath Sivagnana Balaya Swamigal Tamil, Arts and Science College, Mailam – 604 304, Tindivanam Taluk, Villupuram District, Tamil Nadu.
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi - 110 001.
3. The Secretary, Higher Education Deptt. Government of Tamilnadu, Secretariat, Chennai - 600 009, (Tamil Nadu).
4. The Joint Secretary, UGC, South Eastern Regional Office (SERO), P.B. No. 152, A.P.S.F.C. Building, IV Floor, 5-9-194, Chirag Ali Lane, Hyderabad - 500 001, (Andhra Pradesh).
5. Publication Officer (UGC-Website), New Delhi.
6. Section Officer (FD-III Section), UGC, New Delhi.
7. Guard file.

(Sunita Kalra)
Section Officer

AFFILIATION CERTIFICATE

Website: www.thiruvalluvaruniversity.ac.in

It is requested that all communications should be addressed to The Registrar, Thiruvalluvar University and not to any person by name.

Phone: 0416 -2274747, 2274746

Fax: 0416 -2274748



திருவள்ளுவர் பல்கலைக்கழகம்

THIRUVALLUVAR UNIVERSITY

SERKKADU, VELLORE - 632 115

Dr. A. AMUL DOSS, M.P.Ed., M.Phil., Ph.D., N.I.S.

REGISTRAR (i/c.)

No.TU/R/Affiliation Certificate/2016/ 4269

Dated: 27.05.2016

Certificate of Affiliation

This is to certify that in accordance with the Government of Tamil Nadu - Thiruvalluvar University Act, 2002 (Tamil Nadu Act 32 of 2002) the colleges in the Districts of Cuddalore, Vellore, Villupuram and Thiruvannamalai which were affiliated to the University of Madras till 15.10.2002 were made as the affiliated colleges of the newly started Thiruvalluvar University with effect from 16.10.2002. Accordingly, Srimath Sivagnana Balaya Swamigal Tamil, Arts and Science College Mailam - 604 304, Tindivanam Taluk, Villupuram District (TN) was affiliated with the University of Madras till 15.10.2002, is now affiliated to the Thiruvalluvar University, Vellore with effect from 16.10.2002.

Accordingly, the UG, PG and Research courses offered by the said college are deemed to be affiliated by Thiruvalluvar University from the academic year 2002-2003 (16.10.2002).

Srimath Sivagnana Balaya Swamigal Tamil, Arts and Science College Mailam - 604 304, Tindivanam Taluk, Villupuram District (TN) is permanently affiliated College to this University. The college offering the following UG, PG and Research courses are continued to be affiliated for the academic year 2015-2016.

S.No.	Name of the Course(s)
1.	Three year B.A. Degree courses in Tamil and English
2.	Three year B.Com. Degree course
3.	Three year B.Sc. Degree course in Computer Science and B.C.A. (Computer Application)
4.	Three year Degree course in B.C.A. (Computer Application)
5.	Two year M.A. Degree course in Tamil
6.	Two year M.Com. (Commerce)
7.	M.Phil. one year Research course in Tamil
8.	Ph.D three year Research course in Tamil

This certificate is issued for the purpose of applying for accreditation from NAAC, Bengaluru.

REGISTRAR (i/c.)

REGISTRAR
THIRUVALLUVAR UNIVERSITY
SERKKADU, VELLORE - 632 115.

CERTIFICATE FOR COLLEGE NAME CHANGE

It is requested that all communications should be addressed to The Registrar, Thiruvalluvar University and not to any person by name.

Website: www.tvuni.org
Email: rtvuni@yahoo.co.in
Phone: (0416) 2217778
Fax: (0416) 2221344



திருவள்ளுவர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY
FORT CAMPUS, VELLORE - 632 004



Dr. A.R. VEERAMANI, M.A.(Eco), M.A. (Pol.Sc), B.L., M.Phil., Ph.D.,
Registrar i/c.

TU/R/Affin/A&S College/2007-2008/A. 670

Dated: 25.09.2007

25.09.2007
24

To

The Secretary
Srimath Sivagnana Balaya Swamigal Tamil Kaloori
Mailam - 604 304
Villupuram District.

Sir,

Received
22.09.2007

Sub: Srimath Sivagnana Balaya Swamigal Tamil Kaloori, Mailam -
Request for change of name of the College as Srimath
Sivagnana Balaya Swamigal Tamil, Arts and Science College -
Government order received - Decision of the Syndicate -
Communicated - Reg.

Ref: 1. G.O. No.223, Higher Education (EI) Department, dated
09.07.2007.
2. Letter dated 12.07.2007 received from the Secretary,
Srimath Sivagnana Balaya Swamigal Tamil Kaloori, Mailam.

I am by direction to inform you that the Syndicate at its meeting held on
10.09.2007 considered your request for change of name of the College as Srimath
Sivagnana Balaya Swamigal Tamil, Arts and Science College from the academic year
2007-2008 and resolved as follows:

Resolved that the request received from the Principal, Srimath
Sivagnana Balaya Swamigal Tamil Kaloori, Mailam, Tindivanam,
Villupuram District, regarding change of name of the College as
Srimath Sivagnana Balaya Swamigal Tamil, Arts and Science College
from the academic year 2007-2008 in view of the Government letter
No.223, Higher Education (EI) Department, dated 09.07.2007 from
the Secretary to Government, Higher Education Department, be
approved.

Accordingly, the above College has been permitted to change the name of the Srimath Sivagnana Balaya Swamigal Tamil Kaloori into Srimath Sivagnana Balaya Swamigal Tamil, Arts and Science College from the academic year 2007-2008.

Please acknowledge the receipt of the letter.

Yours faithfully,


Registrar I/c.

Copy to:

1. The Controller of Examinations
2. Finance Section
3. Admission Section
4. Legal Section.

CERTIFICATE FOR UGC GRANT



UNIVERSITY GRANTS COMMISSION
SOUTH EASTERN REGIONAL OFFICE, A.P.S.F.C. Building (4th Floor) 5-9-194,
P.B. No.152, Chirag-Ali-Lane HYDERABAD- 500 001
Ph: 040-23204735: Fax: 040-23204734

F.No.3-1/2016(Policy-GDA Left Out colleges/UGC-SERO) 10.06.2016

URGENT

The Principal

Sub: Financial Assistance for left out colleges under the scheme of General Development Assistance scheme for XII plan - Reg.

Sir/ Madam,

The Expert Committee Meeting to Assess the proposals under the scheme of General Development Assistance to Left Out Colleges is scheduled to be held on 30.06.2016 in the office of UGC-SERO, Hyderabad at 10.00 AM.

You are requested to kindly attend the meeting on 30.06.2016 positively with the copy of the proposal. In case the college has utilized the sanctioned amount of Rs.10,00,000/- Audited Utilization Certificate may also be submitted at the time of meeting.

Note: No TA/DA for attending the meeting would be paid by this office.

Yours faithfully,

(Dr.G.Srinivas)
Joint Secretary

10/6/2016

IEQA SUBMISSION DATE-18/06/2016

INSTITUTIONAL ELIGIBILITY FOR QUALITY ASSESSMENT(IEQA) QUESTIONNAIRE

1 COLLEGE DETAILS			
Name of the college	SRIMATH SIVAGNANA BALAYA SWAMIGAL TAMIL, ARTS AND SCIENCE COLLEGE	Year of establishment	1938
Location of the college	RURAL		
2 ADDRESS			
Address	no.4, Sannathi street,mailam & post,Tindivanam (TK),villupuram (dt)tamilnadu 604304.	City	Tindivanam
State	Tamil Nadu	Pin Code	604304
Website	www.mailamtamilartscollege.com	E-Mail	ssbstc@yahoo.in
Phone STD Code	04147	Phone No	241224
Fax STD Code	04147	Fax	241244
3 HEAD OF THE INSTITUTION			
Name	Dr. S. Vijayakanthi	Designation	principal
Status of appointment	PERMANENT		
4 CONTACT DETAILS OF HEAD OF THE INSTITUTION			
Phone std code	04147	Phone number	241224
Fax std code	04147	Fax	241244
Mobile	+919443238365	E-Mail	svijayakanthi@yahoo.com
5 DOES THE COLLEGE FUNCTION FROM			
a. MAIN CAMPUS			
	AREA OF THE CAMPUS IN ACRES	TOTAL BUILT UP AREA IN sq.m.	
OWN BUILDINGS	19.9656	2488.53	
RENTED BUILDINGS	0.0	0.0	
b. SATELLITE CAMPUS			
	AREA OF THE CAMPUS IN ACRES	TOTAL BUILT UP AREA IN sq.m.	
OWN BUILDINGS	0.0	0.0	
RENTED BUILDINGS	0.0	0.0	
6 NAME OF THE UNIVERSITIES TO WHICH THE COLLEGE IS AFFILIATED OR CONSTITUENT			
University1	Thiruvalluvar University, Vellore	Other	
Nature of relationship with the university	AFFILIATED	If affiliated, status of affiliation	PERMANENT
University2		Other	
Nature of relationship with the university		If affiliated, status of affiliation	
University3		Other	
Nature of relationship with the university		If affiliated, status of affiliation	
7 STATUTORY PROFESSIONAL REGULATORY COUNCIL(S)			
Does the college offer any programme recognized by any Statutory Professional Regulatory Council(s)?			no
Programmes offered		Name of the Regulatory Council(s)	
8 COLLEGE FUNCTIONING			
Type of college	CO-EDUCATION	Time of functioning	DAY COLLEGE
Nature of funding	GRANT-IN-AID	Management	PRIVATE
9 MANAGEMENT/TRUST DETAILS			

Track ID-TNCOGN26323

**College Name-SRIMATH
SIVAGNANA BALAYA
SWAMIGAL TAMIL, ARTS
AND SCIENCE COLLEGE**

Page 2 of 3

Name of the Management	MURUGAN SENTHAMIL KAZHAGAM	Recognition under Ugc Act.1956	2f & 12b					
10 MANAGEMENT/TRUST OF THE COLLEGE IS REGISTERED UNDER								
Society's registration Act of 1960	no	Relevant Act of the respective state Govt.	yes					
Any other (please specify)	INDIA TRUST ACT 1982. 15 DEC 2003							
11 NUMBER OF DEGREES OFFERED BY THE COLLEGE								
UG	5	PG	2					
Research	2	Others	0					
Total	9							
12 DETAILS OF DEGREES OFFERED (B.A., M.A., B.Com., M.Com., B.Sc., M.Sc., M.Phil., Ph.D., etc.)								
Arts	B.LIT (TAMIL) B.A (ENGLISH) M.A (TAMIL) M.PHIL (TAMIL) PH.D (TAMIL)	Commerce	B.COM., M.COM					
Science	B.SC., (COMPUTER SCIENCE) B.C.A (COMPUTER APPLICATION)	Education	NIL					
Health Science	NIL	Engineering & Technology	NIL					
Management	NIL	Others	NIL					
Is the college opting for Assessment & Accreditation of Teacher Education department separately?								
			no					
Is the college opting for Assessment & Accreditation of Physical Education department separately?								
			no					
Number of departments			5					
13 TOTAL NUMBER OF STUDENTS (EXCLUDING THOSE IN SELF-FINANCING PROGRAMMES)								
	UG		PG		M.Phil/Ph.D		Value Added Courses (Certificate/Diploma)	
	Male	Female	Male	Female	Male	Female	Male	Female
General	1	0	0	0	0	0	0	0
SC/ST	5	46	0	0	0	0	0	0
OBC	19	115	0	0	0	0	0	0
Total	25	161	0	0	0	0	0	0
Grand Total	186							
14 TOTAL NUMBER OF STUDENTS IN SELF-FINANCING PROGRAMMES								
	UG		PG		M.Phil/Ph.D		Value Added Courses (Certificate/Diploma)	
	Male	Female	Male	Female	Male	Female	Male	Female
General	1	5	1	0	1	2	0	0
SC/ST	58	121	13	18	1	3	0	0
OBC	162	292	19	22	2	10	0	0
Total	221	418	33	40	4	15	0	0
Grand Total	731							
Total number of students in the college			917					
15 NUMBER OF TEACHING, TECHNICAL AND ADMINISTRATIVE STAFF								
	Permanent		Temporary		Total			
	Male	Female	Male	Female	Male	Female		
Teachers with PG	0	0	1	1	1	1		
Teachers with M.Phil.	2	0	9	15	11	15		
Teachers with Ph.D	3	2	2	3	5	5		
Teachers with NET/SLET	2	0	1	2	3	2		
Technical staff	0	1	1	2	1	3		
Administrative staff	2	0	0	1	2	1		
Support staff	2	0	3	3	5	3		
Total no. of teachers	5	2	12	19	17	21		
16 SUPPORT SERVICES								
Number of titles of books			10406					
Number of journals			27					
Number of e-resources			1					

Track ID-TNCOGN26323

College Name-SRIMATH
SIVAGNANA BALAYA
SWAMIGAL TAMIL, ARTS
AND SCIENCE COLLEGE

Page 3 of 3

Does the college have a registered Alumni Association?	yes
Does the college have a functional Placement Cell?	yes
17 UNIT COST OF EDUCATION	
Unit Cost=Total annual expenditure divided by no. of students enrolled	14125.0
Unit cost calculated excluding salary component	8876.67
18 MENTION FIVE ACADEMIC MILESTONES OF THE COLLEGE	
First	COLLEGE ESTABLISHED IN THE YEAR 14 JULY 1938.
Second	INTRODUCED SELF FINANCE COURSE IN THE YEAR OF 2003 - 2004 M.A (TAMIL)
Third	PROMOTED AS A RESEARCH CENTER IN THE ACADEMIC YEAR 2005 - 2006 M.PHIL (TAMIL) PH.D (TAMIL)
Fourth	PERMANENT AFFILIATED TO THIRUVALLUVAR UNIVERSITY, VELLORE FROM 2015-2016
Fifth	RECOGNISED UNDER SECTION 2(F) AND 12B OF UGC ACT, 1956.
Section 2: Institutional Data Questionnaire	
1. The college has in place a structured internal quality assurance system for ensuring continuous quality monitoring or improvement	NO
2. Library has reading room facilities for students and faculty separately	YES
3. The college uses the students feedback for analysis and improvement purposes	YES
4. Basic computer literacy is ensured for all students in a structured way such as add on courses	NO
5. The college provides financial aid to at least 10% of the general category students	YES
6. The college has a mechanism for counselling students	YES
7. An annual in-house academic calendar is prepared and implemented by the college	YES
8. The college has a mechanism for addressing grievances of students and staff	YES
9. The college promotes scholarly activities of the faculty beyond the syllabus	YES
10. Internet facility is available in the college for faculty and students	YES
11. The college campus is differently-abled friendly	YES
12. The college has a formal mechanism to promote research activities of its students and faculty.	YES
13. The college has adequate sports facility	YES
14. The college has developed a short term and a long term plan for its development and growth	YES
15. Percentage of classrooms equipped with LCD projector	>50%
16. Percentage of teachers using audio-visual aids including computer-aided teaching	>40%
17. The average number of extension activities organised by the college during the last four years	>6
18. Average percentage utilization of annual allocated funds for the last four years	>75%
19. Maintenance expenditure on infrastructure as percentage of the total annual budget	>4%
20. Average pass percentage of graduating students	>70%
21. Computer students ratio	<1:30
22. Percentage of faculty benefitted from UGC and other staff development programmes (average of last four years)	<5%
23. Percentage of permanent teachers with Ph.D. qualification	20-40%
24. Percentage of classes taught by guest faculty or temporary teachers	<20%
25. Students teacher ratio	<30:1
26. Percentage of faculty positions filled against sanctioned posts	>80%
27. Number of add-on courses conducted by the college	<3
28. Awards received by the students in sports and cultural activities in the last four years	State or University Level
29. Percentage of teachers having on-going or completed research projects in the last four years	<10%
30. Number of academic seminars or conferences or workshops that the college has organized (average of last four years)	>4
31. Number of Journals subscribed in the library National or International	>20
32. Percentage of students admitted against the reservation category as per Government of India norms	>75%
Certificate	
This is to certify that the information given in the IEQA application is true to the best of my knowledge and ability and if the same is found to be false or misleading, I authorize NAAC to initiate any action which it deems fit including withholding the outcome of the Peer Team Visit.	

CERTIFICATE FOR AISHE

