ADITANAR COLLEGE OF ARTS AND SCIENCE
VIRAPANDIANPATNAM
TIRUCHENDUR

Annual Quality Assurance Report (AQAR)

2013 - 2014

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Aditanar College of Arts and Science

1.2 Address Line 1

> 2/88, Virapandianpatnam

Address Line 2

> Tiruchendur, Thoothukudi District

City/Town

> Tiruchendur

State

> Tamil Nadu

Pin Code

> 628 216

Institution e-mail address

> aditanarcollege@yahoo.co.in

Contact Nos.

> 04639-242232

Name of the Head of the Institution:

> Dr.V.Gopalakrishnan

Tel. No. with STD Code:

> 04639 – 245247

Mobile:

> 9443872527

Name of the IQAC Co-ordinator:

> Dr.M.Velrajan

Mobile: 9487325459

IQAC e-mail address: aditanarcollege@yahoo.co.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   TNCOGN 10204

1.4 **NAAC Executive Committee No. & Date:**   EC/49/RAR/10 dated 15.06.2009

1.5 Website address: www.aditanarcollege.in

Web-link of the AQAR: www.aditanarcollege.in/AQAR2013-14.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	'B+'	74.45	2002	12.11.2002 to 11.01.2007
2	2nd Cycle	'A'	3.28	2009	15.06.2009 to 14.06.2014
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   09/08/2006

1.8 AQAR for the year *(for example 2010-11)*   2013 - 2014

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

     i.   AQAR 2009-2010 submitted on 06-08-2010

     ii.   AQAR 2010-2011 submitted on 25-05-2011

     iii.   AQAR 2011-2012 submitted on 24-09-2012

     iv.   AQAR 2012-2013 submitted on 07-11-2013

1.10 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☑

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☐   No ☑

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

Type of Institution   Co-education ☑   Men ☐   Women ☐

                  Urban ☐   Rural ☑   Tribal ☐

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

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

1.11 Type of Faculty/Programme

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

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

Others   (Specify)   .

1.12 Name of the Affiliating University *(for the Colleges)*   Manonmaniam Sundaranar University, Tirunelveli

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

Autonomy by State/Central Govt. / University	No		
University with Potential for Excellence	No	UGC-CPE	No
DST Star Scheme	No	UGC-CE	No
UGC-Special Assistance Programme	No	DST-FIST	No
UGC-Innovative PG programmes	No	Any other (*Specify*)	
UGC-COP Programmes	No		

2. IQAC Composition and Activities

2.1 No. of Teachers — 18

2.2 No. of Administrative/Technical staff — 2

2.3 No. of students — 2

2.4 No. of Management representatives — 2

2.5 No. of Alumni — 1

2. 6 No. of any other stakeholder and

   community representatives — 1

2.7 No. of Employers/ Industrialists — Nil

2.8 No. of other External Experts — 1

2.9 Total No. of members — 27

2.10 No. of IQAC meetings held — 3

2.11 No. of meetings with various stakeholders: No. 2   Faculty   1

Non-Teaching Staff Students [1] Alumni [0] Others [0]

2.12 Has IQAC received any funding from UGC during the year?   Yes [✓]   No [ ]

    If yes, mention the amount   [Rs.3,00,000/-]

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [4]   International [ ]   National [1]   State [1]   Institution Level [2]

(ii) Themes

National – Seminar on "Students participation in quality enhancement of Higher Education Institutions in Rural Areas".

State – Seminar on "Teaching and Learning in the Digital Age: Perspectives, prospectus, trends and technologies."

Institution Level : 1 "FEEL Teacher" Programme

                2 Workshop on "Soft Skills"

2.14 Significant Activities and contributions made by IQAC

- Two faculty development programmes were conducted:
  i. Research through Major and Minor projects
  ii. Stress Management
- IQAC in collaboration with other bodies conducted the following programmes
  i. Organised ADFEST 2014.
  ii. Organised the Cancer Awareness Programme and workshop on "Jewel making" with Women's Study Centre
  iii. Conducted a Computer Training Programme for the Non-teaching Staff of our College with the Computer Science Department.
  iv. Organised a Community Extension Programme for the orphanage children of St.Joseph Home, Adaikalapuram.
  v. Organised a Community Extension Programme for the autistic children of Karunalaya, Virapandianpatnam.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. To conduct 3 faculty development programmes	1. Conducted 2 faculty development programmes
2. To conduct 2 staff development programmes	2. Conducted a computer training programmes for the Non-teaching staff
3. To conduct quality related seminars	3. Conducted two Seminar and one workshop

Attached the Academic Calendar of the year as Annexure -I.

2.16 Whether the AQAR was placed in statutory body   Yes [✓]   No [ ]

Management [✓]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

> It was approved by the Management. The Management sanctioned Rs.8,85,000/- for the Third Cycle of Re-accreditation process.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD.	4		4	
PG	5		2	
UG	10		1	
PG Diploma				
Advanced Diploma				
Diploma	2			1
Certificate	2	1		1
Others / M.Phil.	6	1		
Total	29	2	7	2

Interdisciplinary				
Innovative				

Certificate course in Salesmanship and M.Phil. Zoology courses were added this year.

1.2 (i) Flexibility of the Curriculum: CBCS
    (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	20
Trimester	
Annual	6

1.3 Feedback from stakeholders*   Alumni [ ]   Parents [ ]   Employers [ ]   Students [✓]
   (On all aspects)

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

An analysis of the feedback is provided as Annexure-II.

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

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
86	53	33	-	-

2.2 No. of permanent faculty with Ph.D. | 41 |

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
20	2	-	-	-	-	-	-	20	2

2.4 No. of Guest and Visiting faculty and Temporary faculty   [ ] | 2 | | 5 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	15	4	56
Presented papers	13	25	1
Resource Persons	3	7	6

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

Innovative teaching is ensured through approaches like the usage of websites, power point presentations, internet facility and language laboratory. Group discussions, seminars, quiz, peer group interactions monitored by the teacher, intelligent students teaching certain chapters to the rest of the class, and Debates are some of our student-centric approaches to experiential learning.

Efforts taken by the institutions

The following efforts have been taken by the institution to adopt new and innovative approaches:

➢ Availability of eight LCD projectors

➢ Internet connection to all the departments and library.

➢ Well equipped language laboratory

➢ Smart class room

➢ A seminar on "Teaching and Learning in the Digital Age: Perspective, Prospects, Trends and Technologies" was organized on 14.03.2014.

➢ A seminar on "Students participation in Quality Enhancement of Higher Education Institutions in Rural areas" was organized on 25.03.2014.

➢ A three day "FEEL Teacher" programme was organized by IQAC to the faculty members in collaboration with CLHRD (College for Leadership and Human Resource Development), Mangalore, Karnataka, from 28.03.2014 to 30.03.2014.

2.7 Total No. of actual teaching days

during this academic year

180

Bar coding Answer Booklet was introduced by the Manonmaniam Sundaranar University in April 2014 Examinations. We have implemented it in our College.

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

16		3

2.10 Average percentage of attendance of students

77.5

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Total No. of Pass	Division				
			Distinc-tion %	I %	II %	III %	Pass %
B.A. Economics	47	14	-	9%	15%	6%	30%
B.A. English	38	11	-	10%	16%	3%	29%
BBA	56	28	-	21%	27%	2%	50%
B.Com.	55	28	-	7%	42%	2%	51%
B.Com., (C.A.)	42	16	2%	33%	2%	-	37%
B.Sc. Maths	34	11	8%	18%	6%	-	32%
B.Sc. Physics	27	10	7%	19%	7%	-	33%
B.Sc. Chemistry	34	23	18%	38%	12%	-	68%
B.Sc. Zoology	19	9	21%	11%	16%	-	48%
B.Sc. Computer Science	22	15	9%	18%	41%	-	68%
M.A. Economics	28	28	4%	82%	14%	-	100%
M.A. English	25	25	4%	88%	8%	-	100%
M.Sc. Mathematics	23	16	39%	13%	17%	-	69%
M.Sc. Chemistry	19	7	10%	11%	16%	-	37%
M.Sc. Zoology	4	4	75%	25%	-	-	100%

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

IQAC constantly observed how students are being handled by the teachers. Whenever IQAC found certain methods adopted by the teachers to be conventional and obsolete like dictating notes and pure lecture method, IQAC informally and personally suggested to the teachers concerned how their teaching should be made more student-centric. IQAC also constantly reminded the teachers how technology can be used in the classroom for effective teaching. IQAC also conducted various programmes to enhance the quality of the teaching-learning process.

2.13 Initiatives undertaken towards faculty development

Following are the initiatives undertaken towards faculty development :

1. A programme on "Research through Major and Minor Research Projects" was conducted on 06.08.2013 for the faculty of our college.

2. A programme on "Stress Management" was organized by IQAC on 28.08.2013 to the faculty members of our college.

3. A seminar on "Teaching and Learning in the Digital Age: Perspective, Prospects, Trends and Technologies" was organized on 14.03.2014

4. A seminar on "Students participation in Quality Enhancement of Higher Education Institutions in Rural areas" was organized on 25.03.2014.

5. A three day "FEEL Teacher" programme was organized by IQAC to the faculty members in collaboration with CLHRD (College for Leadership and Human Resource Development), Mangalore, Karnataka, from 28.03.2014 to 30.03.2014. In this programme faculty from our college and from our sister institutions participated.

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	36
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	2
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	1
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	9	6	-	4
Technical Staff	16	20	-	17

Criterion – III

3. Research, Consultancy and Extension

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

Following are the initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution:

1. A programme on "Research through Major and Minor Research Projects" was conducted on 06.08.2013 for the faculty of our college.
2. IQAC through the Research Committee (who are also members of IQAC) downloaded the project application forms from the UGC website, made multiple copies of them and distributed them to research oriented young teachers.
3. IQAC guided the research oriented young teachers to identify the topic for the project and saw to that these teachers applied to the UGC for the project.
4. The senior IQAC members constantly interacted with those teachers doing Ph.D., motivated them and indirectly pressurised them to complete their Ph.D.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	4	Nil	2
Outlay in Rs. Lakhs		49,32,600/-		34,00,000/-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	4	
Outlay in Rs. Lakhs	1,00,000/-		3,90,000/-	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	36	7	-
Non-Peer Review Journals	-	-	5
e-Journals	1	-	-
Conference proceedings	-	17	-

3.5 Details on Impact factor of publications:

Range 3.279   Average 1.616   h-index 3   Nos. in SCOPUS 5

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects (4)	Two years	UGC	3,90,000	3,12,500
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

4

No	Name of the Faculty	Title of the Project	Period	Amount Sanctioned
1	Dr.K.Bageerathi, Assistant professor of Mathematics	Further study on Generalization of Fuzzy boundary using Fuzzy E-closure operator	2014-2016	1,20,000
2	Mrs.C.Shola Fernando Assistant professor of English	A Postcolonial Reading of Selected works of Thomas Keneally	2014-2016	70,000

3	Mrs.J.Sathiyalakshmi Assistant professor of English	Search for Self-discovery and Survival in the novels of Anita Nair	2014-2016	1,00,000
4	Mrs.A.Kavitha Assistant professor of English	An Encounter between the Feminine and the avant grade: A Reading of Margaret Laurence's select novels	2014-2016	1,00,000

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

ii) Without ISBN No. | 1 |

3.8 No. of University Departments receiving funds from

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

DPE | | DBT Scheme/funds | |

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

INSPIRE | - | CE | - | Any Other (specify) | - |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	2		9	1
Sponsoring agencies	Management	UGC		Management –Tamil Nadu State Council for Science and Technology	Management

3.12 No. of faculty served as experts, chairpersons or resource persons | 19 |

3.13 No. of collaborations   International | 1 | National | 0 | Any other | 0 |

3.14 No. of linkages created during this year | 0 |

3.15 Total budget for research for current year in lakhs :

From funding agency [2,90,000/-] From Management of University/College [1,50,000/-]

Total [4,40,000/-]

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions   received by faculty and research fellows

Of the institute in the year

Total	International	National	State	University	Dist	College
1	-	1	-	-	-	-

3.18 No. of faculty from the Institution
    who are Ph. D. Guides [22]
    and students registered under them [126]

3.19 No. of Ph.D. awarded by faculty from the Institution [13]

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

JRF [-]   SRF [-]   Project Fellows [4]   Any other [-]

3.21 No. of students Participated in NSS events:

University level [478]   State level [-]

National level [-]   International level [-]

3.22 No. of students participated in NCC events:

University level [96]   State level [43]

National level [18]   International level [0]

3.23 No. of Awards won in NSS:

University level [2]   State level [0]

National level [0]   International level [0]

3.24 No. of Awards won in NCC:

University level	0	State level	2
National level	4	International level	0

3.25 No. of Extension activities organized

University forum	-	College forum	2		
NCC	18	NSS	16	Any other	-

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

- Our students brought 102 children of St.Joseph Home, Adaikalapuram to our college and kept them engaged one full day on 28.8.2013. The destitute children of the St.Joseph Home were taught the basics of computer and spoken English by our students. They were taken around the whole campus and all the laboratories.

- Our PG students and Staff visited the autistic children in Karunalaya, Virapandianpatnam on 1.02.2014. Our students interacted with them and entertained them.

   In both the occasions the children were given tea, variety of biscuits, gifts by the staff and students and sumptuous dinner served by our students.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	86.16 acres	-	-	86.16 acres
Class rooms	34	-	-	34
Laboratories	7	-	-	7
Seminar Halls	1	-	-	1
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	6	1		7
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1,25,000	UGC	1,25,000
Others	-	-	-	-

4.2 Computerization of administration and library

> Library is fully automated with the help of Library Software '*RovanLMS*'. The services like the charging, discharging and searching of books are done with the help of computers. For students use, one computer has been kept in Stack room for reference with *OPAC (Online Public Access Catalogue)*.
> TC, Pay bill, scholarship, IT, student admission are all computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	57,107	60,28,703.19	1,451	4,42,534	58,558	64,71,237
Reference Books	-	-	-	-	-	-
e-Books	-	-	-	-	-	-
Journals	57	75,270	-	-	57	75,270
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	122	2	All Departments and Library	-	-	1	12	-
Added	1	-	-	-	-	-	-	-
Total	123	2	All Departments and Library	-	-	1	12	-

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

> We have internet connectivity in almost all the departments and library.
>
> Students are encouraged to make use of the internet facilities and to learn through open study resources.
>   All the Post Graduate, M.Phil students, research scholars and members of the staff can access the e-Journals from UGC   N-LIST programme and use the Internet facility in the library during the working hours of all working days, free of cost.
>
>   A seminar on "Teaching and Learning in the Digital Age: Perspective, Prospects, Trends and Technologies" was organized on 14.03.2014. In this seminar a demo was given to access the open resources.

4.6 Amount spent on maintenance in lakhs :

i) ICT | - |

ii) Campus Infrastructure and facilities | 715796 |

iii) Equipments | 172100 |

iv) Others | 130688 |

Total : | 1018584 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> IQAC, through the Director of Coaching Classes (who is also an IQAC member), conducted one programme in order to enable the students to get employment through competitive examinations. IQAC, through the advisors of the respective classes, enhanced awareness about student support services.

5.2 Efforts made by the institution for tracking the progression

> The institution tracked the progression of student support services through Staff Council Meetings, HOD's meetings, Department meetings and Advisors meetings. Further, the Principal's direct interaction with the Secretaries and Joint Secretaries of Association gave him enough feedback to suggest remedial measures.

5.3 (a) Total Number of students

UG	PG	M.Phil	Ph.D.
1205	243	50	4

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
1276	85

Women

No	%
222	15

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
23	287	1	1218	6	1535	23	277	1	1192	5	1498

Demand ratio   1.97:1 (1079:547)   Dropout % 3.5%

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

Conducted Coaching classes for the Bank Clerical Cadre Competitive Examination from 23.12.2013 to 17.04.2014

No. of students beneficiaries

239

5.5 No. of students qualified in these examinations

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

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | 7 |

5.6 Details of student counselling and career guidance

The following programmes were conducted by the Career Guidance and the Placement Cell:

1	08.10.2013	Guest Lecture on "Entrance Exams for Higher Studies and Employment after immediate Graduation"	84
2	21.12.2013	Special Lecture on "Personality Development"	36

3	28.12.2013	Special Lecture on "Personality Development"	39
4	28.12.2013	Special Lecture on "Competitive Examinations for Higher job opportunities"	27
5	27.2.2014	Special lecture on 'Job opportunities in IT Companies'	22

No. of students benefitted   208

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	35	2	6

5.8 Details of gender sensitization programmes

1. To empower the women students Women's Study Centre of our College organised a Workshop on "Jewel Making" on 30.08.2013.

2. On 08.03.2014 Women's day was celebrated and Mrs.Juliet Vanitha Rani spoke on "How to Win the Race?"

5.9 Students Activities

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

State/ University level   124   National level   16   International level   -

No. of students participated in cultural events

State/ University level   52   National level   -   International level   -

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

Sports : State/ University level | 55 | National level | - | International level | - |

Cultural: State/ University level | 17 | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	20	2,52,526
Financial support from government	694	21,25,804
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

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

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

5.12   No. of social initiatives undertaken by the students | 4 |

5.13 Major grievances of students (if any) redressed: _____NIL_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

"Social Chance through economic Progress and economic Progress through educating the youth of the rural area"

Mission

"To provide quality higher education aimed at enhancing the required Knowledge and skills and instilling the desired values in the minds of Students enabling them to be enterprising and becoming worthy citizens of our country.

6.2 Does the Institution has a management Information System

1. Administrative Procedures including Finance :

MIS applied to

- a) Salary Bill – submitted every month in ECS format to the Treasury
- b) Arrear Bill
- c) EL Surrender
- d) Pension Procedures
- e) ACPF, SPF closure
- f) Fee Collection
- g) Income Tax Procedures
- h) Issuance of TC (Transfer Certificate)
- i) Issuance of Scholarship (Online Procedure)

2. Student Admission

MIS applied to admission of students through the preparation of the Rank list

3. Student Record

MIS applied to

a. Student Records

b. Preparation of Nominal Roll

4. Evaluation and Examination Procedures

MIS applied to

a. Preparation of Internal Cycle Test question papers

b. The details of students' appearance in University Semester Examination

5. Research Administration

MIS applied to

a. Details of Research Scholars working in our Research Centers

b. Guides & Co- guides in our college

c. Major and Minor Project details

6. Others

MIS applied to

a. Communication from the college to the University RJD's Office, Government of Tamilnadu and all other external agencies.

b. All the communication within the college.

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

6.3.1 Curriculum Development

The Department wise meetings are conducted at the end of every semester and the following action plans are discussed and derived for the effective implementation of the curriculum of the following semester:

1. Optional papers, Non-Major Elective papers for the following semester will be finalized.
2. Subject allotment for the Teachers will be finalized.
3. Lesson plans are chalked out in such a way that the syllabus is covered in three phases. At the end of each phase an internal assessment test will be conducted and assignments are also given to assess the in-depth knowledge of the student.
4. One day Orientation program is conducted at the beginning of every year for co - curricular activities such as NCC, NSS, and Sports for the first year students. The students are given option to select any one of the co – curricular activities.
5. Senior teachers guide the juniors for effectively handling the subjects allotted to them.
6. If there is a necessity to conduct training programmes to deal with the change in the curriculum, senior faculty of our college take up that responsibility.
7. Any training programme conducted by the university regarding curriculum is attended by our faculty. Some of our teachers are members of the Curriculum Development Cell of our University.

The management encourages the faculty to attend seminars and conferences to enrich their knowledge in the respective field. The management also provides funds to every department to conduct seminars/ workshops and guest lectures. The faculty and students get benefitted by this. The management provides sufficient infrastructural facility and funds for the effective delivery of curriculum.

For example, the Mathematics research centre of our college organized a two day workshop, sponsored by the management, on "Problem solving for P.G Mathematics teachers" on 16.02.2013 and 02.03.2013. In the revised syllabus of Manonmaniam Sundaranar University for P.G Mathematics, compulsory problem oriented questions in two units in the unitized syllabus has been made mandatory.

In order to equip the Mathematics teachers of colleges affiliated to M.S.University, the two day workshop was organized. As a continuation of this, another workshop on "Problem solving for P.G students" was organized by our Mathematics department on 04.02.2014 and 05.02.2014. In both the workshops, aimed at curriculum delivery, the Resource persons were the senior teachers of the Mathematics department of our college.

6.3.2 Teaching and Learning

Following are the quality improvement strategies adopted by the institution.

1. A seminar on "Soft Skills" was conducted on 20.08.2013.

2. A programme on "Stress Management" was organized by IQAC on 28.08.2013 to the faculty members of our college.

3. A seminar on "Teaching and Learning in the Digital Age: Perspective, Prospects, Trends and Technologies" was organized on 14.03.2014

4. A seminar on "Students participation in Quality Enhancement of Higher Education Institutions in Rural areas" was organized on 25.03.2014.

5. A three day "FEEL Teacher" programme was organized by IQAC to the faculty members in collaboration with CLHRD (College for Leadership and Human Resource Development), Mangalore, Karnataka, from 28.03.2014 to 30.03.2014. In this programme faculty from our college and from our sister institutions participated.

Interactive learning

Interactive learning is effected through 'Peer group interaction', Question Answer sessions, problem solving, quiz, interaction with senior students to get study materials and clarify doubts, and interaction with faculty formally and informally outside the classroom.

Collaborative learning

Collaborative learning is effected through Group discussion, Case study, Debate, Association activities in all the departments, Group project in the final semester for all the UG courses, field and industrial visit, NSS (4 Units), NCC (Army and Navy), Youth Red Cross, Road safety patrol, Fine arts club, Drama club (Tamil and English), Music club, Folk arts club, Community Radio (Sivanthi FM), Citizen consumer club, Science Forum, Industrial visits and Educational Tours.

Independent learning

Independent learning is effected through Assignments in every subject for all courses, seminar in every subject for all PG courses, individual project work for all the PG courses, practical work done in the Laboratories for all science subjects and Mathematics and acquisition of Language skills in the English Language lab, Campus News, manuscript magazines from the Writers Forum (Tamil and English), college magazine, and Youth festivals and literary competitions inside and outside the college. Further students are encouraged to participate and present papers in conferences and workshops organized by our college and by other institutions. Home exercises are given to the students especially for problem oriented subjects. Students are encouraged to make use of the internet facilities and to learn through open study resources.

6.3.3 Examination and Evaluation

In every semester, three cycle tests are conducted to evaluate the performance of students. The Co-ordinator for internal tests submits a schedule for submission of question papers, test dates, and submission of internal marks to the Staff-council and gets it approved. The scheme of valuation is suggested to the teachers by the respective question setters. In addition, model tests are also conducted. In CBCS, the assignments are given well in advance. The final examination is conducted by the university. The evaluation procedures are made known to the students by giving the pattern of question papers, distribution of marks and scheme of valuation.

In our college almost all the teachers are involved in the valuation of the university examination papers. Hence they are aware of the scheme of valuation of the university and are able to communicate the details clearly to the students.

New teachers are made aware of the evaluation process by the senior faculty.

6.3.4 Research and Development

Our college has a research committee with Dr. T.Balu, Associate Professor of Physics as the Convener and Dr. P. Selvarajan, Associate Professor of Physics, as the Secretary and all the recognized research guides of our college as the members. The main activity of the committee is to promote research activities. Application forms for applying to various funding agencies for minor/major research projects are downloaded and circulated to all the staff members. By the motivation and encouragement given by the research committee over a period of time, so far we have got four Major research projects, one 'Community development science project' and six minor research projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

For efficient administration and functioning of the library, a library committee is constituted, which functions as an Advisory Committee. The committee comprises of seven teachers and nine students. It meets once in a year and puts forward suggestions for efficient functioning of the library. The committee suggests library automation and extension of infrastructure. It also suggests service improvement in the library. Student members of the committee give feedback. The general function is reviewed. The committee gives important suggestions to the Principal. Management provides funds for ICT and developing physical infrastructure.

6.3.6 Human Resource Management

> The qualified and competent teaching and non-teaching staff members are recruited. The institution also creates conducive atmosphere for higher studies of the staff members. It constantly motivates the faculty members to do research activities.

6.3.7 Faculty and Staff recruitment

> The teachers are appointed for the aided courses on merit basis as per the norms fixed by the UGC and State Government. The roster system as prescribed by the State Government is strictly followed. A selection committee is constituted as per the UGC norms. Those vacancies are not filled up by the Government are filled up by the Management. As the management does not want the students to suffer.

6.3.8 Industry Interaction / Collaboration

> The institution permits industries to conduct campus interviews in the college. It also encourages the students to attend the off campus interviews conducted by the industries. Students are permitted to go for industrial visits.
>
> The Management and the Principals encourage the teachers to go for Collaboration with Industries.

6.3.9 Admission of Students

> Our college adopts open counseling system for admitting new entrants. An applicant can opt for a maximum of five courses in a single application. After receiving the filled in application forms for all courses, a rank list for each course is prepared after scrutiny. While receiving the application forms, candidates are provided with written information about the date and time of counseling for admission. Those candidates who have sent their applications by post are informed of the counseling details by post. Counseling is conducted for two days viz., the first day for the science discipline and the second day for the arts discipline.
>
> The Committee headed by the Principal, concerned department head, and other staff members will invite the candidates as per their rank and government reservation policy. Candidates, if selected for more than one course, can opt for the course of their preference. The selected students will be issued admission card on the spot by the Principal. This procedure is followed till all the applications/candidates are exhausted.

6.4 Welfare schemes for

Teaching	Staff quarters available
Non teaching	Staff quarters available
Students	Part time employment in each Department and Sivanthi Community Radio , freeships to meritorious sports students and free education for outstanding student of Kamarajar Hr. Sec. School at Meenakachipuram.

6.5 Total corpus fund generated

-

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

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

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

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ☐   No ☐

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

N/A

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

N/A

6.11 Activities and support from the Alumni Association

- The teachers who have been awarded Ph.D were felicitated in the Alumini Association meeting held on 15.08.2014.

- Competitions for School Children were conducted.

6.12 Activities and support from the Parent – Teacher Association

Parent Teachers Association supported the club activities of our College and donated a video camera worth Rs.38,300/- Further Parent Teachers Association donated Rs.14,500/- to buy 10 ceiling fans for the Library. This year Parent Teachers Association has totally donated Rs.91,369/- for various activities.

6.13 Development programmes for support staff

Computer Training Programme was conducted for the Non-teaching Staffs of our College by IQAC and the Computer Science Department from 2 – 4 April 2014

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

The objectives of eco club are planning and management of natural resources such as land and water. 'Biodiversity conservation' and 'campus sanitation management' are the priorities of this club and the students are made aware of and participate in these activities. Staff and students are advised to turn the tap off and drain the waste water properly inside the campus. The management of this institution regularly cleans the litter of the campus and is recycled. The students and staff vehicles are properly parked in the parking area (shed) to avoid the nuisance of pet fouling which is hazardous to general health and hygiene.

Criterion – VII

7. Innovations and Best Practices

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

FEEL Teacher Programme

A three day "FEEL Teacher" Programme was organized by IQAC to the faculty members in collaboration with CLHRD (College for Leadership and Human Resource Development, AIM INSIGHTS, The HRD Group, Valencia Circle, Mangalor, Karnataka) from 28.03.2014 to 30.03.2014. 63 teachers belonging to Aditanar Educational Institutions, Tiruchendur participated in it among them 36 are from our college. The themes that were presented during the course of the three days were Human Resource Development, Self-Esteem, Communicating to Influence, Emotional, Intelligence, Values and Principles, Human Relationship, Listening Skills and Team Building. The sessions were from 09.00 a.m. to 05.00 p.m. on all days of the development intervention with two breaks of 15 minutes duration each for refreshments and one hour break for lunch everyday.

All the teachers who participated in this progrmme said that the programme was interesting and innovative and that they would implement the new ideas in their profession. All the teachers of Aditanar College of Arts and Science were completely carried away by this innovative programme and said that they would become new teachers promoting self-learning, independent learning and a student-centric approach to learning.

Students initiated innovative programmes

Our PG students brought 102 children of St. Joseph Home, Adaikalapuram to our college and kept them engaged one full day on 28.8.2013. The destitute children of the St.Joseph Home were taught the basics of computer and spoken English. They were taken around the whole campus and all the laboratories. Our PG students and Staff visited the autistic children in Karunalaya, Virapandianpatnam on 1.02.2014. Our students interacted with them and entertained them. These programmes created social awareness, leadership quality, social responsibility and empathy among the students. Increased healthy bondage between the students and the society enhanced the overall personality of the students.

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

> IQAC conducted the following programmes
>
> 1. A programme on "Research through Major and Minor Research Projects" was conducted on 06.08.2013 for the faculty of our college.
>
> 2. A programme on "Stress Management" was organized by IQAC on 28.08.2013 to the faculty members of our college.
>
> 3. A seminar on "Teaching and Learning in the Digital Age: Perspective, Prospects, Trends and Technologies" was organized on 14.03.2014
>
> 4. A seminar on "Students participation in Quality Enhancement of Higher Education Institutions in Rural areas" was organized on 25.03.2014.
>
> 5. A three day "FEEL Teacher" programme was organized by IQAC to the faculty members in collaboration with CLHRD (College for Leadership and Human Resource Development), Mangalore, Karnataka, from 28.03.2014 to 30.03.2014. In this programme faculty from our college and from our sister institutions participated.

7.3 Give two Best Practices of the institution

> Two Best practices are the Advisory System and imbibing the Research Culture among the Staff and Students. (Annexure III and IV)

7.4 Contribution to environmental awareness / protection

> The Science Forum and IQAC of our college organized an "Awareness programme on Environmental Protection" in collaboration with the Tamil Nadu Science forum of Chennai on 24.07.2013.
> Seventeen P.G. & M.Phil., students of Zoology participated Trekking Programme at Kalakad Mundanthurai Tiger Reserve Forest Area from 27.09.2013 to 28.09.2013.

7.5 Whether environmental audit was conducted?   Yes ✓   No ☐

7.6 Any other relevant information the institution wishes to add.

1. SWOC Analysis for the year 2013 – 2014

Strength

- More number of seminars/ workshops conducted through UGC funds and Management funds.
- Creation of awareness about competitive examination by conducting coaching classes for competitive examinations

Weakness

- Very difficult to avoid absentees in the classes
- Very difficult to improve communication skills of the students

Opportunities

- Adequate recognition and rewards to the students for their activities in curricular and co-curricular activities.
- Enrichment of subject knowledge by organizing more seminars / workshops.

Challenges

- Preference to Professional course
- Lack of interest in higher education and career advancement due to rural background

2. U. Arulraju (III B.Com) won four medals in the first State Level Paralympic Swimming Championship, Chennai on 21st July 2013

3.Poc.C.Dharmaseelan, II B.Sc., Mathematics participated in the Republic Day Camp 2014 at Delhi.

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

1. Conduct of National Seminars / Workshops received funds from various funding agencies.
2. Applying for more number of Major/Minor Research Projects.
3. Making the students to apply for projects from funding agencies.
4. Conducting ADFEST 2015.
5. Conducting NAAC/UGC sponsored IQAC Seminars on topic related to Quality enhancement.
6. Developing infrastructural facilities.
7. Going for as many linkages and collaboration as possible.
8. Conduct of Community extension programmes benefiting the student who do it and the society which receives it.

Name   Dr. M. Velrajan

Name   Dr. V. Gopalakrishnan

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ADITANAR COLLEGE OF ARTS AND SCIENCE
VIRAPANDIANPATNAM
TIRUCHENDUR

ACADEMIC CALENDAR 2013-2014

1. Reopening date : 20th June 2013

2. I Internal – Second week of August 2013

3. II Internal – Third week of September 2013

4. III Internal – fourth week of October 2013

5. Last working Day – 31.10.2013

6. Re-opening for even Semester – 06.12.2013

7. I Internal – Third week of January 2014

8. II Internal – Fourth week of February 2014

9. III Internal – First week of April 2014

10. Last working Day – 23rd April 2014.

ADITANAR COLLEGE OF ARTS AND SCIENCE
VIRAPANDIANPATNAM
TIRUCHENDUR

Analysis of Students' Feedback (2013-14)

The feedback collected from the final year UG and PG students as a response to the questionnaire given to them with fifteen different categories to be classified under a five point scale is highly satisfactory.   The feedback is exemplary in the following areas: Academic content, usefulness of teaching materials, fairness in evaluation (Internal assessment), interaction with faculty members, sports facilities, advisory system and Library facilities. Computer facility, Hostel facility and interaction with administration are the areas which have to be improved and necessary action is being taken to address these issues.   The three distinguishing features of the feedback are Advisory system, internal assessment and academic content.   The feedback is highly remarkable in these three areas.

BEST PRACTICE 1: THE ADVISORY SYSTEM

The context:
> "Advice is like snow,
> The softer it falls
> The longer it dwells upon and
> The deeper it sinks into the mind".
>   - S.T. Coleridge

In this material world, with Liberalization, Privatization and Globalization as the economic 'mantra', life has become very competitive and only the fittest can survive. In this scenario, our students with a rural and poor background are economically, educationally and socially backward. Most of them are first generation learners. Hence they need to be guided, moulded and nurtured little by little with Himalayan patience. In our economical and sociological context, our teachers cannot be merely guides or torchbearers. They have to be a mother, a father, a brother, a sister, a psychoanalyst, and a Guru guiding them every moment of their life. It is in this context that our college has introduced a scientific advisory system which we ourselves feel proud of.

Objectives of the practice:
  ➢ To improve the knowledge of students and make them academically sound.
  ➢ To make them employable and seek self employment
  ➢ To have an all- round development
  ➢ To inculcate personal, social, moral and spiritual values

The practice:

Students are given nineteen orientation programmes from the first semester to the sixth semester. In the first semester, five orientation programmes are given at periodical intervals. In the second semester, another six orientation programmes are given. By now, the students' could have understood everything about the college and what is expected of them. In the second year, four orientation programmes are given, two each in the third and fourth semesters. In the third year four orientation programmes are given two each in the fifth and sixth semesters. Details of the nineteen orientation programmes are given below:

ORIENTATION No. 1 (I Year, I Semester - On the Re-Opening Day)

1. Aims of College Education:
    To build character. To improve knowledge and outlook. To be well informed in the subjects of study. To know how to get on with others. To have an all round development.
2. About our college, objective of our college, Founder Chairman, Principal, courses offered, etc.,
3. College Education-a privilege-its value to be understood.
4. Medium of instruction in the Degree Classes – Change from to Tamil To English.
5. Meeting the Principal – Timings: 12.45p.m. to 1.00 p.m. and 4.00 p.m. to 4.15 p.m., any time during emergencies.
6. Punctuality – not to come late-availing leave for proper reasons-leave rules.
7. Prayer – at 9.45 a.m.
8. Avoid crowding in the verandas & sitting on parapet walls and steps of buildings. Also avoid using the wall as footrest.

9. Notice Board – General and Departmental – Go through it daily.
10. Toilet usage.
11. Scholarships – Details will be announced periodically.
12. Keeping two-wheelers locked.
13. Information Room – Grievance Box.
14. Train going students –concession
15. Bus going students – concession – behaviour – to help others and to build a good image
16. Ask the students to have Identity Cards with them all the time.
17. Cumulative Records – first page to get filled up –It's importance as resume.
18. Ask the students to keep all the receipts of the fees paid in the college/Hostel.
19. Always be dignified in speech & behaviour.
20. Avoid whistling and obscene languages.
21. Regular in attendance. 100% attendance certificate-valuable - truly to get it for all the 6 semesters.
22. Road discipline must be maintained while walking, riding bicycles or car. Triples in two-wheelers are not permitted.

ORIENTATION NO.2 (I Year, I Semester - Within a Week from the Re-Opening Day
1. Repeat all said in First Orientation.
2. Those who are seeking admissions in the Professional college
   a) Let them not conceal the fact.
   b) Let them not take the course lightly.
   c) Let them be prepared for any result.
3. Use dining hall and gardens alone for taking lunch and not in the class room. Keep the walls & black boards clean & free from scribbling.
4. Details about Hobby Clubs.
5. Greeting Principal and Teachers.
6. Information about the Certificate Courses, Value Education and various committees.
7. Information about the co-operative store.
8. Join NCC(Army or Naval wing), NSS Units. For details see the respective Notice Boards-NCC Scholarship – For those who have secured 1000 or more marks in plus 2 for a cadet in any branch of NCC.
9. Study habit – study from the beginning of the semester. Be thorough with the portions dealt with.
10. Reading college calendar.
11. Orientation by Librarian, Physical Director, Director of Blood Donor's Club& Co-ordinator of Student Services – arise and shine.
12. Keeping college premises and class rooms clean. Avoid crowding in the corridor and resting the leg on the walls. Avoid sitting around the Temple, Verandah & parapet walls.
13. Personal problems etc. can be discussed with the Advisor, Head of the Department, etc.
14. Behaviour inside the class room-participation, taking notes, discipline, etc.
15. Read English News Paper – Listen to News in English
16. Health Care - Health Care during festivals – Medical inspection.
17. Parents' interest to write to their advisors and meeting them periodically.
18. Advisory system.
19. General knowledge – Take G.K. tests seriously and keep a separate note-book for G.K. – Its continued significance.
20. Earn while you learn programme- Part-time Employment.
21. Explaining about P.G.courses.
22. Inferiority complex feeling to be removed.

23. Breakages of Furniture – fine will be collected.
24. Information Centre – Timings 1.15 p.m. to 1.55 p.m. – make good use of it.
25. Absence without leave a serious offence. Absence without leave for more than 5 days name shall be removed from the rolls. For appearing University Examination – 75% of 90 working days is compulsory.
26. Absence in one class in each session leads to marking absence for the whole session.
27. For all Internal Cycle tests-students to take their allotted seats only in the respective halls. No student shall absent himself for the test.
28. Procedure for on-duty.
29. Details of opening Savings Bank Account in the E.C.
30. Details regarding General Proficiency Certificate.
31. Details about Blood Donors' Club – invaluable help to society.

ORIENTATION NO.3 (1 Year, I Semester - One month from the Re-Opening Day)

1. How we try to give the best in this college. Instruction – Library – Laboratory – Games – Hostel – Counselling – Co-curricular programmes – please utilize these for drawing the best and the maximum out of this opportunity.
2. To inculcate English Newspaper reading habit-subscribing to Newspaper as individuals or as groups – keep a separate note book for vocational guidance – encourage them to go through advertisement columns by supplying "THE HINDU" papers – to clarify doubts.
3. Picking of flowers – keeping the premises clean – some appreciation of beauty and cleanliness.
4. Participation in competitions and various activities.
5. Participation in essay writing, elocution, etc.
6. Type writing, short hand (Importance). Computer Course.
7. Marks in all the subjects – Part-I and Part-II are also equally important. (In many cases) they are also considered while appointments are made.
8. Spending habits. Living within one's means – Economic prudence and open mindedness.

ORIENTATION NO.4 (I Year, I Semester - During the Semester)

Explaining the importance of the following qualities:

1. Selflessness
2. Courage
3. Cheerfulness
4. Initiative
5. Spirit of Adventure
6. Enterprise
7. Love of Freedom
8. Positive Attitude
9. Self–respect
10. Hard work
11. Self-confidence

ORIENTATION NO.5 (I Year, I Semester - Two Weeks Before the University Examination)

1. Pay your tuition fees in time. Otherwise your name shall be removed from the rolls as per the Government rules. If you are not able to pay within the time, give a written petition to the Principal asking for extension of time.
2. Clear all arrears in advance – Fines, Co-operative, fees, etc.
3. Explain first rank and importance of University Ranks – All subjects are to be passed in the first appearance to get University Ranks.
4. Make sure of examination time-table: Morning/Afternoon sessions.

5. Hall arrangements for University Examination will be changed daily. So go through the Notice Board for hall arrangements daily.
6. Specimen answer paper: How to fill up the face sheet. Insist on writing of page numbers.
7. Bring Hall Ticket and Identity Card for all examinations.
8. Be in the hall at the stroke of the First bell. No students shall be allowed to wander in the verandah after the second bell.
9. After entering into the examination hall, students should observe absolute silence.
10. Malpractice – it is a disgrace-may ruin your career-normal punishment 3 years de-barred-copying from other students and allowing others to copy from you-both are offences.
11. After completing the examination revise your answers scripts and there upon coming out of the halls, they should not discuss the answers loudly making noise.
12. Student may apply for receiving the Xerox copies of answer sheets on payment of Rs.200/- in time. They may apply for revaluation if necessary on payment of Rs.200/-.

ORIENTATION NO.6 (I Year, II Semester - Within a Week from the Beginning of II Semester)

Each page in the book on "Opportunities for higher studies and jobs for students" to be explained in detail making the points up-to-date (as relevant to your subject).

ORIENTATION NO.7 (I Year, I Semester - Within a Month From the Beginning of the II Semester)

1. Personal problems can be discussed with the Advisors.
2. Review of the University Examination results individually reminding the students of final result.
3. Develop to speak and write fluently in English.
4. Attending Orientation Courses for UPSC, TNPSC, SSC, etc.
5. Merit Scholarship for first 10 rank holders.
   a) Aim at good marks – work hard from 1 semester onwards.
   b) Importance of language marks.
6. Contribute to College Magazine and Campus News
7. Get the marks filled up in the Cumulative Records.

ORIENTATION NO.8 (I Year, II Semester - Before Masi Festival in Tiruchendur)

Masi Festival is being celebrated in Tiruchendur. Religious rituals, devotional discourses and enjoying the Musical concerts are welcome. Let us maintain the peace and concentration what such functions require. Let us do our best to keep up our traditions and cultural practices as beautiful and calm as they need to be.

ORIENTATION NO.9 (1 Year, II Semester - Before College Day)

1. Our College day offers learning experience for our students in planning and organizing. We would like as many students as possible to work as volunteers. Sincerity and hard work of volunteers will make the function a success.
2. The ceremonial parade is a solemn occasion. When the cadets march past the saluting base, we may all clap and encourage them. Otherwise, if we speak loudly or laugh when something goes wrong, then we will not be paying compliments to our students who have put in hours of hard work to practice for the ceremonial parade.
3. On the occasion of the College Day, it is desirable that every student will be able to create a good impression in the minds of guests.

4. When the S.S.L.C. prize winner speaks for a few minutes expressing his/her sense of gratitude let us listen patiently and encourage him/her at the end of the speech. A student who has come out first among students who appeared for the examinations from Tamil Nadu really deserves our patient listening and appreciation.

5. When the meeting goes on, some students just stand up, leave the place either when the prize distribution is going on or immediately after the prize distribution is over or when the Chief Guest is speaking. It is our duty to remain in the meeting till the vote of thanks is over.

6. During the variety entertainment many people from neighboring places are present to witness the programme. It is our duty to maintain a peaceful atmosphere till the programme is over.

7. At the end of the programme students will sing the National Anthem.

ORIENTATION NO.10 (I Year, II Semester - During the Semester)

1. Explaining the following values: (Importance)
   a. Creativity   : Originality – decision making
   b. Introspection   : Self-analysis, self-criticism
   c. Self-Control,   d. Self-confidence, self-reliance,   e. Sportive spirit
   f. Simplicity-modesty – humility – thrift,   g. Righteousness –   uprightness – right conduct – tranquility, h. Prudence
2. Giving practice in application writing and filling.
3. Giving practice in writing a resume.
4. Giving practice in group discussion.
5. Giving practice in Interview Techniques.

ORIENTATION NO.11 (I Year, II Semester - Two Weeks Before University Examination

1. Repeat Orientation No.5
2. Summer Activities:
   (i) Attending Summer Courses
   (ii) Using the vacation fruitfully – reading library books, organizing social service activities in the villages, etc.
   (iii)Sivanthi Academy Extension Centre / importance of IAS.
   (iv)Language papers over for B.B.A., B.Com., and B.Sc., (Comp.Sc) Try to do well and score high marks.

ORIENTATION NO.12 (II Year, III Semester - Within A Week of Re-opening

1. Examination Results – Review
2. Importance of current affairs and participation in Quiz and G.K. Test – Regular News paper reading.
3. To develop spoken English
4. Reminding about Certificate Courses
5. Change of Courses.
6. Regularity in Attendance – leave letters, 100% Attendance Certificate.
7. Coaching classes for Arrear subjects
8. Language will be over this year for B.A. Classes - importance should also be given to the languages as their marks are included for recruitment to jobs.
9. How to organize meetings, functions:-

a. Personal Organisation of behaviour
b. Voluntary services – to encourage.
10. Pay your Tuition fees in time.
11. Get the Cumulative Record of Marks filled up.

ORIENTATION NO.13 (II Year, III Semester - During the Semester)

Explain the importance of the following values:
1. Sacrifice, 2. Good Manners, 3. Sense of humour, 4. Gratitude,
5. Tolerance, 6. Friendship
Magnanimity – Generosity – hospitality – charity and
Motivation - Patriotism

ORIENTATION NO.14 (II Year, IVSemester - Within two weeks from the Re-Opening Day)

1. Behavior in the public – in times of festivals.
2. Old Boys Association, Bank and other Agencies – Loans for those who want to pursue higher studies - examples of old students may be given
3. Explaining the importance of the following values:
   1. Ahimsa
   2. Truthfulness : Honesty – trust – frankness
   3. Concern for Environment   4. Integrity
   5. Obedience   6. Sense of duty
   7. Justice – Freedom – Quality   8. Loyalty
4. Giving practice in application writing and filling
5. Giving practice in writing a resume
6. Giving practice in group discussion
7. Giving practice in Interview Techniques
8. Get the Cumulative Record of Marks filled up

ORIENTATION NO.15 (II Year, IVSemester - Before the College Day)

1. Repeat the Masi Festival and College Day Orientation Points.
2. Summer Activities:
   a. Attending Summer Courses.
   b. Using the Vacation fruitfully – reading library books, organizing social service activities in the villages, etc.
   c. Sivanthi Academy is running courses.

ORIENTATION NO.16 (III Year, V Semester - After the Publication of Results)

1. Review – Examination results and Budget expenditures.
2. Responsibility:
   (i) as seniors
   (ii) towards their studies.
   (iii)   Towards the society and
   (iv)as individually and collectively
3. Public speaking

4. Importance of self-employment.
5. Develop reading habits – read, think, digest and experiment – develop 3H (Head, Heart and Hand) throughout your life.
6. University Ranks – Prize for I Rank, Merit Scholarship for first 20 ranks – necessity of hard work.
7. Get the cumulative record of marks filled up.
8. Regular in attendance – 100% attendance.

ORIENTATION NO.17 (III Year, V Semester - During the Semester)

1. Explaining the importance of the following values:
   1. Co-operation
   2. Civic sense
   3. Secularism
   4. Communal harmony
   5. Aspiration for peace
   6. Chastity – purity
   7. Dedication-regularity-punctuality-sincerity

ORIENTATION NO.18 – (III Year, VI Semester - Beginning of the Semester)
1. Analysis of the earlier examination results to rectify the previous mistakes.
2. The need of general knowledge for various competitive examinations.
3. Explaining the importance of the following values:
   i) Love – Compassion – Sympathy – Mercy
   ii) Beauty – Cleanliness – sense of order – sense of priority
   iii) Forgiveness
   iv) Detachment
   v) Contentment – lack of acquisitiveness
   vi) Fraternity
   vii) Renunciation
   viii) Dignity of Labour

ORIENTATION NO.19 (III Year, VI Semester - Towards the End)

1. Giving practice in application writing and filling
2. Giving practice in writing a resume
3. Giving practice in group discussion
4. Giving practice in Interview Techniques
5. Particulars regarding Provisional Certificate, Degree Certificate and Rank Certificate – importance of applying for convocation immediately. Importance of timings in Convocation.
6. Alumni Association – pay Rs.10/- and become Life Member – every year August 15th Annual Day – to attend
7. Explaining once again the loan facilities available in banks, Old Boy's Association, etc.
8. Repeat the importance of self-employment.
9. Write application for M.A., M.Sc., etc.
10. Rank holders – photos to be sent to the Magazine Committee.

Obstacles faced if any and strategies adopted to overcome them

Lack of motivation amongst the learners is the main obstacle reported by the advisors in general. The educational, economic and social backwardness of their background, their inability to cope up with the subject of their parent's choice, rural, Tamil medium school background, a deep rooted myth about lack of jobs, an alien language which forces them to go

for rote learning are some the reasons for their lack of motivation. But, this does not apply to girls (P.G. girls) even though they also have the same limitations like the boys.

But the biggest difference is that girls can memorize any number of essays even without comprehension whereas for the boys both the short term and long term memory is weak. Further, unlike the girls, English is still a foreign language to them. This affects the results in the first year of their study and they become completely diffident resulting in absenteeism in the second year and third year. In addition to this, as even average students get into Engineering colleges in this area because of the mushroom growth of engineering colleges, majority of the students who come to our college are below average and lack motivation. It is here the advisors step in.

The advisors have to realize that what they have in their hands is a 'thinking clay' and that they have to mould it in such a way that the thinking clay begins to grow on its own. This is where the problem lies. If the advisor realizes that his ward will be a 'thinking clay' and that he / she has to mould it and give it a shape that the 'thinking clay' wants to have and make it an independent learner, then the advisory system is a success. On the other hand if the advisor gets disappointed and frustrated then the system is a failure. This is where the Principal, and the senior experienced teachers step in and make the relatively new 'Advisors' to carry on with their job with 'Hope' and 'Confidence'

Impact of the practice

Our experience tells us that our students have been immensely influenced by the advisory system. For some of our students a good advisor (a kind, affectionate, friendly and at the same time a disciplinarian who focuses on the internal discipline of the students – someone with empathy, a psychoanalyst and a counsellor and above all a person who is taken to be a role model by his wards) is like a demi-god and almost a member of their own family. For three years they have virtually lived with their advisor whom they really love and never forget in their life. The Advisory system has produced wonderful citizens not only with academic intelligence but also with emotional and spiritual intelligence. Innumerable examples can be given.

The advisory system not only influences the students but also the advisors. The serious and sincere advisors become wonderful teachers with social commitment. This is reflected in their contribution to the 'MUTA Scholarship Fund'. They donate willingly, voluntarily and silently because the recipients are not aware of it. Likewise, the students contribute to the society in a big way through blood donation. From 2009 – 2014, 402 students have donated blood, thanks to the advisory system.

Resources required:

A printed copy of the book "Guidelines for the Advisors" is supplied to all the Advisors. The Advisors, with the knowledge of the Principal, should be able to render financial assistance to their wards for which the college should provide some funds.

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BEST PRACTICE 2: IMBIBING RESEARCH CULTURE AMONG THE STAFF AND STUDENTS

The Context

It is really sad to note that not even a single Indian University found a place in the list of top 200 world's Greatest Universities. Educationalist opined that Indian Universities do not lag behind these top Universities in terms of 'Quality in Teaching', but when it comes to Research, we are far behind. As the greatness of a University is measured in terms of Research Contributions made, naturally Indian Universities could not find a place in the top 200.

It is in this context, we feel proud to say that in spite of the social, economic and educational backwardness of this area we are gradually inculcating a 'Research Culture' in the campus which stands out when compared to our other practices. We do accept that our contribution to Research may not be exemplory or that it equals the contribution made by7 the city colleges, but the fact remains that making a head way in our Research output and it is only a matter of time before we reach our Goal – the goal of being recognized as one of the greatest Research institutions in Tamil Nadu.

Objectives of the practice:

- To develop a sense of enquiry critical and scientific thinking
- To develop the aptitude for Research
- To inculcate a Research culture by developing their questioning spirit
- To make all the teachers do their Ph.D., apply for Major and Minor projects, attend, present and publish papers in national/international seminars and edit and publish books of national repute.

The Practice:

Our college has a research committee with Dr. T.Balu, Associate Professor of Physics as the Convener and   Dr. P. Selvarajan, Associate Professor of Physics, as the Secretary and all the recognized research guides of our college as the members. The main activity of the committee is to promote research activities. Application forms for applying to various funding agencies for minor/major research projects are downloaded and circulated to all the staff members.

Further, in our College, the Management, , the Secretary, the Principal and the senior experienced teachers always have the habit of asking the junior teachers whether they have chosen their area for their Ph.D. work. After a while, in casual talk and in informal discussions they keep asking the junior teachers whether they have registered for Ph.D. Even those teachers who are hesitant to register for Ph.D will either be motivated or pressurized. (pressurized, in the sense that, if they do not register for Ph.D., they cannot face the seniors fearing that they might be questioned) to register for Ph.D.

Once they get themselves registered, whether their Guides ask them or not, these senior teacher would ask them whether they have completed the Literature survey or completed their material collection. The seniors will also guide them as to where the materials can be collected and which Library to visit for Literature survey. Again, after a while they would start asking whether they have started writing. This 'motivation through irritation' as we humorously call it goes on till the research scholar submits the dissertation in the University.

For proof reading the thesis, teachers of English always come to the rescue. Irrespective of the subject, dissertations, are proof read by the senior faculty of the English department. Then the Office bearers of MUTA who are in the Senate or Syndicate take upon themselves the responsibility of the official procedures to be followed in the Manonmanium Sundaranar University and see to that the candidate appears for the Viva Voce at the earliest time possible. In short, from the beginning to the end a teacher doing Ph.D. is motivated and guided and at no stage the researcher is allowed to feel depressed or frustrated.

Once the Ph.D. is awarded, motivation in all forms continues till he publishes articles and becomes a Research Guide. Research Guides interact with their research scholars (part-time) during holidays and week-ends. With their FDP scholars, they interact everyday after 04.00 p.m. and again during holidays. Even on Government holidays our Research Guides are available and during working days Guides are available till the scholars are left.
Our Guides constantly guide the scholars when it comes to Methodology, Literature Survey, problem selection, conduct of experiment and also writing and publishing. Whenever the Guides receive any call letter for writing articles, they e-mail the details to all the scholars immediately. After the scholars publish Papers in Journals with Impact Factor, they are asked to write their thesis. After six months of their writing they are asked to submit their synopsis followed by Thesis submission.

At no point of time scholars feel that they are let down by their Guides.

Obstacles faced if any and strategies adopted to overcome them:

- Scope for discussion, classification of doubts immediately with eminent faculty regarding the research work not available
- No possibility for downloading research International Journals.
- Back volumes of international journals of impact factor not available in the library
- A research guide has to teach 16 hrs a week like any other teacher. Only during weekends and holidays they can do research work.

These obstacles are sought to be overcome with the help of 24 X 7 internet facility and balancing teaching with research. For budgetary constraints apply to various funding agencies.

Impact of the Practice: Over a period of time, the motivation and encouragement given by the Management, the Principal, and the Senior Experienced teachers has resulted in the following achievements by the faculty and the students:

Of the 94 teachers in our college, as on today, 42 are Ph.D. holders of which 22 are Research Guides. These Research Guides of our college are guiding 126 scholars most of whom are part-time scholars. There are four full time research scholars, two in the Department of Physics and two in the Department of Economics. Totally, 49 scholars have got their Ph.D. guided by the research guides of our College. Four departments, Department of Mathematics, Chemistry, Economics and English have been upgraded as Research Centres in our college. In these five years from 2009-2014 totally 257 papers have been published in National / International Journals, 54 seminars have been conducted in our college, 42 teachers as resource persons and 24 edited books have been published by our teachers and seven teachers are editors of reputed journals. In the past five years, we have got four Major Research Projects and six Minor Research Projects.

Minor Research Projects:

No	Name of the Faculty	Title of the Project	Period	Amount Sanctioned (Rs.)
1	Dr. P. Thangavelu Associate Professor of Mathematics	Studies in Topology via rough sets	2009 - 2011	60,000
2	Dr. A. Soundrarajan Associate Professor of Commerce	Marketing strategy adopted by SHG in Tirunelveli	2010-2012	1,00,000
3	Dr.K.Bageerathi, Assistant Professor of Mathematics	Further study on Generalization of Fuzzy boundary using Fuzzy E-closure operator	2014-2016	1,20,000
4	Mrs.C.Shola Fernando Assistant Professor of English	A Postcolonial Reading of Selected works of Thomas Keneally	2014-2016	70,000
5	Mrs.J.Sathiyalakshmi Assistant Professor of English	Search for Self-discovery and Survival in the novels of Anita Nair	2014-2016	1,00,000
6	Mrs.A.Kavitha Assistant Professor of English	An Encounter between the Feminine and the avant grade: A Reading of Margaret Laurence's select novels	2014-2016	1,00,000

Major Research Projects:

No.	Name of the Faculty and funding agency	Title of the Project	Period	Amount Sanctioned (Rs)
1.	Dr. D. Vasumathi Assistant Professor of Zoology DST	Women & Child – Health and Nutrition	2009 – 2010	7,78,000
2.	Dr. P. Subramaniam Assoicate Professor & Head, Department of Chemistry UGC	Micellar effect – on the Fe (111) and Cr(111) – salen catalyzed redox reactions of methionines and thioether containing organic compounds	For 3 years w.e.f. 1.2.2011	9,80,300
3.	Dr. P. Selvarajan Associate Professor of Physics	Studies on novel nlo based l – alanine Picrate and b-alanine picrate	For 3 years w.e.f	9,11,300

	UGC	crystals grown by solution method with slow evaporation and slow cooling techniques	1.7.2011	
4.	Dr. P. Selvarajan Associate Professor of Physics DST	Growth and characterization of some novel NLO based single crystals of l-alanine complexes	For 3 years w.e.f. 19.7.2011	19,54,600
5.	Dr.C.P.Balakrishnan Assistant Professor of Botany UGC	Pharmacognostic studies of agarophytic seaweed gracilaria of Manapad coast, Tamilnadu	Three years 2013-2016	10,86,400

Projects presented for consideration before the selection committee in the year 2013- 2014 (DST)

No	Name of the Faculty	Title of the Project	Status	Amount (Rs)
1	Dr.M.Velrajan and Mr. I.Sekar	Radio Mathematics	Presentation made	9,00,000
2	Dr.C.Velayutham	Computational intelligence system in non-invasive brain computer interface for pattern classification	Major Project. Considered for presentation.	25,00,000

Motivated by the teachers and with teachers (Researchers) as their role model our students in spite of several handicaps have done remarkably well.
Following are their achievements:

S. No	Name & Class	Title of the Project	Funding Agencies	Amount (Rs)
1.	R.Ramya II M.A., Economics	Rural out-migration in Udangudi Panchayat Union – A case study	TNSCST	6,000
2.	M. Lakshmi II M.Sc., Chemistry	Studies on the Effect of Metal Cations (Ce^{3+} Sm^{3+}) on the Dielectric Properties of Polyanline	TNSCST	6,000

3.	J. Jeyapriya Zoology	A biogeneic approach for synthesis of silver nano particles using spider web	TNSCST	10,000
4.	V. Balasubramainan Zoology	Bioplastic production using chicken feathers	TNSCST	10,000
5	A.Kuberan II M.Sc., Chemistry 2013-14	Structure, Morphology and Thermal properties of Poly (Vinylidene Fluoride)/ Graphene Nanocomposites	IASc – INSA-NASI	14,000
6	P.Kannika Barathi S.karthiga G.jeya Prabha II M.Sc Zoology	Biosynthesis of silve nanoparticles using Eichornia crassipes and analysis of antimicrobial activity	Tamil Nadu state council for Science and Technology	7,500/-
7	K.P.Padma Malini B.Sangeetha, I.maria Arul, A.Ragavan Kebin II M.Sc. Chemistry	Preparation and characterization of polypyrrote/$CaCO_3$ Composite and its application as anticorrosive coating on mild steel	Tamil Nadu state council for Science and Technology	7,500/-

Resources Required:
- A common Instrumentation centre in a separate block with all the sophisticated ultra modern instruments of equipments.
- A research library with 24X7 internet facility and internationally reputed journals.
- Management funds to promote research especially for the students

Contact Person for further details
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