YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	ADITANAR COLLEGE OF ARTS AND SCIENCE
• Name of the Head of the institution	Dr. D. S. MAHENDRAN
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	+914639242232
• Mobile no	9025740430
• Registered e-mail	aditanarcollege@yahoo.co.in
• Alternate e-mail	aditanarcollege@aei.edu.in
• Address	2/88, Virapandianpatnam
• City/Town	Tiruchendur
• State/UT	Tamil Nadu
• Pin Code	628216
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**Manonmaniam Sundaranar University**
• Name of the IQAC Coordinator	**Dr. A. Anthony Sagaya Chithra**
• Phone No.	**914639242232**
• Alternate phone No.	**04639220625**
• Mobile	**9789727621**
• IQAC e-mail address	**aditanarcollege@yahoo.co.in**
• Alternate Email address	**chithrasamy15@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.aditanarcollege.com/wp-content/uploads/2021/12/Aqar-2019-2020.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.aditanarcollege.com/wp-content/uploads/2021/11/Calendar-2020-2021.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**74.45**	**2002**	**12/11/2002**	**11/01/2007**
Cycle 2	**A**	**3.28**	**2009**	**15/06/2009**	**14/06/2014**
Cycle 3	**A**	**3.01**	**2015**	**03/03/2015**	**02/03/2020**

6.Date of Establishment of IQAC	**09/08/2006**

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

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

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

NAAC guidelines	
• Upload latest notification of formation of IQAC	No File Uploaded

9.No. of IQAC meetings held during the year	**04**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

* Discovering the Musk "By Building Self Esteem" for faculty members * Community Extension Program at St. Joseph Trust Adaikalapuram * Work Ethics and Human values for Non - Teaching staff * Feed back Analysis from the Students * Green Audit - College Campus

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

Plan of Action	Achievements/Outcomes
To conduct atleast two online webinars state/National/International level	Organised one day seminar on discovering the musk by building self esteem
To motivate the teachers to apply for major and minor research project	Organised Guest Lectures on Intellectual property rights
To conduct training programmes for faculty members on discovering the musk by building self esteem	One day seminar on effective leadership for an enlightened society
One day seminar for PG Students on effective leadership for an enlightened society	Organised Guest Lectures on Protect the Environment
Seminar on Intellectual property rights	Organised Community extension programme at ST. Joseph trust Adaikalapuram
Seminar on Entrepreneurship	Organised Guest lecture on Feel the teacher
Community extension programme	Organised Guest lecture on Work Ethics and Human values
Nil	Organised Webinar on Exploring the path for success - Entrepreneurship
Nil	Organized students satisfactory survey
Nil	Organized Green Audit
Nil	Supported the government to conduct State Assembly Election by the way of giving our campus to give briefing the polling personnel.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Staff Council	**03/11/2021**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
0	**Nil**

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**21**

File Description	Documents
Data Template	[View File]

2.Student

2.1 Number of students during the year	**645**

File Description	Documents
Institutional Data in Prescribed Format	[View File]

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**97**

File Description	Documents
Data Template	[View File]

2.3 Number of outgoing/ final year students during the year	**520**

File Description	Documents
Data Template	[View File]

3.Academic	
3.1 Number of full time teachers during the year	**99**

File Description	Documents
Data Template	[View File](#)

| 3.2

 Number of sanctioned posts during the year | **0** |

File Description	Documents
Data Template	No File Uploaded

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**56**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**46.45**
4.3 Total number of computers on campus for academic purposes	**144**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College is affiliated to Manonmaniam Sundaranar University, Tirunelveli and adhers to the curriculum prescribed by the university in an effective and efficient way. In the beginning of every semester, the head of the institution along with the members of staff council, finalises the academic calendar in alignment with the university calendar. Subjects are allocated to faculties based on their subject expertise and interest well in advance. Time Table for every semester along with workload of every faculty members is prepared by the heads of the departments and distributed to

concerned faculty member and also to the head of the institution. The university provides the syllabus with outcomes for every course. Action plan and assignment for each course are prepared by the respective subject incharge before the commencement of every semester.

Due to pandemic, the traditional lectures are delivered through online and offline mode with the support of power point presentation, smart boards and audio visual support to make the delivery of the curriculum enabling and interesting for the students. Critical thinking is encouraged by conducting debates, role playing and class room discussion. Guest lectures are regularly arranged to bridge the gap in the prescribed curriculum. Students feedback survey help us to identify the areas of improvement in curriculum delivery and evaluation methods.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The college, an affiliated college of the Manonmaniam Sundaranar University, Tirunelveli, is obliged to follow all directives of the university regarding continuous internal system. Every semester, three cycle tests are conducted to evaluate the performance of students. Principal gets approval from staff council for conducting the internal exam. Approval from staff council includes exam schedule, dates for conducting internal exam, question paper submission dates from individual departments and submitting the final internal marks to the college exam coordinator. All departments follow the same pattern question setting [Part – A (4X1=4 Marks), Part – B (2X4=8 Marks) and Part – C (1X8=8 Marks)]. The coordinator for internal tests in each department collects the question paper form individual course teacher and submits to the coordinator for internal tests. Before two days of the commencement of internal tests, the printed copies of question papers are handed over to the internal test coordinator of each department. The schedule for internal tests / assignments is notified to the students well in advance. The schedules announced are strictly adhered. The principal and internal test coordinator monitored the effective implementation of the exam as per schedule. The

examination will be conducted simultaneously thorough out the college.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

20

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

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

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

0

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

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

127

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

1.3 - Curriculum Enrichment

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

Our Institution integrates Cross-cutting issues of the society like Environmental Awareness, Moral Values, Human values, Professional Ethics, Gender Equality, which are inseparable part of our curriculum.

The environmental issues are dealt in detail in the classroom through a regular skill based common subject entitled 'Environmental Sciences' (first semester). This subject gives students the opportunity to comprehend planetary challenges that have been triggered by humans along with those that have occurred through natural means. Similarly our students study another skill based common subject entitled "Personality Development" (fifth semester). This subject deals with developing the communication and interpersonal skills of an individual.

The students must understand the human values & follow professional ethics in their relevant field. In order to make students aware of their responsibilities and professional ethics, our university implemented value based education (second semester) as one of the paper. This paper includes topics on Human Values, Gender Equality and Skill Development for the students of the college.

All are compulsory subject for all UG students. The results of the students are not declared unless students clear above subjects.

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

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

13

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

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

490

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	https://www.aditanarcollege.com/wp-content/uploads/2022/01/feedback-2020-21-combined.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	View File
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

644

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

97

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

2.2 - Catering to Student Diversity

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

The performance of each student is assessed by the internal assessment tests and semester examinations. The performance or obtained grades/marks are the key indicators to categorize students as slow learners and advanced learners in a class. Under CBCS scheme of syllabus, there are three compulsory internal assessment tests that are conducted prior to the semester examination. Advanced and slow learning is identified through their performance levels in examinations, interaction in the class room and laboratory, their fundamental knowledge, concept understanding and articulation abilities. Various measures, such as Remedial classes, Bridge course, Group study system and periodical class tests, are conducted to enhance the performance of slow learners. For advanced learners, special programmes like professional coaching classes, skill development programmes, coaching classes for competitive exams, provision to participate in various competitions such as case study analysis, debate discussion, problem solving, decision making exercises and quiz programmes, are organized in and outside the college.

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

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

Number of Students	Number of Teachers
1789	**99**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student centric teaching methods are adopted for effective communication and also to enrich the subject knowledge of the students. Students are taught with the mission that fosters a learning environment which nurtures exploration of various skills and thinking about the subject. Various student centric methods such as Students Forums - Internship Programmes - Provision for individual involvement in practicals/project work, group work, role play, field visits, industrial visits, case study, debates, seminars and presentations - Arrangement of educational trips and surveys - Special lecture programmes and General knowledge programmes - Visiting faculties drawn from reputed industries and institutes to supplement the teaching process and provide the information to bridge the gap between industry and academia - Conducting workshops, seminars and conferences - Departmental libraries – Department wise Association - Co-curricular activities, are adopted by the Institution.

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

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

maximum of 200 words

The faculty members use various ICT enabled tools to enhance the quality of teaching-learning process. Microsoft teams/LMS/Google classroom is used to manage and post like course related informations, learning materials, quizzes, lab submissions and evaluations, assignments, etc. The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching-learning process. To teach subjects in online mode, teachers have used various online tools like - whiteboard in Microsoft teams, Jamboard in Google meet, etc. The use of multimedia teaching aids like, LCD projectors, classrooms with internet enabled computer/laptops/tablet systems are usually available in the classroom. All the departments conduct webinars, quiz programmes and guest lectures on the new developments in the core subjects for effective teaching and learning by the faculty members and students through online mode. The college has been developing an integrated Academia Management System and comprehensive tool for faculty, students and administrators to overcome the challenges in the process of college admissions. The tool is an online-platform that is meant to manage entire gambit of CBCS - from registration of courses, allocation of courses to the faculty, student attendance, internal assessment, semester assessment etc.

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

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

2.3.3.1 - Number of mentors

99

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

2.4 - Teacher Profile and Quality

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

99

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

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

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

54

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

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

2.4.3.1 - Total experience of full-time teachers

578

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

2.5 - Evaluation Process and Reforms

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

- **Before the introduction of continuous internal evaluation system implemented by the university, the college had a system of conducting three periodical tests per semester for the benefit of students.**
- **The periodical test comprises three one hour internal tests and one three hour model test at regular intervals after the coverage of adequate syllabus in each paper.**
- **After the continuous internal evaluation system implemented by the university we are able to continue the same periodical tests in a transparent manner with the reformation of three one hour tests for the weightage of 20 marks for each theory paper and five marks for assignment.**
- **The question pattern is modeled after the university external examination question pattern.**
- **The examination committee comprises of the teaching and nonteaching staff for the smooth conduct of the internal test.**
- **The internal test schedule is prepared after conducting the HODs' meeting.**
- **The examination committee collects question papers from individual course teachers through the department and the printed question paper is distributed on the day of the test by the invigilator in the centralized examination.**
- **The sixty minutes test is conducted with the allotment of examination hall and seats to individual student.**
- **After each test, the answer scripts are collected and sent to the individual course teacher for evaluation.**
- **The course teacher evaluates the papers and distributes the answer scripts to the students for verification of marks to maintain transparency.**
- **Finally the test marks are uploaded by the course teacher in a university online portal.**
- **Assignments are also collected and evaluated periodically and assignment mark is also uploaded in the website.**

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

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

There is complete transparency in the internal assessment. The criterion adopted is as directed by the university. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester.

1. The internal assessment test schedules are prepared as per the direction given by the university and communicated to the students well in advance.
2. To ensure proper conduct of formative tests, two invigilators are assigned to each hall.
3. Evaluation is done by the course handling faculty members within three days from the date of examination.
4. The corrected answer scripts at random are verified by the HOD to ensure the standard evaluation process.
5. The corrected answer papers of the students are distributed to them for verification by the students and any grievance is redressed immediately. The marks obtained by the students in internal assessment tests are displayed on the department notice board.
6. The marks obtained by the students in internal assessment tests are uploaded periodically on the university web portal along with their attendance.
7. For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record.
8. For the quality of the projects, the evaluation is done by Project Review Committee along with the project guides.
9. To ensure transparency and curb mall practices Manonmaniam Sundaranar University has introduced jumbling system and theory end examinations are conducted at a center other than the college.
10. The end examination for the laboratory and projects shall be conducted with internal and external examiner appointed from the other colleges as decided by the University.

Of the student has any grievance in evaluation the concerned subject teacher addresses them immediately. If it is beyond the subject teacher concerned the student marks an oral representation to his Adviser who tries to solve the problem written a day. If it is beyond the Adviser the grievance is addressed by the HOD within a day in consecution with the subject teacher and the advisor. The matter is taken to the principal only if this mechanism fails. On any account the grievances are redressed within a day or two. In this whole process of grievance redressed the concerned student is take in to confidence.

Problems with the University are dealt with by the college office through the principal at a specified time everyday they make representations to the principal directly and resolve the issue.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme Outcomes

Our institution is at present a non-autonomous institution affiliated to the Manonmaniam Sundaranar University, Tirunelveli and follows the affiliated university's course structure and scheme of examination. The program outcomes given by the University are uploaded in our website.

Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed in our website and communicated to all teachers and students. The College has clearly stated Programme Outcomes, Programme Specific Outcomes, Course Outcomes and Learning Outcomes. These outcomes have been set, taking into account the variety of programmes and the heterogeneity of rural and urban students. The Programme Outcomes are mentioned by the affiliating university in the syllabi prescribed to each class. In the beginning of every academic year the programme outcomes are verbally communicated to the students the Advisers of the respective classes. They are also displayed on the college website.

Course Outcomes as well as Learning Outcomes depend upon the nature of course and the subject concerned. They are also defined by university and are clearly mentioned in the syllabus of particular class and subject. The Programme Specific Outcomes are closely related to the content of the syllabus. They are syllabus oriented and may vary as per the subject. All these outcomes are explained to students in the classrooms directly or indirectly. There are some universal learning outcomes also which are inherent in every syllabus. The students are encouraged, guided to learn and imbibe these outcomes. Every department plans and conducts all activities in the light of the programme outcomes and course outcomes. There are certain ways to assess whether the programme outcomes have been achieved or not. The performances of students in university examinations and in different internal examinations are the parameter of outcome assessment. The teaching-learning and assessment processes are reviewed by the IQAC. Records of academic results and other achievements are maintained by the departments. They are submitted to the IQAC at the end of every academic year. The feedback obtained from students on the teaching- learning process helps to understand the expected learning outcomes. Secondly, the students overall performance in co-curricular and extra-curricular activities as well as his behavior on and off the campus help to judge the programme or course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.aditanarcollege.com/wp-content/uploads/2021/08/2.6.1-Courses-Outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

School of Arts

Our College School of Arts has Four UG department, Two PG department, Two M. Phil and Two PhD department. The school has 53 Full time staff members. Among the 53 full time faculty members most of them are Doctorates. They are exceptionally talented and actively involved in rendering quality education to the students. Many faculty members are involved in Research activities. They guide Research scholars. Apart from teaching they are involved in student counseling, imparting value education and running add-on courses.

The school of Arts conducts Field works, Business fairs, and Industrial visits to enhance student's practical skills for Industrial employability.

School of Science

Our College School of Science has Five UG department, Three PG department, Three M. Phil and Two PhD department. The school has 49 Full time staff members. Among the 49 full time faculty members most of them are Doctorates. They are exceptionally talented and actively involved in rendering quality education to the students. Many faculty members are involved in Research activities. They have published research articles in highly reputed national and international journals. They guide Research scholars. Apart from teaching they are involved in student counseling, imparting value education and running add-on courses. The school of Arts conducts Industrial visits, Field works and Business fares to enhance student's employability skills.

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

2.6.3 - Pass percentage of Students during the year

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

516

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://www.aditanarcollege.com/wp-content/uploads/2022/01/feedback-2020-21-combined.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

26

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

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

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

6

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

Under the guidelines and guidance of MHRD, The Ministry of Higher Education, Government of India, The Institution's Innovation Council was formed in Aditanar College of Arts and Science, Tiruchendur-628216, Thoothukudi District, Tamil Nadu with the ID- IC202015430. As the first Activity of IIC, the council organized on " Orientation session for the students and faculties of the Institute" about Innovation on 5-3-2021 at Si. Pa. Aditanar Centenary Auditorium in the College campus. The convener of the council Dr. S. Nithyanantha Jothi welcomed the gathering and explained the objectives of the Innovation council. The Principal and the President of the Innovation council of the college Dr. D. S. Mahendran gave the Presidential Address. He pointed out the importance of innovation to the students and faculties. The Secretary of the College Dr. S. Jeyakumar, former Professor of Zoology gave the felicitation address. The resource person Thiru. T. Radhakrishnan, Manager of Tamil Nadu Mercantile Bank Ltd, Tiruchendur Branch, explicated the role of Banks to give financial assistance to the new Innovators and stressed the importance of innovation skill to be improved by students. The Internship Activity Co-ordinator of the council Dr. M. Ganesan gave the vote of thanks. The students and faculties of various departments of the college were participated in this orientation session. The session ended with National Anthem.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.aditanarcollege.com/wp-content/uploads/2021/04/Report-5-3-2021-.pdf

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

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

2

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

7

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

33

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

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

34

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

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Our college Internal Quality Assurance Cell (IQAC) has organized a one day programme at St. Joseph Trust, Adaikalapuram as a Community Extension programme on 18.03.2021. We provided Lunch to 125 orphanage students and also provide rice, fruits and provisions for more than 500 students. 16 of our students along with 5 faculty members were participated in the programme.

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

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

62

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2463

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

12

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Aditanar College of Arts and Science has constantly provide quality education for the development of students. The institution has well maintained eco-friendly and resilient infrastructure conducive to teach, learn and comprehensive development of students. There are spacious class rooms, department rooms, department library and laboratories. The classrooms are ventilated properly, equipped with

benches and desks according to the requirements of students. There are four computer labs available for students. These labs have adequate computer, internet connectivity to support practical sessions. In addition, the college provides access to software packages SPSS and Tally.

The well start college library with total area of 3,300 sq. feet. It has circulation counter issue/return, Online Public Access Catalogue (OPAC), text book sections, periodical sections. Reading table for faculty and students is available. It has internet bandwidth of 100 Mbps with Rovan LMS.

The administrative block of the college consist of the Principal Office, Accounts Office, General Office which are the ICT enabled. In college has co-operative store for providing services to the students at subsidized rate.

The college has Sivanthi Community Radio 90.4 MHz which has the broadcasting area of around 15 kms surroundings and broadcasting the programmes at various heads to the development of the society.

File Description	Documents
Upload any additional information	[View File](View%20File)
Paste link for additional information	https://www.aditanarcollege.com/wp-content/uploads/2022/01/Sivanthi-Crs.mp3

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

The college has committed to offer resourceful infrastructure for the holistic growth of the students. It provides adequate facilities for cultural activities, indoor and outdoor sports for the students and faculty member. The college has two auditoriums namely indoor and open auditorium. Indoor auditorium is equipped with air conditions and other amenities with the seating capacities of 250 students and open auditorium is equipped with necessary ambience and can be accommodate 1500 students. Every year the college conducts ADFEST to bring out the talents of students.

The college has 400 m standard athletic track with all throwing, jumping events facilities and it has football filed with 120 yards X 80 yards. It also has two Kabaddi courts, One tennis court, one ball badminton court, one basketball cement court, one outdoor badminton court and one indoor tennis court and cricket ground with 70 yards boundary line field. The college has multipurpose flood light courts for valley ball, kabaddi, tennis and Kho-Kho. The intra moral competitions for men and women students are conducted regularly. Many intercollegiate tournaments are conducted by using these playgrounds. Alumni, present students and interested outsiders are also using play grounds for the developments of their physical fitness and especially when they are appearing for jobs recruitment in the government departments like uniform services.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.aditanarcollege.com/services/

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

56

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

46.44

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

4.2 - Library as a Learning Resource

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

The college has library is fully equipped with the seating capacities of 100 users both faculty and students. There are 58229 books are available in the library. Every year 51 periodicals are procured for library. During the year though it is at lockdown period 118 books are issued to the students and 326 books are issued to the staff members. Due to the pandemic, as per the government norms the classes are taken through online mode this year nearly 10 members visited the library per day with standard operating procedure.

Every students is allowed to borrow a maximum of three books at a time from the library. Books will be issued only on presentation of the bar coded identity card. The librarian may from time to time reserve on the direction of the Principal, certain books for reference in the library. The reference book must not be taken out of the library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://aeicollegekoha.academiaerp.com/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.44

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

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

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

10

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

4.3 - IT Infrastructure

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

The institution has a robust and vibrant IT policy. It aims to provide uninterrupted services to all stakeholders. All IT infrastructure in the campus is provided with uninterrupted power.

Microsoft license is procured for all faculty members and students

for utilizing the Microsoft Teams for the classes during the Pandemic, through online mode. Microsoft account is created for each and every stakeholder for using the email and MS-Office.

Mobile ERP App is also available for faculty members, students and parents. The following modules are available in the mobile ERP, like online fee payment, timetable, attendance, assignment, internal marks details and leave request.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://erp.aei.edu.in/

4.3.2 - Number of Computers

144

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

46.45

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Infrastructure :

The infrastructure development program or the college is designed, developed and revised keeping in pace with statutory requirements, technological developments, infrastructure need analysis and the guidance of the management. The college has an Exclusive Engineer cum Supervisor and menial staff under him for maintenance of laboratories, landscapes and parking. Nonregular works such as painting, carpentry comes under his limit. Classroom furniture is checked and repaired regularly. CCTV camera, LED displays are also installed. Besides security guards are on vigilance on a 360 degree basis. Sophisticated technology prone instruments and equipment are regularly kept under Annual Maintenance Contacts. A co-operative store is being functioning in the campus to provide students with basic amenity services and stationary. The entire cleaning of the campus is outsourced and is carried on each day. Eco clubs are initiated to carry on tree plantations and crating awareness on banning plastic. A drainage system is in place to reduce water logging.

Sivanthi Community Radio facilitates in broadcasting novel programs and is also used in developing e-contents for classroom teaching. Teachers and students have also registered themselves under the MOOC and Swayam educational portal. 45 KVA generator provides power to the entire college campus. During and after pandemic, intensives trainings are being given to students on attending online classes and taking online examination. Online examinations and online evaluations are presently in vogue.

Library:

The college librarian and his assistant pay close attention to

physical infrastructure, ICT of the library. The software ROVAN is adapted as backend data base tool. It is used for the maintenance of library with data entry (books, journals and membership), transaction (issue, return, renewal and fine collection). The library uses the software to upload and upgrade the various resources (books, journals and database). The library has also subscribed to the UGC n-list program database package directly which provides access to thousands of full text peer reviewed journals and books. The library has three PC systems for the uses to browse. It also maintains a good collection of CDs. Entire libraries routine is automated. Annual pest control measures are taken and books are preserved accordingly. Separate fire extinguishers are available for library. Sports Facilities The auditorium and play grounds that are existing always maintained to be ready for the smooth conduct of the events. We have planned to construct a furnished auditorium with the seating capacity of 1500 students.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

640

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

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

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

10

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to Institutional website	https://www.aditanarcollege.com/wp-content/uploads/2021/12/5.1.3-evidences-converted.pdf
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

2106

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

2106

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**C. Any 2 of the above**

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

29

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

78

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

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

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

05

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one)

during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

01

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

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

Our college believes in optimizing the potential and competency of the students through critical thinking, academic quests and extension activities and trains the students to face the challenges of the dynamic world and help them to develop their potential strengths and leadership qualities. Students are represented in almost all the committees, associations of the College. In order to enhance the leadership qualities of our students, they are assigned various responsibilities by representing in various academic bodies like Fine Arts, Sports Committee, NSS, NCC, YRC, Eco Club, Students Services, Writer's Forum, Drama Club, Numismatic Clubs etc, offer the students copious opportunities to sharpen their skills. Student representatives participate in coordinating activities of NCC, NSS as student leaders. It helps them in organising various programmes and actively involved in providing guidance, coaching and training to the junior cadets and volunteers in managing the units. Every department has an Association in which student representatives play major role in organizing various academic-oriented activities; including Webinars, quiz programmes, etc. All the NSS volunteers assist the NSS officers and other college authorities in conducting all functions in the college. This exposure, through Part-V extension activities, helps the students in enhancing their organizational skills, leadership qualities and other traits to strengthen their personality.

The college offers numerous opportunities for students to participate in Co-curricular, Extra-curricular, Social, Sports and community development activities. Department Associations and various clubs motivate the students to organise variety of programs based on the thrust areas of their domains for the students. Departmental competitions, special programs on national and international days of importance are conducted to enrich and enhance the student's instinctive talents.

Due to the pandemic situation, the new academic year began with the Online Orientation Programme as well as awareness programme about the Part-V activities for the new entrants conducted by the students' services cell and parent teachers association. An awareness programme was conducted by NSS Units to create awareness about the Covid-19 and election duties.

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

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

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

77

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

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of

the institution through financial and/or other support services

The registration of our Alumni Association is under progress. The Alumni Association of Aditanar College of Arts and Science came into existence in the year 1969. The Association regularly conducts Annual Day Meeting (on August 15th) and at least two executive committee meetings in a year. During its Annual Day meeting, the Association honours the Retiring Staff and Staff who have completed Doctoral degree. Our alumni acted as a resource person in various guest lecturers, which are organised by various departments of our college to motivate our students. The Alumni contributes in monetary and non-monetary ways for the development and betterment of our Institution.

Our aim is to develop everlasting relations with our alumni, which in turn will give rise to mutual benefits. The Alumni Association is a pillar of support that links the roots and fruits of this institution.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the institution is reflective of and in tune with the vision and mission of the institution. The institution pursues to function with social commitment, efficiency and conscience to train and encourage the students to be resourceful through teaching, research and various extension activities. The Institute practices decentralization and participative management in frequent consultation with the Head of the Institution. The Head of the

Institution delegates authority to the heads of the various departments. The Staff council comprises of the Heads of Departments, the Conveners of various committees, clubs and cells along with the staff representatives on higher decision-making bodies play an essential role in shaping the institutional policies and implementing the same. All the staff members in the department are involved in various department activities to join hands with the Head of the Department to equip and mould the young minds into efficient professionals, who are being trained to meet challenges and opportunities with confidence and dignity. Along with teaching, the teachers are given responsibility to be a part of club activities such as NCC (Army& Navy), NSS, Sports, Eco Club, Red Ribbon Club, Youth Red Cross, Road Safety Patrol, Fine Arts Club, Entrepreneurship Cell etc.

The institute has constituted different Committees for the smooth functioning of academic and administrative work of the institute. Some of these committees are the Academic Staff Council, the Examination Committee, the Admission Committee, and the Library Committee, under the Supervision of the Principal. The office administrative responsibility is distributed and monitored by the Office Superintendent. Non-teaching staff are represented in the staff council and the IQAC. Suggestions of non-teaching staff are considered wile framing policies, preparing budgets and while taking important decisions. The president and the secretary of the teachers' organization periodically meet the Principal and express their grievance and provide a list of pending issues in the office which helps the principal to assess the performance of the non-teaching staff. The Principal periodically convenes meeting of the non-teaching staff and based on the inputs, received from the students (Everyday students are allowed to meet the Principal from 12.45 to 1.00 p.m. and 4.00 to 4.15 p.m.). Thus, the institution and departments follow a process of participative management to bring up a positive vibe in students and in the society.

File Description	Documents
Paste link for additional information	https://www.aditanarcollege.com/advisory-system/
Upload any additional information	View File

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

The institution advocates the practice of decentralization and participative management not only in words but also in action. The Higher education department gives sufficient freedom to the Principal, who is the academic head of the institution to function in order to fullfill the vision and mission of the institution. Academic responsibilities are fairly divided among all the staff members. Committees are appointed for the various academic and co-curricular activities to be conducted in the course of the academic year. The list of committees is circulated in form of circulars and also displayed at the beginning of the year on notice-board. This ensures transparency in policy execution. The responsibilities are communicated to the faculty members through regular staff meetings. The Principal of the College holds regular meetings with the teaching and non-teaching staff. In these meetings, various issues are taken up for discussion before arriving at a final decision. The Head of the institution monitors the functioning of the various departments. The participative decision-making ensures total participation of all the people concerned. The office administration of the College is headed by the Office Superintendent under whom there are Assistants and Junior Assistants. Thus, the decentralization of departments and personnel of the institution helps in improving the quality of its educational provisions. Participative management : The Administration is always open to discussion with the teaching and non-teaching staff which, in turn, encourages the involvement of the staff for the improvement of effectiveness and efficiency of the institutional process.

File Description	Documents
Paste link for additional information	http://aditanarcollege.com/curricular-co-curricular-activities/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Curriculum development: Curriculum is revised once in every three years for core papers to meet the requirement of industry standards.The Manonmaniam Sundaranar University made ammendments in necessary subjects to ensure that the students study the updated modules. Suggestions for modifications are made in subjects as per the need of the hour and recommended by the Board of studies. To facilitate exposure in other subjects, students are offered to

choose inter disciplinary subject termed as Non-major classes apart from their major discipline to develop knowledge in a different branch of his choice. Suggestions and feedback collected from various stakeholders on curricular aspects are considered to enhance the quality of education.

Teaching and learning: Audio Visual approach is followed as an effective teaching methodology. Along with chalk and board method, ICT method of teaching is also used to make the student involve in learning. Teachers are given training by the authorized technicians to handle online classes. Field tours and Industrial visits are being organized by most of the departments to impart real time experience to the students. The learning skills of the student is enhanced by providing opportunities to participate in seminars, conferences,workshops and various competitions.Students are also trained in conducting various programmes. Special emphasis is laid on slow learners and one to one interaction are conducted regularly to improve their learning process. To enhance the quality of the learning process power point presentation and LMS are used effectively in the classroom. Workshop on "Google Apps" and 'LMS' are conducted for students and teachers to promote the use of technology in the classroom. To promote self-learning, independent learning or distance learning students are asked to present papers in class room seminars, involve in group discussion and debates. Post graduate students are given opportunities to tech undergraduate students so that PG students develop their communication skills and also build their confidence. Students and teachers are encouraged to develop their various skill and to update their knowledge through various courses including online courses like SWAYAM and NPTEL.

Examination and evaluation: Since the College is affliated to the University, examinations and evaluations are held as per the rules and regulations of the University and the College strictly adheres to them.The College ensures academic standards and transparency by informing the stakeholders about the norms and directives received from the University. Students learning is assessed through continuous internal assessment tests and End semester examinations are conducted to evaluate the overall learning of the students. Apart from tests, the students are appraised based on the class activities like student seminars, group discussions, role-play,quiz, debates and assignments.

Research and development: The institution motivates not only the faculty members but also the students to publish papers in UGC/Scopus/peer reviewed journals with high impact factor and

present their papers in National, International conferences. The departments are encouraged to conduct National/International Conferences and Seminars. So that the student's community and teaching fraternity gets benefitted. The faculty members are motivated to supervise M.Phil. Ph.D. Research Scholars and to do collaborative research to promote quality in research work.

Human resource management: Faculty development programmes,Seminars, National Conferences, workshops were organized by all the departments. Faculty members are also encouraged to attend Professional Development programmes,workshops and conferences organized by other institutions. Eminent resource persons from various fields were also invited to deliver the keynote address.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://www.aditanarcollege.com/admission/
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Planning and development: Enterprise Resource Planning(ERP) and Learning Management system(LMS) enables the process of dissemination of information in a transparent manner.This helps in planning the events as per the standard operating procedures of the institution which minimises the human intervention. LMS being in use, reports can easily be retrieved as and when required. Social Media Updates are made by Social Media Champion on a regular basis in YouTube, college website and Facebook.

Administration: AISHE Data is being updated on MHRD Portal. ERP attendance forstudents has been substituted for manual attendance. Official circulars are shared with the Heads of the department in the online college group. CCTVs (surveillance cameras) have been installed at strategic places on campus and are constantly monitored by the Principal and the office team. The institution is also moving towards a paperless environment. The students are able to view their attendance and marks through their student login. In addition to this, the students can submit their feedback in google forms created by the institution. Both the students and faculty members make extensive use of social media like WhatsApp, Facebook, Twitter,

Instagram and emails for social communication. Faculty members also make use of Google forms to conduct exams and quizzes and test the students' understanding of the subjects.

Finance and Accounts:The college uses ICT for transparency in finance and accounts. The transactions are properly recorded at each end. The administrative office ensures appropriate bills are submitted for all events conducted by the various departments. All the account books are properly maintained as per the auditing procedure. Both Internal audit and external audit are conducted at proper intervals.

Student admission: The admission process in the college is digitized. The college's process of online admission is also very transparent. The application form, the process of applying and the eligibility criteria for the courses are displayed on the website. Information centre is opened to assist the applicants in filling online applications. The candidates submit their application forms online. The students are then selected based purely on merit and as per the reservation policy framed by the Government. The lists of selected students are displayed on the website. In addition, the students are also informed through messages, emails, and personal phone calls. The students pay their fees through net banking. Once admitted, the students are provided with a college login ID which helps them view their attendance and marks when required. The parents are kept updated about both the day to day attendance and absentees among the students.

Examination:The college is fully equipped with ICT tools which play a vital role in the conduct of the examination. The Office of the Co-ordinator of Examinationis very secure and acts as a pillar of support for the conduct of examinations. The external examiners send the question papers in a confidential manner. These papers are then strictly scrutinized by both the respective heads of the department and the external experts. The exam dates are generated digitally and are available to the students before the examination. The exams are conducted with strict Invigilation and monitored by the Principal, Nodal Officers, Invigilators and the Exam Co-ordinator. The valuation is done by subject experts. The marks are directly uploaded through online by the faculty incharge. The results are then communicated to the students by online.

File Description	Documents
Paste link for additional information	https://www.aditanarcollege.com/admission-eligibility/
Link to Organogram of the institution webpage	https://www.aditanarcollege.com/wp-content/uploads/2022/01/ORGANOGRAM.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Teaching staff: The institution has effective welfare measure for teaching faculties. Digital Faculty Development Programme is coordinated to the teaching faculties to adapt new digital teaching methodology. RO water plant has been installed for the whole college. Spacious departments and Separate recreation rooms are available for women staff members with all necessary facilities. Salaries are dispersed on time and staff grievances are immediately addressed. Separate Staff rest room for men and women throughout the campus. As per the university and central government rules, all the allowances are given to all the employees as per their entitlement without any delay. For attending workshops/ conferences/ seminars/ FDP courses the teachers are provided academic leaves .Sports facilities are provided to the staff and their family. They are free to use the college sports grounds after college hours. Training on

innovative teaching is provided through approaches like the usage of websites, power point presentations, internet facility and language laboratory.

Non-Teaching Staff: The institution has effective welfare measure for non- teaching faculties. RO water plant has been installed for the whole college. Separate recreation room has been provided for women non - teaching staff members with all necessary facilities. Salaries are dispersed on time and their grievances are immediately addressed. Separate rest room for men and women throughout the campus. As per the university and central government rules, all the allowances are given to all the employees as per their entitlement without any delay. Sports facilities are provided to the staff and their family. They are free to use the college sports grounds after college hours.

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

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

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

0

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

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

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

56

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

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

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

06

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

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

Our Institution's Performance Appraisal system works in a very effective way. The reporting authority reviews the nature and quality of work faculty performed annually based on the parameters such as knowledge of sphere of work, analytical ability, initiative taken, ability to inspire and motivate, supervisory ability, inter- personal relations, and teamwork. Feedback received from students

are further considered and incorporated in decision making process for continuous improvement. The system appraises and evaluates the staff accordance to which the staff takes on the training for further skill development. The teaching performance is computed by reflecting the involvement of the teacher in curricular, co-curricular and extra-curricular activities. Due consideration is given to the evaluation of innovation for special contribution made by the teacher. During appraisal the teacher is given opportunity to pen down any special achievement made by him in the field of his subject, that can upgrade his overall performance.

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

6.4 - Financial Management and Resource Mobilization

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

The college has the mechanism of both internal and external audits for all the financial activities carried out in the Institution every Year. The Accounts department maintains financial accounts daily and prepares all financial statements and submits them to all statutory bodies like JD Office, UGC and State Government as and when required. The college has both Internal and External audit system. The Principal constitutes an Internal Audit Committee with few members. The audit is conducted on a Sampling basis to check the correctness of the financial transactions and statement affairs of the Institution. The Committee verifies Cashbook, Bank accounts, Ledgers, Bills, Vouchers, and statement of cash position and cash flow physically and conducts sample check on the heads of various accounts, balance dates, and postings. An annual external audit is conducted, and the reports are submitted to the management. The Finance Committee ratifies these reports. Audit of funds received from Government and Non-Government research funding agencies Consultancy is duly done as per the guidelines of the funding agencies as and when required.

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

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

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

0

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

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

Since the COVID -19 hits its second wave during the year 2020 - 21, the Institution could not be able to mobilize any fund from Government and Non Government authorities. The requirements of the institution is met only by the management.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

In order to enhance the quality of the institution in all spheres, various quality assurance strategies are initiated by the IQAC of the Institution. All the faculty members are encouraged and

supported to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teacher-learning process and research. Teachers with Ph.D. are also encouraged and motivated to act as research guides for the research scholars. Teachers are also supported and encouraged to participate in examination evaluation processes. The teachers conduct remedial classes and revision for the students wherever needed.The college also provides platform for the students to participate in Intra-College and Inter -College level debates, competitions,seminars etc. Several skill enhancement ability courses have been introduced for various subjects and students are free to choose any one as per their will in the respective stream. Regular meetings of IQAC are conducted under the leadership of our Principal and suggestions are taken from all the members of IQAC for improvement and better implementation of curriculum. All the teachers are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes. All the laboratories are provided with charts, models etc for effective teaching- learning process. LCD's are installed in various classrooms of the college.

File Description	Documents
Paste link for additional information	https://www.aditanarcollege.com/iqac-annual-reports/
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews it's teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. As far as teaching and learning is concerned, conventional classroom teaching is blended with use of ICT to make the teaching learning process more learner centric. YouTube assisted learning, experiential learning, participative learning Problem Solving method are used for effective curriculum delivery. Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions Departmental Quiz, paper presentation by the students, projects, group assignments, term papers, educational tours, field trips and industrial visits. The teachers also conduct remedial classes and revision for the students wherever needed.

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

| **6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)** | **D. Any 1 of the above** |

File Description	Documents
Paste web link of Annual reports of Institution	https://www.aditanarcollege.com/wp-content/uploads/2022/01/annualreport-2020-21.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Facilities

Safety and security

Safety and security of girl student is of great importance and the college takes various steps to substantiate the same. Anti-ragging committee has been established to ensure conducive environment. Anti-ragging slogans are displayed throughout the campus to make the students aware of their rights and report in case of any harassment. Safety and Security is assured in the campus

24/7. Security guards are appointed for front gates and in common areas. Surveillance is maintained through CCTV cameras.

Counseling

Counseling grooms and builds confidence in the students. Student counseling cell, Faculty members, class advisors and Women's welfare Committee members help the students to manage interpersonal and intrapersonal relationships, improve communication, gain positive attitude towards life, set goals, show progress and acquire resilience.

Common Rooms :

Aditanar College of Arts and Science prides itself in providing comfortable spaces for students. There are formal common rooms that are easily accessible and centrally located close to the canteen, library and lecture wing. The common rooms are of sizable capacity. These well ventilated spaces can accommodate a large number of students. Common rooms available to First aid kit and necessary medicines are available for the benefit of all. Sufficient number of toilets is available for the Girls students. Special toilets are also available for Differently Abled students.

Facilities for Women's:

- Sanitary napkins are kept for distribution in a separate counter in the toilets for ladies.
- Sanitary napkins are burnt in a hygienic way.
- Separate washrooms are available for lady staff and students
- Women are given equal importance in other Co- curricular activities.

Link: https://www.aditanarcollege.com/wp-content/uploads/2022/01/7.1.1-new.pdf

File Description	Documents
Annual gender sensitization action plan	https://www.aditanarcollege.com/wp-content/uploads/2022/01/7.1.1-new.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c.	1. Safety and security 2. Counseling 3. Common Room Facilities Safety and security

Common Rooms d. Day care center for young children e. Any other relevant information	Safety and security of girl student is of great importance and the college takes various steps to substantiate the same. Anti-ragging committee has been established to ensure conducive environment. Anti-ragging slogans are displayed throughout the campus to make the students aware of their rights and report in case of any harassment. Safety and Security is assured in the campus 24/7. Security guards are appointed for front gates and in common areas. Surveillance is maintained through CCTV cameras. Counseling Counseling grooms and builds confidence in the students. Student counseling cell, Faculty members, class advisors and Women's welfare Committee members help the students to manage interpersonal and intrapersonal relationships, improve communication, gain positive attitude towards life, set goals, show progress and acquire resilience. Common Rooms : Aditanar College of Arts and Science prides itself in providing comfortable spaces for students. There are formal common rooms that are easily accessible and centrally located close to the canteen, library and lecture wing. The common rooms are of sizable capacity. These well ventilated spaces can accommodate a large number of students. Common rooms available to First aid kit and necessary medicines are available for the benefit of all. Sufficient number of toilets is available for the Girls students. Special toilets are also available for Differently Abled students. Facilities for Women's: • Sanitary napkins are kept for distribution in a separate counter in the toilets for ladies. • Sanitary napkins are burnt in a hygienic way. • Separate washrooms are available for lady staff and students • Women are given equal importance in other Co- curricular activities. Link: https://www.aditanarcollege.com/wp-content/uploads/2022/01/7.1.1-new.pdf
7.1.2 - The Institution has facilities for alternate sources of energy and energy	D. Any 1 of the above

conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Response:

Solid waste management

A well planned Waste Management System helps to maintain a clean campus. Dustbins are placed in the classrooms, staffrooms and in common areas to collect the waste. The solid waste received from the classrooms and canteens are disposed regularly. The wastage is cleared regularly by the Virapandianpatnam Panchayat through MOU.

The litters collected from the college campus is deposited in the composite pit is converted into organic manure. The infrastructure required for the preparation of the Bio-fertilizer is provided to the students and they are trained extensively in this field. The college follows the pit composting and vermicomposting method to convert the solid waste of the college to useful, organic manure. A pit of the size required is dug and a layer of straw or husk is layered and the waste is added to the pit. It is watered and layers of the waste are being added till the pit is full. The pit is then closed with soil and left for the conversion to take place. The compost will be ready to use within a period of 2 months, if it is mixed with cow dung and cow urine. The college is self sustained in using manure for maintaining its plantations and herbal garden. In order to preserve and protect the environment which is facing various threats, students are advised to reduce waste to a minimum.

- **Internal and external communications are made through e-mail and WhatsApp to promote paperless office. To minimize the impact of paper use, online submission of assignment is encouraged. Online platforms are used in collecting feedback**

and other academic activities.
- Usage of plastic cups and plates are banned in the campus as a green initiative.

Liquid Waste Management

The liquid waste water from Toilets & Urinals is connected to the underground drainage system through pipelines. Every day of waste water from canteen, laboratory and water taps is used for garden. The waste water from RO system is channelized to the greeneries in and around the campus.

E-Waste Management

The electronic waste generated in the college such as electrical accessories, computer accessories and other electrical wastes are handed over to the management. Computers are upgraded to the maximum possible limit and put to utmost utility before disposal.

Hazardous Waste Management

Microbial cultures and culture media are autoclaved at 121oC to kill microbial cultures before disposal. The pipettes and other glassware are collected in a separate trough containing disinfectant before they are autoclaved.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**D. Any 1 of the above**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Response

Aditanar College of Arts and Science embraces

inclusiveness and diversity, as inclusion and social belonging helps the students to perform to their highest capacity. Constant and collective efforts are taken to build a dynamic campus that suits diverse students.

The college recognizes gender equality as a key driver for sustainable growth of both the genders. The Gender Equality Policy focuses on equal access, opportunities and rights for women. Policy for the Differently Abled ensures that every single member of the college is taken care by the institution. By providing barrier-free environment, needed facilities and human and technological assistance, the college takes continuous efforts to make the differently abled feel included in every part of the activity of the college.

The Aditanar College provides a congenial atmosphere for the students from different places making them feel at home. Students exhibit cultural values, through events, to create an understanding of different cultures during renowned regional or cultural festivals. Regional festivals, religious festivals and common celebration give an opportunity for the students to come together without any bias or disparity.

The course, Value Education, offered during the first year to all the students, inculcates a set of values related to societal, religious and cultural ethics. Extra-curricular activities conducted by the college create or develop attitudes that help the students to achieve sustainable lifestyle. Programmes on tolerance and harmony are organized to make the students to do away with negative attitude and create a sense of belongingness.

Forty one clubs, actively functioning in the campus. The departments and the clubs regularly conduct awareness and orientation programmes to manifest socio-communal harmony and tolerance among students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations:

values, rights, duties and responsibilities of citizens

Response:

Students and employees have to be exposed to constitutional ideas, rights, duties and responsibilities of the citizens, penal provisions, and consequences of contravening the laws of the country through guest lecture. The objective is to increase their knowledge on the justice system, and the rights and responsibilities of citizenship in a constitutional democracy. Such an exposure at appropriate age will assist the development of skills in public participation, decision making, and critical thinking.

Inculcating social responsibility:

Social responsibilities are instilled in the students to make them aware that they are part of a community which they have to protect, serve and enrich. The vision of the Institution is to provide affordable, value based education to all the students. In line with the vision, the institution offers various programmes incorporating values and ethics. Value Education and Environment studies have been made compulsory for all the students at the undergraduate level.

- Celebrating Independence Day, Republic Day, and undertaking National flag collection drive during these days.

- Election awareness and Voters ID Drive were conducted to guide the students to get their voters' ID and New Voters Registration Campaign.
- During Covid-19 situation helped in Tiruchendur, donation drives were conducted to raise funds and other utilities for relief.
- The College regularly organizes blood donation drives, road safety awareness campaigns.
- World AIDS Day is celebrated in order to inculcate moral values, ethics and empathy among students.
- Students are encouraged to conduct events and sessions in orphanages and old age homes.
- Graduates pledge to follow ethical practices in the promise taking ceremony on Graduation Day.

ENVIRONMENTAL CONSCIOUSNESS:

- Students are encouraged to participate in activities like Tree plantation drives and Pollution awareness Seminar, Swachh Bharat Abhiyan and events like cleaning campus.
- Anti-Plastic awareness E-quiz is conducted.
- National Unity Day Pledge was conducted.

COVID TIMES:

- Students and teachers were encouraged to undertake during lockdown to show their responsibility as citizens. NSS, NCC, YRC gave messages to students and citizens to stay at home and prevent spread of virus.
- The Institution is taking maximum efforts to ensure safe environment in the College.
- The staff room, class room and laboratories and office are frequently sanitized.
- Sanitizers are made available at many points in the College.
- It is compulsory for any person entering the College to wear a mask and maintain social distance.
- The Governments Standard Operating Procedure (SOP) is strictly adhered inside the campus

DURING ELECTION

- At the time of State Assembly Election our college campus was given to the Government for giving briefing about the election to the polling personnel. and also our faculty members engaged themselves as the polling officers at different places in our district

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.aditanarcollege.com/wp-content/uploads/2022/01/7.1.9-Sensitization-of-students-and-employees.pdf
Any other relevant information	https://www.aditanarcollege.com/wp-content/uploads/2022/01/7.1.9-Sensitization-of-students-and-employees-evidents-new.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Response

Commemoration of national or international days and events create a great impact among the students, uniting diverse student community under the umbrella of nationalism. Celebration of festivals like Saraswatti Puja, Diwali, Pongal and Christmas help the students to understand and appreciate the traditional and cultural values and accommodate themselves to the inclusive environment. Independence Day and Republic Day are celebrated with great enthusiasm. NCC cadets present a parade and students exhibit their patriotic felling through variety of programmes.

The college celebrates National Mathematics Day on 22nd December to remember the birth anniversary of the legendary mathematician, Srinivasa Ramanujam. Competitions are conducted and guest lectures are organized to bring awareness on the application of mathematics in life. On 28th February, National Science Day is

celebrated to encourage the people as well as to popularize science and technology. 08th March Women's day is celebrated on every year, Teachers' Day is celebrated on 5th September every year to mark the birth anniversary of Dr. Sarvepalli Radhakrishnan and to acknowledge the efforts of the teachers in empowering student community.

International Women's Day is celebrated on 8th March. It provides an exclusive platform for the girls to exhibit their talents. Inspiring women achievers are invited to motivate the young women.

National Youth Day is celebrated on 12th January by recalling the philosophies of Swami Vivekananda and Kamarajar's birth anniversary is celebrated every year on 15th July.

National Voters Day, Youth Day, Yoga Day, NSS Day, World Environment Day, World Cancer Day, National Cancer Awareness Day, Anti-Tobacco Day by NSS to make the younger generation to be aware of their commitment towards 'society for all'.

In addition, various other activities like Eye Check-up camps, Covid vaccination drives are conducted for the welfare of students, faculties and employees.

Due to the covid-19 pandemic, the institute is closed for students. However, still, efforts have been made to conduct various important events either through skeletal staff or on virtual mode. Aditanar College takes pride in organising all the important national events irrespective of any bias towards caste, creed or religion.

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

7.2 - Best Practices

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

The two Best practices of our College are:

1. Advisory System

2. Inculcating Research aptitude among the staff and students.

Title of the practices I

1. Advisory System

2. 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.
- To bring about a healthy relationship between the student and teacher.
- To transform the society by bringing almost self realization in the student.

3. The context

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 in every moment of their life. It is in this context that our College introduced a scientific Advisory System in 1970 which we ourselves feel proud of.

4. 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 would 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.

5. Evidence of success

Our experience tells us that our students have been immensely influenced by the advisory system. For some of the students a good advisor is like a demi-god and almost a member of the 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 intelligence. 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. Likewise, the students contribute to the society in a big way through Blood Donation. Since 1970 thousand of students have donated blood, thanks to the Advisory System.

Many of our schools and college become effective counselors since they believe in counseling and have experience and benefitted by it in their student days.

Personal experience of our teachers tells us that our students never forget their "ADVISORS'' since they have interrelated with them for three to five years on a personal level, when they become teachers they become such a wonderful "ADVISORS' even if there is no advisory system in the schools and colleges there are working our 'students teachers' do not believe in corporal punishment since they believe in the concept of counseling. We can proudly say that our student's unofficial counselors are bringing about a transformation in society.

Evidence of successes at the college level

1. Campus discipline has improved tremendously. Incidences of ragging and sexual harassment has been eliminated from the campus. 2. Students' dressing sense has changed. 3. Student behaviour, self-esteem and confidence have progressed. 4. There has been marked improvement in academic grades and a higher number of students have enrolled themselves for higher studies. 5. Health consciousness of

students has improved considerably. The eating habits have changed and they have started following healthy food habits. 6. They have almost adopted to reduced use of plastic products while dining. 7. Stronger relationships have been forged among students/peers, faculty and parents. 8. The percentage of attendance for the formal monthly sessions and the students' positive feedback/suggestions regarding the programme are themselves, the most potent indicators of its progress. 9. Through concerted efforts of the advisor, the campus is almost litter-free. Garbage bins, placed at strategic spots, are used by students as per directions leading, also, to dry and wet waste segregation. 10. Students are mostly turning off lights and fans and closing taps when not in use.

6. Problems encountered and recourse required

- Counseling is a specialized effort. Requisite training needs to be imparted to the faculty in order to further increase their effectiveness.
- Given their busy schedules and pre-occupation with academic and administrative activities, our faculty sometimes fined it difficult to devote adequate additional time to their wards.
- Making every teacher into a professional counselor.
- Massive allotment of funds required to train the teachers.
- Lack of highly skilled professional counselors to act as resource persons.
- Identifying socially conscious, non-materialistic and genuine counselors who are desirous of bringing about transformation in society.
- Maintaining a record of the personal, financial and emotional grievances of the student since the whole process is hampered by the issue of privacy.
- Encouraging the parents and students to openly confide in the Advisor for any kind of conflict resolution

Title of the practices II

1. Imbibing Research Culture among the Staff and Students

2. 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.

3. 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. Educationists 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 exemplary or that it equals the contribution made by the city colleges, but the fact remains that we are 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.

4. 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 teachers 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 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 every day 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 have 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.

5. Evidence of success

Over a period of time, the motivation and encouragement given by the Management, the Principal, and the senior experienced teachers have resulted in the following achievements by the faculty and the students:

Of the 99 teachers in our college, as on today, 54 are Ph.D. holders of which 26 are Research Guides. These Research Guides of our

college are guiding 50 scholars most of whom are part-time scholars. There are six full time research scholars, two in the Department of Chemistry, English and two in the Department of Economics. Four departments, Department of Zoology, Chemistry, Economics and English have been upgraded as Research Centres in our college.

In this year (2020-2021) totally 33 papers have been published in National / International Journals.

6. Problems encountered and recourse required:

Problems encountered 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 applying to various funding agencies, is the best solution`.

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.

File Description	Documents
Best practices in the Institutional website	https://www.aditanarcollege.com/wp-content/uploads/2022/01/Best-practices-2020-2021.pdf
Any other relevant information	Nil

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

Since its inception, college has developed a distinctive mission with a focus on uplifting the students from rural background through its vision, values and strategies. The mission carries through the programme and courses as well as intellectual contributions by the stakeholders. Institutional Distinctiveness To translate the goals into reality, the Cells, Clubs and Associations have launched several outreach initiatives to build the spirit of empathy and social concern. Efforts are made to equip students with the necessary soft skills that enhance their overall development and personality. The institution takes initiative to promote national integrity and to appreciate the unification of cultural and religious identities of India. The institution has framed several clubs. National Cadet Corps (NCC) -Army and Naval Wing, National Service Scheme (NSS) – 4 Aided units and 1 self-financing unit, Youth Red Cross, Campus NewsStudents Publication, Value Education Forum, General Knowledge Cell, Adventure Club, Blood Donors Club, Fine Arts club, Chess Club, Drama Club - Tamil and English, Music Club, Photography Club, Philately Club, Weight Lifting Club, Yoga Club, Folk Arts Club, Gardening Club, Career Guidance and Counseling Cell, Numismatic Club, Magazine Club, Karate Club, Information Service, Audio Visual Club, Writers' Forum – Tamil and English, Eco Club, Health Club, Student Services, Library Committee, Entrepreneurship, Project, Research and Publication Committee, Citizen Consumer Club, Thiruvalluvar Mantram, English Literary Association, Economics Association, Physics Association, Chemistry Association, Zoology Association, Botany Association, Mathematics Association, Business Administration Association, Commerce Association, Computer Science Association, Commerce (Computer Application) Association, Gandhian Thought Association. These clubs organize various programmes to promote social values among the students. Events like Ganesh Chathurthi, Saraswati Pooja, Pongal Celebration, Food Festival, ADFEST, Cooking Competitions, guest lectures on special commemorative days and various programmes related to women Empowerment are held in the campus. To translate the goals into reality, the Cells, Clubs and Associations have launched several outreach initiatives in order to build a spirit of empathy and social concern. All-our efforts are made to equip students with the necessary soft skills that enhance their overall development and personality. The College has a thriving and lively campus ambience which emanate, inter alia, from the extra and co-curricular initiatives. Long before 'value education' became

buzzwords in the domain of higher education, the institution has been conducting its regular and well-planned Value Education sessions based on ageappropriate and socially- relevant topics. In recent times, this endeavour has been supplemented by a robust mentor- mentee programme.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

- **To introduce online /offline Add on certificate courses/Value added courses.**
- **To promote the incubation centers and startups in the campus to exchange the ideas and transfer of knowledge.**
- **To increase alumni and industry interaction to students.**
- **To introduce Swachh Bharat environment peace and harmony and environmental consciousness.**
- **To develop more ICT enabled classrooms inside the campus.**
- **To promote 100 % Covid-19 vaccination in the campus.**
- **To conduct more outreach programmes.**