



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

KOVAI KALAIMAGAL COLLEGE OF ARTS AND SCIENCE

KOVAI KALAIMAGAL COLLEGE OF ARTS AND SCIENCE,
VELLIMALAIPATTINAM, NARASIPURAM(POST), THONDAMUTHUR (VIA) ,
COIMBATORE - 641 109

641109

www.kkcas.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

June 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Kovai Kalaimagal Educational Trust (KKET) established in the year 1992 with an aspiration to quench the educational thirst of the poor and the needy stator of the society particularly from rural area. It sprouted with the establishment of a school and extended to add **Kovai Kalaimagal College of Arts and Science & Coimbatore Institute of Management and Technology** in the year 1996, **Coimbatore Institute of Engineering and Technology** in 2001 and **CIET School of Architecture** in 2013. The motto of KKET is **“Light the Light Within”**. This acknowledges that there is a wick within each individual which awaits to be kindled and it is our objective to kindle and bring out the abilities and goodness that remain dormant within each individual.

KKET is managed by the envisioned team of trustees **Dr.T.Banumathi, Dr.T.Namradha, Dr.K.A.Chinnaraju, Tmt.P.Shanmugadevi, Thiru.S.Subramanian and Thiru.M.Thangavelu** devote their time for the development of the institutions and it is due to their tireless efforts, the college have carved a name for themselves in the academic circle.

Kovai Kalaimagal College of Arts and Science is an autonomous institute affiliated to Bharathiar University and was accredited by NAAC with “A” Grade in both first and second cycles. The status of Autonomy was granted by UGC, New Delhi and Bharathiar University,Coimbatore from the academic year 2016-2017. The college offers 9 undergraduate, 4 postgraduate, 2 M Phil, and 2 Ph.D programmes.

The college was awarded the **Best College for Student Support Services** and **third Best College Award for Overall Performance by Bharathiar University**. The college was ranked among **top 100 colleges by India Today Magazine and Education World Magazine** consistently for the past five years.

The college is committed to make **quality education affordable especially to economically weaker sections from rural area** and strengthen the area of research, enhance the process of sensitizing to personal values, spiritual growth and social responsibility. More **emphasis is given to enhance the creativity, self-confidence, assertiveness, communication skills, leadership qualities and ethical values** of the students through the development of **Knowledge, Skill and Attitude**.

Vision

Kovai Kalaimagal College of Arts and Science shall inspire and guide students to acquire knowledge, develop skill and a positive attitude that will enhance their personality, providing self-confidence to face the competitive world.

Mission

- To strive for excellence in academic.

- To inculcate a positive attitude and to develop skill in students, to meet the challenges of the competitive world.
- To develop self-confidence through adequate inter-action and relevant exposure.
- To promote ethical and social values in the students.
- To identify and encourage talents in academics and sports by rewarding them with scholarships.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- **KKCAS** is an autonomous institution affiliated to Bharathiar University, Accredited with “**A**” Grade by NAAC in the first two cycles.
- **Recognized by UGC under 2f and 12B.**
- Reputable institution with a **26-year of outstanding service** with proper **Mission, Vision and Quality Policy**
- **Excellent infrastructure amenities** with a total built-up area of 14322 sq.mts.
- **Enlightened, envisioned educated and encouraging management** providing unconditional support for all the endeavours.
- **Well qualified**, experienced, enthusiastic, motivated and dedicated faculty who are focused and student centred.
- **Best infrastructure** suited for conducive academic environment, co-curricular and extra-curricular activities.
- **Well-equipped laboratories** with access to free internet and Wi-Fi facility.
- A **well-stocked and fully digitalized library** with books/journals/magazines on all disciplines and subscription to **DELNET/INFLIBNET/SpokenTutorial** for e-learning.
- **National rankings** in India Today and Education World Magazine within top 100..
- **Paperless office and Digital Campus.**
- **Empowering the rural youth with reasonable fee structure/management scholarship** for deserving students.
- On-campus student amenities such as fitness centre, hostels, transportation facilities, stationary and canteens.
- A **healthy, green, eco-friendly campus** with **MIYAWAKI forest,herbal garden and Flower garden**
- Curriculum enrichment focuses on **employability, skill development, and entrepreneurship** to meet local and global demands.
- **Industry-integrated courses** by **TCS, Infosys & ICT Academy** and **online courses** through **SWAYAM/NPTEL/SKYLINE/Coursera/SpokenTutorial.**
- **Enrichment of Curriculum** through skill-based subjects, value added/self study/job oriented courses, elective/value-based education .
- **MoUs with reputed industries** for participatory/experiential learning through seminars, workshops, conferences, internships, industrial visits and project work.
- **Motivation to research with financial support** and interaction with subject experts through national / international seminars and conferences.
- **Fifteen clubs** for holistic advancement of students and entrepreneurship through **Entrepreneurship Development Cell(EDC).**
- **Transparent admission policy with high rate of enrolments of girls.**
- **Examination reforms** were introduced and transparent evaluation system is followed.
- **Centre for Research and Development** to promote Research, **Centre for Human Excellence** to

enhance spiritual/ethical values and **Centre for Faculty Development** to promote faculty enrichment.

- External specialists conduct **Academic / Administrative /Green/Energy/Environment audit**.
- The **Internal Quality Assurance Cell** plans, guides, monitor Quality Assurance/Quality Enhancement and channelize the efforts towards maintaining academic excellence to built robust internal governance.
- **Yoga for Youth Empowerment** offered to promote mental & physical health, shaping the mental acuteness and wisdom.

Institutional Weakness

- **Lack of on-campus residential accommodation** for staff.
- **Distance** from the city to the institution.
- **Less number of other state/country faculty members and students**
- **Lack of student involvement** in real-time research.
- **Lack of students involvement in using the campus beyond the working hours and on holidays.**
- **Difficulty in generating funds** from the funding agencies for infrastructure augmentation though NGO.
- **Communication skill** is average among the students.
- **Limited funding opportunity** for research and innovation from government

Institutional Opportunity

- Students from remote areas can participate in **vocational and value-added training programmes**.
- Curricular, Co-curricular, and Extracurricular components reinforced by appropriate Teaching-Learning approaches to improve all students' efficiency in order to make them the best citizens of the country.
- **More MoUs can be signed with industries**, as Coimbatore has a significant industry presence.
- **Job-oriented courses** to prepare students to seek out the finest job prospects.
- A **well-functioning Training and Placement Cell** guarantees that all students have access to job prospects.
- Explore potential for **industry-sponsored research**.
- **Resource mobilization** for research projects through **funding agencies**.
- To increase the frequency of conducting **National/International seminars**.
- To establish a **full-fledged research centre**.
- **Focus on Patents and Copyrights**
- Motivating the faculty members to involve in research activities and **register for PhD programmes**.
- **Skill-Development programmes** to benefit economically weaker section students.
- **International University Tie-ups** for faculty and student exchange
- **New internship schemes from government** may be utilised to make internships wide and deep.
- **Multi Institution Campus with potential for Collaborative Research and Consultancy** can also explore avenues for University Status
- **Strengthening the Alumni** and to utilise them as an asset for the development of the college.
- Generating more **Funds from active alumni** for developmental needs
- **Kovai Kalaimagal Academy for Competitive Examinations (KKACE)** may be strengthened to focus on UPSC, TNPSC & Competitive examinations.
- **Adopt New Education Policy** and create **Academic Bank of Credits**.

Institutional Challenge

- The **expansion of several self-financing institutions and University Constituent Colleges** in nearby areas has a negative impact on student admittance.
- Despite the fact that our students are aware of the high level of education provided by our institution, they are drawn to **study in metropolitan areas**.
- **Improving the percentage of admissions** in Under Graduate and Post Graduate programmes.
- Create a **robust global alumni network**.
- For self-financing colleges, **limited financial sources** for research-related initiatives.
- Motivating the totally **unmotivated students**.
- **Training the students in communication skills and mathematical aptitude**.
- **Convincing all the women students who are selected in campus interviews to join the jobs** as most of them are from villages.
- **Conducting extra programmes as value addition** after the regular working hours of the college, as most of the students are doing part-time jobs.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Kovai Kalaimagal College of Arts and Science (KKCAS) has designed and developed an effective **CBCS curriculum** based on the guidelines suggested by Bharathiar University, TANSHE and University Grants Commission (UGC). It imparts **quality education** to empower students in rural areas and to face the global challenges. **Statutory and Non-Statutory meetings** were conducted regularly twice in a year. **Outcome Based Education was introduced in 2018** with Graduate Attributes(GA), Programme Educational Objectives (PEO), Programme Outcomes (PO) and Course Outcomes (CO) which are mapped to suit the industrial and social needs. **Attainment of course outcome** has been measured to assess the knowledge and skills in order to determine the course outcomes. The programme objectives cater to the all-round development of the students which includes **employability, entrepreneurship and skill development**. Courses related to **gender, environment & sustainability, human values, professional ethics** were designed to propagate human values, encompass the ethics for profession, instilling equality among gender and develop deeper understanding of environmental issues.

Value Based Education , Self Study Courses and Non Major Elective courses educates the students with values, culture, conservation of resources and facilitated interdisciplinary knowledge. **Skill Based Subjects** enhances the skills required for State / National level competitive examinations and for campus placements. **570 new courses** were introduced and **syllabus revision** has been made in almost all the programmes in the last five years based on the feedback received from the stakeholders

Career Development Courses facilitate students for clearing **NET/SET** examinations. Institution offers **Value Added Courses** with more than 30 hours training. **50 Extra credit courses** are introduced for advanced learners. **Online and Job Oriented Courses** were made compulsory. More number of **MoUs were signed** with multi-national companies.

Every department plans **field visits** for the first year students, **internship** for the second year students and **projects** for third year students. The **Curriculum Development Cell** gets the feedback about the curriculum from the stakeholders like, students, employers, alumni, teachers helps in reviewing/revising the curriculum. The modified curriculum is presented to the respective **Boards of Studies (BOS)** for a discussion and approval by **Academic Council**.

Teaching-learning and Evaluation

Teaching Learning and Evaluation process starts with the **Student Induction Programme (SIP)** the newly admitted students by adopting UGC guidelines

Outcome Based Education was introduced in 2018 with Graduate Attributes(GA), Programme Educational Objectives (PEO), Programme Outcomes (PO) and Course Outcomes (CO) and are well defined, evaluation done by Blooms Taxonomy and attainments are measured. Examination section facilitates **full - proof transparency in evaluation** with declaration of **results generally within 10 days of the examination**

Participative learning is accomplished through industrial training, field visits, guest lectures, seminars, video conferencing etc. **Experiential learning** is accomplished by encouraging students to take up real time projects and internships in reputed industries/laboratories. **Problem solving** process involves defining the problem, generating alternative solutions, evaluation; selecting an alternative and implementation to help the students solve a problem

Bridge course is conducted for newly admitted students to bridge the gap between school and college education. **Remedial courses** are conducted for slow learners. **Advanced Learners** are encouraged to take Extra Credit Courses. **The mentor-mentee** system plays a vital role in sustaining a healthy atmosphere with **1:17 ratio**. Courses are offered under **CBCS** to facilitate inter-disciplinary study. Completion of **online course** and participation in **Co- Curricular / Extra Curricular Activities** is made compulsory. Faculty attend **orientation programmes, refresher courses, FDP** and so on. **MoUs are signed** with industries / organizations to provide additional training and certificate courses. **Library is well equipped** with books, journals, and e-resources necessary for teaching, learning, and research. The campus is **Wi-Fi enabled**. Active participation from students is encouraged through the adoption of ICT tools. **Google Classroom, Kahoot, Moodle** etc. are practiced apart from interactive sessions, brainstorming, role play, etc.

Academic Calendar/Teaching plan/Course plan is prepared prior to the commencement of every semester. **Log book/Students profile is maintained by/for Staff and Student respectively. Class Committee Meeting** is conducted twice in a year for feedback about Teaching and Learning. **Grievance Redressal Committee** address the discrepancies. The **Curriculum Development Cell** gets the feedback about the curriculum from the **stakeholders** for reviewing and revising the curriculum.

Research, Innovations and Extension

Kovai Kalaimagal College of Arts and Science have clear **research policy** to encourage research culture. It has established a **Research Advisory Committee (RAC)** and a separate centre to promote research environment, establish and maintain a research culture, and motivate staff and students to engage in research activities. The **RAC** identify and assesses funding/research applications and recommends suitable ideas for submission to ensure the quality of research at the Institution. Every year, the committee, in consultation with **IQAC**, develops a **strategic plan to improve the quality of research** by conducting FDPs, SDPs and workshops focused on research.

The institution offers 4 Research programmes leading to **MPhil and PhD in Commerce and Computer Science** are offered. **96 research articles have been published** by the faculty members in UGC –Care listed journals. **1 book and 9 Conference proceedings** have been published.

Entrepreneurship Development Cell (EDC) has taken a greater responsibility to develop the entrepreneurship skills among the students. **Market Mela** is organized every year by the students through which they learn about marketing and trading. Our Institution has signed **28 MoUs with various industries/training Institutes** and a tie up with Coimbatore Institute Engineering Technology where the KKCAS makes use of the **Technology Business Incubation (TBI)**. **158 workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship and skill development** were organized. **9.25 lakhs** have been sanctioned as **seed money**. **Extension activity/Outreach programmes on gender sensitization, Aids awareness, Swatch Bharat Abhiyan, Blood Donation camps, Cleanliness drive, Tree plantation, voter awareness and voters card distributions, collecting relief funds etc.** are conducted by NSS. **111 outreach programmes and community orientation programmes were organized** in collaboration with industry, community and NGO through NSS, RRC YRC.

The College has received **5 Awards from Village Panchayat for Excellent Service by our NSS units, 1 award for Mega safety riding activity 2019 from Honda Motors, 1 award from Tamil Nadu Chief Minister Relief Fund with regard to Covid-19, 1 award from Tamilnadu Educational Consultant & Counsellors Welfare Association. 1 award for Valuable Service from Indian Red Cross Society, 1 Award for Blood Donation Camp from Tamil Nadu State Blood Transfusion Council.**

Infrastructure and Learning Resources

Physical Facilities

KKCAS provides outstanding infrastructure facilities and sophisticated amenities spread over **10.58 acres**. The institution has adequate number of well furnished classrooms with proper ventilation, ICT & LMS facilities, laboratories, library, seminar hall, auditorium, board room, conference hall, IQAC office, CoE office, placement cell, counseling room, common rooms for girls/boys, innovation centre, physical education department, administrative office, Principal office, staff rooms, stationery, canteen/cafeteria, transport office, estate office, and separate hostels for girls/boys. The institution has provision for purified drinking water, rest rooms, disabled friendly rest rooms, ramps/lift facilities, fire extinguisher, ATM and ambulance. The institution has **sufficient facilities for sports, games, gymnasium for girls/boys, yoga room, NSS room and cultural room.**

Library as a learning resource: Our college library is fully automated. It was housed in an area of **3905 sq.ft with a seating capacity of 60 members, stock of 14,244 books, 65 journals and magazines in all disciplines.** An exclusive library for **Kovai Kalaimagal Academy for Competitive Examinations (KKACE)** existing in 613 sq.ft with a seating capacity of 30 members. The membership for the library is registered under **N-LIST, DELNET, & NDL** which facilitate the e-books, e-journals, e-thesis/dissertation and other e-resources.

IT Infrastructure

The institution has four well equipped computer laboratories and servers along with **250 computers** that are accessible to the students, **32 computers for other academic/administrative purpose.** Several printers with scanning facilities and projectors are also available for academic usage. **The ratio of Students and Computers is 3:1.** Available bandwidth of internet connection in the Institution is 50 Mbps. **LAN** is available at laboratories and staff rooms. The entire campus is **Wi-Fi enabled.** The **CCTV installed** at strategic places. Facilities for e content development is provided.

Maintenance of Campus Infrastructure

Our Institution has **established systems and procedures for maintenance** of various physical, academic and support facilities. **Sufficient funds are allocated** for the maintenance of these facilities. **Administrative Officer and Estate Officer** regularly supervises and maintains the overall infrastructure of the college. There are the **recognized procedures** for maintaining and utilizing laboratory, library, sports complex, computers, and classrooms and so on.

Student Support and Progression

KKCAS provides excellent learning ambience at the campus and helps to attain **holistic development and progression**. A separate team is functioning to assist the students to apply for various scholarships and schemes provided for the students by the government, Institution and Non-Government Organizations. The institution offers **Merit Scholarship, Management scholarship for socially backward / economically downtrodden students, Scholarship to wards of the college, Sports Scholarship and PG Scholarship to pursue their higher studies**. For upgradation of skills of the students, the college conducted **capacity development and skills enhancement Programmes** in the area of soft skills, language and communication skills, Life skills (Yoga, physical fitness, health and hygiene) and awareness of trends in technology.

The institution has established **Kovai Kalaimagal Academy for Competitive Examination (KKACE)** for appearing in various competitive examinations like **TNPSC/UPSC/SSC/Banking/Civil services**. The College is organizing **career counselling programmes and Guidance for higher studies** to the students through **Training and Placement cell. Student Council /Student Association** organize various activities like **seminar, guest lectures, workshops, Interdepartment competition, National level conference** etc.. and also they take active participation in giving various suggestion in Curriculum Enrichment, Development of the College through being a member in **Statutory and Non-Statutory Bodies**. The students can also address their grievances to the concerned committee for **Anti ragging / Student Grievance Redressal / Minority / SC / ST / OBC / Equal opportunity / ICC** through complaint portal available in college website. The placement team is very active in conducting on campus placement drives frequently in which **87% of students have placed in various top companies**

The college regularly conducts **Inter Department Competition, Annual Day, Sports Day, Cultural Meet, Market Mela** etc to motivate the students to participate in Extra Circular activities. The **Alumni Association** of our College is registered under Tamil Nadu Societies Registration Act, 1975. It is an active association which conducts meetings regularly, Notable alumni's served as a resource person and addressed about the recent trends and also they provided the **Alumni Scholarship** for needy students and helped for overall growth and development of the college.

Governance, Leadership and Management

KKCAS achieves the vision and mission through its **strategic plan and deployment**. The Institution facilitates the process of formulating an integrated strategic plan for the academic and administration. The efficacious implementation by the **transparent management** confirms the functionality of the Statutory and Non-Statutory committees. **Strategic plan is effectively deployed** to achieve the long-term goals of the institution. Organogram depicts the organizational structure and its functionality.

Principals, Deans, Controllers of Examinations, Administrative Officers, Heads of Departments, Teaching Faculty, Non-teaching faculty and Students' Representatives are all involved in decision-making and policy implementation in a decentralized organisational structure. They are given freedom by management to develop and execute academic plans & processes effectively through decentralisation.

IQAC plan and monitor the activity that ensures quality assurance and quality enhancement of the institution. IQAC collects the **feedback from stake holders, analyze and take actions** on it so as to review of the teaching-learning process. It also initiates the collaboration among various institutions. The implementation of e-governance assists for the operations of administration, finance & accounts, student admission & support and examination.

Professional development programmes were organized for teaching staff and administrative training programmes for non-teaching staff. More number of faculty received financial assistance to attend conferences, seminars, faculty development programmes, refresher courses, training programmes and so on outside the college. Welfare measures like group insurance, casual leave, free hostel accommodation & food at subsidized cost, health insurance, maternity benefits and so on are available for Faculty.

Grievance Redressal Committee, Internal Complaints Committee, Anti-Ragging Committee, Minority Cell & SC/ST Cell play a significant role in providing equal opportunity to all and addresses the problems faced by the students and staff.

A well-structured financial and administrative department facilitates efficient budgeting and resource usage. The resource mobilization policy focuses on achieving the goals and target of the institution ensuring accountability and transparency. **An authorized internal and external audit** ensures competent financial management on a regular basis. Apart from the construction of infrastructure facilities, the college is devoted to provide appropriate funds for academics, research, sports, and other extension activities.

Institutional Values and Best Practices

KKCAS takes effective measures for uphold of institutional values and social responsibilities. Programmes on **gender equity and gender sensitivity** were conducted to create awareness on gender equity policies. **Women Empowerment Cell** organized 15 programmes for gender equity and sensitization to create awareness on gender equity policies.

College ensures its **Safety and Security** through **security guards** and **CCTV cameras**. The college has signed **MOUs** with Pupil Rhythm for counseling. For a comfortable study environment, students have access to enough common areas and rest rooms.

Energy policy ensure that solar electricity and LED bulbs are used to their full potential. The **Green Campus Policy, Energy Policy and Environment Policy** promotes environmentally beneficial practices for degradable and non- degradable waste of solid, liquid, e-waste through waste recycling. **Sewage treatment plant** is also established. Water conservation facilities are instated through rainwater harvesting, bore well recharging and construction of tanks and bunds. **Waste water is recycled** and used for gardening purpose. MOU has been signed with Star Associates (ITC) for the disposal of paper waste and e-waste.

Green campus with Miyawaki forest and **thousands of trees** makes the campus pollution free. Quality Audit namely **Green, Environment and Energy audit** are conducted. Green campus initiatives are undertaken

through **restricted entry of automobiles, use of bicycles, ban on use of plastic and landscaping** with trees and plants and received **Best Green Campus Award**.

Disabled friendly environment with ramps, lifts, washrooms, screen reading software, human assistance and scribes for examinations are provided. Rallies, blood donation camps, visit to old age homes, deaf and dumb school created engagement with local community to instill social responsibility. The Institution celebrates **International and National Festivals, Events and Commemorative Days** for providing inclusive environment inculcating values for being responsible citizens. The institution frames and follows separate **code of conduct for students, teachers, and administrators**.

The college has successfully undertaken two best practices namely **Finishing School Programme** and **Educational Scholarship to Empower the Rural Youth** and contributes to the development of our Nation by achieving the their academic goals.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	KOVAI KALAIMAGAL COLLEGE OF ARTS AND SCIENCE
Address	Kovai Kalaimagal College of Arts and Science, Vellimalaipattinam, Narasipuram(Post), Thondamuthur (Via) , Coimbatore - 641 109
City	Coimbatore
State	Tamil Nadu
Pin	641109
Website	www.kkcas.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	N Mala	0422-2970131	8056797246	0422-2970427	kkcas@kkcas.edu.in
IQAC / CIQA coordinator	C Senbagavalli	0422-2970132	9786544433	0422-2970427	kkcasiqac@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of Establishment, Prior to the Grant of 'Autonomy'	23-09-1996			
Date of grant of 'Autonomy' to the College by UGC	27-03-2016			
University to which the college is affiliated				
State	University name		Document	
Tamil Nadu	Bharathiar University		View Document	
Details of UGC recognition				
Under Section	Date		View Document	
2f of UGC	30-05-2003		View Document	
12B of UGC	30-05-2003		View Document	
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Kovai Kalaimagal College of Arts and Science, Vellimalaipattinam, Narasipuram(Post), Thondamuthur (Via) , Coimbatore - 641 109	Rural	10.58	14322

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	HSC	English	120	48
UG	BCom,Commerce	36	HSC	English	50	13
UG	BCom,Commerce	36	HSC	English	120	59
UG	BSc,Mathematics	36	HSC	English	50	0
UG	BA,English	36	HSC	English	50	1
UG	BSc,Computer Science	36	HSC	English	120	19
UG	BBA,Business Administration	36	HSC	English	50	14
UG	BCA,Bca	36	HSC	English	60	17
UG	BSc,Information Technology	36	HSC	English	50	9
PG	MCom,Commerce	24	Relevant UG Degree	English	30	8
PG	MSc,Comput	24	Relevant UG	English	30	7

	er Science		Degree			
PG	MCom,Busi ness Admini stration	24	Relevant UG Degree	English	50	0
PG	MSc,Informa tion Technology	24	Relevant UG Degree	English	40	0
Doctoral (Ph.D)	PhD or DPhi l,Commerce	48	Relevant PG Degree	English	12	0
Doctoral (Ph.D)	PhD or DPhi l,Computer Science	48	Relevant PG Degree	English	8	1
Pre Doctoral (M.Phil)	MPhil,Com merce	24	Relevant PG Degree	English	35	0
Pre Doctoral (M.Phil)	MPhil,Comp uter Science	24	Relevant PG Degree	English	40	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Soci ety or Other Authorized Bodies	1				2				46			
Recruited	0	1	0	1	0	2	0	2	5	41	0	46
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				19
Recruited	9	10	0	19
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	1	3	0	4
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	0	2	0	0	7	0	10
M.Phil.	0	0	0	0	0	0	3	16	0	19
PG	0	0	0	0	0	0	3	17	0	20
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		1	1	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	250	2	0	0	252
	Female	288	3	0	0	291
	Others	0	0	0	0	0
PG	Male	17	0	0	0	17
	Female	8	0	0	0	8
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	4	0	0	0	4
	Female	7	0	0	0	7
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	1	0	0	0	1
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	8	13	22	17
	Female	12	25	25	22
	Others	0	0	0	0
ST	Male	1	0	1	1
	Female	4	3	3	12
	Others	0	0	0	0
OBC	Male	77	84	129	106
	Female	73	92	119	143
	Others	0	0	0	0
General	Male	0	3	5	2
	Female	4	3	6	3
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		179	223	310	306

2.3 EVALUATIVE REPORT OF THE DEPARTMENTS

Department Name	Upload Report
Bca	View Document
Business Administration	View Document
Commerce	View Document
Computer Science	View Document
English	View Document
Information Technology	View Document
Mathematics	View Document

Institutional preparedness for NEP**1. Multidisciplinary/interdisciplinary:**

KKCAS is fully prepared to implement National Education Policy 2020 in Undergraduate, Post graduate and Research Programmes. The following initiatives were taken for implementing NEP 2020. The multidisciplinary approach relies on people crossing disciplines to share knowledge, thereby enduring scope and depth of learning. College encourages to develop final year projects for UG/PG degree programmes in multidisciplinary environments. Outcome Based Education was introduced in 2018 with Graduate Attributes, Programme Educational Objectives (PEO), Programme Outcomes (PO) and Course Outcomes (CO) which are mapped to suit the industrial and social needs. Attainment of course outcome has been measured to assess the knowledge and skills in order to determine the course outcomes. CBCS pattern facilitates the students to opt for more choices of courses which are multidisciplinary. Skill based training programmes are imparted to groom industry ready graduates in all disciplines. Training programmes were arranged for all disciplines in the industrial sectors. Value Based Education includes Yoga for Youth Empowerment, Environmental Studies and Ethics & Culture educates the students with values, culture of the nation and conservation of natural resources. Skill Based Subjects like Mathematics for Competitive Examinations and Communication Skills enhances the skills required for State/National level competitive examinations and for campus placements. Non Major Elective courses like Food Science & Nutrition and Floriculture make students self-sufficient by creating a future of their own learning agronomic's as per the rural environment of the college. Self-Study Courses like Gandhian Thoughts, Women Rights, and Human Rights make the students to know about the life of the national leaders enlighten everyone with their basic rights provided by our constitution. Career Development Courses facilitate students for clearing NET/SET examinations. Institution offers Value Added Courses with more than 30 hours training. 50 Extra credit courses are introduced for advanced learners which are multidisciplinary. Online courses for all the students were made compulsory for UG

	<p>and PG degree programmes. More number of MOUs were signed with multi-national companies. This creates an opportunity for all the students to complete Certification Courses in different domains. Students are instructed to complete Job Oriented Courses during the degree of study. Elective courses were introduced for the UG and PG degree students to focus on the specialization Multidisciplinary research is promoted to convert into patents and research publications in reputed journals. Seminars, Conferences and Workshops are conducted to encourage interdisciplinary approach. Curriculum holds an outstanding place when seeking to promote innovation in education, as it reflects the vision for education by indicating skills, knowledge and values to be taught to students. Value based subjects in the curriculum train the students to be ethically perfect and morally alert. In addition to the curriculum, various clubs such as science, Auditor's, Citizen Consumer, Fine Arts, Web Developers, Pi, Programmers and Yazhalisai Mandram promote multidisciplinary activities for students through various events. Hence, the college introduce and promotes multidisciplinary flexible curriculum that enables multiple entry and exits at the end of 1st, 2nd and 3rd years of undergraduate education in the future.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>Our institution is a registered member of National Academic Depository (NAD) from 2018 onwards to confirm the academic awards. The institution has also implemented Choice Based Credit System (CBCS) in the academic year 2008-2009. The Curriculum Development Cell (CDC) prepares an enriched curriculum along with the syllabus and its credits depending on the feedback received from the stakeholders. It was then forwarded to Board of Studies for the approval. Further, the curriculum is approved by the Academic Council and Governing Body which includes the representatives from External Experts, Alumni, Student Representative, University Representatives, Head of the Departments and Industrialist. In order to obtain UG degree programmes the minimum number of credits to be earned is 140 and for PG programmes 90 credits. Apart from the credits to be earned for regular mode of study, the students can obtain credits through extra credit course and extracurricular activities. The</p>

	<p>credits earned through the online courses like SWAYAM, NPTEL, Spoken Tutorial, etc will be approved and considered for award of the degree. The students from other institutions can continue their course of study in KKCAS through transfer of credits and vice-versa. Their credits may be transferred thro proper procedure by satisfying the rules and regulations of UGC and by obtaining the subsequent approval of the Board of Studies. In the future, effective measures will be taken to adopt ABC system in order to facilitate multiple entry and exit process.</p>
<p>3. Skill development:</p>	<p>Institution follows the Attitude, Skill and Knowledge (ASK) model for the overall development of the students. The curriculum framework is designed to promote holistic and extensive education to the students. The curriculum is updated on regular basis and new courses focusing on Employability, Entrepreneurship and Skill Development were introduced. Entrepreneur Development Cell (EDC) aims at creating awareness on entrepreneurship among the students. EDC develop creativity, innovative thinking, and develop responsibilities to succeed in the challenging world. One of the best practice of KKCAS is to provide effective training for the students in skill development and employability. Skill development programmes were frequently conducted to identify the ability of the students and providing proper support, guidance & encouragement. Workshops, Seminars, Webinars, etc, were conducted every year based on skill enhancement by inviting the resource persons from Industrial Sectors and Subject experts from Colleges. These programmes assist the students to gain knowledge on recent technologies, functioning of the industry, working environment, interpersonal skill development and so on. Skill Based Subjects like Mathematics for Competitive Examinations, Soft Skills, Communication Skills and Lab practicals during all semesters were provided in UG degree programmes to enhance the skills required for campus placements & to participate in State/National level competitive examinations. Career Development Courses facilitate students for clearing NET/SET examinations. Technical Seminar and Report Writing subject included in PG degree programme promotes the conversion of research findings into patents and</p>

	<p>research publications in reputed journals. These subjects enhance skill set, knowledge, and competencies in their respective areas. Non Major Elective courses such as Floriculture and Food Science & Nutrition influences the future of the students by learning agronomics. The institution also offers Value Based Education which includes Environmental Studies, Ethics & Culture and Yoga for Youth Empowerment to educate the students with human values, traditional culture and preservation of natural resources. Students are instructed to complete Job Oriented Courses during the degree of study. This creates an opportunity for all the students to complete Certification Courses in different domains. Bridge courses in Mathematics, Commerce, Computer Science and English were conducted for about 30 hours in order to bridge the gap between the school and college education. Students were given Hands on Training on their specific domains to get exposed to practical knowledge. The department plans field visits for the first year students, internship for the second year students and projects for third year students. Mandatory Internship creates the opportunity for recognizing the industrial demands. A project developed by the students during their final semester promotes the skills in analytical, research finding, problem-solving, experimenting and so on. This leads to enrichment and development in the career in order to attain future goals.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>The institution is located in a rural environment which aspires to offer education to rural students. The institution organizes bridge course in Maths, English, Commerce and Computer Science for about 30 hours at the beginning of every academic year to bridge the gap between School and College. A course on Ethics and Culture is offered to educate the Indian culture among the students. The integration of Indian knowledge system emphasis on teaching Indian languages, Culture and also allows the students in undertaking the optional language under Part I (Tamil, Hindi, French and Malayalam) in curriculum of UG students. Non-Tamil students should study Basic Tamil and Advanced Tamil subjects. The Department of English assists the first graduate students in the family to learn the language and encourages the advanced learners to improve the knowledge in communication skills. The institution</p>

	<p>also adopts bilingual teaching as and when necessary. It is also essential to instill the Indian culture in the minds of the Youths and also to improve the responsibility of the citizenship and Self Study Course like Women's Rights, An introduction to Constitution of India, Human Rights and Consumer Affairs were offered to enable the students to become more responsible citizen of India. In order to enhance the multidisciplinary knowledge of the students, Non-Major elective courses like Food Science & Nutrition and Floriculture, Value Based Education subjects like Yoga for Youth Empowerment, Environmental Studies, Extra Credit Courses like Sutturula Varlarchi, Nattapuraviyal, Tamilaga Varalarum Makkal Panpadum, Tamil Illakiya Varalaru were included in the curriculum. Cultural Events were conducted every year to showcase the talents of the students and also to create harmony in the college. Effective measures were taken by the institution to persuade the students to undergo compulsory online courses through platforms such as NPTEL, SWAYAM, Coursera, Spoken Tutorial, EDX, SkyOnline and etc. Despite the fact that, while adapting to National Education Policy 2020 focusing more on the online courses in all the online platforms.</p>
5. Focus on Outcome based education (OBE):	<p>KKCAS implemented Outcome Based Education (OBE), a graduate focused teaching model in the year 2018 for the students to attain excellence in their Higher Education. The learners achieve the objectives of OBE at each level and gain progress in their learning. The Graduate Attributes of the programmes are framed to achieve the Vision and Mission of the Institution. The Programme Educational Objectives (PEO), Programme Outcome (PO) and Course Outcomes (CO) are framed in such a way to reach the graduate attributes. It provides suitable guidelines for the faculty members to develop the course plan, assessment plan etc. Every department calculates the Programme and Course attainments in order to understand the effectiveness of the programme in imparting the knowledge, behavior and skills. The attainments of Outcomes are measured with the help of two different methods namely, Direct Method and Indirect Method. The target level of each student is calculated for all the course outcomes with the threshold value of the minimum pass percentage in a subject for the process</p>

	<p>to measure the outcome of the students during their course of study and also after their graduation. The average is calculated for all individual course outcomes and the values are mapped with the corresponding POs and PEOs. And also the average level for each PO and PEO are calculated. Rubrics methods are utilized for evaluating the performance of the students. The effective implementation of OBE needs proper planning, hence the IQAC regularly organizing seminars, workshops, Faculty Development Programmes and Hands-on Training programmes to help the staff members understand the nuances of OBE. The faculty members are given clear orientation about Bloom's Taxonomy and the various knowledge levels of the OBE pattern. Gaps are addressed if there is a deficiency and standards are incrementally increased if the attainments exceed the target. Curriculum Development Cell takes care of the activities in designing the syllabus and make sure that it is according to the OBE by following the knowledge levels for assessment of outcomes towards students. Knowledge level of students are assessed by taking the parameters like knowledge, Application, Comprehension, Synthesis, Evaluation and Analysis by setting the Question paper using Blooms Taxonomy. For conduct of End Assessment Examination (EAE) a model Question Paper and Syllabus are sent to external question paper setter to adhere the Bloom Taxonomy for effective evaluation system for students and awarding the credits. At the successful completion of three years for UG programme/two years for PG programmes the graduates of the Institution will be able to attain the following Graduate Attributes such as Communication skills, In-depth domain knowledge, Technical skills, Knowledge Interdisciplinary in nature, Positive attitude, Critical thinking and problem solving skills, Dynamism and team building skills, Professional ethics & social values, Self-awareness & emotional intelligence, Entrepreneurship qualities, Responsibility towards Society & environment and thirst for knowledge through lifelong learning. The major improvements are carried out based on the feedback received from the students, stakeholders and alumni.</p>
6. Distance education/online education:	KKCAS implemented audio/visual classroom for Online Distance Learning (ODL) through various

portals like Swayam, NPTEL, Spoken Tutorial, EDX, Udemy, SkyOnline, Coursera, Edureka, etc. Online classes were conducted through online platforms like Zoom, and G-suite during the Covid-19 pandemic. Online education allows students to attend classes from any location of their choice instead of being restricted by limited boundaries. Students can clarify their doubts through live chats by staying at their comfort zone. The students are instructed to submit their projects, assignments, reports, quizzes, etc in the Google classroom. Moodle software was used for conducting the quizzes in order to access the academic performance of the students. Online courses are conducted through learning management system through online portals in which the students can check their course curriculum and academic progress, as well as connect with their instructors and fellow mates. Online courses were made compulsory for all the students of UG and PG degree programmes with 1 credit. The college has obtained membership in Spoken Tutorial offered by IIT, Mumbai. The students can take up any course through SWAYAM, NPTEL, Spoken Tutorial, etc based on their area of interest. Most of the online courses are freely accessible to any group of students. The material can be downloaded in any format like audio, video and text. The college has signed MOU with ICT Academy, thereby benefitting the faculty members and students through Faculty Development Programmes, Training Programmes, Skill Development Initiatives, Research, Industry-Institute Interaction, Nurturing Innovation etc. The institutional library has access to DELNET, INFLIBNET and Autolib facilitate the remote access for Books and Journals. The college permits all the students of UG and PG degree programme to pursue dual degree courses, one thro regular mode and one thro distance mode. KKCAS is operating in regular mode and it is equipped to expand its services to spread its quality education beyond the boundaries through Distance Education/Online Education.

Extended Profile

1 Program

1.1

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
15	15	14	14	14
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of departments offering academic programmes

Response: 7

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
660	797	866	883	991
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
243	278	255	277	340
File Description		Document		
Institutional data in prescribed format		View Document		

2.3**Number of students appeared in the examination conducted by the Institution, year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
581	716	766	789	868
File Description		Document		
Institutional data in prescribed format		View Document		

2.4**Number of revaluation applications year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2	5	31	8	2

3 Teachers**3.1****Number of courses in all programs year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
486	455	443	276	128
File Description		Document		
Institutional data in prescribed format		View Document		

3.2**Number of full time teachers year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
37	52	55	58	59
File Description		Document		
Institutional data in prescribed format		View Document		

3.3

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
37	52	55	58	51
File Description		Document		
Institutional data in prescribed format		View Document		

4 Institution**4.1****Number of eligible applications received for admissions to all the programs year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
222	317	462	461	499
File Description		Document		
Institutional data in prescribed format		View Document		

4.2**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
283	283	265	265	265
File Description		Document		
Institutional data in prescribed format		View Document		

4.3**Total number of classrooms and seminar halls****Response: 35****4.4****Total number of computers in the campus for academic purpose****Response: 250**

4.5

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
43.04	67.59	70.18	49.40	100.93

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4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curriculum Design and Development

1.1.1 Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the Institution.

Response:

Kovai Kalaimagal College of Arts and Science (KKCAS) has designed and developed an **effective curriculum** relevant to **local/national/regional/global developmental needs**. It imparts **quality education** to empower students in rural areas and to face the global challenges.

The autonomous status of the institution allows to design the curriculum in **CBCS pattern** which ensures the fulfillment of vision, mission & quality policy of the college. The syllabus in the **curriculum is revised twice a year** and is designed to **satisfy the needs of the industry**.

Outcome Based Education was introduced in **2018** with graduate attributes, programme educational objectives, programme outcomes and course outcomes. The programme objectives cater to the all-round development of the students which includes employability, entrepreneurship and skill development.

The **Curriculum Development Cell** develops the curriculum along with the syllabi on the basis of the **feedback received from the stakeholders** and is presented and **approved by the Board of Studies (BOS) and Academic Council**.

The curriculum is designed and developed to incorporate the goals like **employment-oriented education, inculcating social awareness, responsibility and commitment towards social elevation especially in rural areas**.

Curriculum on Local/ Regional/National/Global Relevance:

- Language papers, **Tamil and Malayalam** are designed to acquire regional language skills.
- Language papers like **Functional English, French and Hindi** are designed to learn National / Foreign languages for better employment opportunities.
- **Value Based Education** includes **Yoga for Youth Empowerment, Environmental Studies and Ethics & Culture** educates the students with values, culture of the nation and conservation of natural resources.
- **Non Major Elective courses** like **Food Science & Nutrition and Floriculture** make students self-sufficient by creating a future of their own learning agronomics as per the rural environment of the college.
- **Self-Study Courses** like **Gandhian Thoughts, Women Rights, and Human Rights** make the students know about the life of the national leaders; enlighten everyone with their basic rights provided by our constitution.
- **Non-credit courses** like **Aptitude and Soft Skills** enhance the skills required for campus placements.

- **Courses under Part V** provide a platform for **experiential/participative learning**.
- **Career Development Courses** facilitate students for clearing **NET/SET examinations**.
- **Courses on Technical Skills** provide **hands-on training for skill oriented subjects**.
- **Skill Based Subjects like Mathematics for Competitive Examinations and Communication Skills** enhances the skills required for State / National level competitive examinations and for **campus placements**.
- **Sports and library** included in the curriculum amplifies physical fitness and reading habits.
- **Allied courses** boost knowledge for Core papers.
- **Core papers** impart thorough knowledge in the particular domain.
- **Elective papers help in specialization** and explore jobs in various fields.
- **Internship** blends them for a work-culture environment.
- **Project work** demonstrates a breadth and depth of knowledge in the particular discipline which in turn **increase the proficiency in working environment**.
- **Online course** platforms introduce a chance of **self-learning in students**.
- **Job oriented courses** enrich the knowledge of the students in various fields of specialization and to **promote employment**.
- **Co-Curricular / Extra Curricular Activities** for finer **exposure of the course outside the curriculum**.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Percentage of Programmes where syllabus revision was carried out during the last five years.

Response: 100

1.1.2.1 Number of all Programmes offered by the institution during the last five years.

Response: 13

1.1.2.2 How many Programmes were revised out of total number of Programmes offered during the last five years

Response: 13

File Description	Document
Minutes of relevant Academic Council/BOS meeting	View Document
Details of program syllabus revision in last 5 years(Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.3 Average percentage of courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the last five years

Response: 100

1.1.3.1 Number of courses having focus on employability/ entrepreneurship/ skill development year-wise during the last five years..

2020-21	2019-20	2018-19	2017-18	2016-17
486	455	443	276	128

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Average percentage of courses having focus on employability/ entrepreneurship(Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years.

Response: 31.88

1.2.1.1 How many new courses are introduced within the last five years

Response: 570

1.2.1.2 **Number of courses offered by the institution across all programmes during the last five years.**

Response: 1788

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.2.2 Percentage of Programmes in which Choice Based Credit System (CBCS) / elective course system has been implemented (Data for the latest completed academic year).

Response: 86.67

1.2.2.1 **Number of Programmes in which CBCS / Elective course system implemented.**

Response: 13

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.3 Curriculum Enrichment

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

Response:

The curriculum of the institution is incorporated with crosscutting issues relevant to **Professional Ethics, Gender, Human Values, Environment and Sustainability**. Courses are designed to propagate **human values, encompass the ethics for profession, instilling equality among gender and develop deeper understanding of Environmental issues**. It paves the way for holistic development of the student.

Gender Sensitization

Courses offered under Self study course like **Women's Rights and Human Rights** gives awareness on the rights and entitlements as women and as a citizen of India. **Women Empowerment Cell** focus on the issues relating to gender discrimination, creates awareness on women safety through self defense course, empowerment and gender equity. Various programmes like **guest lectures, workshops and awareness programmes were organized based on gender**. An **Internal Complaints Committee** of the college monitors the matters of sexual harassment which is NIL in status. As a credit to our college, we **provide education to the girl children of the nearby villages at the maximum rate**.

Human Values

Courses like **Ethics and Culture, autobiography of great leaders and legends of our nation** enlightens our traditional culture and moral values. **Self study course on Gandhian Thoughts teaches about truth, non violence, tolerance and courage** among the students. **Yoga for Human Excellence** is significant to provide personal excellence. **Centre for Human Excellence** is established to bring the excellence in every human by arranging several programmes to impart human values to the students. These programmes inculcate **honesty, kindness, courage, responsibility, leadership qualities, self confidence, perseverance, respect for others and so on**. **Human rights defend for the dignity as human beings**.

Environment and Sustainability

Value Based Education on **Environmental Studies** educates students on proper preservation and utilization of natural resources. It addresses the ecological issues and highlights the relationship between man and environment. Institution practices **eco-friendliness** by **growing thousands of trees inside the campus** and environment conservation through **green campus with plastic-free zone**. Social and environmental awareness emphasize the commitment to participate in environment activities. Some of the activities like **tree plantation are undertaken by the NSS and Eco Clubs**. An initiative is taken by the students to create **Miyawaki forest** in the campus. A total of ten **medicinal plants** have been donated by each department for nurturing the students in the **herbal gardening in the campus**.

Professional Ethics

Courses offered on **Ethics and Culture** describes ethical behavior, culture which imitates morality, and behavior with subordinates. Various courses in Commerce and Computer Science are manifested with corporate standards expected in a profession. These courses assist to educate students based on principles of business, operations on management, barriers for communication, entrepreneurship and so on. **Consumer Club** strengths the students in consumer associated issues, consciousness about consumer laws, and also facilitate the students to live constructively. **Auditors Club** spotlight on the ethics to be followed in the financial matters. **Centre for Faculty Development** organizes programmes for the upliftment of faculty in their domains and imparts professional ethics in their minds. **Centre for Human Excellence** is established for bringing excellence in students

File Description	Document
Upload the list and description of the courses which address the Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.3.2 Number of value-added courses for imparting transferable and life skills offered during last five years.

Response: 78

1.3.2.1 How many new value-added courses are added within the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
16	15	16	15	16

File Description	Document
List of value added courses (Data Template)	View Document
Brochure or any other document relating to value added courses	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.3.3 Average Percentage of students enrolled in the courses under 1.3.2 above.

Response: 84.92

1.3.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
666	777	869	591	584

File Description	Document
List of students enrolled	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.3.4 Percentage of students undertaking field projects/ internships / student projects (Data for the latest completed academic year)

Response: 73.18

1.3.4.1 Number of students undertaking field projects / internships / student projects

Response: 483

File Description	Document
List of programs and number of students undertaking field projects / internships / student projects (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.4 Feedback System

1.4.1 Structured feedback for design and review of syllabus – semester-wise / year-wise is received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni

Response: A. All 4 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as minuted by the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document
Link for Additional Information	View Document

1.4.2 The feedback system of the Institution comprises of the following :

Response: A. Feedback collected, analysed and action taken and report made available on website

File Description	Document
Any additional information	View Document
URL for stakeholder feedback report	View Document
Link for Additional Information	View Document

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Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 30.84

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
177	220	309	305	314

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
895	895	845	845	845

File Description

Document

Institutional data in prescribed format (Data Template)

[View Document](#)

Any additional information

[View Document](#)

Link for Additional Information

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 81.36

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
175	217	243	244	224

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.2 Catering to Student Diversity

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

Response:

Student Induction Programme (SIP)

- **Student Induction Programme** is organized for newly admitted students of I UG in the beginning of every academic year as per UGC instruction.
- **Orientation** is provided for the fresher's of UG on the **Vision and Mission** of the institution, the **academic environment**, and availability of **infrastructure**, the **duties and responsibilities** of the students including **anti-ragging awareness, discipline, code of conduct, and awareness on the use of the library and laboratory resources**.
- An **Orientation on Outcome Based Education (OBE), examination procedures and assessment system** is conducted by the **Controller of Examinations**.
- The students are grouped and **alloted with mentors** who will take care of their mental and personal issues throughout the course.
- **Campus walk and a visit to local area** is arranged to familiarize the campus and its location.

Bridge Course

- **Bridge course** is conducted for newly admitted students by the department of **English, Mathematics, Commerce, and Computer Science** for 30 hours to bridge the gap between school and college education. • It helps the students to have a **smooth transition from school to college**.

Remedial Courses

- Remedial courses are conducted for the students who fall short of marks in previous EAE to whom **additional contact hours and learning materials are provided**.

Slow Learners

- The **learning level of students is assessed** and are categorized as per the marks secured in Continuous Internal Assessment.
- **Additional coaching** is provided to the students, realizing the academic difficulties in learning the programme.
- **Question bank is prepared** in each semester where 20 important questions per unit referring to previous years' question papers are given in each paper for students' reference.

- **Tutor-ward system** is followed that helps the students to overcome difficulties in learning.

Advanced Learners

- **Advanced Learners** are selected according to the academic performance of students in End Assessment Examination.
- **Guest lectures, seminars and conferences** are regularly organized to expose advanced learners to additional perspectives on topics pertaining to their courses.
- Students are encouraged to **enroll in NPTEL, SWAYAM and MOOC online courses.**
- **Training programmes** are organized to help students take up various professional examinations like **Civil Services, Banking Services, CA(Chartered Accountant), CMA(Cost Accountant),ACS(Company Secretary), Lectureship Eligibility Tests, etc..**
- **Teacher-student Collaborative Research Publications and Research Projects** are encouraged to promote research aspirations in students.
- **Extracurricular Activity** is encouraged which includes paper presentations, attending seminars/conferences or Publications in journals.
- **Extra Credit Courses** are opted by advanced learners to obtain extra credits in their programme.
- **Self Study Courses** enhance the learning capability of the students through self-learning.
- **Online Courses** are a part of curriculum that paves a way for the students to acquire knowledge and certificate, apart from the academic based learning through online platforms like **Swayam, NPTEL, Udemy, Coursera,Spoken Tutorials, etc.**
- **Language skills is developed** through many activities such as **role-play, story-telling, and conversation practice** that benefit the students from rural areas to gain confidence and **initiate conversation in English.**

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 17.84

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Kovai Kalaimagal College of Arts and Science acknowledges the importance of a **student-centered approach** in facilitating effective teaching / learning and adopted the following **student centric methods**.

Experiential Learning

Students learn through direct experience and focused reflection in order to enhance their awareness and skills. The curriculum includes the following **experiential learning activities**.

- **Nesathodu Vasippom/ Spoken English classes:** It is a classroom session conducted for inculcating the reading habit among students in both Tamil and English.
- **Group Discussion/Mock Interviews:** Experience the real form of process that take place during interviews which in turn build up confidence in the students.
- **Internships:** It is a way to transform classroom knowledge to practical application through which students will gain experience and learn new skills.
- **Workshops:** Students obtain knowledge and experience through discussions and practical works.
- **Field Visits:** Students visit the nearby industries/institution to receive a real time experience in their fields of interest.
- **Classroom activities / Practical Work:** Provides refreshing experience and brainstorming through games and fun-filled activities. Practical works ease classroom learning by providing knowledge through implementation of theoretical knowledge.

Participatory Learning

Students are actively involved in **participatory learning process** in which sequential activities or learning events help them to achieve an objective or outcome. The institution encourages the students to take up the following activities under **participatory learning**.

- **Quiz:** Regular quiz sessions are conducted in the class hours for the introvert students to involve in learning process.
- **Paper Presentations/Publications:** Advanced learners are encouraged to present / publish papers in conference/seminar that administers courage and learn the topic from different perspectives.
- **Model presentations/ Exhibitions/ New Product Development:** Students involve in working prototype of their theoretical topics by exhibiting their ideas as innovative models and new products.
- **Market Mela:** Students acquire knowledge through the experience of trading and transaction of things which requires team work, planning, self-sufficiency and communication skills.
- **Talker's Club:** Conversations and interactive events develop communication skills and creativity needed for a profession.

Problem Solving Methodologies

The **problem-solving process** involve **defining the problem, generating alternative solutions, evaluation, selecting an alternative**, implementation and following up on the solution helps the students to solve a problem. The following clubs assist the students to increase their problem solving capability.

- **Pi Club:** The club organized by the department of Mathematics conducts quiz competitions,

seminars, invents easy problem solving methods, and assign tasks in interview point of view.

- **Programmer's Club:** The club organized by the department of Computer Science encourages students to write coding and to do mini projects, design posters, creates brochures.
- **Case Studies:** It provides an opportunity to the students to have an in-depth study of a problem and acquire more knowledge about it and suggests.
- **Web Developers Club:** The club organized by the department of Computer Application designs web pages for colleges and Organizations.
- **Science Club:** Students learn to resolve the issues based on scientific crisis within the circumstances and also to transmit information using various media sources.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Teachers use ICT enabled tools including online resources for effective teaching and learning process.

Response:

Information and Communication Technology is a fundamental tool in teaching, learning and evaluative process in Kovai Kalaimagal College of Arts and Science. It is used to support, and enhance the delivery of information and leads to an improved learning and teaching process.

ICT enabled Tools in Teaching and Learning Process

The institution utilizes **ICT enabled tools** for effective teaching and learning process. **ICT enables teaching learning process interesting.** ICT facilitates the faculty and students to operate, save and retrieve information. **It also helps in distant learning process.** It **transforms traditional method of teaching to modern way** of teaching. **Integrated technology with classroom teaching** plays an important role in student evaluation. The following ICT enabled tools are used in Teaching and Learning process in our college.

- **Google Classroom**
- **Google Meet**
- **Zoom**
- **Kahoot**
- **Talking Yak**
- **MOODLE**
- **Plickers**
- **Hot Potato**
- **MIS**
- **Smart classrooms**
- **LCD projectors**
- **Wi-Fi Facility**

Online Resources

The institution encourages the faculty and students to take up **online courses / resources from online platforms**, learn from online sources, and use online software for easy accessibility of knowledge and update with current trend.

- **N list**
- **Swayam**
- **NPTEL**
- **Course Era**
- **Udemy**
- **Spoken Tutorial**
- **Google Forms**
- **Google Sheets**
- **E-Books**
- **E-Journals**
- **Computer Laboratories**
- **SoloLearn**
- **INFLIBNET**

Online learning platform like Google Classroom, Google Meet, Zoom, Talking Yak, Kahoot & Hot Potatoes are used to communicate with the students and provide Learning materials, video lessons and create interactive learning exercises.

The **E-learning platform MOODLE** is effectively used to **conduct CIA and End Assessment Examination** to familiarize the students with the pattern of online competitive examinations.

Management Information System (MIS) facilitates teachers to maintain a complete profile of students including **personal and academic details, attendance, CIA marks and fee payment details** and acts as a **Faculty Record Book** with complete details of the course. **Feedback from the students** on teaching methodologies adopted by faculty members is **collected through MIS** every semester.

The college is a **member of NDL/N-List/DELNET/INFLIBNET** and students can access digital collection of journals and articles related to the topic of their research through **E-books and e-journals and EBSCO**.

NPTEL, SWAYAM, Coursera, Udemy, and Spoken Tutorial help the students to learn courses online from the subject experts from reputed institutions and receive online certification.

‘Solo Learn’ is an online certification course where students get the opportunity to learn coding in different programming languages. Interactive discussion forum helps the students to share their codes and participate in challenges and get their doubts clarified.

The institution uses **Google Forms and Google Sheets** to take survey for **assessment, feedback, reviews** and to collect details on specific area.

Thus the ICT enabled tools and online resources paved a great way for teaching and learning during the Corona pandemic period and brought a tremendous change in the pedagogy of Teaching

Learning process.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)**Response:** 17.84**2.3.3.1 Number of mentors** ?????????????? ???????**Response:** 37

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll	View Document
Circulars pertaining to assigning mentors to mentees	View Document
Any additional information	View Document
Link for additional information	View Document

2.3.4 Preparation and adherence of Academic Calendar and Teaching plans by the institution**Response:**

Kovai Kalaimagal College of Arts and Science strongly believes in operating as per a **well-planned Academic calendar**. The Principal, IQAC-Coordinator, Dean, Heads of various departments, Faculty, and the Calendar Committee members contribute for preparing and adhering to the set plan.

An **Academic Calendar** is prepared by the college and issued to all the students and faculty at the beginning of **every academic year** and is uploaded in the college website.. It **provides information regarding academic and administrative details**. Teaching process of the Institution is followed by a **Course Plan and Teaching Plan** prepared at the beginning of every academic semester.

Preparation of the Academic Calendar & Teaching Plan

- **An Academic Calendar Committee (ACC)** is constituted to bring out the calendar in the beginning of every year.
- Each department liaison between the respective department and the **ACC** to draw out the annual schedule based on the activity plans.

Content of the Academic Calendar

- **Vision, Mission and Quality Policy of the institution.**
- **Members of Statutory and Non-statutory bodies.**
- **Programmes offered.**
- **Scheme & Regulation along with the courses offered**
- **Salient features of the Institution.**
- **Placement Details.**
- **Teaching and non-teaching staff list.**
- **Whom to contact.**
- **Members of IQAC.**
- **General rules and regulations to be adhered within the campus, hostel, library.**
- **Provision of Anti-ragging Act.**
- **The significance of the Choice-based Credit System.**
- **Details of the assessment procedure (question paper patterns, evaluation criteria & conduct of examinations)**
- **Course wise Scheme of Examination.**
- **Schedule of activities in the specific academic year for each department and clubs.**
- **List of Important International/National Days to be celebrated.**
- **Academic Year planner of the college.**

Adherence of Academic Calendar

- **Conducts Examinations adhering to planned schedule.**
- **Updation of departmental/club activities in Monthly report.**
- **Proposed Plans of Department activities are executed through department Associations.**
- **Rules and regulations of the college and code of conduct.**

The Teaching Plan

Teaching plan/Course plan is prepared prior to the **commencement of every semester**. The planning of the timetable is carried out by each department that includes theory and practical hours. A **Master Timetable** is prepared initially that includes language, core, elective, skill based and non credit courses for all classes.

Teaching plan of each faculty is based on their **individual timetable** that consist of their **weekly schedule**. The number of **contact hours is allotted** for each paper **based on the credits fixed for the specific paper**. The classes are conducted according to the teaching plan.

Adherence of the Teaching Plan

- **Teaching Plan** consists of planned/actual lecture hours by each faculty, proposed/actual date of completion of each unit, reason for deviation, Text book and reference books prescribed.
- **Course Plan** includes the details of the courses, assignments, and the examination pattern.
- **Log book** of individual faculty includes their timetable, Seminar/ Assignment schedule, Syllabus, Teaching Plan, Nominal roll, Topics discussed with dates, Performance statement, topics discussed in Additional coaching / remedial coaching and classroom activities.

File Description	Document
Upload Academic Calendar and Teaching plans for five years	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
Response: 103.14	
File Description	Document
Year wise full time teachers and sanctioned posts for 5 years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)				
Response: 16.04				
2.4.2.1 Number of full time teachers with <i>Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D’Lit.</i> year wise during the last five years				
2020-21	2019-20	2018-19	2017-18	2016-17
06	07	09	09	11

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 2.64

2.4.3.1 Total experience of full-time teachers

Response: 97.5

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Average number of days from the date of last semester-end/ year- end examination till the declaration of results year-wise during the last five years

Response: 9.6

2.5.1.1 Number of days from the date of last semester-end/ year- end examination till the declaration of results year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
10	6	8	9	15

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years

Response: 1.27

2.5.2.1 Number of complaints/grievances about evaluation year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
02	05	31	08	02

File Description	Document
Number of complaints and total number of students appeared year wise	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.3 IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in Examination Management System (EMS) of the Institution

Response:

Kovai Kalaimagal College of Arts and Science have a well-established **Office of Controller of Examinations**. It plans and executes the **process of examination and the assessment** in a systematic manner. CoE office ensures an efficient, organized and secured conduct of examinations.

Examination Procedure

- The Examination Committee prepares the Examination Calendar every year and shall publish the same in the College website after the approval of the Principal.
- Continuous Internal Assessment I, II, Model Examinations and End Semester Examination are conducted by the team of faculty constituted by the Controller of Examinations.
- Online Examination is conducted through Moodle, Google forms and CMS for the courses in which the question papers comprises of only multiple choice questions.
- The CoE shall issue the timetable of various examinations one month before the commencement of the End Assessment Examinations in every semester.
- The question papers for Part I, Part II and Part III courses are set by the external examiners and Part IV and Extra Credit Courses is set by the internal or external examiners.
- The CoE shall constitute a Scrutiny Board to scrutinize the question papers.
- Scribes are provided for differently abled students with extra time to complete the examination.

Examination Process

- The students are evaluated on the basis of Continuous Internal Assessment and End Assessment Examination. Internal marks are calculated for 25 which includes marks of CIA I, II, Model examination, Seminar and Assignment.
- The examinations for Languages, English, Core, Allied and Elective will be conducted for a maximum of 75 marks for three hours. The passing minimum for EAE is 40% (30 out of 75 marks) and overall passing minimum putting the CIA and EAE marks together will be 40% (40 out of 100 marks).
- Institution follows Blooms Taxonomy Evaluation System for Question Paper setting and evaluation.
- Schedule for paper valuation is decided by the Controller of Examinations in consultation with the respective Head of the department in the Exam Committee Meeting.
- Answer scripts will be given dummy numbers and the register number of the student will be removed from the answer script to maintain confidentiality.
- Centralized valuation commences immediately at the end of the examination. The valuation is to be carried out by external Examiners except Value Based Subjects, Non Major Electives, Skill Based Subjects and Self Study Courses.
- Single Valuation System for UG and Double Valuation System for PG will be followed.
- The Examiners shall prepare and submit mark sheet countersigned by the chairman. The marks will be decoded to the candidates' score sheet generated using computer software.
- Result Passing Board discusses the pass percentage in each course, moderation of marks, discrepancies and malpractices if any before the publication of the results.
- After evaluation and with the recommendations of the Result Passing Board in each semester, the College shall publish the results within 15 days after completion of End Assessment Examinations.
- The computerized Mark Sheets shall be signed and issued by the Controller of Examinations.
- Students can avail the facility for revaluation, re-totaling and photocopies of answer booklet on request within a week after publication of results.
- Supplementary examination will be conducted for the benefit of final year students after 10 days of the declaration of the final semester results for the candidates who have arrear in any semester subject a maximum of one paper.

Exam Reforms

- Full Automation of Examination Process
- Internal and External ratio of Marks fixed as 50:50
- External Question paper setting by examiner of minimum 5 years of experience
- Question Bank
- Scrutiny Board for Question Papers Scrutiny.
- Fifteen minutes extra time for Question Paper reading
- Appointment of Vigilance Squad for EAE
- Viva voce Examination for Internship Training and Projects
- Adoption of Dummy Numbering System
- Double Valuation for PG
- Evaluation through Rubrics
- Moderation Marks given as per University Norms
- Declaration of Results within 10 days
- Grievance Redressal Committee to address the grievances of End Assessment Examinations

- Provision for Revaluation & Re- totaling,
- Provision for getting Photo copies of Answer scripts
- Provision to appear for Improvement Examination
- Supplementary Examinations
- Online student verification
- Grading system
- Choice Based Credit System (CBCS) and Outcome Based Education (OBE) are introduced.
- Job Oriented Course, Skill Based Subject, Self Study Courses, Non Credit Course, Extra Credit Courses, Co-Curricular Activities, Value Based Education , Non Major Electives, Technical Skill Subject , Online Courses, Career Development Courses are introduced.
- Swayam, MOOC, NPTEL Online courses are made compulsory.
- Google Classroom and Google Meet for online Exam.
- Initiative for National Academy Depository.
- Provision of Scribes to Physically Challenged

IT Integration

2016 – 2019

Name of the Software : ESSVEE Systems & Software

Nature of Automation : Fully

Year of Automation : 2016

Modules

- **Internal and External Examiners Details**
- **Subject Information**
- **Question Paper Setting**
- **Nominal Roll generation**
- **Exam Application generation**
- **Assigning Question Paper Code**
- **Schedule of Examination**
- **Hall ticket generation**
- **Date wise nominal roll generation**
- **Hall plan (seating arrangement)**
- **Assigning Dummy number**
- **Result declaration and analysis**
- **Mark sheet generation**

2019 – 2021

Name of the Software : College Management System

Nature of Automation : Fully

Year of Automation : 2019

Modules

- **Internal and External Examiners Details**
- **Subject Information**
- **Lesson plan**
- **Class Time Table**
- **Marking of Attendance**
- **Mark Entry for CIA I , II , Model Examination , Seminar and Assignment**
- **Question Paper Setting**
- **Nominal roll generation**
- **Exam application generation**
- **Assigning Question Paper Code**
- **Schedule of Examination**
- **Fee Collection**
- **Hall ticket generation**
- **Date wise nominal roll generation**
- **Hall plan**
- **Assigned Dummy number**
- **Result declaration and analysis**
- **Online Results Publication**
- **Mark sheet generation**

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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.

Response:

Outcome Based Education (OBE), a graduate focused teaching model was **implemented in the year 2018** for the students to attain excellence in their Higher Education. The learners achieve the objectives of **Outcome Based Education** at each level and gain progress in their learning. The **Graduate Attributes** of the programmes are framed on the basis of the Vision and Mission of the Institution. The **Programme Educational Objectives, The Programme Outcome and the Course Outcomes** are framed in such a way **to reach the goal of the graduate attributes.**

Graduate Attributes of the College

At the successful completion of three years for UG programme / two years for PG programmes the graduates of the Institution will be **able to attain** the following **Graduate Attributes.**

- **Communication Skills**
- **In-depth domain knowledge**
- **Technical skills**
- **Knowledge Interdisciplinary in nature**
- **Positive attitude**
- **Critical thinking and problem solving skills**
- **Dynamism and team building skills**
- **Professional ethics and social values**
- **Self-awareness and emotional intelligence**
- **Entrepreneurship qualities**
- **Responsibility towards Society and environment**
- **Thirst for knowledge through lifelong learning**

Graduate Attributes are the **high level qualities and skill sets** to be attained by the students of KKCAS at the end of their UG/PG programme. **Programme Educational Objectives** describe the **objectives of the specific Programme**. **Programme Outcomes** are the details related to **Skills and Knowledge that are acquired in that particular Programme**. The guidelines formulated by the **Internal Quality Assurance Cell (IQAC)** are followed in preparing the Programme Outcomes. **Course Outcomes** are designed in co-ordination with PO's and PEO's. **Course Outcomes consist of the expected knowledge to be gained by the students on the completion of the Course**. **Course Outcomes are mapped with Programme Outcomes**. The Curriculum of each department is framed so as to attain the programme outcomes.

Graduate Attributes, PEO's, PO's and CO's are approved by the **Curricular Development Cell, Board of Studies and Academic Council** and then **displayed in College website, CMS and through display boards**. The details of **PO's, PEO's and CO's** are communicated to the **Faculty in the Department meeting**. The faculty for each course conveys the **PO's, PEO's and CO's to the students** at the beginning of each semester. The Institution organizes **Guest Lectures** by experts based on the Course Outcome in order to motivate the students. **FDP and Orientation Programme is provided** to the faculty members regarding **Outcome Based Education and Programme Outcomes, Programme Educational Objectives and Course Outcomes** by the experts. The **implementation of OBE in the Institution establishes the Vision and Mission of the College**.

File Description	Document
Upload COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Kovai Kalaimagal College of Arts Science has formulated **PEOs, POs and COs** for all courses and programmes offered. The attainments of Outcomes are measured with the help of two different methods.

- **Direct Method**
- **Indirect Method**

Method of Measuring Attainment of COs

Direct Methods

The **Continuous Internal Assessment and End Assessment Examinations** assess the knowledge and skills defined by the course outcomes, directly from performance. The **attainment of course outcomes are measured through direct method** for the batch admitted from 2021 onwards.

Indirect Methods

- **Course attainment is evaluated by taking a survey after the completion of each course at the end of semester.**
- **A Questionnaire is framed with course outcomes of the particular course and ratings are made by the students.**
- **The average of the ratings given by the students for each course outcome is calculated to assess the attainment of CO's.**
- **CO attainment is calculated using the indirect method from the batch 2019 onwards.**

Method of Measuring Attainment of POs

Direct Methods

The attainment of programme outcome is calculated using the direct method for the batch admitted from 2021 onwards.

Indirect Methods

PO attainment is calculated using the attainment of the Course Outcomes contributing to that particular PO.

The following parameters are used to measure the performance of students after completion of the programmes.

- **Entrepreneurship**
- **Placement**
- **Higher Education and Research**

• PO attainment is calculated using the indirect method from the batch 2019 onwards.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.3 Pass Percentage of students(Data for the latest completed academic year)

Response: 96.68

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 233

2.6.3.2 Total number of final year students who appeared for the examination conducted by the Institution.

Response: 241

File Description	Document
Upload List of Programmes and number of students passed and appeared in the final year examination(Data Template)	View Document
Any additional information	View Document
Link for additional information	View Document
Link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.88

File Description	Document
Upload database of all currently enrolled students	View Document
Upload any additional information	View Document
Link for any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Promotion of Research and Facilities

3.1.1 The institution's Research facilities are frequently updated and there is a well defined policy for promotion of research which is uploaded on the institutional website and implemented

Response:

KKCAS promotes research among the faculty and students through an organized outlook. It has a well defined **Research Policy** for promotion of research culture and is uploaded in Institution Website.

Research Advisory Committee

The **Research Advisory Committee** has been constituted with the Principal as Chairman, Dean of Commerce as Coordinator, and all research guides as members. The methods and way of improving research activities are discussed in the Research Committee Meeting.

Role

The committee takes care of all cardinal standards of **Ethics viz. Autonomy, beneficence, non-maleficence and justice in planning, behavior and reporting of the proposed research**. It reviews all **research projects** carried out in our college regardless of the funding agency.

The committee **evaluates the proposals, examine as well as screen the studies** through appropriate documented methods like annual reports, reviews, and browsing web sites. The committee also examines compliance with all regulatory necessities, relevant pointers and legal guidelines.

Research Policy

The college envisions a detailed and **active Research Policy**, approved by the Governing Body and the same is uploaded in the website, which imbibes a strong research culture that blend with academics at students, Research scholars and faculty level.

Infrastructure

The college has a special chamber with computer systems for research scholars with internet facility. The college adds books to the library every year and renews the subscription for journals.

The books and journals available in the library as on date are:

Books	:	14,668
Titles	:	7,354
National Journals	:	13
International Journals	:	11

National Magazines : 35

Inflibnet facility promotes research among researchers. The institution is an official partner of Google and it permits the enrolled scholars and students to check the plagiarism through G-Suite.

Research Ethics

Research Ethics in this institution adopts the parent university norms. Each research scholar of the institution has a responsibility to foster an environment that promotes intellectual honesty and integrity.

The institution focusses to produce and promote **research of the highest quality, devoid of plagiarism** of any sort and other unethical practices while allowing academic freedom and innovative thinking. **Ethics Committee** has been constituted to protect potential Scholars in the research and finds out the level of plagiarism. Its ultimate goal is to promote high ethical standards in research field.

Monetary Benefits

Financial assistance facilitated by the institution encourages the faculty members to **participate in as many seminars / conferences as possible and present research articles** for which allowance is availed from management in order to meet registration and transportation charges. **Management awards Seed Money** for projects to motivate the faculty to involve in research and development. Those who pursue Ph.D programme are encouraged to publish research articles in reputed journals for which they are **awarded Rs.1000/- per publication**. The institution **permits on-duty** for the faculty who attends research oriented events. Fee concession is provided to our faculty who pursue PhD in our Institution

Committees/Cells

Research Circle guides and monitors the progress of the researchers to complete within the stipulated time. **Intellectual Property Rights Cell** assists the researchers in applying for patents and copyrights.

File Description	Document
Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View Document
Any additional information	View Document
URL of Policy document on promotion of research uploaded on website	View Document

3.1.2 The institution provides seed money to its teachers for research (average per year, INR in Lakhs)

Response: 1.85

3.1.2.1 The amount of seed money provided by institution to its faculty year-wise during the last five

years (INR in lakhs).

2020-21	2019-20	2018-19	2017-18	2016-17
3.0	2.2	1.5	1.3	1.25

File Description	Document
Minutes of the relevant bodies of the Institution	View Document
List of teachers receiving grant and details of grant received	View Document
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View Document
Any additional information	View Document

3.1.3 Percentage of teachers awarded national / international fellowship for advanced studies/research during the last five years

Response: 0

3.1.3.1 The number of teachers awarded national / international fellowship for advanced studies / research year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

File Description	Document
List of teachers and their international fellowship details	View Document

3.2 Resource Mobilization for Research

3.2.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.2.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by government and non-government	View Document
Any additional information	View Document

3.2.2 Percentage of teachers having research projects during the last five years

Response: 13.03

3.2.2.1 Number of teachers having research projects during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
8	8	8	4	6

File Description	Document
Names of teachers having research projects	View Document
Any additional information	View Document
Link for additional information	View Document

3.2.3 Percentage of teachers recognised as research guides

Response: 8.11

3.2.3.1 Number of teachers recognized as research guides

Response: 3

File Description	Document
Upload copies of the letter of the university recognizing faculty as research guides	View Document
Any additional information	View Document
Link for additional information	View Document

3.2.4 Average percentage of departments having Research projects funded by government and non-government agencies during the last five years

Response: 74.29

3.2.4.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
5	7	6	3	3

3.2.4.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
7	7	6	6	6

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document
Paste link to funding agency website	View Document

3.3 Innovation Ecosystem

3.3.1 Institution has created an eco system for innovations, creation and transfer of knowledge supported by dedicated centers for research, entrepreneurship, community orientation, Incubation etc.

Response:

KKCAS has established a Centre for Research and Development for promotion of research, Entrepreneur Development Cell (EDC) for creating awareness on entrepreneurship and NSS units for serving the local society through Community Orientation. Education field in today's world needs **reinvention**. Education should focus on **fostering innovation** by inculcating **curiosity, critical thinking and deep understanding**. Hence **Institution Innovation Council (ICC), an initiative by MHRD** is established to foster the culture of innovation among the students and faculty.

Center for Research and Development

Center for Research in Kovai Kalaimagal College of Arts and Science is dedicated to produce research scholars in Commerce and Computer Science streams. Its service extends to **M.Phil and Ph.D scholars** for their dissertation/ thesis and publication works. The library of the institution is a good asset to the research scholars and it is **digitalized with OPAC system**. Faculty are encouraged to publish their research articles in **UGC CARE journals**. The Institution **encourages the faculty** to submit the research proposals. The faculty members have submitted various research proposals to Government and Non-Government agencies like **TNSCST, ICSSR, RBI etc.**

Intellectual Property Rights Cell

IPR Cell is established in the campus to guide the researchers to file patents and copyrights apart from conducting workshops on Intellectual Property Rights.

Cells and Clubs

The college has an **innovation ecosystem** where both faculty and student innovators are encouraged to come up with ideas that have potentiality to develop commercially viable products.

The college has established the Innovation cells namely **Entrepreneur Development Cell (EDC), Intellectual Property Rights (IPR) Cell and Institutional Innovation Cell (ICC)**.

The college has following clubs / facilities to effectively encourage new innovators:

- **Programmer Club**
- **Web Development Club**
- **Science Club**

Entrepreneurship Development Cell

Entrepreneurship Development Cell has taken a greater responsibility to develop the entrepreneurship skills among the students and to help them to channelize their goals to become a versatile entrepreneur. It **organizes seminars/workshops/training programmes** regularly to motivate students to become entrepreneurs. **Market Mela** is organized every year by the students through which they learn about marketing or trading. **Kovai Kalaimagal College of Arts and Science have signed MoU with MSME.**

Incubation Centre

Kovai Kalaimagal College of Arts and Science have a tie up with **Coimbatore Institute Engineering Technology** where the KKCAS makes use of the **Technology Business Incubator (TBI)**.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.3.2 Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development during the last five years.

Response: 140

3.3.2.1 Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
07	37	37	32	27

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document
Any additional information	View Document

3.4 Research Publications and Awards

3.4.1 The Institution ensures implementation of its stated Code of Ethics for research through the following: 1. Inclusion of research ethics in the research methodology course work 2. Presence of Ethics committee 3. Plagiarism check through software 4. Research Advisory Committee

Response: A. All of the above

File Description	Document
Any additional information	View Document
Link for additional information	View Document

3.4.2 Number of Ph.D's registered per teacher (as per the data given w.r.t recognized Ph.D guides/supervisors provided at 3.2.3 metric) during the last five years

Response: 5.67

3.4.2.1 How many Ph.Ds are registered within last 5 years

Response: 17

3.4.2.2 Number of teachers recognized as guides during the last five years

Response: 3

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
URL to the research page on HEI web site	View Document

3.4.3 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 2.05

3.4.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
06	18	28	17	38

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.4.4 Number of books and chapters in edited volumes / books published per teacher during the last five years

Response: 0.25

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	01	03	05	04

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4.5 Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or PubMed

Response: 0

File Description	Document
Bibliometrics of the publications during the last five years	View Document
Any additional information	View Document

3.4.6 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science - h-index of the Institution

Response: 0

File Description	Document
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View Document
Any additional information	View Document

3.5 Consultancy

3.5.1 Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs).

Response: 11.4

3.5.1.1 Total amount generated from consultancy and corporate training year-wise during the last five years (INR in lakhs).

2020-21	2019-20	2018-19	2017-18	2016-17
1.3	2.6	2.9	2.5	2.1

File Description	Document
List of consultants and revenue generated by them	View Document
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View Document
Any additional information	View Document

3.5.2 Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs).

Response: 7.31

3.5.2.1 Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0.432	1.2695	1.844	1.9625	1.801

File Description	Document
List of training programmes, teachers and staff trained for undertaking consultancy	View Document
List of facilities and staff available for undertaking consultancy	View Document
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View Document
Any additional information	View Document

3.6 Extension Activities

3.6.1 Extension activities are carried out in the neighbourhood community, sensitising students to social issues, for their holistic development, and impact thereof during the last five years

Response:

The **NSS, RRC & YRC** along with the various departments actively participate in social activities that benefit the local neighbourhood. **Co-curricular Extra-Curricular activity is mandatory** in the college and is a part of the curriculum frame work that makes them aware of their social responsibilities.

The college conducts extension programmes to execute the schemes announced by state and central government

- **Swachh Bharat Mission- Swachhata Shapath pledge**
- **Swachhata Hi Seva**
- **Plastic eradication**
- **Swachh Bharat Abhiyan**
- **Jal Sakthi Abiyan**
- **Fit India Movement**
- **One man One tree**
- **Swachhata Shapath**
- **Swachh Survekshan Grameen**
- **Swachhata pakhwada**
- **Nature Conservation through Eco Club**
- **Sadbhavana Diwas**
- **Janta curfew**
- **Arokyia Settu app**
- **Prime Minister Kisan scheme**

The students and faculty of various departments actively participate in the following activities

- **Tree plantation Campaign**
- **Campus cleaning**
- **Rain water harvesting**
- **Awareness on Road Safety**
- **Enrollment of voter ID registration through online.**
- **NSS special camp in nearby village.**
- **Distribution of Albendazole tablet to the college students on the occasion of National Deworming day (NDD)**
- **Free eye check up for the villagers.**
- **Voluntary service to the public by the students.**
- **Rally for creating social awareness in the public.**
- **Rally for creating awareness about prevention of Dengue.**
- **Awareness made to the public on banking procedures**
- **Imparting knowledge on IT in nearby government schools**
- **Celebration of regional festivals in nearby blind school and orphanage.**
- **Medical Camp for diagnosing Diabetics, BP, visual and auditory problems.**
- **Visit to orphanage to provide basic things for their life including medicines.**
- **Blood Donation**
- **Environmental Education**
- **Child labour Eradication**
- **Seminar on Leadership**
- **Farmers database entry work carried out under Prime Minister Kisan scheme**
- **Door to Door Awareness and Rally on Plastic Eradication**
- **Create awareness on “Corona virus”**
- **Janta curfew pledge taken by College students.**
- **Exhibition by Self Help Groups jointly with Tamilnadu Corporation for Women.**

- **Drug abuse**

Impact on Students

Extension activities helps in **transforming the students as leaders of social change** and provide long lasting solutions to social problems. Engaging the students in extension activities **creates a sense of selfless service-mindedness** among the student community. It helps to **instill social responsibility, groom overall personality and create awareness on social issues.**

Impact on the Society

The interventions through extension activities have **resulted in improved literacy, reduced drug abuse, hygienic atmosphere, improved health, and cleanliness.** The institution is moving forward with a promising goal to **ensure the growth of the society and environment.**

Impact & Sensitization

Every year, the Institute **organizes extension activities in the neighbouring communities** to help students become more aware of social concerns and to help them develop holistically. The overall impact of extension activities on students is summarized here.

- **Improved leadership qualities**
- **Active participation in social activities**
- **Inculcating human values among students**
- **Understanding the importance of moral, ethical, and social values**
- **Enhance Social Responsibility**

File Description	Document
Upload Any additional information	View Document
Paste link for additional information	View Document

3.6.2 Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government recognised bodies during last five years

Response: 0

3.6.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.6.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 109

3.6.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
05	25	29	25	25

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.6.4 Average percentage of students participating in extension activities listed at 3.6.3 above during the last five years

Response: 100.48

3.6.4.1 Total number of students participating in extension activities listed at 3.6.3 above year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
666	802	869	886	993

File Description	Document
Reports of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.7 Collaboration

<p>3.7.1 Number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work</p> <p>Response: 71.2</p>				
<p>3.7.1.1 Total number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work</p>				
2020-21	2019-20	2018-19	2017-18	2016-17
176	54	48	56	22
File Description	Document			
Number of Collaborative activities for research, faculty etc	View Document			
Copies of collaboration	View Document			
Any additional information	View Document			

<p>3.7.2 Number of functional MoUs with institutions of national, international importance, other institutions, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)</p> <p>Response: 66</p>				
<p>3.7.2.1 Number of functional MoUs with institutions of national, international importance, other Institutions, industries, corporate houses etc. year wise during last five years</p>				
2020-21	2019-20	2018-19	2017-18	2016-17
35	12	08	07	04

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other Institutions etc during the last five years	View Document
Any additional information	View Document

NAAC

Criterion 4 - 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.

Response:

Kovai Kalaimagal College of Arts and Science located at **Vellimalaipatinam village** which is sprawling over a land area of **10.58 acres**, surrounded by **green hillocks**. The campus has a serene and studious atmosphere with least disturbance and distractions. **The green campus is very much conducive for effective teaching learning process.** To impart quality education the college has **good infrastructure with all modern facilities**. The college has **three academic blocks with 38 class rooms, Seminar hall, Conference hall and an auditorium with built up areas of 14322 sq.mt.**

Teaching- Learning Resources

Class Room

The institution has spacious and **naturally ventilated classrooms along with light and fans**. The Class rooms are equipped to meet the conventional teaching tools and furnished comfortably to meet the student's requirements. **Each class room has provision for internet connection through Wi-Fi/LAN**

Laboratories

The institution has **four computer laboratories**. All the laboratories are equipped with adequate and **latest systems, Languages Laboratories and Laboratories with NPTEL facilities**. The laboratories are designed with the safety features imbibed in the infrastructure and create an excellent ambiance and atmosphere for learning. The lab has a total of **282 computers connected on the network**. Internet facility is available for all the systems in the lab with **50 Mbps bandwidth**.

ICT Facilities

There are **6 class rooms which are enabled with ICT facilities**. LCD projector are in six classroom to integrate technology in teaching with class room practices. The students are also supported by the faculty to present their seminar topics using the **ICT tools**. The use of these facilities makes the teaching – learning more effective and livelier.

Seminar Hall

The college has a **spacious seminar hall with 200 seating capacity** for organizing guest lectures, seminars and departments events like Quiz, Group discussion, Games etc.,

Auditorium

The college has a spacious **Air conditioned Auditorium with 600 seating capacity** for organizing National conference/ Seminars/ symposia, Inter collegiate meet, Cultural programmes and other special

events with sophisticated ICT equipment.

Library

A spacious library housed in an area of 3905 sq.ft , accommodating 60 users, is stocked with 14,244 books, 65 journals and magazines, and 51,746 e-books and digital resources. An exclusive library for Kovai Kalaimagal Academy for Competitive Examinations (KKACE) 613 sq.ft and 30 seating capacity has stock of 237 books. Our library has membership in N-LIST, DELNET, & NDL.

Hostel

The college has separate hostels for boys and girls within the campus with a capacity of 450 and 350 respectively. The hostels have Wi-Fi facility and other amenities.

Other facilities

The college is having complete facilities such as:

- Cafeteria
- Canteen
- Playgrounds for Sports & Games
- Vehicle Parking
- ATM
- Ambulance
- GYM
- Stationery Store
- Medical Center
- Ladies Lounge
- Differently abled user friendly toilet
- Staff rooms with Computers and Printer
- Wi-Fi facility
- A separate 960 KVA generator for uninterrupted power supply with power Pack of 750 KVA.

File Description	Document
Upload Any additional information	View Document
Paste link for additional information	View Document

4.1.2 The institution has adequate facilities for cultural activities, yoga, games and sports (indoor & outdoor); (gymnasium, yoga centre, auditorium, etc.,)

Response:

KKCAS gives great importance to the holistic development of the students and staff members. To achieve this, it has created excellent sports facilities and facilities for cultural and other co-curricular

activities.

The institution has ample facilities for **indoor and outdoor sports and games** and to host tournaments. The college encourages the sports students with the provision of sports scholarship. **Sports Meet is conducted annually.**

Sports and Games

The facilities for outdoor games like **Athletics, Cricket, Football, Volleyball, Basketball, Handball, Throw ball, Kho – Kho, Badminton, Kabaddi. etc.,** and facilities for indoor games like **Carom, TableTennis and Chess are made available in the campus.** The institution allocated **weekly two hours for sports and games** for each department.

S.No	Games	Number	Size	Area(sq.mt)
1	Athletics	1	200 m track	200 m track
2	Cricket	1	4000 sq.ft	372 sq.mt
3	Football	1	90 m * 45 m	4050 sq.mt
4	Volleyball	2	18 m * 9 m	162 sq.mt
5	Basketball	2	28 m * 15m	420 sq.mt
6	Handball	1	40 m * 20 m	800 sq.mt
7	Throw ball	1	18 m * 9 m	162 sq.mt
8	Kho – Kho	1	27 m * 16 m	432 sq.mt
9	Badminton	1	13.40 m * 6.10 m	81.74 sq.mt
10	Ball Badminton	1	24 m * 12 m	288 sq.mt
11	Kabaddi	1	13 m * 10 m	130 sq.mt
12	Tennikoit	1	12.20 m * 5.50 m	67.1 sq.mt
13	Carrom	5	74 cm * 74 cm	0.5476 sq.m
14	Table Tennis	1	274 cm * 152.5 cm	4.1785 sq.m
15	Chess	12	6.25 cm * 6.25 cm	0.00390625 sq

Gymnasium

Gymnasium is available in ladies hostel with 961sq.ft and in boys hostel with 1500 sq.ft.

8 –Station Multigym Equipments: Arm, Peck deck, Heal raise, Seated leg press, Leg Extension, Leg curl, Lat Pull down and Low Pulley

Single Station Equipment: AB Pro king, Stepper, Tummy Vibrator, Exercise Bike, Twister sitting and standing, AB Roller, Abdominal Board, nearest with stand, Dumbbells, Barbell Plates, Barbell rod 3' and 4'length.

Yoga Classes

The institution offers a **diploma course in Yoga for Youth Empowerment** through Shri Vedhantha Maharishi Mandram to all first year UG students. They learn **Prosperity of mind adapted from Manavalakalai method**, which helps to improve the characteristics of students and teach the virtuous way of life. A separate **Yoga Centre** is available to practice Yoga. The Institution takes pride in celebrating **'International Yoga Day'** involving the student community as a mark of enhancing physical and mental fitness

Cultural Activities

Cultural events help the students to understand, accept and value the diverse backgrounds of the society. The college encourages **Cultural activities** like **singing, dancing, mime, skit, drama, Mimicry, Mono act etc through the Fine Arts Club**. The students **exhibit their talents in cultural during Inter-collegiate ,inter-departmental competitions , Cultural day, Annual day** and in any other special occasion in the college. The College has an **air-conditioned auditorium**, band system, and audio system with a seating capacity of 500.

File Description	Document
Upload any additional information	View Document
Geotagged pictures	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 35

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure for infrastructure augmentation excluding salary during the last five years (INR in Lakhs)

Response: 0

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Upload Details of Expenditure , excluding salary during the last five years	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document
Link for any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

Our College library was housed in an area of 3905 sq.ft with a seating capacity of 60 and has stock of 14,244 books and 65 journals and magazines in all disciplines. An exclusive library for Kovai Kalaimagal Academy for Competitive Examinations (KKACE) 613 sq.ft and 30 seating capacity has stock of 237 books. Our library has membership in N-LIST, DELNET, & NDL, which facilitates the e-books, e-journals, e-thesis/dissertation that helps the staff and students to prepare articles, Research papers and also to enrich their knowledge.

Our college library was partially automated in the year 2005 using own software and was then fully automated by the library software “AUTOLIB” in the year 2016, In the year 2021, it was replaced by the fully automated software named “ College Management System ”(CMS).

Integrated Library Management Systems(ILMS)

Library is being used effectively for updating knowledge and gather information on self study courses that is included in the curriculum. All students, academic staff, and researchers have access to the library. Students and Staff can see the availability of books and other library resources via the **OPAC (Online Public Access Catalogue)**. The computers and software (**OPAC and CMS**) are updated as per the demand with proper maintenance procedure. The **E-Gate entrance capability** was added to track library user attendance. The **unique bar code** of the identity card validates the entry and exit of the library users. There are records on the specifics of the book distribution to faculty, staff, and research scholars. Based on the information required by the user monthly and yearly report can be created from the **ILMS** for book purchases, stock verification and use reports of students, staff, and scholars. **Internal stock verification** is carried out by the committee constituted by the Principal. Each book in the library has an allocated **accession number and barcode**. Title, author, publication, and other information are included in the book catalogue. Every UG student will be issued with **three Library Cards** and PG student will be issued with five Library Cards. Library borrower cards are valid for the entire duration of the course to access library facilities. The Library is crucial in helping the College's teaching and research efforts to improve students learning.

2016-2020

1. Name of the ILMS software : AUTOLIB
2. Nature of Automation : Fully Automated
3. Version : 5.0
4. Year of Automation : 2011

Modules

- Database Management – Cataloguing
- Circulation Management - Transaction
- OPAC (Online Public Access Catalogue)
- Report Management
- System Administration
- Periodicals
- Gate Register

2020-2021

1. Name of the ILMS software : CMS
2. Nature of Automation : Fully Automated
3. Version : 7.1.8.0
4. Year of Automation : 2021

Modules

- Catalogue Entry
- Stock Verification
- Catalogue Import
- Periodicals
- Patron Category
- Circulation Rules
- Gate Register
- OPAC (Online Public Access Catalogue)

File Description	Document
Upload any additional information	View Document
Paste Link for additional information	View Document

4.2.2 Institution has access to the following: 1. e-journals 2. e-ShodhSindhu 3. Shodhganga

Membership 4. e-books 5. Databases 6. Remote access to e-resources**Response:** A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Details of subscriptions like e-journals, e-books , e-ShodhSindhu, Shodhganga Membership etc	View Document

4.2.3 Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**Response:** 0.8**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0.27405	1.2625	0.5138	1.0155	0.91056

File Description	Document
Details of annual expenditure for purchase of and subscription to journals/e-journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year**Response:** 54.52**4.2.4.1 Number of teachers and students using library per day over last one year**

Response: 380

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution has an IT policy covering wi-fi, cyber security, etc., and allocated budget for updating its IT facilities

Response:

The College has well developed **IT facilities** accessible to both staff and students. College aims at providing the facilities to its students so that they can utilize these resources to reach greater heights. The Institution has **IT policy** addressing standards on **IT Service Management, Information Security, Network Security, and Software Management**. The college has a unique website that provides all the necessary information needed.

- The **IT-Section** of the college is responsible for procurement, installation, configuration of IT equipment in computer labs and administrative sections.
- **Computer Lab** is entrusted with authority for system, network administration and to decide the type and version of OS, IP addresses allocation, proxies and e-Mail relays.
- If a machine malfunctions, the IT-section will notify the concerned Head of Department and disconnect it from the core network until the problem is fixed.
- **Cyber Security:** The “Hotspot Enabled Policy” configures a hotspot for connections to the interfaces on the Browser. Different hotspots for different interfaces can be enabled.
- Usage of computers in the college for personal activities is prohibited. It helps the computer to safeguard from downloading unwanted websites and also it acts as production of the computers not allowing the virus to be damaged.

E- Learning

The College adopt digital learning through ICT as a part of teaching and learning process to enhance the learning experience of the students. The College has an exclusive licensed application like **Google Classroom, Google Meet** etc. It also helps faculty members to develop the additional E-contents with the help of reference materials. **LCD projectors** are fixed in the classrooms to integrate technology in teaching with class room practices. The students are also supported by the faculty to present their seminar topics using the **ICT tools**. The use of these facilities makes the teaching – learning more effective and livelier.

Hardware

The institution has **282 desktop computers, 7 normal printers** and **3 printers with scanning facility**. Regular up gradation is carried out through purchase of systems with latest configuration. The IT facility is revamped at regular intervals to maintain a faultless connectivity.

Network

The **Campus Network Control Centre** is maintained by the IT Section. The network is regularly upgraded to cater to the latest requirements.

Internet

Leased line Internet facility with a bandwidth of 50 Mbps**Wi-Fi**

The **entire campus is Wi-Fi enabled**. The institution's academic Staffs and students have benefited from this free Wi-Fi connection. This promotes the expansion of professional information upgrading in academically focused works and activities.

Software

The **software are installed** as per the curricular requirement.

SSL Certificate**SSL Certificate for encrypted connection****UPS Facility****Uninterrupted power supply for about 50 KVA****Surveillance**

The entire campus is under the surveillance of **10 CCTV cameras**, with an overall viewing facility at the Principal's office. Through this security system, the faculty members and students have been saved and secured from unwanted grievances. For the purpose of improving their behaviour and discipline, the pupils inside the building are closely supervised.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 2.64

File Description	Document
Upload any additional information	View Document
Student - computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution.

Response: ?50 MBPS

File Description	Document
Upload any additional information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Institution has the following Facilities for e-content development

1. Media centre
2. Audio visual centre
3. Lecture Capturing System(LCS)
4. Mixing equipments and softwares for editing

Response: B. 3 of the above

File Description	Document
Upload Additional information	View Document
Institutional data in prescribed format	View Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years

Response: 21.65

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
5.65	13.15	13.47	11.66	33.19

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts	View Document

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.

Response:

The college has established systems and procedures for maintenance and upkeep of various **Physical, academic and support facilities**. Sufficient funds are allocated for the maintenance of these facilities. The **Estate Officer** regularly monitors and supervises the overall infrastructure and ensures its upkeep, repair, and maintenance within the college. He is also in charge of **maintaining the garden , sewage plant , RO Plant** and all other waste management systems. The Civil Engineer is in charge of maintenance of buildings and carpentry work.

The systematic procedure is followed in the college for the purchase, maintenance, repair, repurchase or writing off the infrastructure facilities:

- A proposal is prepared and submitted by the concerned Head of the Department to the office.
- It is evaluated by the College office with concerned maintenance officer and quotations are invited.
- The invited quotations are submitted to the Principal for verification.
- The verified quotation is forwarded to the Trustee Office for finance approval.
- The proposal should be carried out.
- If the equipment is purchased should be entered into the stock register.
- If the service is carried out it should be entered into the service register.
- At the end of every financial year stock verification is done by the Stock Verification committee.

Computer Laboratories/Computer Services

The College is equipped with **282 computers** that are placed in four laboratories, office, library and departments. Computer and internet facilities are under the maintenance of System administrator. Installation of antivirus and other required software packages are carried out based on the current academic needs. Service from authorized service providers is outsourced for major repair and replacement. Internet connectivity is supervised by System administrator and issues are rectified by the service provider. Students make use of web portals for understanding of the Courses and Non-Credit Courses. The laboratory is used by the students for doing their project work and to update about the latest developments happening in the specific area of study.

Library

Library is being used effectively for updating knowledge and gather information on self study courses that is included in the curriculum. It is also utilized by the students for group learning post college hours and to

prepare presentations. One hour per week is allotted in the class schedule. The students also refer the library for developing the skills for getting employment and enhancing knowledge to appear for competitive examinations by referring to the concerned books available in the library. The unique code of the identity card validates the entry and exit of the library users. Library is taken care of by the chief librarian, an assistant librarian. Library Advisory Committee meets regularly to finalize on purchase of books for the year, subscribe hardcopy and online journals, maintenance of the library, and upgrading online facilities in the library. Accession Register for books, Stock Register for journals, Register for CDs/DVDs and back volumes are maintained. The books are given accession number before shelving. The books are protected from insects using environmental friendly herbal sachets. Internal stock verification is carried out by the committee constituted by the Principal. The computers and software (OPAC and CMS) are updated as per the demand with proper maintenance procedure.

Sports

The college has spacious grounds that are being maintained regularly for playing games and also for participating in track events. It has courts for conducting various university level tournaments sponsored by Bharathiar University. Two hours per week is allotted in the class schedule. The college also provides facilities to improve the body shape of the students through separate multi gym for boys and girls. The Director of Physical Education and Assistant Director of Physical education are the responsible authorities to maintain the sports materials and Gymnasium. The play ground maintenance is done on daily basis. The need based replacement system is in existence for the sports items and maintenance of permanent equipment in Gymnasium. Periodical service is provided as per the requirements.

Classrooms

The College has spacious, airy and well ventilated class rooms to accommodate all the students. Students are also used for conducting seminars as part of group learning. Furniture in classrooms are repaired or replaced as the case may be, before the commencement of every semester. The electrical system maintenance team takes care of lights, fans and the ICT tools available in the classrooms. The damaged blackboards in the classrooms are replaced immediately. Damaged walls and floors of the classrooms are fixed without delay.

Campus Maintenance

The building infrastructure is maintained by maintenance officer with technicians comprising of plumber, electrician and supervisor who takes care of civil work, water and electrical facilities. Gardeners are being employed for regular up keeping of plants and Lawn maintenance inside the college premises. The entire campus is under the surveillance of 10 CCTV cameras. One Security Officer, 2 Assistant Security Officers and security personnel's posted at the Main Gate, Girl's hostel, and Boy's hostel ensure 24 hrs surveillance on a shift basis.

Canteen

The canteen committee inspects the canteen's ambience, quality of the food, and hygiene of physical facilities periodically. The grievances from students are reviewed and taken to the notice of the vendors for follow-up action.

Hostel

The maintenance of hostels is carried out by the sweepers, gardeners and cleaners monitored on a daily basis by the residential warden. Each floor has a floor supervisor to monitor the cleaning of rooms, common areas and restrooms. The Form-C licence under Food Safety and Standards Act 2006 ensures the standard and hygiene of food production and service to the inmates.

Generator Maintenance

To keep an accurate log of all services performed in the generator set, a running-time meter is set. Mechanics regularly monitor the cooling system, air intake system, fuel system, exhaust system and on regular intervals provide lubricant service. With Annual Maintenance Contract, service personnel keep track of the functioning of the generator.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 3.69

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
10	22	38	42	50

File Description	Document
upload self attested letter with the list of students sanctioned scholarships	View Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution and non-government agencies during the last five years

Response: 43.21

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
348	374	362	396	295

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freships besides government schemes in last 5 years	View Document
Institutional data in prescribed format	View Document

5.1.3 Following Capacity development and skills enhancement activities are organised for improving students capability 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. Awareness of trends in technology

Response: A. All of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the Institution during the last five years.

Response: 90.33

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
331	802	869	886	993

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases 1. Implementation of guidelines of statutory/regulatory bodies

2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: B. 3 of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 25.93

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
20	100	90	90	60

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch).

Response: 21.4

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 52

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: IIT/JAM/ NET / SLET/ GATE/ GMAT/CAT,GRE/ TOEFL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 68

5.3.1.1 Number of awards/medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
2	9	9	18	30

File Description	Document
Number of awards/medals for outstanding performance in sports/ cultural activities at inter-university / state / national / international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Students Representation in Students Association/Council

- All the Departments are having **individual student association/council** in order to have an effective platform for organizing , planning , monitoring and administrating the activities of the Association.
- These associations are constituted with **President, Vice President, Secretary, Joint Secretary ,Treasurer and Joint Treasurer** who are elected from the third year, second year and first year students respectively.
- In the beginning of the academic year, a **meeting of these individual associations are convened** and the **activities to be conducted during the academic year are planned**. When these activities are planned they are planned in such a way that they would help the students to get their **knowledge enhanced, their skills sharpened, their attitude is developed and help to bring out the inherent talent of the students**.
- For enhancing knowledge, **guest lectures, seminars, workshops are planned** in the areas of the subjects which are recently developed.For sharpening the skills, training programmes by the experts are conducted. Value based programmes are planned and organized for developing the attitude.
- **Students involvement** in the activities of the Department, in organizing various co-curricular and extracurricular events **increases their ability to organize and lead thereby enriching their holistic development**.

Students Representation in Various Clubs/Cells/Centers/KKACE

- Apart from the Associations, the College is having various clubs in which the students take effective participation to enrich their knowledge and Skills. The **clubs organizes Seminars, Workshops, Activity Based Learning , Exhibition, Industrial Visit, Competitions to expose their skills and knowledge.**
- The College is having **13 Clubs, 2 Cells , 3 Centers and Kovai Kalaimagal Academy for Competitive Examination** in which students take active participation in their roles and responsibilities.

Students Representation in Administrative Bodies

- The students are included as members in **Board of Studies and Internal Quality Assurance Cell** to share their views and ideas for further Development.
- **Feedbacks are collected** from students regarding curriculum development and about the content delivery by faculty.

Students Representation in Statutory and Non-Statutory Bodies:

- The students are also members in various **Statutory and Non- Statutory Bodies such as Internal Complaints Committee, Anti-Ragging Committee, Hostel Committee, Sports Committee and Class Committee** for enhancing the quality of the education.

Students Representation on Other Activities

- The Students also take initiative to organize and participate in **Extra Curricular Activities, Co-curricular activities** and other activities of the College.
- Students take effective participation in organizing sports events.
- Students also co-operate to organize the various events such as **Pongal Celebration, Freshrers's Party, Farewell Party, Saraswathi Pooja Celebration, Teachers'Day celebration,** etc., in which we can identify leadership skills among them.
- Students take a initiative through **NSS** and clean the College campus often in which we can identify a responsibility towards keeping their Environment and campus clean.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

5.3.3 Average number of sports and cultural events / competitions organised by the institution per year

Response: 7.4

5.3.3.1 Number of sports and cultural events / competitions organised by the institution year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
5	9	9	9	5

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association / Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services.

Response:

KKCAS Alumni Association plays a vital role in the Development of the Institution. The **Alumni Association** whole heartedly supports the institution in various ways both **academically and Non-Academically**. In order to foster a warm relationship, the College maintains regular contact with the alumni and former faculty through various email groups, Whats App Group and social networking sites such as Facebook, Instagram, Twitter etc.. Social Media platform is also a powerful link which waves a bridge between the College and Alumni.

Objectives of the Alumni Association

- To plan and organize reunion of Alumni once in a year
- To promote best practices among the students for the benefit of student society.
- To mentor and guide the current students of the college in Training and Placements.
- To help the economically poor students financially

The support from the alumni can be gauged from the following

Alumni as a Resource Person

Notable Alumni are invited as a **Resource Person** for the Finishing School Programme / Seminars to **guide the students** to update current trends in their respective fields and also train them for increasing the employability skills.

Alumni as a Employer / Entrepreneur

Alumni those who are holding a good position in a Company/ or an Entrepreneur provide Placements and Internship to the current students.

Alumni for Admission

Alumni are the **ambassadors of the Institution**. They take effective participation in bringing admissions to the college by way of giving “Career Development Programme” for higher secondary students and motivate them to join in our institution.

Alumni Scholarship

Alumni also help the students by **providing financial support** for those who are Socially /Economically Backward but good in Academic Performance

Alumni engagement in Statutory Body

Alumni are members in various statutory bodies such as **Board of Studies / Internal Quality Assurance Cell** in which they contribute their Knowledge, Skill and Experience to enrich the Syllabus content and offer their valuable suggestions for the development of the college.

Alumni Sponsorship for Special Programmes

Every year Alumni’s Sponsor for organizing competition such as Sports events, Cow Decoration and Pongal Festival.

Alumni as Staff

Many alumnus has been appointed, as faculty or administrative/support staff, at the Institution. They serve as a link between the generations of students. They are working in the institution with good bonding and their dedication towards the Institution is Exemplary

Thus the alumni is a great asset to the organization. Their contributions and involvement significantly improves the reputation of the college.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

5.4.2 Alumni financial contribution during the last five years (in INR).

Response: A. ? 15 Lakhs

File Description	Document
Any additional information	View Document
Link for additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Response:

Vision

Kovai Kalaimagal College of Arts and Science inspires and guides students to acquire knowledge, develop skill and a positive attitude that will enhance their personality, providing self-confidence to face the competitive world.

Mission

- **To strive for excellence in academics.**
- **To inculcate a positive attitude and to develop skill in students, to meet the challenges of the competitive world.**
- **To develop self-confidence through adequate inter-action and relevant exposure.**
- **To promote ethical and social values in the students.**
- **To identify and encourage talents in academics and sports by rewarding them with scholarships.**

The institution under the Management of **Kovai Kalaimagal Educational Trust** is a self-financing institution serving the students from rural areas. It has the vision to educate the children from rural areas with most of them as first generation learners. The institution **encourages admitting girl students** since they are discriminated against gender and education in rural areas. The institution **strives to empower students from rural areas** by offering education to them **at least cost**.

Participation of teachers in the decision-making bodies

- Teachers have their **representation in administrative and academic bodies** like Governing Body, College Committee, Academic Council, Finance Committee and Board of Studies.
- **Governing body monitors and evaluates the teaching programmes**, looks after faculty deployment and development, placement and industry-institute interaction activities.
- **Academic Council regulate teaching**, admission, assessment and other matters.
- **Board of Studies has the responsibility to prepare syllabi**, suggest methodologies for innovative teaching and evaluation
- **Finance Committee** ensures that the institution operates with the financial resources it needs to fulfill the requirements for proper functioning.
- **The Internal Quality Assurance Cell** is constituted as per norms give by NAAC. It formulates the **strategic plan for academic, research and extension activities** of the College. It **guides and monitors, qualitative initiatives** of the institute based on stakeholder feedback. **IQAC works consistently to attain quality benchmark** in teaching, learning and evaluative processes.

Perspective Plan

The following initiatives and plans are to be implemented in the upcoming years to augment quality and excellence in higher education.

- **Promote interdisciplinary teaching and research** for strengthening the research culture and innovation capacity among the students and faculty members.
- **Promote more MoUs** with reputed institutions for student and faculty development programmes.
- **Adopt more information technology** components to enhance the effectiveness of teaching and learning process.
- **Organize more number of national and international seminars**, conferences, workshops and faculty development programmes.
- **Strengthen Campus placement** and training facility by making more industry linkages.

Apart from these, it is mandatory to have teacher-representatives to foster collaborative administration in all committees constituted by the Principal.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

Curriculum Design and Development

The basic purpose of **Curriculum Design and Development** is to assure the students to integrate rational learning experience that contributes towards their personal, academic and professional development. This process involves **planning, implementation and evaluation** through the measurable outcomes of the learning experience of the students. The guidelines regarding curriculum design as well as the revision of curriculum are framed by the **Curriculum Development Cell, Boards of Studies and the Academic Council**.

Understanding the need of the students and the education system, the Principal, who is competently supported by IQAC, have extensive deliberations with all the stakeholders like faculty, students, alumni, parents, industrialists, HR of various companies and experts, along with the feedbacks received, will recommend the syllabus to **Curriculum Development Cell (CDC)**.

The components of the curriculum are Languages, Core Courses, Allied Courses, Electives, Value Based Subjects, Skill based subjects, Non major electives, Self study course, Non credit courses, co curricular and extra curricular activities, Job oriented Courses, online courses, extra credit courses, career developmental courses, Technical skill subjects, field visit, internship and student projects.

The Curriculum Development Cell (CDC) frames the structure with above components and syllabus to

be followed. Our institution follows an effective feedback system in the process of curriculum enrichment. The members of CDC also discuss and finalize the syllabus to be revamped and the new courses to be introduced. The drafted copy is forwarded to the Boards of Studies for refinement.

The **Board of Studies** has been constituted with faculty, experts in the concerned subjects, University Nominees, industrial experts, alumni and the student representatives as members. The institution provides autonomy to all the course teachers in **restructuring the curriculum**. The drafted syllabus of each individual course has been placed before the members of the Board of Studies for discussion and suggestions, after which the syllabus is finalized and the **approved by the Academic Council**.

Based on the recommendation of IQAC, **Outcome Based Education (OBE) has been introduced from the academic year 2018-19** after the meticulous designing by the Board of Studies of the respective departments. As a result maximum percentages of placements were made during Campus drives.

The College has a well laid down structure supported by qualified and competent teams. The Institution practices decentralized and participative management approach in all its activities, initiatives and decision making by involving Management, Principal, Deans, HODs, Faculty members and students at all levels. The committees review the progress in various functions and accordingly take necessary timely action for ensuring excellence in respective areas.

File Description	Document
Any additional information	View Document
Link for strategic plan and deployment documents on the website	View Document
Link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The **Strategic / Perspective plan aims to establish the vision and mission of our college** and provides extensive road map that will lead the institution forward and ensure the success of our students. The strategic goals aims to go for automation of all the academic and administration activities and it is done by **College Management System(CMS)**.CMS supports in managing the data and producing automated reports. The Faculty Members, Students, and Administrative Staff utilize CMS for the conversion of all academic and administration work through online and converting as paperless office.

Planning

Administrators, Faculty Members and Administrative assistants involved in the implementation of CMS. A team established the ERP with the essential components that make CMS user efficient through demonstrations by Vendors, visit to the other institutions and suggestions of the specialist.

The team planned for automation in four thrust areas

- **Finance and Accounts**
- **Student Admission and Support**
- **Administration**
- **Examination**

Implementation (2018-19)

College Council and IQAC collaborated with the implementation team which suggested M/S Aveon InfoTech Private Limited, Coimbatore as vendor and the plan of implementation was given over to them in the year 2018-2019. The MIS team was with the vendor in each phase of the implementation process. The team had detailed discussion with the vendor for the essential administrative and academic components that also provide access through Android mobile phones. This assist facilities like **online fees payment, online test, attendance, record of academic activities, circulars etc...** for the Students, Faculty and Administrative staffs. In **2018-19 MIS was implemented and utilized for Finance Management and Examinations.**

Training

The MIS team **offered a number of demonstrations and training sessions** on the use of all aspects of the software including data entry, data retrieval, maintenance, management of data and using it as pedagogical aid. To maintain and manage CMS, the institution formed a team under the Faculty of Computer Applications.

Up gradation (2019-20)

In **2019-20 the facilities that incorporate the components related to Administration and Student's support** was implemented and utilised for easy accessibility at anywhere and anytime. Hence, our campus was digitalised fully by incorporating all the academic and administrative work through CMS application. Periodical up gradation of the usage of softwares benefitted the staff to adopt the system into their day-to-day professional activities.

File Description	Document
Any additional information	View Document
Link for Strategic Plan and deployment documents on the website	View Document
Link for additional information	View Document

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

Response:

Kovai Kalaimagal College of Arts and Science governed by the **Board of Management and Secretary** of Kovai Kalaimagal Educational Trust . At the college level the Principal takes care of the internal administration and is assisted by the Deans, Heads of the Departments, Teaching and Non – Teaching Staff, and IQAC.

Kovai Kalaimagal College of Arts and Science has the **organisational structure** with the defined policies and functions. The statutory and non-statutory bodies are constituted adhering to the norms and regulations of UGC and Bharathiar University. **Organogram of our college depicts the organization structure** which facilitate effective governance of the Institution.

Statutory Bodies

The statutory body comprises **Governing Body, College Committee, Academic Council, Finance Committee, Board of Studies and IQAC**

The **Governing Body** supports the development through planning and execution, approve **Annual budget and new Programmes** of the study leading to degrees, review of performance. It will Perform other functions and institution committees, as may be necessary and deemed fit for development of the college.

The **Academic Council** approves the proposals of **Board of studies with regards to the course of study, academic regulations, curricula ,syllabi and modifications**. Academic Council make regulation regarding the admission of the students to different programmes of study, regulations for sports and Extracurricular Activities. Recommend the Governing Body for starting of new programmes , issues of Scholarships and Prizes and give suggestions in all academic affairs .

Board of Studies prepare syllabi for various courses keeping in the view of objectives of the college, interest and need of the stake holders, and suggest the methodologies for innovating teaching and evaluation techniques. Also suggest panel of names to the Academic Council for appointment of Examiners and helps in coordinating the Teaching, Research and Extension activities of the Departments.

Finance Committee acts as an advisory body to the **Governing Body** and prepare budget estimates relating to the grant received from UGC, and income from fee .etc., collected for the activities to undertake the scheme of Autonomy and prepare and presents the audited statement of accounts .

Non-Statutory bodies

Non-Statutory bodies take care of the overall planning and execution of the academic, non-academic, co- curricular and extra-curricular activities. The Committees are **Planning and Evaluation Committee, Grievance Redressal Committee, Examination Committee, Admission Committee, Library committee, Students Welfare Committee ,Internals complaints Committee, Extra-Curricular Activities Committee, Academic Audit Committee, Anti Ragging, Result Passing Board and Research Committee.**

The other Committees are **Curriculum Development Committee, Online Learning Committee, Placement Committee, Internal Appeal Committee, Co-Curricular Activity Committee, Discipline Committee, , Calendar Committee and Magazine Committee.**

Service Rules & Procedures Standard Operating Procedures (SOP's) are created for various academic and administrative processes. The faculty members are recruited by following standard procedure based on recommendations from Governing Body. **HR Policy and College Manual** provides rules and regulations, roles and responsibilities and guidance in the process of recruitment, selection, compensation and incentives, promotion, training, and creating comfortable working conditions.

File Description	Document
Any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format	View Document
ERP (Enterprise Resource Planning) Document	View Document
Any additional information	View Document
Link for additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development/ progression

Response:

Kovai Kalaimagal College of Arts and Science takes effective measures for the welfare of teaching and non teaching faculty in all aspects. Since human resource is significant for HEI, the Management of the institution takes care of the welfare of the faculty in both personal and career aspects.

Leave benefits

- **Casual leave , medical leave and maternity leave**
- **Winter and Summer Vacation**
- **On Duty** for staff attending seminars and conference
- **Compensation leave** for faculty members
- **Special leave** for pursuing higher studies
- **Late/Permissions** for 2 hours per month

Monetary benefits

- **Employee Provident fund** for all teaching and non- teaching staff members as per government norms
- **Group insurance** covering accidents and unexpected demise
- **Free transportation** for all non-teaching staff and at subsidy rate for teaching staff members
- **Special increment** on award on M.Phil & PhD
- **Facilities to avail the loan** for employees in Union Bank
- **HOD/Dean/Other allowances** on the faculty promotion
- **Financial support to the faculty members** who register for research in our college
- **Cash award** provided for the staffs who publish in **UGC CARE journal**
- **Free food and accommodation for the staff** who stay in the college hostel
- **Financial support** in the form of scholarship to the **wards of the staff members**
- **Seed money to faculty members** to take up research projects

Other benefits

- **Festival advance and credit facility** for non teaching staff
- Teaching faculty are motivated by providing them **awards for producing 100% results**
- Staff members are honored with **awards and certificates on the Annual Day**
- **Facilities for career developments** in terms of lab and library
- **Facility for indoor and outdoor games for faculty**
- **Annual tour and recreation for faculty** through staff club.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 63.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
20	42	50	25	29

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for additional information	View Document

6.3.3 Average number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the last five years.

Response: 16.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
16	19	17	16	14

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	View Document
Reports of Academic Staff College or similar centers	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for additional information	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 79.68

6.3.4.1 Total number of teachers attending professional development Programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes year wise

during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
32	44	46	44	40

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for additional information	View Document

6.4 Financial Management and Resource Mobilization**6.4.1 Institution conducts internal and external financial audits regularly****Response:**

The Institution has strong **Internal and External Audit Mechanism**. The **Finance Committee** as per the regulations, monitor all the financial aspects of the Institutions. The **Internal audit is conducted on the daily basis by the Finance Officer** and **External Audit is conducted by the Qualified Chartered Accountant** once in three months and audit objections if any will be rectified with immediate attention.

Internal Audit Mechanism

Every year budget is prepared after collecting the department level requirement, semester-wise, annually. The budget will be thoroughly discussed in the **Finance Committee** and the final budget will be submitted to the management for the approval in the beginning of the year. Once it is approved, the management commits / allocate funds for the budgeted expenses.

- The **Finance committee will review the expenditure with the budgets** for the adherence and deviation if any will be discussed for the remedial action.
- The **Internal audit will be conducted on the daily basis** by the accounts officer who is responsible for the entire financial management and accounts of the Institution.
- **Every Semester, Finance Committee Meeting will be conducted** to review the Income and Expenditure statements and audit issues.
- Others resources like **library stock taking and verification of the stock of the equipment's like computers, Furniture's & Fixtures and other visual Audits once in a Year**. The report will be submitted to the finance Committee for the review and remedial action.

External Audit Mechanism

- **External audit is conducted once in three months** with the qualified Chartered Accountant.
- **Audit objections** if any will be submitted to the **Finance Committee** as well as to the management for the necessary action.
- After conducting **External audit/Statutory audit, accounts will be submitted to the Income Tax Department** with filling of IT returns every Year without fail.
- Any **Funds/Grants received from the Government or other Agencies for the Projects/Seminar etc. will be utilized only for the purpose it has been sanctioned.** The proper Internal & External audit conducted specially related to the grant and utilization certificate are submitted to the sanctioning authority with proper evidence and documents.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years (not covered in Criterion III and V) (INR in Lakhs)

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for additional information	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The institution mobilizes sufficient funds with budgetary provision for perspective growth, staff welfare and holistic development of the student. The institution is committed to provide sufficient funds for the activities like academics, research, sports and other extension activities apart for the

development of the infrastructure facilities.

Mobilization of Funds

Since the Institution is **Self-Financing Institution** it mainly depends upon the students **fee for funds**. However the trust is **providing required funds for the development / Augmentation of the Infra-Structure facilities**.

- The college **encourage all the faculty members to apply for funding projects** to conduct various programmes like seminar/conference/Research Activities/ others
- The faculty members are **encouraged to mobilize funds through consultancy services**.
- The Institution is **Recognized as a center for various competitive exams and training programmes** through which considerable amount is mobilized

A proper budgeting system exist to optimize the utilization of funds. There is a provision for allocation of the funds in budget for maintenance/augmentation of the infrastructure facilities.

The sufficient and **judicious allocation of the funds are made for various activities like academics, research, staff welfare and students welfare** etc. Proper fund allocation is made in the **budget for extension activities like sports, games and other extra-curricular activities** for the holistic development of the students. Since there is a proper and lowest budgeting system, **the funds are optimally utilized** for the quality enhancement and holistic development for the staff and students.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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 visible in terms of – Incremental improvements made for the preceding five years with regard to quality (in case of first cycle) Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)

Response:

The IQAC **plays an important role in institution's quality assurance and enrichment process of the institution**. All activities carried out in the institution are audited and maintained on file by IQAC. **Teaching, learning, research, evaluation, and management all contribute to quality assurance**. The institution's current practises are discussed below.

Practice: 1

Academic and Administrative Audit

Academic and Administrative Audit (AAA) was conducted for all the departments at the end of every academic year in order to maintain the quality of the institution. **The AAA committee along with all the academic and administrative activities provide valuable suggestions for further improvements.** The IQAC acquires the summary & feedback and submit to the Principal for further enhancement. The main **objective of the AAA** is to eliminate unnecessary workload, to identify the roles and responsibilities of the faculty members without any conflicts, to **access the effectiveness of the system**, and also to **sustain the quality of the institution** based on **SWOT analysis**. Internal & external audit and review processes require a well-structured system, procedure and course of action for assessment, observation, and analyzing institutional activities.

Practice: 2

Curriculum Enrichment Process

The **Curriculum Development Cell (CDC)** was established for the efficient execution of the autonomy. The **CDC** follows the guidelines and norms of the **Bharathiar University and University Grants Commission (UGC)**. The **basic purpose of Curriculum Design and Development is to explore the enrichment of knowledge and personal development by enhancing their self-confidence, interpersonal skills through motivation.** The members of CDC also discuss and finalise the redesigned syllabi as well as the new courses that will be introduced. **Syllabus framed for each individual course** has been presented to members of the Board of Studies for discussion and comments, after which the syllabus is finalised and approved by the Academic Council.

Based on the recommendation of IQAC, **Outcome Based Education (OBE)** has been introduced from **the academic year 2018-2019**. OBE enhances the employability of the students besides helping them to imbibe necessary skills in their personality.

Curriculum enrichment offers courses such as Value Based Education, Yoga for Youth Empowerment, Environmental Studies and Ethics & Culture which educate students about the nation's values and culture, the importance of internal peace, and the onservation of natural resources in order to broaden their understanding of current social issues. **Non Major Elective courses** such as **Food Science & Nutrition and Floriculture** help students become self-sufficient by teaching those agronomics relevant to the college's rural setting. **Self-Study Courses** such as **Gandhian Thoughts, Women's Rights, and Human Rights** help students understand Mahatma Gandhi's teachings and life, as well as the fundamental rights guaranteed by our constitution. **Online Courses** are also included for all the programmes to widen the knowledge and technical skills. These courses are necessary to access the student's ability to **improve technical skills, logical reasoning, problem solving** and so on. The knowledge acquired by the students through these courses serves as the foundation for placing maximum number of students in companies.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Practice: 1

Feedback System

In teaching learning process, **feedback was collected on curricular aspects from the Stakeholders, Teachers, Alumni and Employers.**

Additionally, the institution has also initiated a **curriculum review** by students for each discipline to increase both the teachers' and students' commitment. The **feedbacks from the members of Board of studies are to assess the strengths and weaknesses of Departments in terms of teaching, research and institutional procedures.** The above-mentioned process helps to monitor the progress of the teachers and students.

The **College Council** consists of the Principal and senior faculty members who are **responsible for monitoring and reviewing the institution's teaching, learning, and other activities.** At the end of every semester, after the results publication of End Assessment Examinations, a detailed **result analysis is conducted** to examine the teaching, learning, and evaluation procedures. The evaluation progress of the students reveals that the teaching learning process adopted had been victorious to improve the performance in the course.

Every month, the tutor must **interact with the wards/parents** assigned to them in regards to areas such as **academic performance, extracurricular participation, attendance percentage, and their involvement in college activities.** Through the mentoring system, the tutors collect the feedbacks related to academic related issues.

The **Class Committee Meeting** is conducted at the end of every semester. The meeting will be convened by the Principal, class representatives, selective students from the class to give their perspectives on academic and non-academic issues. The concerned Head of the Department is responsible for preparing and submitting the minutes in the proper format to the Principal. The Principal will take action to address the issues raised by the students.

Practice: 2

ICT Tools in Teaching & Learning

The institution **utilizes ICT enabled tools** for efficient teaching learning process. **ICT facilitates the faculty and students to operate, store and retrieve information.** IQAC prepares the plan and encourage teachers to utilize the tools in academic and laboratories. The **faculty members are encouraged to participate and conduct seminars, workshops for examining the student's assessments using ICT**

tools

Google classroom connects students with teachers even after working hours. **Online learning portals like Swayam, NPTEL, Google forms, Kahoot etc... assist the students to improve their learning process.** Updated and upgraded study materials are shared with the students for learning beyond the working hours. There are 6 classrooms enabled with ICT facilities and all classrooms are WIFI enabled. **LCD projectors are in six classrooms** to integrate technology in teaching with class room practices. The faculty also assists students to access their seminar topics using ICT technologies.

The institution provides **Moodle platform for online learning and conducts online tests.** Through this Moodle platform the students obtain immediate feedback on their learning with opportunities to improve their understanding. **Aveon software was introduced to manage and record all the academic related activities including attendance, timetable, syllabus uploading, mark statements, publication of results** and so on. **A well-stocked library with books on all disciplines and online library resources such as DELNET, INFLIBNET are also accessible.**

File Description	Document
Any additional information	View Document
Link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.Any other quality audit recognized by state, national or international agencies (ISO Certification)**

Response: All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Paste web link of Annual reports of Institution	View Document
Link for additional information	View Document

NAAC

Criterion 7 - 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 last five years.

Response:

Kovai Kalaimagal College of Arts and Science believes in gender equity and sensitization for both male and female students and staff. Currently, **55% of our students are girls. 90% staff members are female faculty.** College has Gender Equity Policy for both students and faculty. **Women Empowerment Cell** has prepared gender sensitization action plan for every year and organizes programmes for girl students to lead their life independently. Various activities related to gender equity and sensitization is conducted periodically. **Anti-ragging Committee, Discipline Committee, Grievance Redressal Cell and Equal Opportunity Cell** are hyper vigilant in assuring a safe environment to promote gender sensitization. NSS unit encourages socio-competitive events outside the campus.

Security guards are appointed at the main gate in the campus for 24/7 hours. **CCTV cameras** are connected to the Principal's Office to ensure the security of students and staff. All first year students are given an orientation about redressal mechanism like **Anti-Ragging Cell, Internal Complaint Committee, Student Grievance Redressal Cell and Equal Opportunity Cell.** **ID cards** are issued to the students and staff to prevent the entry of outsiders into the college premises. The members of the **Discipline Committee** have made a code of conduct for the students. Female students are encouraged to be present in the campus between 9.00 a.m to 4.00 p.m. and any engagement before or after the prescribed time is strictly in the presence of a female teaching staff. **Self-defense workshops** are organized for girls. **Ambulance and medical services are also provided for emergency purpose.**

A professional counselor is available for personal and group counseling. The college has signed a **MOU with Pupil Rythm**, counseling centre which works for gender sensitivity, equity and conducts personal and group counseling for them. Entry counseling for first years is given via **Student Induction Programmes** and exit counseling is given for final years to plan their career. **1:17 mentor-mentee ratio** is maintained to help the students to get individual attention on academics, personal guidance and stress related issues.

Common Room

The college has provided **common rooms one each, for boys and girls with first aid kit and attached toilets, vending machines for sanitary napkins, disposal bins, Incinerators, separate girls hostel, parlour and Gym for girl students.** Separate washrooms are available for lady staff and students.

Curriculum

The curriculum is framed to implant values in students. The courses like **Human Rights and Women Rights** are offered to know the rights of each individual and also every women in the society and to lead a safe and secured life.

Women Empowerment Cell

The **Women Empowerment Cell** aims at creating awareness of women rights and duties. The cell mainly stands for facilitating women's empowerment through **guest lectures, seminars, awareness programmes, self defence programmes** and other welfare activities. The cell ensure that the rights of women are protected in the institution, strengthens their self-confidence, to participate actively in the events and competitions, to **promote skills and care about health, hygiene and nutrition and facilitate economic empowerment of rural women.**

File Description	Document
Specific facilities provided for women in terms of: a.Safety and security b.Counselling c.Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

Kovai Kalaimagal College of Arts and Science have an appreciable **plan for Waste Management of both degradable and non-degradable nature. Waste Management** process is mandatory in any

institution and the **Collected Waste should be properly reused or recycled.**

Solid Waste Management

In KKCAS, the solid wastes are collected in dustbins that are placed in all the utilization areas inside the campus including the classrooms, office, staff rooms, canteen, hostel, kitchens, etc., **The waste are collected and segregated** according to their degradability. **The dry waste including papers are segregated properly** and sent for recycling. **The wet waste and tiny waste papers are reused for soil manure and fertilization process in a pit.** These manures have been used for gardening purposes. Our College has signed an **MOU with “Star Associates” (ITC) for the disposal of paper waste and E-Waste.** Paper utilization is minimized since the **campus is totally digitalized and Wireless Fidelity enabled.** The institution creates awareness among the students about recycling and reusing waste materials. The students are encouraged to do **paperless assignments and the notes for the subjects in Google Classroom.** The Institution also takes necessary steps to maintain plastic free and green estate. **Environment harmful things are strictly prohibited** inside the college campus. **Sanitary wastes are burnt using incinerators in an eco-friendly and hygienic way.**

Liquid Waste Management

When water is no longer fit for the purpose of human consumption and other uses it is considered to be the liquid waste. Such waste water is regimented at our institution to avoid water scarcity inside the campus. Sewage treatment is a process of removing contaminants from waste water. **Sewage treatment plant** is established in the Institution for recycling purposes. **The recycled water is used for irrigating the Trees, Plants and Lawns. Reverse Osmosis plant is implanted in the Campus and used for the gardening purposes.**In the institution, the waste water after laundry and washing utensils from hostel and canteen are canalized to the greeneries inside the campus.

E-Waste Management

The College has signed an **MOU with local vendor** to collect the used electronic devices. All Electrical and Electronic wastes from Computer Parts, CPU, Hard Disks, Printers, Toners, Cable Wires, Storage Devices, PCBS, Security Devices and Lab Equipment are collected sent for recycling or for disposals. Outdated systems are taken as a piece for demonstration in junior classes. The maximum E- Waste is collected from the lab and it has been properly disposed or reused.

Waste Recycling System

The College follows waste management strategy of 4 R's: **Refuse, Reduce, Reuse and Recycle** in waste recycling process. Refuse the use of plastics, Reduce the amount of waste generated, Reuse everything to its maximum after proper segregation and recycled aside and hand over to the appropriate agencies. The waste from kitchen and canteen are given to the nearby farmers for their agriculture purpose. **The environmental policy of the institute is to achieve zero discharge** and complete utilization of waste with well-designed strategies to make campus clean, hygienic and healthy.

File Description	Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Geotagged photographs of the facilities	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any additional information	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit
- 2.Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions / awards
- 5.Beyond the campus environmental promotion activities

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Divyangjan friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.Assistive technology and facilities for 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

Response: A. Any 4 or all of the above

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

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 500 words).

Response:

Kovai Kalaimagal College of Arts and Science is proactively taking efforts in providing an **inclusive**

environment. The initiatives are to promote better education, economic upliftment of the needy and setting communal harmony. The practice of cultural inclusiveness is conducive to deepening mutual understanding and trust, as well as stimulating cultural exchanges among students, which in turn can strengthen local peace and security.

The student community and faculty are very energetic in organizing various festivals in order to promote the culture, regional, linguistic, communal socioeconomic and other diversities.

Cultural inclusiveness and tolerance can play a crucial role in bringing people close who speak different languages, practice different religions, follow different customs, and believe in different values, and therefore promote harmony. **Pongal** is the major celebration towards regional diversities in our Institution every year all the students come in ethnic costumes and participate in all the events with great passion. **Saraswathi pooja** is celebrated in order to feel the heartfelt respect and devotion towards the goddess for education. **Vinayaka chaturthi** is celebrated by arranging pooja in the campus temple .Every year **Christmas celebration** was held during the month of December and its organized by the college with rhythmic performance and distribute gifts to student friends. The Head of the institution mandatorily circulate wishes to all the staff members on the occasion of all the National Festivals, State Festivals and other important days.

Linguistic diversity encompasses different types of qualities which comprise of language, grammar, and vocabulary of a person. Academically, the students from different language background are allowed to choose national and foreign languages in curriculum and motivate to learn basic tamil language course for non tamil students.

Regional diversity is an indication of each person's uniqueness from a certain area. It refers to the differentiation of various communities, gender, society and more. **Graduation Day** is conducted, where the graduation day address is delivered to inspire and motivate the students for future journey. Our students visit local schools as part of extension activities to conduct various competitions for them which shows the tolerance and cultural harmony among the students. **Annual Day** is one of the platform that we believe in students who will expose their talents and enjoy the diversity. **Thanks Giving Day and Lighting Ceremony** are organized that will remind the students to show their gratitude towards the teachers and facilitators in their educational institution. NSS unit has a key role in maintaining the regional diversity by setting camp in the near by villages.

Our college also takes account of socioe-conomic diversities among the students and offers scholarships to economically poor students. The college encourages students to conduct **Fresher Party, teacher's day, orientation and farewell party, Induction program, Youth day, Women's day, Yoga day, festivals like Diwali celebration, and religious activities** are performed in the campus. In this way the institute's efforts/initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, and other diversities.

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

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Kovai Kalaimagal College of Arts and Science has a vision to achieve excellence in academic and holistic development by nurturing values and obligation in higher education by motivating the students to actively participate in community services inherent in the spirit of social responsibility. We provide opportunities for the students to strengthen the spirit of nationalism and **inculcate moral values like truthfulness, equality, equity, harmony, peace and empathy**. These are instilled in the young minds that help in strengthening the roots of democracy through National Service Scheme (NSS), YRC, RRC and various club activities. The Institution holds several noteworthy programs to sensitize its employees and students to constitutional rights, duties, values and responsibilities as citizens of India.

Constitutional Values are maintained for the democracy, unity and integrity of the nation. Students are encouraged to participate in the **Indian Student Parliament**.

Rights are what we want others to do for us, whereas duties are those acts which we should perform for others. Thus, a right comes with an obligation to show respect for the rights of others. Our NSS volunteers **volunteered in Parliament Election duty**. Awareness of parliament elections was held for the students about the **Rights of Voters** and the importance of casting one's vote to develop social and civic responsibility; acquire leadership qualities and democratic attitude.

College encourages the students to abide by the Constitution and respect its morals. **Every single activity starts with "Tamizh Thai Vazhthu" and ends with the National Anthem**. Our students were given **awareness on child labour, epidemic diseases, savings in Post office, usage of UMANG application**. We sensitize the students on the constitution that guarantees the **Right to Equality of Opportunities** to all sections of the society and how they should utilize the rights.

Value education is imparted through mandatory courses like **"Ethics and Culture"** and **"Gandhian Thoughts"** for the students in the college. Our students care and help the people during the natural disasters work for road safety and serve the society during Pandemic situations. Our NSS team voluntarily adopted the nearest villages of the college and executes all the welfare programmes announced by the state and central government.

College Social Responsibility (CSR) activities conducted by serving elder citizens for their wellness by visiting the orphanages in regular intervals and sensitizing the younger's to be responsible citizens.

Through **Citizen Consumer Club**, various activities and competitions are conducted and students are made aware of the Consumer Protection Act.

The NSS program officer take privilege to give awareness about the **Constitution Day** and the NSS unit make all the students to take oaths for **Fitness, Voting**, etc. as per the directions given by the government and follow the same in the right spirit. Commemorations and National or International Days celebrations in the campus triggers the students to be a responsible citizen.

File Description	Document
• Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document
Any other relevant information	View Document

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.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: A. All of the above

File Description	Document
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 Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Kovai Kalaimagal College of Arts and Science take proactive steps towards inculcating values amongst the students and staff, by providing opportunities to participate and celebrate commemorative and national days of importance.

Our Institution celebrates National commemorative days such as

- **Independence Day and Republic day.** During the pandemic the students released a video about

the story behind the independence to show their patriotism. The students and faculty are instilled to celebrate these days to showcase their patriotism through March parade and hoisting the National Flag.

- **National Handloom Day** is celebrated to honour the handloom weavers in the state and the students were made to participate in various events.
- **Birth Anniversary of Dr. Sarvapalli Radhakhishnan** is celebrated as **Teacher's Day** where the student honors all the faculty members with cheerful arrangement in their own classrooms.
- **Gandhi Jayanthi** is celebrated by conducting essay competition for the students to remember his service to the nation.
- **Birth anniversary of Swami Vivekananda called as National Youth Day is celebrated** to reach the philosophy of Swamiji and the ideals for which he lived and worked. The main objective behind the celebration is to make a better future of the country by motivating the youths and spreading the ideas of the Swami Vivekananda.
- **Birth anniversary of Srinivas Ramanujan** is celebrated as **National Mathematics Day** in order to honour his contribution in the field of mathematics by conducting quiz competitions in mathematics for the students of various disciplines to motivate, encourages and inculcates a positive attitude towards learning mathematics.
- **National Science Day** is celebrated by visiting and conducting science exhibitions in the campus. The main intention is to draw awareness to people about the significance of science in our daily life and to encourage the people by popularizing science and technology.
- In memory of **Dr.A.P.J Abdul Kalam, former president of India, his birth anniversary is celebrated as World Students Day**, the day aims to acknowledge the efforts of Kalam towards the education and the welfare of the students.
- **Children's Day** is celebrated by conducting a competition for School Children to remember the great leader Jawaharlal Nehru.
- **National Integration week is celebrated** on the birth anniversary of First women prime minister of India Mrs.Indra Gandhi.
- **International Woman's day** is celebrated by Women Empowerment Cell by inviting the remarkable personalities to the campus.
- **International Yoga Day** was celebrated to create awareness about the benefits of practicing yoga for the wellbeing of both mind and body.
- **NSS Day, National Voters Day, World Disaster Day, World Environment Day, National Flag Day, Child Labour Eradication day, National Pollution Day, Consumer rights Day, National Vaccination Day, World Labour Day, National Farmer Day, National Anti-corruption Day, National Deworming Day, World Population Day, Mother's Language Day, World AIDS Day, Anti-Tobacco Day, Vigilance awareness week, National Intergration and Communal Harmony day** were celebrated by NSS.

File Description	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

BEST PRACTICES

Kovai Kalaimagal College of Arts and Science implements the following two best practices for the students to succeed by focusing on their academic careers and to shape the overall personality of each individual by overcoming their educational and financial backgrounds.

Best Practice : 1 Finishing School Programme

Best Practice : 2 Educational/Sports Scholarship

BEST PRACTICE 1

1. Title of Practice: Finishing School Programme

Finishing School Programme (FSP) is one of the best practices followed to improve the employability skills and for the enhancement of their personality that is crucial in determining the overall personality and character to prepare them for the workforce. The students acquire practical exposure to balance theoretical and academic learning. The objective of Finishing School Programme is to educate next generation leaders so that they will be competent professionals in their field of study and will be prepared for multidisciplinary domains by enhancing their employability and overall skills. Training programs under FSP include several modules.

Module 1

Name : Employability Training Programme

Organizer : HR representatives / Trainers from MNC

Duration : 3 to 4 weeks

Course content : Technical aptitude, peer pressure management, Employee relations, performance management, Team work, collaboration, scheduling, etc

Participants : Final and Pre-Final year students .

Module 2

Name : Campus Connect - Skill Development Programme

Organizer : Infosys

Duration : 80 Hrs

Course content : Presentation, speaking, writing, listening, reading, transaction and other skills.

Participants : Final year students .

Module 3

Name : Affirmative Action Training Programme

Organizer : TCS

Duration : 100 Hrs

Course content :English communication, Basic corporate etiquette, self confidence, test & interview skills. etc

Participants : Final year students .

Module 4

Name : Financial Literacy Programme

Organizer : ICT Academy

Duration : 200 Hrs

Course content :Finance, Banking, Insurance, Entrepreneurship,Innovation, Technology, Leadership, etc.

Participants : Final year students .

2. Objectives of the Practice

The Finishing School Programme strives to give students a comprehensive educational experience focusing on the professional qualifications. The main objective of this programme is to lay the foundation for the students to become tomorrow's leaders. The students gain an understanding of the numerous talents that need to be cultivated in them through this Finishing School programme to become employable and be chosen by the companies in campus interviews.

The following aspects are targeted and achieved in this programme.

- To formulate the students employable
- To strengthen communication skills
- To develop Aptitude and Mathematical Skills
- To foster self confidence
- To promote Interpersonal relationships
- To prepare students for the workforce
- To amplify positive attitude

- To promote Interview skills
- To enrich fundamental domain expertise
- To instil finer aspects of various etiquettes

3. Context

Our college is located in a rural area where majority of the students who are admitted into the various programmes come from the local villages. A huge volume of students studied in the regional languages for their higher secondary education, first graduate students and are from low-income families. Thus, they lack in English communication skills, which worsen their self confidence and interpersonal relationship. Additionally, they need to improve their fundamental subject knowledge and mathematical aptitude in order to be more employable. These programs train the students to deal with business skills, quantitative skills, data interpretation, reasoning, basics of programming languages, interview preparation and so on. And also emphasis on personality development, imparting technical skills, social and business etiquettes at their finest, as well as international protocols, art of decision making, smart work life balance, with the goal of creating individuals who will lead the corporate world in the future. These skill set are significant to balance their professional and personal life. It is a platform for the young students to come together and get inspired to prepare themselves for the next generation. It focuses on variety of topics which are key factors for the youth to shape the future.

4. Practice

HR representatives from Multinational companies, Professional trainers, Notable Alumni, Final year students and a few professors who have specialized in certain areas of training are invited to train them in areas of different employability skills necessary for campus placements as part of Finishing School Programme. Several tests are conducted based on numerical reasoning, logical ability and verbal ability. The employment needs served as the basis for creating the syllabus. Students are given proper training in aptitude questions to determine individual capacity. They also receive rigorous training to enhance their English communication skills, Interpersonal relationship, Mathematical Aptitude, Resume writing, Personality development, interview skills and active participation in group discussion. After the completion of the training programs, the students practice on the four areas such as employability, entrepreneurship and skill based education. The skills acquired by the students improve their placement chances in reputed companies. And also these training programmes serve as the foundation for appearing to UPSC, TNPSC and Competitive examinations.

5. Evidence of Success

The effectiveness of this programme can be seen in the students who have been successfully placed in various companies by their enhanced communication abilities, expert presentation skills and group discussion abilities. The students who participate in the Finishing School Programme each year demonstrate the following remarkable transformation as a result of the programme.

- Mathematical and Aptitude skills are strengthened
- Ability to clear their screening test in the campus drives is improved
- Capable of presenting themselves in group discussions
- Able to attend the interviews with a positive attitude
- Speak confidently and fearlessly in English
- Time and situational management level is better

- Basic domain knowledge is augmented
- Able to get placements in reputed companies.
- Percentage of student placements in campus interviews for FSP students has improved tremendously and always percentage of placements lies between 90% - 95%

6. Problems Encountered and Resources Required

Though the students voluntarily enroll to undergo this training programme, after a few days some students stop showing up consistently since they have part time jobs in the afternoon. Sometimes students find difficulty in concentrating, difficulty in recalling facts, figures and techniques, which causes a delay in the development of communication skills among such students. As a result of this, students are less motivated to learn. Due to the lack of time management, students who were working part-time also suffered. Furthermore, because some of the students come from extremely low-income families, it is challenging to inspire them to actively participate in order to improve their confidence level.

BEST PRACTICE 2

1. Title of Practice : Educational Scholarship

KKCAS cares for the underprivileged, needy and talented students by providing scholarship to educate the rural students. Our Institution offers **Merit Scholarship** for meritorious students, **Sports Scholarship** for those who excel in sports and games, **Management Scholarship** for economically weaker section and the wards of our faculty, **NGO Scholarship** through other non-governmental organizations, **Alumni Scholarship** through KKCAS Alumni Association, **PG scholarship** for pursuing Post Graduation for our alumni and **SC/ST scholarship** from state government.

2. Objective

- To facilitate admission for talented and meritorious students.
- To provide merit scholarship for the students who excel in education.
- To provide sports scholarship to the students who excel in sports.
- To provide management scholarship for the students of poor and marginalized community.
- To arrange and provide NGO scholarships for the tribal students.
- To provide alumni scholarships through Alumni Association.
- To provide scholarships for the wards of our faculty
- To provide special scholarship for the students who lost their parents.
- To facilitate the students to receive scholarship provided by Government.

3. Context

Merit Scholarship

Merit Scholarships are provided to deserving students with financial support so that they can pursue their educational goals. The merit of a student is assessed for merit-based scholarship on their academic performance. The students those who have obtained marks in Higher Secondary Examination in percentage between 75% and 84% will gain 50% scholarship and percentage between 85% and 94% will gain 75% scholarship. And also those who have obtained percentage between 95% and 100% will gain 100% scholarship.

Management Scholarship

Kovai Kalaimagal Educational Trust is providing scholarship to the students who are economically Backward, Socially Downtrodden, Orphan and Single parent for every semester. The students who fall under any of this category will gain 25% and 50% scholarship based on their family state of affairs. This kind of scholarship is provided to encourage the students to pursue their Higher Education in our college.

Sports Scholarship

The Students who achieved in Sports and games are given Scholarship based on their achievement level. The State Level scholarship is provided to students achieved in individual event with 100% and students achieved in group event with 50%. The Distinct Level scholarship is provided to students achieved in individual event with 50% and students achieved in group event with 25%.

NGO Scholarship

The institution also supports scholarship provided by other NGOs like Isha, Casagrand, Edudharma, etc. Kovai Kalaimagal Educational Trust and ISHA Foundation jointly provide the Scholarship to the socially/Economically backward students. The College provide 50% Scholarship and the remaining 50% will be given by ISHA foundation to those students. Casa Grand offers 50% scholarship to students based on merit and economically weaker students. Edudharma is a non-profit organization offering scholarship to economically weaker students based on the family situation.

Alumni Scholarship

Scholarships by Alumni are given to the students based on their family income and academic performance. Alumni association provides the way to raise funds for the Alumni. Giving back to an alumni association is an excellent method to maintain the college relationship alive and ensuring the upcoming students will have the chance to pursue higher education.

Government Scholarship (SC/ST)

The College also guides the students to avail Scholarship for Backward Classes (SC/ST) from the Government. The total annual family income should not exceed Rs 2.5(in lakhs). The students must have obtained 50% marks in Higher Secondary Examinations. The students must be enrolled in an academic programme at a Tamil Nadu-based institution. In order to address them, income certificate serves as the primary evidence and family background for assurance. Institution takes maximum efforts revive scholarship funds from the government.

PG Scholarship

The students who studied their UG Degree Programme in our College are given special scholarship of Rs. 2000 for each semester to pursue their Post Graduation in our institution.

Scholarship to Wards of Employees

The Scholarships/Concessions are extended to the wards of employees working in the College. The scholarship which ranges from 25% to 100% is given to the wards of the employees in the Tuition fees.

These practices give recognition to their service and respect for their works for the institution.

4. Practice

The institution is ever alert to support their progress and offer guidance to all students. Institution has a well-established Mentor-mentee system. Mentors are a key contact point for each and every student of the institutes. Many of the students are beneficiaries of scholarships, Tuition fee waivers and Scheme based on government policies. This educational scholarship is only for the student who fulfils the following conditions.

- **The student should have a good academic (merit) background.**
- **The student must either belong to SC/ST category or minority background**
- **The student must be from economically poor background.**
- **Orphan and Single parent students are only benefitted by Management scholarship.**
- **Wards of our Faculty.**
- **Achievers in Sports at District and State levels.**
- **Alumni of the college (for PG courses)**

As there is no restriction for the number of students for claiming scholarship, we assure the right persons are benefitted. It is done under the guidance of the Principal and above-mentioned conditions. Teachers are appointed as tutors and serve students in all aspects, including instructions to acquire for government scholarships. Students are given proper counselling to know more about the scholarships and they are informed through their class tutors and management. For other scholarships, we adhere to the guidelines and restrictions provided by the relevant organizations.

The practice is distinctive due to its dedication to rural and economically & socially deprived people. Additionally, this scheme helps a lot of students who are orphans and single parent.

5. Evidence of Success

The success of the scheme is evident through the growing amount of monetary contribution being made by the management, Alumni, Non-governmental Organizations (NGOs), Government, etc. The commitment of the above-mentioned sectors is quite proportional to its success.

Around 200+ students avail the scholarship facility per year and the success rate is very good due to excellent placements. In the last five years, 1000+ students are benefitted with scholarship facility and it equals 45% of total strength of the institution every academic year. Most of the students who have obtained scholarship in our institution are presently working in various countries in the world and their standard of living has improved.

A few of our notable Alumni's are listed below:

1. **Mr.BalaKrishnan Narayanan**, Executive Vice President APAC,Zalaris ASA, Norway.
2. **Mrs.Sengamalam Chinnasamy**,Product Manager, Sony Motion Pictures,Califonia.
3. **Mr.Antony Kurian**,Delivery Manager, Mainframe Services Kyndryl,Chennai

4. **Mr.V.V.Anand**,Senior Manager, Karur Vysya Bank,Coimbatore.

5. **Mr.Arun Kumar**,Production Manager, Myco Industry,Coimbatore

6. **Mr.Adhavaraj Jothiraj**, Managing Director, Go Vacations,My Del Café, Malaysia.

7. **Mrs.N.C. Amirthavalli**, Senior Vice President, SBI, Regional Head Office, Dubai

8. **Mr.Vijayaraj**, State Commissioner Hsg /State Representative International Pythian Council, Tamilnadu State Government Service,TamilNadu

Number of Beneficiaries & Amount Dispersed through Scholarship

S.No	Name of the Scholarship	Number of Beneficiaries	Amount Dispersed (Rs.)
1	Merit scholarship	261	3,336,131
2	Management scholarship	197	2,431,400
3	Government(SC/ST) scholarship	162	6,20,155
4	PG scholarship	203	8,12,800
5	Sports scholarship	27	4,25,000
6	NGOs/Other NGOs scholarship	80	305,661
7	Alumni scholarship	73	17,22,000
Total number of Beneficiaries		1003	1,06,53,147

6. Problems encountered and Resources required:

- It is very difficult to identify the deserving students in each category based on the required documents and evidences that are not timely submitted.
- Opportunities from various sources are not utilized in some peculiar cases due to difficulty in processing time.
- Many students are from rural areas and it is difficult for them to use the latest ICT technologies at the initial period of admission.
- Discovering the Government/ Non-governmental Organizations offering student scholarship is a challenging task since there is no official database. As a result, only established sources are used to arrange the scholarships.
- Creating bank account to get scholarships of various government schemes especially for the students in the first year is challenging within the due date.

File Description	Document
Best practices in the Institutional web site	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Empowering the Rural Youth

The college is situated in a rural area and hence majority of the students who join this college are mainly from the villages in and around the college hailing from agricultural families. Most of them are first generation students who pursued higher education in government schools. Therefore it is considered as a great responsibility on the shoulders of the college that the students should be made to break their shell and give them wings and guide them to reach zenith in their career.

For getting a good employment, **Finishing School Programme** is organized which is unique to our college only in which the professional trainers and personnel belonging to Human Resources Development department of various companies and Professors from various institutions are invited to train the students in various skills for more than three weeks during the summer vacation for pre final year students. In addition to it, **Infosys and TCS companies** gives **Global Business Foundation Skills and Affirmative Action Training Programme for hundred hours at totally free of cost.** The Placement Cell and individual departments constantly provide a vibrant platform to meet the different needs of students for employability and it offers **career counseling** for students to motivate for higher education and gainful employment. Our Alumni are being a society who contributes financially and non-financially in the form of placement of graduating-batch students, guest lectures, collaborative research, industrial internship etc.

In addition to it, **Value Based Programmes for imbibing the human values** and catering overall development of the students and also compulsory training programme in **Yoga and Meditation** for developing the balanced body and mind and improve concentration are also conducted. These programmes will transform the students into good and socially responsible citizens along with their employability skills. Along with these, students are equipped with computer training and also encouraged to complete online courses provided by **NPTEL-SWAYAM, MOOC, Coursera etc...** which adds value to their profiles. All these done under their mentor's guidance. To its core, **Personality Development classes** are conducted in order to bring out the essentials in facing the interviews and handling various job situations to the students which focus on moulding the personality of the students.

The Students also have a **fear towards English and Mathematics** and this has developed a kind of inferiority complex in the minds of such students. For doing this, the college organizes and conducts **several training programmes** right from the first year onwards through their mentors who are the key contact point for each and every student of the institution. During first year, for improving his/her communication skills in English, two hours are allotted in their regular timetable, teaching them Basic

English grammar in addition to the training programme for speaking considerably good English. These training programmes continue even for the second year. Suitable changes for improving the students' **LSRW skills** were made in the curriculum. Along with that, mathematical aptitude and other skills as expected by the industries and companies recruiting the students are improved.

Not only these programmes, but also the **scholarships provided** in our institution bring out enormous transformation in the life of the students. Our college initiated educational scholarships mainly for rural and economically and socially deprived students with the aim of providing financial assistance for their education. The **vast majority of the students hail from the unprivileged family**. There is no restriction for the number of students for claiming scholarship, we assure the right persons are benefitted and it is done under the guidance of the Principal.

The college **offers 50%, 75% and 100% merit scholarship and sports scholarship** who are selected based on their academic and sports performances respectively. **25% and 50% Management scholarship** offered for the **Orphan and Single parent students**. There are also students who are supported by **Alumni scholarship**. Our students also have been offered by the **scholarships of the other institutions such as Isha, Casagrand, Edudharma and other NGOs and also State Government scholarship for SC and ST students**. Teachers are appointed as local tutors and they give instructions for applying the government scholarships. All these engagements of aiding the educational requisite financially are quite proportional to its success.

The **success of the scheme is evident through the growing amount of monetary contribution** being made by the management, Alumni and other institutions and companies and also by the number of benefitted students. Thus it has resulted in diminishing of the drop-out rate of the students. And all these helped students to get eligible in their education in the best way and also to attend the interview and **get placed in various local, national and multinational companies and industries**. Thus, making the students, from rural background, who studied in government schools and having poor economic background and a very low self confidence, to shed their fear, hesitation, inhibition, finance struggle and to develop self confidence, communication and other skills so as to get good placement is the **Distinctiveness of the Institution**.

File Description	Document
Any other relevant information	View Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

POST ACCREDITATION INITIATIVES AS PER THE PEER TEAM REPORT (PTR) OF SECOND CYCLE DATED OCTOBER 03-05, 2016

- KKCAS was declared Autonomous status in 2016 and hence CBCS curriculum was introduced with more academic flexibility.
- More number of options given for selecting the courses in Language/Self-study/extra credit/electives.
- Multidisciplinary/Interdisciplinary courses were introduced through Value Based Education subjects/Skill Based Subjects/Non Major Electives/Self-study courses/Career Development courses/Extra credit courses/Value Added Courses,
- Feedbacks were collected through Google forms from stake holders like Students/Teachers/Employers/Alumni and analysis was made digitally.
- Effective measures were taken through social media for the promotions of admissions from diversified locations.
- ICT-enabled classrooms and ICT tools such as Google Classroom, Google Meet, Zoom, Kahoot, Talking Yak, MOODLE, Plickers, Hot Potato, Smart classrooms, LCD projectors and Wi-Fi Facility were utilized to enhance the teaching learning process.
- More number of Lab courses were introduced for strengthening the practical aspects of the courses.
- Department-wise budget allocation as seed money and funding for research was sanctioned for the faculty members to carry out research activities.
- Resource mobilization to a tune of amount Rs 9.2 (in Lakhs) has been received from NGO/Industry for the promotion of research.
- Our library was fully digitalized and subscription to DELNET/INFLIBNET/Spoken Tutorial enhance the e-learning facility.
- Younger faculty members were encouraged to register in M.Phil/Ph.D and consultancy training were given for making them to involve in corporate training.
- Consultancies were undertaken by our faculty members in 24 corporate companies/consultancy services and generated Rs 11.4 (in Lakhs) as revenues.
- 3 villages in Narasipuram, 2 villages in Viraliyur, 2 villages in Jagirnaikenpalayam and 3 panchayat villages in nearby area to the institution were adopted and various NSS activities were conducted for the welfare of the society.
- A total of 51 MoUs were signed to promote the Institution-Industry collaboration.
- Formal collaboration system has been made and collaboration activities were carried out in research.
- Green, Energy and Environment auditing conducted for the entire campus by external audit agency and received “Best Green Campus” award.
- Solar panels were fixed for power generation and solar street lights have been fixed in the campus.

Concluding Remarks :

Kovai Kalaimagal College of Arts and Science firmly rooted in its motto of ‘**Light the Light Within**’ to raise professionals and leaders. Mission, Vision and Objectives of the institution are to focus on the program goals, student learning outcomes and to empower the rural youths. It plays significant role in providing high academic proficiency to meet the local and global industry demands. Our Institution experience Pollution Free

Green Campus which provides a conducive learning environment. **KKCAS** follows **ASK** model (**Attitude Skill Knowledge**) which facilitates **Knowledge Enrichment, Development of Skill and Attitude** that is required for the overall development of the students and in turn paves the way for employability. It ensures **Curriculum Enrichment** to satisfy the demands of organization. **Outcome Based Education** was introduced in 2018 with Graduate Attributes, Programme Educational Objectives (PEO), Programme Outcomes (PO) and Course Outcomes (CO) are well defined, **Blooms Taxonomy** in Teaching and Learning, evaluation done by **Rubrics** and attainments are measured. **Participative learning/Experiential learning** is accomplished by encouraging students to take up real-time projects and internships in reputed industries/laboratories. The institution offers **Merit/Sports/Management Scholarship** for meritorious/socially-backward/economically down-trodden students, **Scholarship to wards** of the college and **PG Scholarship** to pursue their higher studies. **Memorandums of Understanding (MOUs)** signed with reputable industries to establish excellent Industry-Institute collaboration. It is mandatory for the students to carry out at least one **Online Course in NPTEL/SWAYAM**. Faculty members and students are motivated to do research by providing **financial support**. Faculty members are encouraged to utilize ICT-enabled tools for effective content delivery. **Welfare measures** like group insurance, casual leave, free hostel accommodation & food at subsidized cost, health insurance, maternity benefits, etc are accessible for faculty members.

The collective efforts of the institution under the able guidance of the Management along with the Principal and dedicated team of faculty members shall take our Institution to greater heights by providing quality higher education in serving the rural society as per the words of Mahatma Gandhi "The Future of India Lies in its Villages".

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																														
1.2.2	<p>Percentage of Programmes in which Choice Based Credit System (CBCS) / elective course system has been implemented (Data for the latest completed academic year).</p> <p>1.2.2.1. Number of Programmes in which CBCS / Elective course system implemented. Answer before DVV Verification : 17 Answer after DVV Verification: 13</p> <p>Remark : Input edited excluding M.Phil and Ph.D</p>																														
1.3.3	<p>Average Percentage of students enrolled in the courses under 1.3.2 above.</p> <p>1.3.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>695</td> <td>777</td> <td>883</td> <td>591</td> <td>584</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>666</td> <td>777</td> <td>869</td> <td>591</td> <td>584</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	695	777	883	591	584	2020-21	2019-20	2018-19	2017-18	2016-17	666	777	869	591	584										
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2.1.1	<p>Average Enrolment percentage (Average of last five years)</p> <p>2.1.1.1. Number of students admitted year-wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>179</td> <td>223</td> <td>310</td> <td>306</td> <td>315</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>177</td> <td>220</td> <td>309</td> <td>305</td> <td>314</td> </tr> </tbody> </table> <p>2.1.1.2. Number of sanctioned seats year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>820</td> <td>820</td> <td>820</td> <td>770</td> <td>770</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p>	2020-21	2019-20	2018-19	2017-18	2016-17	179	223	310	306	315	2020-21	2019-20	2018-19	2017-18	2016-17	177	220	309	305	314	2020-21	2019-20	2018-19	2017-18	2016-17	820	820	820	770	770
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2020-21	2019-20	2018-19	2017-18	2016-17
895	895	845	845	845

Remark : Input edited excluding M.Phil and Ph.D students

2.1.2 **Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)**

2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
175	217	299	311	295

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
175	217	243	244	224

Remark : Input edited as Filled seats not to exceed the earmarked one

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

2.3.3.1. **Number of mentors ?????????????? ???????**

Answer before DVV Verification : 39

Answer after DVV Verification: 37

Remark : Input edited Excluding Librarian and Physical Director

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

2.4.3.1. **Total experience of full-time teachers**

Answer before DVV Verification : 6.8

Answer after DVV Verification: 97.5

Remark : Input edited Excluding experience of Librarian and Physical Director

3.2.1 **Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

3.2.1.1. **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	2.2	1.5	1.3	1.25

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : Input edited as per Grants given by their own trust / sister institutions can not be considered

3.2.4 Average percentage of departments having Research projects funded by government and non-government agencies during the last five years

3.2.4.1. Number of departments having Research projects funded by government and non-government agencies during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	7	6	4	4

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
5	7	6	3	3

3.2.4.2. Number of departments offering academic programmes

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

3.3.2 Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development during the last five years.

3.3.2.1. Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development year-wise during the last five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
05	48	40	39	30

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
07	37	37	32	27

3.6.2 **Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government recognised bodies during last five years**

3.6.2.1. **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	4	1	1	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : Input edited as Certificate of appreciation/Local awards can not be considered. HEI has not provided relevant e-copies for their claim.

4.1.3 **Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

4.1.3.1. **Number of classrooms and seminar halls with ICT facilities**

Answer before DVV Verification : 38

Answer after DVV Verification: 35

Remark : Input edited as per metric 4.3

4.1.4 **Average percentage of expenditure for infrastructure augmentation excluding salary during the last five years (INR in Lakhs)**

4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5.65	13.15	13.47	11.66	33.19

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : Input edited referring data uploaded by HEI

4.2.3 **Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0.39255	1.37231	0.65774	1.16231	1.07377

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0.27405	1.2625	0.5138	1.0155	0.91056

Remark : Input edited excluding purchase of News Paper from the audited statement

4.3.4 Institution has the following Facilities for e-content development

1. **Media centre**
2. **Audio visual centre**
3. **Lecture Capturing System(LCS)**
4. **Mixing equipments and softwares for editing**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : Input edited referring data uploaded by HEI

5.1.5 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : Input edited as per supporting documents

5.2.1 Average percentage of placement of outgoing students during the last five years**5.2.1.1. Number of outgoing students placed year - wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
55	176	145	118	97

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
20	100	90	90	60

Remark : Input edited on par with documents uploaded by HEI

5.3.1 **Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

5.3.1.1. **Number of awards/medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) year - wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4	16	16	24	45

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	9	9	18	30

Remark : Input edited excluding Inter-collegiate awards for sports/culture from the supporting document.

5.3.3 **Average number of sports and cultural events / competitions organised by the institution per year**

5.3.3.1. **Number of sports and cultural events / competitions organised by the institution year - wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
13	33	16	24	09

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
5	9	9	9	5

6.3.4 **Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**

6.3.4.1. Total number of teachers attending professional development Programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes year wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
32	46	50	46	43

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
32	44	46	44	40

7.1.7	<p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. 2. Divyangjan friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for 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 <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: A. Any 4 or all of the above</p>
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2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>17</td> <td>17</td> <td>16</td> <td>16</td> <td>15</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>15</td> <td>14</td> <td>14</td> <td>14</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	17	17	16	16	15	2020-21	2019-20	2018-19	2017-18	2016-17	15	15	14	14	14
2020-21	2019-20	2018-19	2017-18	2016-17																	
17	17	16	16	15																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
15	15	14	14	14																	
2.1	<p>Number of students year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>666</td> <td>802</td> <td>869</td> <td>886</td> <td>993</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p>	2020-21	2019-20	2018-19	2017-18	2016-17	666	802	869	886	993										
2020-21	2019-20	2018-19	2017-18	2016-17																	
666	802	869	886	993																	

2020-21	2019-20	2018-19	2017-18	2016-17
660	797	866	883	991

3.2 **Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
39	54	57	60	61

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
37	52	55	58	59

3.3 **Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
39	54	57	60	61

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
37	52	55	58	51

4.2 **Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
175	217	299	301	295

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
283	283	265	265	265

4.3 **Total number of classrooms and seminar halls**

Answer before DVV Verification : 38

Answer after DVV Verification : 35

4.5 **Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
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56.75	80.65	85.71	67.16	98.10
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Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
43.04	67.59	70.18	49.40	100.93

NAAC