

# **A.D.M.COLLEGE FOR WOMEN**

**(AUTONOMOUS)**

**(NATIONALLY ACCREDITED WITH 'A' GRADE BY NAAC -3<sup>rd</sup> CYCLE)**

**VELIPPALAYAM, NAGAPATTINAM – 611 001**

**TAMIL NADU.**

*Affiliated To Bharathidasan University*

*Tiruchirappalli*



## **INTERNAL QUALITY ASSURANCE CELL**

### **REPORT**

**2017-2018**

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution	A.D.M.College for Women (Autonomous)
1.2 Address Line 1	No: 1 College Road, Velippalayam
Address Line 2	Nagapattinam
City/Town	
State	Tamilnadu
Pin Code	611 001
Institution e-mail address	admcnagai@yahoo.co.in
Contact Nos.	04365-248118
Name of the Head of the Institution:	Dr.L.Megala
Tel. No. with STD Code:	04365-248118
Mobile:	9487570108
Name of the IQAC Co-ordinator:	Dr. (Mrs).R. Manimozhi
Mobile:	98655 11223
IQAC e-mail address:	<a href="mailto:iqac.admc@gmail.com">iqac.admc@gmail.com</a>

1.3 NAAC Track ID (For ex. MHCOGN 18879)

TNCOGN 11563

(OR)

1.4 NAAC Executive Committee No. & Date:

EC(SC-27)/DO/2017/12.3

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

www.adjadmc.ac.in

Web-link of the AQAR:

<http://www.adjadmc.ac.in/AQAR>  
2017-18.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	-	2004	5 years
2	2 <sup>nd</sup> Cycle	A	3.11 on 4 point scale	2011	5 years
3	3 <sup>rd</sup> Cycle	A	3.28 on 4 point scale	2017	5 years

1.7 Date of Establishment of IQAC: DD/MM/YYYY

27-9-2004

1.8 AQAR for the year

2017-2018

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

- i. AQAR \_ 2011-2012 submitted on 07.08.2012 (DD/MM/YYYY)
- ii. AQAR\_ 2012-2013 submitted on 24.09.2013 (DD/MM/YYYY)
- iii. AQAR\_ 2013-2014 submitted on 12.08.2014 (DD/MM/YYYY)
- iv. AQAR\_ 2014-2015 submitted on 30.09.2015 (DD/MM/YYYY)
- v. AQAR\_ 2015-2016 submitted on 29.09.2016 (DD/MM/YYYY)
- vi. AQAR\_ 2016-2017 submitted on 26.09.2017(DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phy.Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

Bharathidasan University,  
Tiruchirapalli

1.13 Special status conferred by Central/ State Government--

UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

Central

University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (Specify)	-
UGC-COP Programmes	-		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	4+1(Co-ordinator)
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and Community representatives	1
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	1
2.9 Total No. of members	1
2.10 No. of IQAC meetings held	12

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

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

- Need for Research in Higher Education.
- Revised Accreditation process of NAAC.
- Teaching Learning Process in Higher Learning Institution

2.14 Significant Activities and contributions made by IQAC

- Faculty development programmes organized.
- Motivation for promoting research culture among the staff.
- Academic performance review for quality education.
- Industry institute Linkages.
- Innovative curriculum based on societal needs.

**2.15 Plan of Action by IQAC/Outcome**

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

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>➤ To conduct certificate courses for the I year UG Students to hone their skills and make them job ready.</li> <li>➤ To organize women centred programme</li> <li>➤ To convene faculty development programme</li> </ul>	<ul style="list-style-type: none"> <li>➤ Six certificate courses were introduced for I year students.</li> <li>➤ Communication and soft skill programme is offered to the final year Students.</li> <li>➤ Four Women centred programmes were organized.</li> <li>➤ Faculty members are motivated to attend faculty development programmes.</li> <li>• Need for Research in Higher Education.</li> <li>• Revised Accreditation process of NAAC.</li> <li>• Teaching Learning Process in Higher Learning Institution</li> <li>➤ Computer Training was given to the faculty members by the Computer Science faculty.</li> </ul>

*\* Attach the Academic Calendar of the year as Annexure-I - Attached*

2.16 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

- Resolved to conduct more faculty development programmes for the benefit of the staff and students.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	6	-	6	-
PG	8	-	5	-
UG	16	-	10	6
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	9	-	-	-
Others	4	-	4	-
<b>Total</b>	<b>43</b>	<b>-</b>	<b>25</b>	<b>6</b>

Interdisciplinary (NME)	24	-	-	-
Innovative	41	-	-	-

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

- Choice Based Credit System is followed by all departments with core and elective options
- Non Major Elective and Skill Based Elective courses are open option courses.
- Credit transfer and accumulation facility is available

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	25 (all UG & PG)
Trimester	-
Annual	-



1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

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

***\*Please provide an analysis of the feedback in the Annexure - Annexure II attached***

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

➤ Innovative and skill oriented papers are offered to UG and PG students

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

Yes, B.Sc. Geology was introduced during 2017 -18

## Criterion - II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	<b>Total</b>	<b>Asst. Professors</b>	<b>Associate Professors</b>	<b>Professors</b>	<b>Others</b>
	38	14	24	-	1-Physical Directress

2.2 No. of permanent faculty with Ph.D. 26

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	-	15	-	-	-	-	-	1	-	16

2.4 No. of Guest and Visiting faculty

-	-
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Temporary faculty and Part time Lecturer

78	1
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	8	24	5
Presented papers	14	12	-
Resource Persons	1	3	8

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

- Staff members are motivated to use innovative teaching methods like LCD, OHP and Power Point presentations, models and e-contents.
- Certificate courses and communication skill Development programme for all students.
- Value Education and Environmental Studies are included in the curriculum.
- Orientation classes were conducted for the First Year UG Students
- Short Term Certificate courses are offered by the departments

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

187

2.8 Examination/ Evaluation Reforms initiated by Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Fully Computerized office with Examination Processing Software.
- Time table, Hall Tickets, CIA, Results and daily information's are provided through online Student Portal.
- Publishing Results through College Website.
- Modifications made in the Mark Statement – Secret Features, Photographs added and Re-designing the Mark Statement
- CIA-SE comparison report is provided automatically by the automation.
- Transparency in the entire examination system(Revaluation, Retotalling & Answer Scripts Xerox)
- Proper feedback Mechanism for outstanding performance.
- CCTV Cameras and Strong room to avoid any kind of malpractice.

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

IN OTHER COLLEGES	IN BOARD OF STUDIES OF OUR COLLEGE
13	117

2.10 Average percentage of attendance of students

95

2.11 Course/Programme wise distribution of pass percentage:

TITLE OF THE PROGRAMME	TOTAL NO. OF STUDENTS APPEARED	DIVISION				
		DISTINCTION %	I CLASS %	II CLASS %	III CLASS %	PASS %
M.Sc Mathematics	26	77	23	-	-	100
M.Sc Chemistry	07	29	71	-	-	100
M.Com	19	02	17	-	-	100
M.Sc Computer Science	9	9	-	-	-	100
M.C.A	15	15	-	-	-	100
M.A Economics	05	-	05	-	-	100
M.Sc Physics	06	02	04	-	-	100
M.Sc. Zoology	05	-	05	-	-	100

TITLE OF THE PROGRAMME	TOTAL NO. OF STUDENTS APPEARED	DIVISION				
		DISTINCTION %	I CLASS %	II CLASS %	III CLASS %	PASS %
M.Phil., Economics	5	5	-	-	-	100
M.Phil., Commerce	6	6	-	-	-	100
M.Phil., Mathematics	14	14	-	-	-	100

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

- IQAC monitor the departmental activities by collecting academic activities report from each department.
- The students are evaluated through CIA components and Internal Tests (Mid semester and Model), seminar and assignments.
- Faculties are encouraged to use ICT enabled Teaching.
- Evaluation of the faculty is done by students through feedback.
- All the faculty members are asked to prepare a lesson plan and execute accordingly & it is monitored by the IQAC Director.
- Academic performance review meeting is arranged by IQAC.
- Result review meetings are convened.

2.13 Initiatives undertaken towards faculty development

<b>Faculty / Staff Development Programmes</b>	<b>Number of faculty benefited</b>
Refresher courses	5
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	7(NCC)
Others	
Faculty development programme	
U class infrastructure, LMS Moodle, NPTEL, Research, Consultancy and Extension	3
Teaching, Learning and Evaluation techniques	

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	25	08	-	08
Technical Staff	-	-	-	01

## Criterion - III

### 3. Research, Consultancy and Extension

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

<ul style="list-style-type: none"> <li>➤ Enlightening staff on funding sources.</li> <li>➤ Encourages the faculty to participate in conferences, seminars and workshops.</li> <li>➤ Motivates the faculty to apply for minor and major research projects.</li> <li>➤ Motivates the departments to organize national/ International Seminars getting Funds from the Funding agencies.</li> <li>➤ Encourages the students to apply for projects from TNSCST.</li> <li>➤ Encourage the teachers to publish articles in peer reviewed Journals, books.</li> <li>➤ Establishes linkages with institutes/Industries.</li> <li>➤ Effects taken to enhance the infrastructure facilities needed for enhancing the Quality of Research.</li> </ul>
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#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	07	-	-	1
Outlay in Rs. Lakhs	Rs. 17,70,000			-

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	2	-
Non-Peer Review Journals	59	21	-
e-Journals	-	2	-
Conference proceedings	-	-	-

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects ( <i>other than compulsory by the University</i> )	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

### 3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges    Autonomy        CPE        DBT Star Scheme      
    INSPIRE        CE        Any Other (specify)   

3.10 Revenue generated through consultancy   

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	20
Sponsoring agencies	-	-	-	-	Institution Management

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

3.13 No. of collaborations International        National        Any other   

3.14 No. of linkages created during this year   

3.15 Total budget for research for current year in lakhs:

From funding agency        From Management of University/College      
 Total   

3.16 No. of patents received this year

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



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

Total	International	National	State	University	Dist	College
3	-	3	-	-	-	

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

16

10

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

2

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

JRF

-

SRF

-

Project Fellows

1

Any other

-

3.21 No. of students Participated in NSS events:

University level

200

State level

-

National level

-

International level

-

3.22 No. of students participated in NCC events:

University level

-

State level

29

National level

4

International level

-

3.23 No. of Awards won in NSS:

University level

-

State level

-

National level

-

International level

-

3.24 No. of Awards won in NCC:

University level

-

State level

-

National level

2

International level

-

### 3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="12"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>	Any other	<input type="text" value="-"/>

### 3.26. Major Activities during the year in the sphere of Extension activities and Institutional Social Responsibility.

#### **Environment Education Club**

- The Club organised an “Awareness Programme” on “Dengue Fever at Andhanapettai on 05.10.2017. They also took part in the “Temple Cleaning Activity”. The Club organised an Awareness Programme on “Herbal Medicine” on 07.02.2018 at Andhanapettai.

#### **National Cadet Corps**

- 29 National Cadet Corps members attended the combined annual training camp at Government. Arts College, Kumbakonam. from 03.06.2017 to 12.06.2017, 10 students took part in the basic leadership camp held at Periyar Maniyammai University, Thanjavur, from 13.07.2017 to 23.07.2017. 2 Students took part in the Republic day Selection camp conducted at Anna University, Thiruchirapalli, from 02.08.2017 to 11.08.2017.
- 2 NCC Students attended the National Integration Camp held at NCC, Bahwan Rohini Sectors, and New Delhi from 25.10.2017 to 05.11.2017.
- 22 NCC Students took part in the combined Annual Training Camp held at AVC College, Mannampandal, Mayiladudurai, from 18.11.2017 to 27.11.2017. Our National Cadet corp members took part in the Voter’s Day Awareness Programme on 25.01.2018 at Andhanapettai.
- 21 NCC students appeared for “B” Certificate Examination on 15.02.2018, and 15 students have appeared for certificate Examination.

#### **National Service Scheme**

- Our NSS volunteers took part in the Rally organised by the Family Welfare office Nagapattinam on 11.07.2017, as part of World Population Day celebration.
- An oratorical competition was also conducted on 24.07.2017 by the Family Welfare office. Selvi.M.Neela, III B.Sc Chemistry won the 1<sup>st</sup> prize. Our NSS volunteers took part in the Independence Day celebration at Nagapattinam District Collectorate.
- Independence day celebrated at Collector office Nagapattinam on 15.08.2018

- 25.8.2017 they took part in the temple cleaning campaign at Sri Neelayathachi Amman Temple. Our NSS volunteers assisted the temple authorities in packing the needed pooja things to be given to the devotees who perform the Kuthuvilaku pooja.
- In connection with International Youth Day celebrations, Tamilnadu State AIDS control society conducted a slogan writing competition on 28.08.2017. Selvi. K.Subasri, II.B.Sc. Mathematics won the II Prize.
- An orientation programme was organised for the volunteers on 25.09.2017.
- As part of the NSS Day celebration an awareness programme was conducted on 26.09.2017. Dr.S.Padmanathan, M.D, Siddha, Assistant District Medical officer, Govt, Head Quarters Hospital, Nagapattinam, enlightened the students about how to protect ourselves from Dengue on 05.01.2018, 7 NSS volunteers participated in the VOLSSPL 2018 a State level cultural meet jointly organised by the NSS unit of Bharathidasan University and Bishop Heber College, Trichy.
- Our volunteers took part in the awareness rally organised by the District Social Welfare department on 24.01.2018. In connection with “Voters day” celebration, District Collector, Nagapattinam organised a rally on 25.01.2018, to create awareness about the importance of casting vote. 136 NSS volunteers took part in the rally.
- Our NSS unit conducted a 7 day camp on “The Youth for Cleanliness” at our adopted village, Anthanapettai, from 05.03.2018 to 11.03.2018.

#### **Red Ribbon Club**

- The Red Ribbon club organised a seminar on “Society without AIDS” to bring awareness about AIDS on 08.12.2017. Dr.V.Vignesh, District T.B.Medical Officer, Mr.K.Sakthivel, District Supervisor (TANSCAS), Mr.N.Senthil Kumar, Counsellor (ICTC) Govt Hospital, Nagapattinam were the resource persons.

#### **Rotract Club**

- Installation ceremony was held on 09.10.2017, Rotract Club of Nagapattinam organised a ‘Traditional food preparation Competition’ as a joint venture with Inter Wheel club and Ladies Club. of Nagapattinam in our College on 11.10.2017.

## EXTENSION ACTIVITIES

### Departmental Extension Activities Under Village Adoption Scheme At Adopted Village – Anthanapettai

S.No	DATE	Name of the Department	Name of the Activity	Place	Beneficiaries
1.	05.10.2017 FN	EXNORA and Environmental Education club	Temple Cleaning by the Students	<b>Anthanapettai</b>	Village people
2.	05.10.2017 AN	EXNORA and Environmental Education club	Dengue fever awareness programme	<b>Anthanapettai</b>	Village people
3.	20.12.2017	BBA	First Aid demonstration and Awareness programme on the importance of Traditional foods	<b>Anthanapettai panchayat Middle School</b>	<b>Anthanapettai Middle School Students I to VIII std students</b>
4.	28.12.2017	Bio-Chemistry	Awareness programme on the linking of Aadhaar Number with documents	<b>Anthanapettai</b>	Village people
5.	05.01.2018	Physics	Road safety week celebration	<b>Anthanapettai</b>	Village people
6.	10.01.2018	Tamil	Thiruvalluar Day celebration	<b>Anthanapettai</b>	150 Students
7.	25.01.2018	Commerce	Voter's Day Awareness programme	<b>Anthanapettai</b>	Village people
	5.02.2018 to 07.02.2018 & 19.02.2018 to 23.02.2018	Commerce	Coaching class to XI & XII Students	N.D.H.S School Nagapattinam	XI & XII Students N.D.H.S School Nagapattinam.
8.	02.02.2018	Economics	Teaching of Ornamental jewel preparation	<b>Anthanapettai</b>	20 Self heap group and 35 Economics students
9.	07.02.2018 - FN	Zoology	World Cancer Day Awareness programme	<b>Anthanapettai</b>	36 Students and 2staff members
10.	07.02.2018 - AN	EXNORA and Environmental Education club	Importance of Medicinal plants	<b>Anthanapettai</b>	Village people

11.	16.07.2018	History	Mr.K.Kamaraj “ The Great Visionary of Education”	<b>Mr.S.Ramalingam, Head master, panchayat Union School, Anthanapettai</b>	Students
11.	09.03.2018	History	Historical Exhibition	<b>Anthanapettai</b>	Village people
12.	13.03.2018	Chemistry	World Water Day celebration	<b>Anthanapettai</b>	Village people
13.	23.06.17 to 14.09.17	Computer Science	Online Training	<b>Online Browsing Centre, College Campus</b>	II year Non Major Students
14.	15.07.17 to 25.08.17	Computer Science	Free Computer Education Training on office Automation and Basics of Internet	<b>Computer Science Lab</b>	<b>III year Zoology Student</b>
15.	01.07.17 to 31.07.17	Computer Science	Consultancy Services Voter ID	<b>Computer Science Lab</b>	<b>All major I Year student who not having voter ID</b>
16.	12.02.18	Computer Science	Adding family details in the Election Website through online	<b>Computer Science Lab</b>	<b>Nagapattinam District peoples</b>
17.	12.02.18 To 10.04.18	Computer Science	Free Computer Education Training on office Automation and Basics of Internet	<b>Computer Science Lab</b>	<b>Faculty of ADM College for Women</b>

## Criterion - IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	26 Acres	-	-	26 Acres
Class rooms	64			
Laboratories	16			
Seminar Halls	7			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		10		
Value of the equipment purchased during the year (Rs. in Lakhs)		22,41,080	UGC	
Others		1,14,990	UGC & others	

#### 4.2 Computerization of administration and library

- Partial automation of administration.
- The Library is fully computerized and bar-coded, online public access catalogue, bar-coded user entry, bar-coded circulation system.
- Administrative section is equipped with computers and Internet facility with Wi-Fi Connections.
- Bio-metric system is installed to verify the Staff Attendance(Teaching and Non-Teaching)

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	33,780	52,446	287	41,227	34,067	93673
Reference Books	2520	-	23	-	2543	-
e-Books	13,476	-	2802	-	16,278	-
New Journals	-	-	15	49,260	15	49,260
Journals	102		78	2,05,390	111	2,05,390
e-Journals	2402	-	709	-	3111	-
Digital Database	20	-	-	-	20	-
CD & Video	257	-	-	-	257	-
Others (specify)	8812	-	-	-	8812	-

#### 4.4 Technology up gradation (overall)

	<b>Total Computers</b>	<b>Computer Labs</b>	<b>Online</b>	<b>Browsing Centres</b>	<b>Computer Centres</b>	<b>Office</b>	<b>Departments</b>	<b>Others</b>
Existing	302	170	20	12	45	14	14	27
Added	2	-	-	-	-	1	1	-
<b>Total</b>	<b>304</b>	<b>170</b>	<b>20</b>	<b>12</b>	<b>45</b>	<b>15</b>	<b>15</b>	<b>27</b>

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

- MS Office Training Programme was organized to the Staff Members (Teaching and Non-Teaching) to update their computer skill
- Internet and web design tally training to non computer science students was offered.
- BASIC Programming in computer is offered to the students as certificate

#### 4.6. Amount spent on maintenance in lakhs:

i) ICT	Rs.2,88,545/-
ii) Campus Infrastructure and facilities	Rs.2,35,137/-
iii) Equipments	Rs.10,90,265/-
iv) Others	Rs.1,14,990/-
<b>Total:</b>	<b>Rs.17,28,937/-</b>

**Criterion – V**

**5. Student Support and Progression**

**5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

- Mentor and Tutorial system is functioning.
- Grievance Redressal cell is functioning.
- Book bank facility is available.
- Anti-Ragging committee is functioning.
- Details about courses and fees structure are provided through college calendar.
- College Prospectus gives details about the college and code of conduct.
- College Notice Board to display events and circulars.
- Importance announcements are given in the assembly
- Announcement through web site.
- Group SMS package scheme is implemented for the benefit of the students.

**5.2 Efforts made by the institution for tracking the progression**

- CIA.
- Progress Report.
- Semester system is followed.
- Academic performance review meeting is arranged.
- Feed Back collected from the students.
- Regular result analysis is done.

**5.3. (a) Total Number of students**

UG	PG	Ph. D.	Others
1615	182	10	24

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

1
---

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

-
---

No	%
-	-

Men

No	%
	100

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
10	392	05	1454	01	1862	11	383	05	1422	-	1832

Demand ratio 1:1.37

Dropout UG – 10.18, PG – 5.18



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

- Certificate Course on Objective English for Competitive Examinations is offered.
- Mathematics for Competitive Examinations is offered as non-major elective.
- Soft skill and communication skill training is given.
- On line examination centre is functioning.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

- Mentor/ Tutorial-ward system for all UG and PG students
- Counselling Cell organizes Seminars and counselling programmes for personal and academic problems of the students.
- Career oriented certificate courses are offered to all UG students through career guidance and placement cell.

No. of students benefited

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
6	540	540	-

5.8 Details of gender sensitization programmes

- Women centered programmes were organized.
- Women Cell organizes awareness programmes.
- Three days college bazaar organized by Nagapattinam women development organization and women cell of our college to help the women entrepreneurs.

## WOMEN CENTERED PROGRAMME

Women cell and Legal Aid club jointly organized an awareness programme as part of World Mental Health Day on 10.10.2017. Women's day was celebrated on 08.03.2018 by the Women Cell Mrs. M Manimegalai Muthamizh Nangai, Government Higher Secondary School Nagapattinam was the Chief Guest.

NAME OF THE DEPARTMENT	DATE	TOPIC	RESOURCE PERSON
Economics	10.10.2017	World Mental Health day	Thiru.G.Raja, B.L., Chairman/District Judge, Permanent Lok Adult, Nagapattinam. Thiru.K.Ravi,M.A.,M.L., Secretary/Sub Judge, District Legal Services Authority, Nagapattinam
Zoology	5.07.2017	Women's day Celebration	Dr. N. Manimekalai
Tamil		Tamil Association to conduct Bharathiyar Birthday Celebration	Dr. Rajakalaivani, M.A.,M.Phil,M.A,Ph.D
Chemistry	19.07.2017	Nutrition	Mrs.Anitha Godson

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	<b>Number of students</b>	<b>Amount</b>
Financial support from institution	1	Rs.12,497/-
Financial support from government	1534	Rs.41,53,404/-
Financial support from other sources	343	Rs.98,990/-
Number of students who received International/ National recognitions	-	-
Rajiv Gandhi National scholarships for Research	-	-

### 5.11. Student organised / initiatives

Fairs: State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

- College Union, Cultural programme
- Voter's day celebrated.
- Talent's Day
- Teacher's day
- Fresher's Day
- Farewell Day
- Pongal and inter Departmental fine arts competitions to exhibit their talents
- Cultural and literary activities

5.12 No. of social initiatives undertaken by the students

- Tsunami Memorial Day
  - NSS Day
  - Women's day
  - Dr. A.P.J. Abdul Kalam's Birthday
  - AIDS awareness day

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

- Well water connection in Annexure I building is replaced with good bore water.
  - As per the wish of our college athletes outdoor stadium is under construction

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### **VISION**

- To empower women through higher education.
- To Provide Quality higher Education blended with technical skill endow the nation with resourceful human resource.
- To mould the students into disciplined, dutiful and devoted citizens of the nation

##### **MISSION**

- To provide quality education in all the programmes from undergraduate to post-Graduate and from M.Phil to Ph.D.
- To inculcate discipline, morals and values of the life among the students.
- To provide peaceful and conducive learning atmosphere.
- To instil a high standard of professional conduct and ethics among the staff and students.
- To extend the educational horizon with technical vistas.

6.2 Does the Institution has a management Information System

YES

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

#### 6.3.1 Curriculum Development

- Curriculum is updated and new academic programmes are introduced.
- Curriculum has relevance to the regional and national developmental needs.
- Short term Certificate courses are introduced to enhance the employability potentials of the students.
- Soft skill and Value added courses are offered.
- Curriculum also includes courses that hone the entrepreneurial skills of the students.
- Curriculum internal auditing was done.
- Board of studies meeting is conducted every year.
- Academic performance review meeting is arranged to enrich the curriculum.
- Curriculum is revamped periodically based on the feedback from the students about the curriculum.

### 6.3.2 Teaching and Learning

- Orientation programme for the fresher's is organized.
- Bridge course is conducted to the I year UG students.
- Remedial coaching is provided to the needed students.
- Coaching classes are conducted to the slow learners to improve their academic performance.
- Modern and innovative teaching methods are adopted by the faculty.
- Tutorial system is followed to monitor the academic progress of the students.
- Students are motivated to participate in group discussions and present papers in seminars and conferences.

### 6.3.3 Examination and Evaluation

- Semester examination results are published in the college website within 15 days.
- Transparency is maintained in the evaluation process.
- Instant Examinations are conducted for the final year UG candidates who failed in one subject in sixth semester.
- The examination system is fully computerised.

### 6.3.4 Research and Development

- Staff and students are motivated to pursue research and to apply for research projects.
- Staff members are encouraged to organize seminars, conferences and to apply for research projects to various funding agencies.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- The Library is fully computerized and bar coded.
- On line Public Access Catalogue, bar coded user entry and bar coded circulation system is followed.
- Video conferencing facility is available in audio visual room.
- CRT Monitors are replaced by LED Monitors.
- Moodle, Wi-Fi enabled LCD Projectors in the seminar halls are available.
- CC TV surveillance is installed within the campus.
- Bio-metric attendance for staff members.
- Online Examination coaching centre for students.

### 6.3.6 Human Resource Management

- Faculty development programmes are organized periodically to develop good human resources.
- Staff members are encouraged to attend in- service training programmes, orientation/ Refresher courses and faculty development programmes organized by other institutions to improve their classroom performance and to use modern teaching aids.
- The part –V and other extension activities aim at developing civic responsibility among the students and help them to realise their responsibilities to their fellow human beings.

### 6.3.7 Faculty and Staff recruitment

- Strictly adheres to the norms of the State Government, Directorate of collegiate education and UGC.
- Staff members are appointed by the management in the aided section in case of vacancies created by retirement, maternally leave and medical leave.
- In the self financing section also adequate staff are appointed by the management as and when need arises.

### 6.3.8 Industry Interaction / Collaboration

- The Industry Institute cell functioning in the college has planned to bridge the gap between theoretical and practical aspects of the curriculum and to offer hands-on-training.
- The college has also planned to enter into MOC with more industries in future .

### 6.3.9 Admission of Students

- Strictly adheres to the norms of Government applicable to Aided institutions.

### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>• Health Insurance</li> <li>• Group Insurance Scheme</li> <li>• Orientation,</li> <li>• Celebrations-Teacher's Day</li> <li>• Staff benefit fund</li> <li>• Contributory Provident Fund for Staff in the un Aided Stream</li> <li>• Festival advance to Staff in the un Aided Stream</li> <li>• Employee State Insurance</li> <li>• Fee Concession to the wards of Self Financing teaching Staff</li> <li>• Staff in the Self Financing Section are given an incentives of Rs.3000/- after receiving Ph.D</li> </ul>
Non teaching	<ul style="list-style-type: none"> <li>• EPF</li> <li>• Employee State Insurance</li> <li>• Group Insurance Scheme</li> <li>• Admission preference to staff children</li> <li>• Fee Concession to the wards of Non- teaching Staff</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Library loan book</li> <li>• Book bank Department Library books</li> <li>• Student Aid Fund</li> <li>• Student Benefit Fund</li> <li>• Free medical checkups</li> <li>• Financial assistance from the management</li> <li>• Counselling</li> <li>• Fee Concession for hostellers</li> <li>• Scholarships</li> <li>• Group Insurance Scheme</li> <li>• Group SMS Scheme.</li> </ul>

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	-	Yes	IQAC
Administrative	Yes	AG-Chennai RJ,TNJ	Yes	Varadharajan & Co Nagapatinam &Vishwanathan & Co Madurai

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

- Instant Examinations are conducted for the final year students to help them to pursue their higher studies without any break.
- Arrear Examinations are not clubbed with the regular Semester Examinations. They are conducted separately to lessen the burden of the students.
- Transparency is maintained in the entire evaluation process.
- Students can get the Xerox copies of their answer scripts by paying the fee fixed.
- Results are published Online.

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

6.11 Activities and support from the Alumni Association

- Alumni association conducts a special meeting on Graduation Day.
- Alumni who are working as Staff have donated a refrigerator to the College Canteen.
- Medals are given to the students by Alumnae during college day and convocation day celebration.
- Distinguish Alumni are also act as Board of Studies members of the departments to offer suggestions in curriculum designing.



#### 6.12 Activities and support from the Parent – Teacher Association

- Parents Teachers meetings are arranged by the Department to inform the academic performance and attendance of the awards.

#### 6.13 Development programmes for support staff

- Non Teaching staffs are given training in Computer Skills, by the Computer Science Department
- Basic computers skill was imparted to support staff.

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

- Usage of plastic is strictly forbidden in the campus
- Herbal Garden is maintained in the campus.
- Rain water harvesting structures were constructed in the College to increase the water table.
- The part V activity units organize a number of awareness programmes about Global Warming and stress the need for planting trees
- Corrosive chemicals used in the chemistry Laboratory like concentrated Hydrochloric acid, Sulphuric acid etc., are neutralised before they are disposed into the sewage pipes
- Exnora and Environmental Education club organize programme to stress the need for keeping the Environment clean and green.

## Criterion – VII

### 7. Innovations and Best Practices

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

- Job-oriented courses are included in the curriculum.
- Certificate courses are introduced for the I year, II year and III year UG students to enhance the employability skills of the students.
- Short term Certificate Courses are offered by the Departments.
- New Journals were purchased for the benefit of the Research Scholars.

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

S.No	ACTION PLAN	ACTION TAKEN
1.	To apply for more fund to improve research activities	Faculty members are motivated to send proposals to the funding agencies.
2.	To organize International/ National Seminar, Workshop, Conferences	Proposals were sent to the funding agencies to organize International/ National Seminar, Workshop, Conferences.
3.	Efforts are made to develop academic linkage with research Centres.	To strengthen the industry- institute linkage, project work for a period of six months has been offered in PG curriculum. The linkages provide a wide exposure to the faculty in all fields.
4.	To establish a yoga centre to develop mental and physical health	Certificate Course in Yoga is introduced for the I year UG students. Students are motivated to join the Yoga Club to develop mental and physical health.
5.	New Journals to be subscribed to benefit the Students	15 new journals were purchased for the benefit of the students.

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

- Instant examinations are conducted for the final year students to pursue their higher studies without any break.
- Promotion of research culture among the staff.

*\*Provide the details in annexure - Annexure III attached*

7.4 Contribution to environmental awareness / protection

- EXNORA and Environmental Education club organize programmes to stress the need for keeping the Environment Clean and Green.
- Many awareness programmes are organized to point out the need for growing more trees and the need for conserving water and energy.
- Environmental Education is a compulsory Paper for the 1st year UG Students

7.5 Whether environmental audit was conducted?      Yes       No

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

**1. Institutional Strengths:**

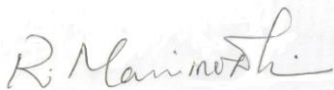
- Sincere and supportive Management sedulously striving for women empowerment.
- Dedicated and sincere team of teaching and administrative staff is an Asset to the Institution.
- Mentor system is in practice for the welfare of the students.

**2. Institutional Weakness and opportunities**

- Problems associated with first generation learners like lack of awareness about higher studies, lack of motivation.
- Most of the students from the rural background.

8. Plans for Institution for next year:

- To introduce more number of job oriented certificate courses.
- To motivate staff members to get funds for research activities.
- To organize more number of Seminars, Workshops and Conferences.
- To involve the students in Extension Activities.



Signature of the Co-ordinator, IQAC

**Name: Dr. (Mrs).R. Manimozhi**



Signature of the Chairperson, IQAC

**Name: Dr.(Mrs) L.Megala**

## ANNEXURE-I

### ACADEMIC CALENDAR 2017-2018

16.06.17 to 24.10.17	Odd Semester working days -92 days- 5hrs per day
16.06.17	Re-opening of College for Odd Semester- II and III year Students
24.07.17	Supplementary Examination for Final year Students
27.06.17	Last day for fee remittance for II and III UG &PG
28.06.17	Re-opening of College for I UG Students
03.07.17 to 13.07.17	Library Orientation Programme for I UG Students
31.07.17	Last date-Admission for UG courses
July Last week – August First Week	Arrear Examinations
02.08.17	Re-opening of College for I year PG Students
07.08.17 & 08.08.17	Bridge Course for I Years
10.08.17	Last date-Admission for PG courses
17.08.17	Last date for receipt of filled in application form without fine
22.08.17	Last date for receipt of filled in application form with fine
29.08.17	Commencement of Mid Semester Examination
06.09.17	Inauguration of College Union
09.10.17	Commencement of Model Examination
24.10.17	Last working day Odd Semester
25.10.17 to 03.12.17	Winter Vacation
01.11.17	Commencement of Odd Semester Examination
04.12.17 to 16.04.18	Even Semester working days -92 days- 5hrs per day
04.12.17	Reopening college for even semester

14.12.17	Last date for receipt of even semester fees
28.12.17	Last date for the receipt of filled in application for UG,PG exam fees without penalty
04.01.18	Last date for the receipt of filled in application form and examination fee with penalty
05.02.18	Commencement of Mid Semester Examination
19.02.18 to 21.02.18	College Day and Convocation Day (Tentative)
February Last week – March First Week	Arrear Examination
07.03.18	Commencement of Model Examination
March Last Week	Project Viva
06.04.18	Thiruvilakku Pooja
11.04.18	Board of Studies Meeting
16.04.18	Last working day Even Semester
17.04.18	Summer Vacation
20.04.18	Commencement of Even Semester Examination

## ANNEXURE-II

### A.D.M.COLLEGE FOR WOMEN (AUTONOMOUS), NAGAPATTINAM

#### Course feedback from out gone students

(2017-2018)

Students Feedback regarding Course Content, Learning Resources, Continuous Internal Assessment, Quality of Teaching and Examination pattern were collected.

- 98% of the students felt that the curriculum was useful and complete.
- 99% of the students had stated that the syllabus was given at the beginning of the semester.
- 80.9% of the students felt that the syllabus was fully covered and 17% of them felt that only 75-90% of the syllabus was covered.
- 64.1% of the students were of opinion that the library facility available in the college excellent. 34.9% of the students felt that it was adequate and 1% felt that it was not adequate.
- 62.3% of the students were of the opinion that the digital library facility available in the college was excellent. 33.2% of the students felt that it was adequate and 4.5% felt that it was not adequate.
- 96.4% of the students were in favour of continuous internal assessment and 3.6% of them expressed the disapproval.
- 100% of the students were of the opinion that the teachers were impartial.
- 61.3% of the students felt that the examination pattern was excellent. 38.7% felt that it was good.
- 96.4% of the students felt that the approach of teachers was good.
- 88.7% of the students felt that the subject was taught through English and 11.3% felt that it was not taught through English.
- 88% of the students were fully satisfied with the practical classes.
- 76.3% of the students felt that the benefit through the curriculum was satisfactory. 23.7% of them felt that it was fair.

- 95.9% of the students were of the opinion that the curriculum was useful both in getting job opportunities and for people who want to become entrepreneurs and 4.1% of the students felt that it was not useful for both.
- 92.1% of the students were satisfied with the skill based courses offered and 7.9% of them were not satisfied with it.
- 78.4% of the students felt that the focus of the curriculum was on leadership and personality development and 21.6% felt that it was not so.

### **INFRASTRUCTURE**

- 58% of the students opined that class room and chair facility were good.29.7% of them felt that they were adequate and 12.3% felt that they were not adequate.
- 87.7% of the students were of the opinion that the laboratory equipments, computer facilities and other facility were satisfactory and 12.3% of the students felt they were not satisfactory.
- 94.4% of the students felt that the books and magazines available in the library were satisfactory and 5.6% felt that they were not satisfactory.
- 93.3% of the students were of the opinion that the facilities provided for sports and games and practice were satisfactory and 6.7% felt that they were not satisfactory.
- 87.2% of the students opined that the amenities like drinking water, sanitary condition and safety available in the college were satisfactory and 12.8% felt that they were not satisfactory.
- 46.2% of the students felt that the canteen facilities were satisfactory and 53.8% felt that they were not satisfactory.
- 94.4% of the students opined that the response they received from the administrative staff was satisfactory and 5.6% felt that they were not satisfactory.



**A.D.M.COLLEGE FOR WOMEN (AUTONOMOUS), NAGAPATTINAM**

**Alumnae Feedback about College**

**2017-2018**

<b>Sl.No.</b>	<b>Attribute</b>	<b>Excellent</b>	<b>Very good</b>	<b>Good</b>	<b>Average</b>	<b>Fair</b>
<b>1</b>	Campus Environment	39.7	32.4	26.5	0.2	0.2
<b>2</b>	Quality of curricular facility	33.3	36.3	28.9	0.5	-
<b>3</b>	Teaching standard	55.2	26.9	16.4	0.5	-
<b>4</b>	Quality of Lab Training	35.1	38.8	23.1	3	-
<b>5</b>	Amenities to students	38.2	39	18.4	4.4	-
<b>6</b>	Assessment & Examination System	40.1	44.1	15.3	0.5	-
<b>7</b>	Rate of the Teachers	50	28.7	20.6	0.7	-
<b>8</b>	Rate of the Institution	41.9	41.2	13.2	3.7	-
<b>9</b>	Public Perception of Institution	44.1	31.6	21.3	4.4	-
<b>10</b>	Placement effect of the College	44.1	33.1	16.2	6.6	-

## Feedback from parents

S.No	Contents	Excellent	Very Good	Good	Satisfactory	Not Satisfactory
1.	College Infrastruture	50	12.7	27.8	8.7	0.8
2.	Teachers have Thought well	56	28.8	12.8	2.4	-
3.	Library facilities	48	24	23.2	0.4	0.8
4.	Internet facilities	28	22.4	27.2	17.6	4
5.	Sports and other facilities	46.8	20.6	27	4.8	0.8
6.	College discipline	54.9	17.2	27.8	2.5	1.6
7.	Canteen facilities	23.4	11.3	22.6	29	13.7
8.	Place Opportunities	52.8	17.6	20.8	8.8	-
9.	Sanitary conditions	36.2	25.2	27	10.2	0.8
10.	Communication Skills development facilities	39.8	22.7	28.9	7	1.6
11.	Personality Development	46	23.8	24.6	4	1.6
12.	Feedback on ward Progress	48.1	21.4	25.2	5.3	1
13.	Overall rating of the college	46.8	25.4	22.2	4.8	0.8

## ANNEXURE-III

### Best practice of the Institution

#### 1. Instant Examinations

Instant examinations are conducted for the final year students to pursue their higher studies without any break.

#### 2. Students Benefit Fund

The Students Benefit Fund is operated with the contribution of the willing staff members to help the students at their time of need. A sum of Rs.95,000/- was given on loan basis to 340 students during the academic year 2017-18