



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution

A.D.M College for Women
(Autonomous)

- Name of the Head of the institution **Dr .R.Anbuselvi**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone No. of the Principal **9487570108**
- Alternate phone No. **04365 248118**
- Mobile No. (Principal) **9443601993**
- Registered e-mail ID (Principal) **admcnagai@yahoo.co.in**
- Address **No.1, College Road, Velippalayam,
Nagapattinam**
- City/Town **Nagapattinam**
- State/UT **Tamilnadu**
- Pin Code **611001**

2.Institutional status

- Autonomous Status (Provide the date of conferment of Autonomy) **07/10/2004**
- Type of Institution **Women**
- Location **Rural**

- Financial Status **Grants-in aid**
- Name of the IQAC Co-ordinator/Director **Dr .V.Renuga**
- Phone No. **04365 248118**
- Mobile No: **9443705419**
- IQAC e-mail ID **iqac@adjadmc.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)) <https://www.adjadmc.ac.in/iqac/AQAR2021-2022.pdf>

4.Was the Academic Calendar prepared for that year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://www.adjadmc.ac.in/academic_calendar.php

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	86.15	2004	16/09/2004	15/09/2009
Cycle 2	A	3.11	2011	16/09/2011	15/09/2016
Cycle 3	A	3.28	2017	12/09/2017	11/09/2022
Cycle 4	A	3.09	2023	21/08/2023	20/08/2028

6.Date of Establishment of IQAC **27/09/2004**

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
A.D.M College for Women (Autonomous) Nagapattinam has been recommended Financial support by DBT - Star College Scheme (2023)- The Department of Biotechnology, Ministry of Science & Technology, Government of India has sanctioned	DBT STAR College Scheme	DBT	17/10/2023	2.10 Crore

8. Provide details regarding the composition of the IQAC:

- Upload the latest notification regarding the composition of the IQAC by the HEI [View File](#)

9. No. of IQAC meetings held during the year **9 (nine)**

- Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10. Did IQAC receive funding from any **Yes**

funding agency to support its activities during the year?

- If yes, mention the amount
Rupees 30,000 (Thirty Thousand) to conduct NAAC sponsored National Seminar on SSR Preparation on Assessment and Accreditation under revised NAAC framework

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

- The External Academic Audit was conducted on 17th December 2022.
- Submitted IIQA and SSR to NAAC for 4th cycle during the month of Dec 2022 and May 2023 respectively. AQAR 2021-22 was uploaded to NAAC on 15.01.2023. Data for NIRF ranking and registration in AISHE portal were uploaded on 19th January and 15th February respectively.
- IQAC and R & D Cell in association with Bharathidasan University, Tiruchirapalli and Indian Social Science Academy, Allahabad, Uttarpradesh jointly organized the pre-congress National Symposium on "Indigenous Development in Research and its impact on 75 years of swaraj India" as a part of XLVI Indian Social Science Congress on 09.01.2023. 100 staff members of our college and 50 staff members from other colleges participated in this National Symposium.
- 5 Faculty Development Programmes on Assessment and Accreditation, Outcome Based Education, Research Methodology, Mentoring systems and Life safety and 2 Orientation Programmes for Administrative staff members and One Professional Enhancement training Programme for all the faculty members were conducted during 2022-23.
- Various proposals were sent to DST- SERB MATRICS, DST- FIST, DST- CURIE, DBT-STAR, TNSCST and TANSCHER during the Academic year 2022-23. 1 student project was sanctioned by TNSCST with Rs 7,500. 12 patents were filed by the Department of Computer Science and approved by Indian Patent Office.

12. Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
<p>To plan and document the Statutory and Non- Statutory meetings</p>	<p>IQAC convened 09 meetings (2022-23) to plan the following Academic activities like preparing Academic Calendar, Workload and Timetable, department activities, curriculum development, Preparation and submission of AQAR 2021-22 and SSR/DVV for the 4th Cycle NAAC visit, research.</p> <ul style="list-style-type: none"> • Prepared 135 e-content/ e-modules, • 33 Extra Credit and 32 Value Added courses are included in the curriculum. • 9 Short Term Certificate Courses were conducted for II UG students and organized Student Induction Programme (SIP) for the freshers. • DST- FIST , DBT-STAR, DST- CURIE proposals were shortlisted and called for presentation. <p>22 Planning and Evaluation Committee (PEC) meetings were convened by Principal with the Heads of the departments to plan and execute the Academic Activities as per the Schedule. Academic Council (AC) meeting was conducted to approve and ratify the syllabi framed for UG & PG (2021-24 batch and 2021- 23 batch respectively). General Body (GB) Meeting was conducted to plan, organise, implement and evaluate the academic programmes. College Committee (CC) meetings were convened to review the Academic and Administrative activities, IIQA and SSR preparation and make recommendations/ suggestions to the development of the college during the month of June and September 2022.</p>

<p>To organize Staff Training Programmes (Teaching and non Teaching Staff)</p>	<p>8 Faculty development programmes (6 for Teaching faculty and 2 for Administrative staff) were conducted during 2022-23. S.No Date Programme 1 01.10.2022 Faculty Development Programme on "Education as Service and Beyond" 2 29.10.2022 State level Workshop on " Patent Drafting and Filing" 3 16.11.2022 Orientation to Administrative Staff 4 03.12.2022 & 10.12.2022 Orientation / Training Programme for Administrative Staff 5 09.01.2023 Pre Congress National Symposium on Indigenous Development in Research and its impact on 75 Years of Swaraj India 6 08.02.2023 FDP on First Aid and Life Safety measures 7 15.03.2023 Workshop on "Design Thinking, Critical Thinking and Innovative Design" 8 04.02.2023 Professional Enhancement Training Programme " AI in EI world"</p>
<p>Efforts to promote Research Activities • To apply for Research projects / Patent / Copyrights • To Strengthen the consultancy / MOU/ Linkages</p>	<p>In the Academic year 2022-23 various proposals were sent to DST- SERB MATRICS, DST- FIST, DST- CURIE, DBT-STAR, TNSCST and TANSCH. ? DST - FIST "PG College proposal - Level A" were sent to Ministry of Science and Technology on 10.08.2022. The project proposal was shortlisted and the Principal Investigator Dr.R.Anbuselvi, Principal completed ppt presentation at University of Calicut. ? The DST - CURIE 2023 proposal was submitted by PG Science Departments for promoting R&D and was shortlisted for presentation and Principal completed ppt presentation on</p>

13.09.2023. ? Four proposals were sent by the PG Students to TNSCST on 29.08.2022 and 1 student project (M,Sc Mathematics) was sanctioned with Rs. 7500. ? On 01.06.2022, DBT STAR college Proposal was submitted to develop laboratory and infrastructure facilities and college has been selected for DBT STAR college scheme for three years from 2023. ? On 16.08.2022 , a proposal was submitted on "Commercial cultivation of Traditional Paddy variety Poongar and Thanga Samba in Orathur Rural Area for Sustainable Livelihood Development in Nagapattinam District, Tamil Nadu, Southern India" under SEED division of STI Hub for SC Community to Ministry of Science and Technology Government of India seeking Rs.2,57,15,144 (waiting for result) ? On 18.08.2022, 12 Proposals were sent to TANSCH seeking Partial Financial Assistance for conducting Seminar (5), Conference (5) and Workshop (2). Seed money for two faculty members were provided to publish articles in peer reviewed journals. Patent: Department of Computer science successfully filed 12 patents in the month of August 2022. MOU: ? NASSCOM IT-ITes sector skills council for Skill Development Training in emerging technologies. ? Sendhi Nadar College, Virudhunagar ? Kerala Mathematical Association, Kerala ? MS Swaminathan Foundation, Poompuhar ? AVVM Sri Pushpam College (Autonomous) Poondi ?

	<p>Shalom Info Tech, Tiruchirappalli ? C.A TamilSelvi Associates, Nagapattinam Consultancy: ? Sales of Phenol, Soap Oil, Hand Wash under IIC Linkage: ? Central University, Thiruvarur ? District Employment Office, Nagapattinam ? Sri Amman Bio Care, Thanjavur. ? Sea Breeze Aqua farm, Nagapattinam ? Public Library, Nagapattinam</p>
<p>To conduct Seminar/ workshop/ Conference.</p>	<p>IQAC and R & D Cell in association with Bharathidasan University, Tiruchirappalli and Indian Social Science Academy, Allahabad, Uttarpradesh jointly organized the pre-congress National Symposium on "Indigenous Development in Research and its impact on 75 years of swaraj India" as a part of XLVI Indian Social Science Congress on 09.01.2023. 100 staff members of our college and 50 staff members from other colleges participated in this National Symposium.</p>
<p>To upload/ register / enroll the college in NAAC/ AISHE / NIRF 2022 rankings</p>	<p>IIQA was submitted on 30.12.2022. AQAR 2021-22 was uploaded to NAAC on 15.01.2023. Data for National Institutional Ranking Framework (NIRF) 2022 to Ministry of Education Government of India was uploaded on 19.01.2023. IQAC registered the College in All India Survey for Higher Education (AISHE) portal on 15.02.2023. SSR 2017-22 was submitted on 08.05.2023. The College obtained 'A' Grade in cycle 4 by NAAC with 3.09 points.</p>
<p>To Encourage the Faculty members and students to register in</p>	<p>A committee has been formed to motivate students and staff</p>

MOOCs / SWAYAM / NPTEL	members to register in Online courses conducted by SWAYAM/NPTEL. 4 students and 3 staff member passed the NPTEL examination.
To promote Student Welfare Schemes. • Bridge course • Scholarship • Career Guidance • Student Aid Fund • Placement	<ul style="list-style-type: none"> • Student Induction Programme from 22.08.2022 to 27.08.2022. • 195 students got Moovalur Ramamirtham Scholarship. (Rs. 1000 per month) • 291 students received NSP scholarship. • PG Indira Gandhi scholarship for single girl child - 8 students • Post Matric Scholarship Schemes Minorities • Central Sector Scheme of Scholarships for College and University students- • 392 students received Pudhumai Penn Scholarship. • 340 SC/ST Welfare and 865 students received BC/MBC/DNC Scholarship. • Career Guidance Cell conducted Coaching Classes for 114 students to attend Staff Selection Coaching (SSC). • Incubation Centre/ Startups support
To enrich the Curriculum for Enhancement. • Inclusion of Extra credit and Value Added Courses. • Preparation of E-Module & E-Content.	<ul style="list-style-type: none"> • Extra Credit and Value added courses are added in curriculum. • 136 e-modules were recorded in the Video Capturing Centre of the college. 40 videos were scrutinized by the ASC (Academic Standing Committee) and uploaded in college youtube channel.
To obtain the feedback from the students through Student Satisfactory Survey (SSS).	Feedback was obtained from 1745 students through SSS during 2023.
To conduct Academic Audit	External Academic Audit was conducted on 17th December 2022.

13. Was the AQAR placed before the statutory body? Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Academic Council Meeting	01/02/2024

14. Was the institutional data submitted to AISHE ? Yes

- Year

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1.Name of the Institution	A.D.M College for Women (Autonomous)
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	<p>Development Training in emerging technologies. ? Sendhi Nadar College, Virudhunagar ? Kerala Mathematical Association, Kerala ? MS Swaminathan Foundation, Poompuhar ? AVVM Sri Pushpam College (Autonomous) Poondi ? Shalom Info Tech, Tiruchirappalli ? C.A TamilSelvi Associates, Nagapattinam Consultancy: ? Sales of Phenol, Soap Oil, Hand Wash under IIC Linkage: ? Central University, Thiruvapur ? District Employment Office, Nagapattinam ? Sri Amman Bio Care, Thanjavur. ? Sea Breeze Aqua farm, Nagapattinam ? Public Library, Nagapattinam</p>
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<p>To promote Student Welfare Schemes. • Bridge course • Scholarship • Career Guidance • Student Aid Fund • Placement</p>	<ul style="list-style-type: none"> • Student Induction Programme from 22.08.2022 to 27.08.2022. • 195 students got Moovalur Ramamirtham Scholarship. (Rs. 1000 per month) • 291 students received NSP scholarship. • PG Indira Gandhi scholarship for single girl child - 8 students • Post Matric Scholarship Schemes Minorities • Central Sector Scheme of Scholarships for College and University students- • 392 students received Pudhumai Penn Scholarship. • 340 SC/ST Welfare and 865 students received BC/MBC/DNC Scholarship. • Career Guidance Cell conducted Coaching Classes for 114 students to attend Staff Selection Coaching (SSC). • Incubation Centre/ Startups support
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Academic Council Meeting	01/02/2024				
14.Was the institutional data submitted to AISHE ?	Yes				
<ul style="list-style-type: none"> Year 					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2022-23</td> <td>15/01/2023</td> </tr> </tbody> </table>		Year	Date of Submission	2022-23	15/01/2023
Year	Date of Submission				
2022-23	15/01/2023				
15.Multidisciplinary / interdisciplinary					
<p>Skill based courses and non major elective courses are interdisciplinary in nature. Multidisciplinary programmes like Vocational Programmes (B.Voc. Software and Multimedia and B.Voc. Marine Food Processing) and seminars/workshops/ training programs have been introduced which enable the integration of humanities and science streams. UG & PG projects, Mini projects in the departments are interdisciplinary. Multidisciplinary component includes English, Languages - Tamil, Hindi, Arabic and French and capability enhancement courses -Human rights, Value education, Environmental studies, Women studies, Gender Studies, Cyber security and Digital security. All academic activities are</p>					

interdisciplinary. Value added courses and Extra Credit Courses are offered by all disciplines to enhance the employability/skill development/ entrepreneurship capabilities of students. Social service activities are initiated NSS, NCC, relevant clubs and committees in sensitizing students towards environmental, social and health issues.

16.Academic bank of credits (ABC):

The college has registered with the National Academic Depository (NAD) of MHRD from 2019. Multiple entry and exit are provided for Bachelor of Vocational Programmes; Diploma after first year, Advanced Diploma after second year; Degree on completion of third year of study The institution has MoU with several other institutions like A.V.V.M. Sri Pushpam College, Poondi, and industries like Sri amman Biocare (SAB) Research Centre, Swaminathan Research Foundation, Poompuhar, Kerala Mathematical Association , Ernakulam, for collaborative ventures. Students are encouraged to enroll and successfully complete courses through online platforms such as MOOC and Swayam, Courses to enrich their learning experience. Currently, they can earn extra credits through internship and projects in all UG and PG programmes. Departments have signed MoUs with Industries and Corporates in the form of Workshops, Training Programmes, Seminars and Internships.

17.Skill development:

Skill based courses and 28 value added courses are offered from 3rd Semester to 6th Semester for all disciplines. 10 Certificate courses is done in collaboration with Corporates/Industries. Placement training for soft skill is done in collaboration with many industries. Internship is offered for 13 UG and 3 PG Department students and Project is offered for 12 UG and 7 PG Departments. Life skills are provided in the form of Yoga, and Communication skills. Certificate Course on Multimedia is offered by the Department of Computer Science. Research skills are inculcated through individual and group projects for both UG and PG

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college offers one Indian language Tamil and three foreign languages French, Arabic and Hindi. Cultural ethos of Tamil Language is manifested in the celebration of great poets Bharathidasan vizha, Kanadasan 100th Birthday. Guest Lectures, Seminars and Competitions are organized by the Language and Major

Departments to foster the spirit of Language and Culture along with health fitness activities like yoga by the department of Physical Education.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Focus on Outcome based education (OBE): OBE was implemented inthe year 2019. The syllabus specifies the Vision and Mission of the Department, Program Education Objectives (PEO), Program Outcomes (PO), Program Specific Outcomes (PSO) and Course Outcomes (CO). Mapping is done between PEO's 2) PEOs with POs and 3) COs with POs/ PSOs. Self-study topics, Blended learning and beyond the curriculum has been incorporated in the syllabus. Field trips, Industrial/ Institutional visits, Internships and Projects are mandatory in all the departments.

20.Distance education/online education:

MOOC, SWAYAM/ NPTEL courses are optional for all the PG students. Additional credits are given on the completion of the course. e-content prepared by the staff can be viewed through the Website and Youtube of the college. PPTs are available to students through Google classroom. The course materials are uploaded through OPTRA software through which students can easily download the study materials. Conferences/ Seminars are organized through Google meet, Zoom, Webex, YouTube, Go To meeting. Recording is done through Zoom, and G- Suite. Licentiate is obtained for 100 G-suite authorized users. Students can view their Syllabus, study materials and submission of Assignments through the website of the College.

Extended Profile

1.Programme

1.1 33

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1 1840

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2

568

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3

3316

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1

931

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2

116

Number of full-time teachers during the year:

Extended Profile

1.Programme

1.1 **33**

Number of programmes offered during the year:

File Description	Documents
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2.Student

2.1 **1840**

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2 **568**

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3 **3316**

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1 **931**

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	116
Number of full-time teachers during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.3	116
Number of sanctioned posts for the year:	

4.Institution

4.1	1121
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	

4.2	69
Total number of Classrooms and Seminar halls	

4.3	305
Total number of computers on campus for academic purposes	

4.4	1,93,18,574
Total expenditure, excluding salary, during the year (INR in Lakhs):	

Part B

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 are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

As per the guidelines of UGC, TANSCHER and affiliated University, institution formulates and integrates in the curriculum in view of skill sets and value based knowledge to impart quality higher education in all the programmes under CBCS system. The restructuring of the curriculum with POs, PSOs and COs are carefully drawn, based on the recommendations and suggestions given by the external experts, industrialists, alumnae in Board

of Studies and Academic Council. The implementation of outcome based education paves way towards the improvement of course structure in life skills, domain knowledge, value added courses, interpersonal skills, skill based electives, industry related courses, extra credit courses along with internships, field work and mini projects etc.,. Thus upgradation of the core, allied and elective courses prove the conformity to the essential outcomes in various areas bearing the relevance to the local, regional, national and global needs.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	https://www.adjadmcollege.ac.in/igac_portal2023/Criteria/?dir=Criteria%20I%2F1.1%20Curriculum%20Design%20and%20Development

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

23

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

322

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

322

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

23

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Integration of cross-cutting issues in tune with the vision and

mission of the college, focused on certain common courses like value education, soft skills, environmental studies and gender studies. These courses enable the learners to imbibe values, professional ethics and understand the importance of gender equality in the society. Departments are given autonomy to introduce courses on gender issues, sustainable environment, renewable energy, human rights and civic responsibilities. Departments organize several activities, workshops and seminars to complement the cross cutting issues taught in the class rooms.

Providing course in Environmental Studies help the students to realize the ongoing changes in the ecosystem.

Activities through various clubs, Part V extension activities are mandatory for UG programmes. These clubs and committees include, Rotaract club, NSS, NCC, EXNORA, Women Cell, Human Rights Cell, Anti Ragging committee aim at abolishing social evils, creating professional ethics and sustainability environment among the students.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

38

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

1284

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

1084

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

B. Any 3 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://www.adjadmcollege.ac.in/igac_portal2023/Criteria/?dir=Criteria%20I%2F1.4%20Feedback%20System
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://www.adjadmcollege.ac.in/igac_portal2023/Criteria/?dir=Criteria%20I%2F1.4%20Feedback%20System
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

690

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

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

690

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The institution has implemented the system of mentorship and mentors are deputed to look after the academic progress and well-being of the mentees. They identify the strength and weakness of the students, during their assessment sessions and categorize them into slow and advanced learners.

Advanced learners are guided to opt the training programmes, undertake leadership role in students council appearing for

competitive examinations, paper presentation in seminar, motivating to appear for university ranks and honouring them with medals during Annual Day and Graduation Day celebration. Special coaching for attending NET, SET Examination, registering in on-line course like SWAYAM, MOOC, NPTEL etc.,

Slow learners are specially taken care by the class in charge staff members through the conduct of remedial classes, giving extra test and assignments to enhance their ability and knowledge in understanding the course materials and improve their performance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.adjadmcollege.ac.in/igac_portal2023/Criteria/?dir=.%2FCriteria%20II%2F2.2%20Catering%20to%20student

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
31/05/2023	1840	116

File Description	Documents
Upload any additional information	View File

2.3 - Teaching- Learning Process

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

To enhance the learning capability and skills of the students, faculty members adhere the innovative teaching methodology and student-centric approaches in the classes. All programmes have marks for tests, assignments, seminars, projects and practicals/ laboratory works. Besides students are encouraged to undertake internships, mini projects, organizing exhibition, college bazaar, poster presentations, industrial visits to promote experiential learning. In order to improve communication skills and generate new ideas, various programmes like student participation in journal club, speakers forum, extension

activities, outreach programmes are encouraged to bring hidden talents of the students with team spirit.

Thus experiential, participative and student centric learning methodology enhance their ability and capability during their learning period.

File Description	Documents
Upload any additional information	View File
Link for additional Information	https://www.adjadmcollege.ac.in/igac_portal2023/Criteria/?dir=Criteria%20II%2F2.3%20Teaching%20Learning%20Process%2F2.3.1%20Student%20Centric%20Methods

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

Number of teachers using ICT : 116

All faculty use ICT enabled tools for effective teaching and learning process. They are using ICT enabled classrooms and students are exposed to innovative learning technology. Institution has one smart class, eight ICT enabled class rooms with LCD Projectors and one media centre with recording facilities. Faculty members have updated their knowledge to improve teaching learning process through online courses on MOOC and SWAYAM. Besides teaching, post study materials e-content modules and online subject links helps the students to download the necessary materials through college website.

Blended Learning : College library provided access to e-learning materials like e-books, e-journals, e- resources include Inflight, N-Lists, DELNET and NDL. Internet access and wifi enabled facility in the campus helps to play educational videos, online NPTEL videos, preparing e- contents and uploading in the college website. Subscription of G-Suite helps in effective use of Google Form, Gmail and other services. College has its official Website, Facebook page and WhatsApp groups which are updated and used on a regular basis. Apart from regular programmes, online lectures, seminars, quizzes, alumni meet etc., are regularly conducted. Through this platform, the course materials, course mapping, students enrollment, teaching plan, academic plan, exam schedules, attendance are monitored. UG and

PG Students of Computer Science and Computer Applications are given Internship in both Online and Offline mode. FDP / Workshops with hands on training using are provided by inviting experts from Multimedia Field.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://www.adjadmcollege.ac.in/e-content.php
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

94

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

IQAC and the calendar Committee work together in preparing the academic calendar, towards the closure of every academic year. All the Heads of Departments, COE and Co-ordinators of various activities are consulted and decide the working days of the odd and even semesters as per the norms. All the faculty members schedule their teaching plan approved by HOD with a detailed plan on assignments, tests, quiz and seminar

The institution distributes Hand books to all the students and faculty members, which contains details of the academic , co-curricular and extra-curricular activities month- wise.

The academic calendar consists of the details regarding the schedule of the continuous formative assessment tests, prescribed minimum 180 instruction days, day order pattern per week, scheme of examinations with title of the paper, last day for fee remittance, Commemoration day of Founder.

The departments prepare their own Academic Calendar by keeping in mind all the curricular, co curricular, extension activities, dates / days are allocated to conduct the programmes in co-ordination with the college academic calendar. It covers, the dates for speaker forum, Journal club, Association, Field trip, Workshop, Seminar & internship, the dates of commencement of examinations. Department timetable is prepared by the respective department, facilitating the teachers to allot sufficient time for the teaching of each course as per the workload allotted by the University.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

116

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	View File

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

57

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time

teachers' total teaching experience in the current institution)

16

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms**2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year**

8

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

19

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	View File

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

Examination Procedures: Evaluation of Students performance in examinations is done in two phases, namely Continuous Internal Assessment and Semester Examinations. Choice Based Credit System pattern of Examination System is followed. The performance of a student in each course is evaluated in terms of grade points and

also provided with the equal percentage of marks.

Transparency, Revaluation and Retotalling : Application for Transparency shall be made within 7 days and Revaluation/ Retotalling of the answer script is also permitted and shall be made 10 days after the publication of results. The Mark Statements issued by the COE office are made more secured. Cumulative Statement of Marks is printed in special security paper TESLIN with fourteen security features.

Processes Integrating IT: The COE Office is fully computerized with the Examination Processing Software for the entire work flow. The CIA marks are received through online Student Portal and the SE marks are entered by the external examiners through LAN connectivity at the College valuation centre. The examination schedule is put up in the college website and the results are published through the website. Student Portal and Staff Portal enable Student's attendance, Continuous Internal Assessment and Staff Particulars like classes handled, Portions covered, tests, Quiz, Seminar, Assignments. Students can view their profile, hall ticket, Timetable, CIA and result through the student portal by login to their account. General circulars can be shared through the Student Portal, Website and Mass SMS. The Exam Application, Rank Certificate Application, Revaluation / Retotalling / Transparency forms are available online.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.adjadmcollege.ac.in/igac_portal2023/Criteria/?dir=Criteria%20II%2F2.5%20Evaluation%20Process%20and%20Reforms%2F2.5.3%20Marks%20Changes%20after%20Revaluation

2.6 - Student Performance and Learning Outcomes

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

Outcome Based Education is student centric teaching through which the curriculum, course delivery and assessment are planned with a view to attain the stated objectives and outcomes (goals). Teachers and students are aware of the stated programme and course outcomes of the programme. College focuses on the outcome of the students with nurturing the values of a

responsible Indian citizen and these outcomes have been prepared very meticulously through feedback mechanism. All these outcomes are shared with students and also informed to stake holders. Learning outcomes form an integral part of college vision, mission and objectives. The program outcomes and course outcomes are clearly made known to the students. Programme Outcomes: It is developed, according to the core and objectives based on the mission of the college to mould the graduates. Programme Specific Outcomes: It is describing the skills which the graduates can possess after undergoing the programme.

Course Outcomes : The objectives of each course in all the UG/ PG/ Research programmes are drafted and presented in the curriculum structure in detail by the Board of Studies of each department in consultation with all the stakeholders and formulate the Programme Specific Objectives and Course Objectives, following the norms of autonomy. The Academic Council carefully exercises its power to implement the POs, PSOs and COs of all the programmes. Communication Methods: The curriculum with POs and PSOs are displayed in the college website for reference of all stake holders.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	https://www.adjadmcollege.ac.in/iqac_portal2023/Criteria/?dir=Criteria%20II%2F2.6%20Student%20Performance%20and%20Learning%20Outcomes%2F2.6.2%20Attainment%20of%20POs%2CPSOs%20and%20COs

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Response:

The course outcomes are measured in terms of the performance of the students and the programme outcomes of the college consists of certain strategies for shaping the graduates in their proficiency, societal responsibility, professionally ethical and communicatively expressive.

Evaluation of the Learning Outcomes:

- The resources like faculty, library, labs and ICT tools are adopted for effective course delivery.
- The outcomes are assessed and measured to identify the extent to which the goals are accomplished.
- The learning outcomes are measurable and using the action plan (Blooms Taxonomy) to acquire as a result of completing their programme of study.

Attainment of COs and POs

COs' attainment level is assessed based on the Continuous Internal Assessment and Semester Examinations. Attainment of COs in a course is set as 25% from CIA (inclusive of Assignments (3), Seminar (2), Quiz/Group Discussion (5), Test (15) and 75% for end Semester Examination.

Assessment for Practical course is set as 40% from CIA (Mid-Semester(10), ModelExam(10), Practical Skill (10), Record Work (5), Attendance (5) and 60% for end Semester Examination.

Attainment of PSOs

PSOs are assessed by the students' knowledge and skills from their performance in internships and doing projects. Effective feedback system, feedback collected from final year students and alumni enables the institution to evaluate the attainment of Programme Specific Outcomes

POs and PSOs are mapped with COs to get the overall average results and to know her attainment level of PSOs.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.adjadmcollege.ac.in/igac_portal2023/Criteria/?dir=Criteria%20II%2F2.6%20Student%20Performance%20and%20Learning%20Outcomes%2F2.6.2%20Attainment%20of%20POs%2CPSOs%20and%20COs

2.6.3 - Pass Percentage of students**2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution**

547

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	https://www.adjadmc.ac.in/igac_portal2023/Criteria/Criteria%20II/2.6%20Student%20Performance%20and%20Learning%20Outcomes/2.6.3%20Average%20Pass%20Percentage%20of%20Students1.pdf

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

<https://www.adjadmc.ac.in/naac/Criteria//2.%20Teaching-learning%20and%20Evaluation/2.7%20Student%20satisfaction%20survey/2.7%20Student%20Satisfaction%20Survey.pdf>

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

a. Research policy of the institution is stating the objectives of research, promotion of research activities, consultancy, responsibilities of scholars, research ethics, research culture among the research supervisor and researchers. This policy has been designed and uploaded in the college website. R & D cell of the institution monitors the research activities of the institution and streamlines it. It guides the innovative research projects of the faculty members. It identifies funding agencies like DST, DBT, UGC, FIST, TNSCST etc., to improve

Science laboratories and instrumentation lab.

b. Research Facilities:

- There are 15 research guides facilitating the intake of research scholars, both M.Phil and Ph.D.
- College Library provides necessary research materials both printed and e-versions.

Implementation:

- Curriculum of the college promotes research culture by mandating projects and internships in both UG/PG programmes.
- Faculty Development Programmes on research topics are regularly conducted and faculty members are encouraged participate in workshops and online courses to improve the research skills of the guides and scholars.
- Seven Eminent experts are invited to address the faculty members to give awareness on the key areas like funding, consultancy, research methodology, proposal writing and publishing research articles.
- R&D cell and IQAC initiated all the science departments to send proposals to CURIE, FIST, TANSCH, TNSCST, NAAC, FIST , DST, DBT-STAR for the laboratories development in both UG/PG Programmes.
- Management awards seed money to motivate the faculty members to involve in research
- IPR cell assist the researcher in applying for patent and 12 patents have been published.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://www.adjadmcollege.ac.in/research/research-policy.pdf
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0.11

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

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

8

File Description	Documents
e-copies of the award letters of the teachers	View File
List of teachers and details of their international fellowship(s)	View File
Any additional information	View File

3.2 - Resource Mobilization for Research**3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)**

7500

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

1

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

17

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

1

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	Nil
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

College has created a system for research promotion, entrepreneurship, community orientation and incubation etc.,. The Institution has Constituted a research committee to identify the various funding agencies to promote research and assist the R & D Cell to submit various proposals to Central, State and private agencies.

- Provided SEED MONEY to the researchers to publish articles in the refereed journals like SCOPUS/ web of Science etc.,
- Set up the IPR cell and IIC and organized workshop on the topics like IPR, Patent applications
- 12 patents have been filed by the faculty members of Computer Science departments.
- Eleven departments have signed MOU with industries, institution and University.
- Conducted entrepreneurship development programmes by inviting successful entrepreneurs and gave training to the students in preparing soap oil, phenyl, arts and crafts, tailoring, beauty therapy, vermiculture, sea food processing etc.,
- In order to inculcate community orientation in the minds of students, practical exposure is given every year by organizing college bazaar. Students get an opportunity to display their self-made products for sales and generated income by exhibiting their start up ideas.

Student Skill Initiative Programme provides opportunity to all first and second year students to select the courses of their own choice to acquire skill and empowerment. The Courses like Journalism, Integrated Live Stock Management, Life Saving & First Aid Training, Travel Management & Tourism, Fashion Technology, Fashion Technology and Beautician & Digital

Marketing are offered. Every year around 600 students are benefitted.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.adjadmc.ac.in/igac_portal2023/Criteria/Criteria%20III/3.3%20Innovation%20Ecosystem/3.3.1%20Reports%20of%20the%20Seminar%20on%20Research%20%26%20IPR%20Cell.pdf

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

16

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	View File

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

B. Any 3 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year**3.4.2.1 - Number of PhD students registered during the year**

0

File Description	Documents
URL to the research page on HEI website	https://www.adjadmc.ac.in/research_guides.php
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

53

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

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.adjadmc.ac.in/departments/english/publications.php

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

33

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University**3.4.6.1 - h-index of Scopus during the year**

3

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

3.5 - Consultancy**3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)**

1.42

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

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

1.07

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

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

College imparts value based education to the students to understand the reality of the society. The college to community outreach programme is an integral part of the curriculum in addition to part V and extension activities attended by the students.

ADM College has two NSS units which actively involved in Blood Donation camps, Health Check-up Camps, Eye Check up Camps and Covid 19 Vaccination camps in the college premises and adopted village. They participated in road safety programme organized by the District collector office and create awareness on traffic rules and road safety among the public. During this last five years students regularly visited the adopted village and five organized special camps for 10 days every year. They regularly monitor the socio-economic conditions, health and sanitary issues and environment cleanliness for the betterment of the village people.

- The NCC unit of the college is actively involved in the activities like RDC Selection camp, IUC selection camp, TSC selection, Firing camp, Voters day, International yoga day, Anti drug programme, Tree plantation and Vaccination awareness programme for the benefit of the students and the people in the adopted village.
- The Volunteers of YRC, RRC, Rotract and EXNORA were

provided with an opportunity to serve the public and get sensitized with the social issues, guided by the coordinators to do activities for achieving its goals and objectives. Thus all departments undertakes social outreach activities in the adapted village, which are moulding the students to shoulder the responsibilities with ease.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.adjadmcollege.ac.in/igac_portal2023/Criteria/?dir=Criteria%20III%2F3.6%20Extension%20Activities%2F3.6.1%20Extension%20Activities

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 the year

8

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

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

115

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

8034

File Description	Documents
Reports of the events	View File
Any additional information	View File

3.7 - Collaboration**3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work**

9

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

11

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

ADM College (Autonomous) with its location advantages of accessibility has adequate physical infrastructural facilities, which includes a number of sufficient classrooms laboratories halls auditorium library faculty rooms, playgrounds, food court,

parking area and hostel to support the academic activity in the campus.. The College has well-constructed building with an area of 78,028.114 sq.ft. with provisions for learning resources. All classrooms totally occupy 35305.733 sq.ft.

The facilities that promote a good teaching-learning facilities are:

- 62 well-furnished class rooms, including 07 Seminar Halls with ICT provisions to facilitate the conduct of seminars, conferences, workshops, special lectures, meetings etc., besides the Audio Visual Hall.
- 18 Science and other laboratories furnished with adequate equipment.
- Language Laboratory with 20 systems to enhance students' communication skills.
- 305 systems with printers and scanners to facilitate teaching and learning.
- 100 Mbps broadband connectivity and 45 controlled Wi-Fi access points with Optic fiber cabled connectivity provided to all the buildings in the campus.
- 5 Generators with a total capacity of 75 KVA that guarantee uninterrupted power supply.
- A Museum with a variety of zoological specimens maintained by the Department of Zoology and Department of B.Voc Marine.
- A Recording studio that supplements the needs of the faculty for the e-content development.
- Two blocks have ramps for differently-abled students, with a lift in the main block.
- 20 systems equipped with internet facility for free browsing facility to students.

The Centre is open till 5.30 p.m. for the benefit of the students.

- 12 departments maintain departmental libraries

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.adjadmcollege.ac.in/igac_portal2023/Criteria/?dir=Criteria%20IV%2F4.1%20Physical%20Facilities%2F4.1.1%20Facilities%20for%20Teaching%20-%20Learning

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

The college has 4.8 acres of sports ground for playing Volleyball, Ball badminton, Handball, Throw ball, Football, Kho - Kho, 200m Track, Shot put, Discus and various games.

The playground includes

Indoor Auditorium:

Besides, the college has infrastructural facilities for indoor games like table tennis, chess and carom.

The indoor sports facility is spread around 6825sq.ft area which is meant for playing Badminton, Shuttle, Table Tennis and Yoga is available in the campus exclusively for Indoor games.

An open area, with a seating capacity of 800, affords a panoramic view of the ground. Our sportswomen,. The sports pavilion has a rest room for the ground staff and an equipment store room.

Yoga is part of curriculum under part IV Value Education for all I year Undergraduate students. Students are trained by Yoga experts. Nearly 150 students can be accommodated at a time for a session. Every year International Yoga Day is celebrated in the college on 21st June.

In the Fitness Centre Weight Reduction Program, Weight Management Program including machine work-outs, group fitness, etc are given by the Physicsl Directress .

Promoting Fine Arts

An open auditorium with a stage, with supporting audio-visual

aids, lighting facilities and necessary equipments and properties for conducting various cultural events are available.. Students interested in fine arts and cultural events are trained and encouraged to take part in intra and inter collegiate competitions. The Fine Arts Coordinator and the team members are entrusted with the responsibility of training and ensuring student-participation in competitions.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	https://www.adjadmc.ac.in/igac_portal2023/Criteria/?dir=Criteria%20IV%2F4.1%20Physical%20Facilities%2F4.1.2%20Facilities%20for%20Sports%20and%20Culturals

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

62

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

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

1,93,18,574

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	View File

4.2 - Library as a Learning Resource

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

Central Library is well equipped with a built up area in 6348.24 Sq.ft. and it has three floors and having good collections of books, journals, magazines, CD & DVD's, Project reports, question papers and e-books in various disciplines of Arts, Science and Commerce. Library built up area is 6348.24 Sq.ft. and it has three floors.

Library is automated with ILMS software.

- Name of the ILMS : KOHA
- Nature of automation : Fully
- Version :18.11
- Year of automation : 2019
- Year of updating : 2019

Automated services provided in the library are reader oriented and reader (user) friendly. They are

- Inter library loans and document delivery services through DELNET.
- Online public access catalogue (OPAC) service provided, helps the students / staff to locate books easily
- Computerized library / transaction
- Today's News
- Today's thought
- Newspaper clipping service
- Internet & E-Resources Access (E-books and E-Journals)
- Reader's Club (Competitive Exam coaching, To improve reading habit)
- Any other :
 - Extension activities for library programme
 - Volunteer service

The college library has membership in INFLIBNET (N-List) since 2012 and DELNET since 2013 for easy access to e-resources. Besides, it has membership with American Information Resource Centre, Chennai (AIRC) from 2012 and British Council Library, Chennai from 2006 subscribes to the database through which staff, students and researchers can access nearly 6658 e-journals and 1500 e-books. CCTV - camera have been installed to monitor the movement of the students and staff has gate entry system is in practice. The library functions with the mechanism of

cataloguing, circulations public access, barcoding, serials control which are automated.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.adjadmc.ac.in/igac_portal2023/Criteria/?dir=Criteria%20IV%2F4.2%20Library%20as%20a%20Learning%20Resource%2F4.2.1%20Library%20Automation

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

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

3,06,321

File Description	Documents
Audited statements of accounts	View File
Any additional information	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

111

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	View File

4.3 - IT Infrastructure

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

IT facilities have been updated periodically with additional computers, printers, scanners and LCD projectors. Biometric Attendance device has been installed and reports has been maintained for teaching and non-teaching faculty. The bandwidth of the internet connection also has been increased from 10 mbps to 100mbps. IT infrastructure of the College comprises 305 computers and 4 servers connected with Wi-Fi, LAN and eleven access points. The institution has eight well maintained computer Laboratories with Wi-Fi and LAN Network facility. The existing computer systems have been upgraded to the new configuration to support the advanced software technologies with UPS and Battery backup facilities; and are protected with original anti-virus software. Language lab is installed with 20 terminals and Express Pro Leap and Express Pro Pupil Software installed in 2019. Licensed Software Windows 10 is available in the COE Section. In 2012 TALLY ERP 9 (Gold) was installed in the College Office and every year renewal is done. The administrative office is provided with a facility of online admission for the students, a software for fee collection, account maintenance and Bulk SMS services. A software for Students E-Attendance Monitoring System' has been installed to monitor the regularity of students' attendance. Digital learning orientation has been organized by the college library to motivate the teaching staff and students for using e-library resources.

ADM College ERP, covers Admission, Attendance, Evaluation Management (internal and external) including Question Banking, Documentation, Academic and Office Administration.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.adjadmcollege.ac.in/igac_portal2023/Criteria/?dir=.%2FCriteria%20IV%2F4.3%20IT%20infrastructure%2F4.3.1%20Updation%20of%20IT%20infrastructure

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
1840	305

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 750 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	View File

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

A. All four of the above

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.adjadmc.ac.in/igac_portal2023/Criteria/?dir=Criteria%20IV%2F4.3%20IT%20Infrastructure%2F4.3.4%20E-Content%20Facilities
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

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

1,43,58,383

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

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

The institute has well-established systems and procedures, organized and decentralized mechanism for maintaining and utilizing physical, academic and support facilities. The stock verification committee undertakes the stock-taking and verification of the physical facilities at the end of every academic year and reports the same to the Principal.

- Seminar Halls are utilized for conducting meetings of students and faculty members, department activities
- Canteen is maintained by the Institution with a good supply of snacks and food.
- The college has well-equipped ten Basic Science Laboratories for both UG and PG..
- The specimens in the museum of Zoology is regularly monitored and supervised by the concerned faculty of the

departments to ensure its upkeep and other maintenance.

- The computer systems are maintained with the help of the hardware technicians.
- The Library is supervised by the Librarian in coordination with the Library Advisory Committee.
- Maintenance of open air ground through regular weeding and leveling is taken care of. Maintenance of gym equipment is done whenever necessary.
- Adequate support and maintenance staff are appointed exclusively for maintenance and upkeep of the classrooms. The campus is utilized for campus drives, central and State competitive examinations during holidays and weekends is approved by the Principal with the consent of the Management.
- Solid, liquid and Waste management systems are in place in the campus . Adequate number of color-coded dustbin facilities available throughout the campus.
- The generator and UPS and the recreation spots are serviced and maintained periodically.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.adjadmcollege.ac.in/igac_portal2023/Criteria/Criteria%20IV/4.4%20Maintenance%20of%20campus%20Infrastructure/4.4.2%20%20AMC%20Details.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

1980

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

92

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	https://www.adjadm.ac.in/igac_portal2023/Criteria/?dir=.%2FCriteria%20V%2F5.1%20Student%20Support%2F5.1.3%20Capability%20Enhancement%20Schemes
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

1145

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees	A. All of the above
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	View File
Upload any additional information	View File

5.2 - Student Progression
5.2.1 - Number of outgoing students who got placement during the year
476

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

119

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	View File

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

1

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

59

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Students Council and participation

The Students Council is the representative body of students to hone their leadership qualities. Students involvement in every

sphere of activity within the college enables the students to develop their personality and leadership qualities resulting in their overall development.

Role

- Students involve themselves in association, club and extension activities which mould them into socially responsible individuals.
- Students Feedback on teaching-learning, the use of Information & Communication Technology (ICT) tools in imparting knowledge and evaluation about the faculty
- Organising and participating in various Curricular, co - curricular and extracurricular events which provides them a platform to exhibit their leadership qualities.

The Representation:

- The students are having representation in IQAC, the Internal Complaints Committee, Anti Ragging Committee , Hostel Committee and Sports Committee
- NSS students exhibit their social responsibility by providing their service in the adopted village nearer communities during festival seasons and temple festivals. NCC cadets promote patriotism by rendering their service during the celebration of Independence Day, Republic Day, Flag Day, College Day and Sports Day. NSS, NCC students and students' council members are deputed to maintain discipline in the college premises.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.adjadmcollege.ac.in/iqac_portal2023/Criteria/?dir=Criteria%20V%2F5.3%20Student%20Participation%20and%20Activities%2F5.3.2%20Presence%20of%20Student%20Council

5.3.3 - Number of sports and cultural events / competitions organised by the institution

23

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

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The alumni association facilitates an interaction between the alumnae and the institution. All the outgoing students become the members of the association and registered as an association on the 22nd December 2022 with a name ADM College for Women (Autonomous) Alumni Association Nagapattinam under section 27 of TamilNadu societies registration Act 1975 with the serial number SRG/Nagapattinam/71/2022 .The current membership of the association is around 1145. Common Alumni meet is organized during the Graduation Day. They have a separate alumni get together in their respective departments. Elite alumni are honoured in the Women's Day Celebration. Department of Commerce organized Reunion of 1990-93 batch on 28.01.2023. 38 Alumnae exchanged their memories with the institution and assured to render their help during the celebration of Golden Jubilee celebration to be held in the ensuing academic year 2024-25. Alumni Association meeting was conducted on 11.03.2023 by inviting alumanae from 1976 - 2022 were participated. 144 members were participated. Our Prominent Alumnae are occupying pivotal post in Secretariat, Principals, Dean and Vice principals of the Colleges, Chartered Accountants, Tahsildar, Deputy Tahsildar, Project Directors, Software Test Leads in IT companies, Heads of the Departments, Bank Managers etc.,

Contribution : Alumnae contributes their expertise as members in the Board of Studies. Prominent alumni and entrepreneurs are invited to interact with the students as guest lectures, resource persons at various college events. Alumni staff members of the college contributed a water cooler to the College canteen to the tune of Rs.51000. Contribution in Reunion is Rs.82200 and Student contribution for the year is Rs.245600

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.adjadmc.ac.in/igac_portal2023/Criteria/?dir=Criteria%20V%2F5.4%20Alumni%20Engagement

5.4.2 - Alumni's financial contribution during the year

D. 2 Lakhs - 5 Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The perspective plan of the Institution is derived from the mission and vision of the college.

Institution prepares strategies to improve the quality of higher education of women students through effective governance, institutional planning and development. The focus of the college concentrates on Academic, Administrative, Financial Management and Infrastructure development.

Nature of Governance

The effective leadership is practiced through the delegation of authority by the management. The College Committee is the important decision making body consist of president, secretary, principal, members of management, State Government nominee, university nominee and two senior staff representatives and office superintendent.

Governing body is constituted as per the UGC Guidelines to administer all the activities of the institution and reviews the performance of all statutory and non-statutory committees. The

Academic Council is the competent authority to all academic matters including framing of academic policies, approval of courses, regulations and syllabi, etc. The finance committee considers the proposals of expenditure and recommends to management for approval.

To achieve effective leadership in the academic and administrative functions, Principal acts as the Head of the Institution, Chairman of the Academic Council and Secretary of the Governing Body. Principal conducts periodical meeting with the HODs, COE, Coordinators of IQAC/NAAC to plan the academic and examination activities of the college.

The IQAC's (Internal Quality Assurance Cell) responsibility is to ensure quality in all academic activities of the college. It works constantly to maintain the quality in the Teaching, Learning and Evaluation Process.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.adjadm.ac.in/iqac_portal2023/Criteria/?dir=Criteria%20VI%2F6.1.%20Institutional%20vision%20and%20leadership

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

ADM College promotes and practices decentralization in all academic and Administration activities. It has various academic and administrative committees to monitor, plan and execute smooth functioning of the college. The College adopts a multi-stakeholders approach with participation of head of the institution, Management representative (advisor), IQAC members, alumni, Parents and external experts.

Decentralization: Statutory & Non-statutory Committees

The College Committee is the important decision making body consisting of President, Secretary, Principal, Members of Management, State Government Nominee, University Nominee and two Senior Staff Representatives and Office Superintendent. Governing Body of the college is constituted as per the UGC Guidelines. The Academic Council frames the academic policies,

approval of courses, regulations and syllabi, etc. The Finance Committee considers the proposals of expenditure and recommends to management for approval.

Non-Statutory Committees: Various committees are functioning such as Planning and Evaluation Committee, Grievance appeal Committee, Examination committee, Admission committee, Library Committee, Student Welfare Committee, Sexual Harassment Committee. Anti-Ragging Committee, Extracurricular Committees and Academic Audit.

Participatory Management:

Governing Body and College Committee advice Principal, Academic Council, BOS regarding their plan in curriculum/co-curricular/extension activities for the growth and development of the college, and insists quality enhancement in the overall functioning of the college. Hence overall administrative efficiency has improved through this effective management participation. Academic Calendar guides the entire departments to plan and execute their function effectively. Performance of teachers has been improved by using innovative ICT learning techniques. Improvement of team work ensures the quality enhancement in all perspective.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	https://www.adjadmcollege.ac.in/igac_portal2023/Criteria/?dir=Criteria%20VI%2F6.1.%20Institutional%20vision%20and%20leadership%2F6.1.2%20Decentralization%20and%20Participative%20Management

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Institutional Strategic Goals

1. Effective Teaching Learning Process
2. Consistent Internal Quality Assurance System
3. Ensuring effective governance
4. Student's Overall Development through Participation
5. Increasing number of Placements
6. Grievance and Redressal
7. Financial Planning & Management
8. Constant Growth in Research and Development
9. Alumni Interaction and Outreach activities
10. Escalating Infrastructure

Perspective plan

Planning of Academic activities are done at the beginning of the year through preparation of Academic Calendar, Workload and Timetable. The teachers prepare teaching plan, e - modules and study materials for effective teaching learning process. The quality of teaching is enhanced by attending Orientation course, refresher course in specific subject and also through attending workshops and seminars. Ensuring effective governance is ensured by Standard Operating Procedure, framing Code of conduct and policy formulation, approval and implementation and establishing E-Governance. A transparent feedback system is designed and made available in college website. Regular internal and external audit is done by IQAC to check the effectiveness of the implementation and comments and suggestions given by external audit members are discussed with the departments for further improvement.

Deployment

The plans articulated by the Principal and IQAC are communicated to all the committee, faculty, students, staff and other stakeholders through meetings, circulars, website, mails and other forms of communication. College handbook and Academic calendar prepared by IQAC serves as guideline at the institutional level to undertake these activities. The organizational Standard Operating Procedure deploys all the activities through well-defined policies and procedures for each of the activities.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.adjadmc.ac.in/igac_portal2023/Criteria/?dir=Criteria%20VI%2F6.2%20Strategy%20Development%20and%20Deployment%2F6.2.1%20Strategic%20Plan%20%26%20Deployment%20Documents
Upload any additional information	View File

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

The Organogram depicts the current organizational structure of the college. The apex body of the college is 'College Committee'. Important matters like drawing institutional policies, new programmes, infrastructure development, staff appointment are decided by the college committee. The Governing Body monitors academic and other related activities of the college.

The administrative set up consists of the Principal , Dean / Heads of Departments, Superintendent, and administrative staff.

In Academic level there are Board of Studies, Academic Council, COE, NAAC & IQAC. IQAC is chaired by the principal to ensure the quality enhancement in the activities of the college. The planning and evaluation committee prepares the budget for departments and it is forwarded for the approval of the finance committee. The purchase committee purchases and supplies the requirements. The institution has Students Council, Anti-Ragging Committee, Grievance and Redressal cell, Internal Complaint Committee (ICC) and Disciplinary Committee for timely redressal of the student and the faculty grievances. The office superintendent coordinates the functioning of administrative staff.

Service Rules: ADM college follows the rules and regulation laid down by UGC, and Government of Tamilnadu and affiliated University. Statutory bodies and non-statutory bodies are constituted as per UGC autonomous guidelines to take care of specific functions.

Procedures for Appointment:

Permanent Posts (Grant-in-aid): These posts are recruited by the Government of Tamilnadu following norms of the Bharathidasan University, Thiruchirapalli and UGC.

Temporary Posts are recruited by the Management according to the norms of the Bharathidasan University and UGC.

File Description	Documents
Paste link to Organogram on the institution webpage	https://www.adjadm.ac.in/organogram.php
Upload any additional information	View File
Paste link for additional Information	https://www.adjadm.ac.in/igac_portal2023/Criteria/?dir=Criteria%20VI%2F6.2%20Strategy%20Development%20and%20Deployment%2F6.2.2%20Organizational%20Structure

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

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

The institution has implemented many welfare schemes that keep the morale and motivation of the employees high and helps in retention of staff members. The welfare measures for Teaching and Non-Teaching faculty members are listed below.

- Casual leave, Earned leave and Medical leave
- On Duty and financial support for attending Seminar / Conference etc.
- Special leave for critical situation due to sickness / accident etc.
- Prompt facilitation of Provident fund.
- Group insurance Scheme
- Festival Advance
- Admission to wards of teaching staff in the college and schools of the sister institutions.
- Fee concession to the needy and deserving children of Self finance teaching staff in the school run by the Management.
- Honouring the services of retiring Staff members by the Management and staff club.
- Appointment of non teaching staff on compassionate ground for the wards.
- Crash course in computer basics for supporting staff.
- Providing Seed Money to the faculty members to focus on Research and Development.
- Need-based professional development programmes.
- Felicitation to staff members in the Women's Day Celebration and Annual Day Celebration for the following staff members - Retired Teachers, Former Principals, Outstanding faculty members, Office Superintendent, Clerks and Junior Assistant.
- Health risks coverage under Health Insurance Card System.
- Training in safety and security measures to lab attenders.
- Indoor stadium facility for the staff to lead a healthy and happy life.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.adjadm.ac.in/igac_portal2023/Criteria/?dir=Criteria%20VI%2F6.3%20Faculty%20Empowerment%20Strategies%2F6.3.1%20Welfare%20measures%20-%20Teaching%20%26%20Non-Teaching

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

4

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

8

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

17

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Internal Audit

Internal Administrative / Financial Audit is done every year by

the auditing team deputed by the Management which verifies all the bills, Payments, Receipts, journal vouchers of the transactions, Cash books, ledger account reviews that are carried out in the past one year. Also the auditing team checks the income received from the students which is recorded in the software and reconciled with the fee. Cashbook is checked with the help of bank statement and vouchers maintained by the institution along with physical cash verification.

The internal auditor follows compliance audit procedure to ensure the reliability of the efficacy of the internal control system to check various assertions of financial data reflected in income and expenditure account and balance sheet. The audit report is prepared and submitted to the management in connection with vouching, verification and valuation of assets and liabilities.

External Audit

The external audits are done by the joint Directorate of collegiate education and office of the Accounts general as per the Government norms and rules. All the accounts of the college are maintained by using Tally software. The auditor verifies the items of revenue expenditure and items of asset liabilities get reflected in income and expenditure account and balance sheet as per the requirements. The audit ensures that the financial statements reflect true and fair view of the institutional results and financial status pertaining to the period under Audit. External audit was conducted on 03.12.2022

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.adjadmcollege.ac.in/igac_portal2023/Criteria/?dir=Criteria%20VI%2F6.4%20Financial%20Management%20and%20Resource%20Mobilization%2F6.4.1%20Financial%20Audit

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

177904

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	View File

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

The resource mobilization policy provides guidelines to diversify and expand the institution's resource base to achieve the strategic plans, goals and overall growth of the institution. The policy helps in identifying and analyzing the resources available for efficient budget allocation. The policy helps to acquire the needed resources in a timely and cost-effective manner.

Procedure of the Institution

Annual budget estimate is prepared by the superintendent in consultation with all the departments. It is submitted by the Principal to the finance committee for verification and seek approval from the Governing Body.

Resource Mobilization

The college has a well-functioning mechanism for mobilization of funds and optimum utilization of resources. The institution seeks to mobilize government and non-government grants for the improvement of institutional infrastructure and knowledge resources, prepare and submits proposals to the relevant authorities such as UGC, Government of TamilNadu State Council for Higher Education, TamilNadu State Council for Science and Technology.

It also encourages donations, memorial prizes and endowments from staff members, alumnae and service organizations. All government and non-government financial grants are fully utilized for the best interest of the stakeholders. The college caters the needs of the rural, financially weaker sections of the students. Affordable fee is collected from the students in both aided and self-financing section without violating the standard norms.

Utilization : The funds mobilized are utilized according to the provisions of management and other funding agencies.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.adjadmc.ac.in/igac_portal2023/Criteria/?dir=Criteria%20VI%2F6.4%20Financial%20Management%20and%20Resource%20Mobilization%2F6.4.1%20Financial%20Audit

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

Incremental improvements made during the year

Incremental improvement is proven in Curriculum Reforms by introducing inter disciplinary extra credit courses and value added new courses along with the existing courses. CO-PO Mapping is included in the syllabus. Unit VI (Self Study) is added in all the core courses.

- Self-paced learning (MOOC/SWAYAM) is provided to the advanced learners after the college working hours with 2 credits on option basis.
- The institution is registered in Skill Hub Initiative (SHI) under Pradhan Mantri Kaushal Vikas Yojana (PMKVY). Two Courses "Beauty Therapy" and "Plumbing" was conducted by the Skill Initiative Hub in the Institution.
- Research and Development Cell (R&D) initiated steps for filing and 12 patents were published. NAAC sanctioned financial Assistance Rs. 30,000 to organize one day National Level Virtual Seminar on the topic "SSR Preparation for Assessment and Accreditation under NAAC Revised Framework and Effective DVV Process" on 30.03.2022. TANSCHÉ Sanctioned fund Rs. 10,000 to the Department of English to organize One day International Conference on Disability Studies in Indian English Fiction on 25.03.2022. Two proposals were approved and a sum of Rs 15000 was sanctioned to the students of the Department of

Physics and Economics (Rs 7500 each student project)

- SOP for the entire administrative and academic activities of the college is prepared by IQAC.
- The facilities in the Media Capturing Centre is improved for optimum utilization.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.adjadmcollege.ac.in/iqac_portal2023/Criteria/?dir=.%2FCriteria%20VI%2F6.5%20Internal%20Quality%20Assurance%20System%20-%20IQAS%2F6.5.1%20Institutionalized%20Quality%20Assurance%20Strategies%20and%20Processes

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. All newly admitted batch are given Orientation Programme, in which they are made aware of the teaching learning process, the system of continuous evaluation, core courses, various co-curricular activities, discipline and culture of the college. All students are also given a guided tour of the campus and the various facilities.

Conducting Academic Audit aims towards quality assurance and in bringing improvements in the education system of the institution. Academic audit reviews the curricular aspects, teaching and learning process, research, infrastructural facilities and student support and progression. The subject experts of relevant discipline from reputed institutions are invited to audit whether the syllabus is in line with the industry needs, books of recent editions and prescribed standard publications innovative teaching methods and evaluation pattern. The institution has conducted external and internal audits to review the entire academic activities and the reports are submitted to the Principal. The internal members of the Academic Standing Committee assess the teaching plan, ICT tools used, the mode of delivery, topic covered beyond the syllabus, syllabus completion and CIA marks.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.adjadmc.ac.in/igac_portal2023/Criteria/?dir=Criteria%20VI%2F6.5%20Internal%20Quality%20Assurance%20System%20-%20IQAS%2F6.5.2%20Reforms%20for%20Quality%20Enhancement

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://www.adjadmc.ac.in/annual_report.php
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

To sensitize students about gender equality, college offers course on "Gender studies" in part V programmes during the 6th semester for all the UG Programmes. Gender sensitization take place in the class room seminar/workshops through discrimination and awareness programmes. The college has conducted awareness programmes periodically on topics like 'Skill Development for

women Entrepreneurs, Job Skills in Banking, Career opportunities for the youth, Small Scale Entrepreneurs, Women Related Laws. Women empowerment through Economic Development, Personality Development and practice of celebrating International Women’s Day annually.

Security guards are deployed at the entrance round the clock for checking and getting signature from the outsiders. Staff and students have to get out pass with the signature of Principal to go outside the campus. The identity-Cards of all the students are checked at the main entrance of the college.

Closed Circuit Television cameras are placed at various places in the campus and the footage is regularly monitored (CCTV) by the Principal and also randomly by the management authorities. The institution has mentor-mentee system (16 students are allotted per teacher). The college has a common-room for students to take rest, relax ,refresh and to create a stress-free environment. The college has an internal Compliance facility system. Any student of the college may complain about any issue of discrimination. The college website also provides such facility to the students. Any student may directly contact the Principal or the in-charge teacher in case of any need.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.adjadmcollege.ac.in/igac_portal2023/Criteria/Criteria%20VII/7.1.1%20Gender%20Equity%20Programmes.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

C. Any 2 of the above

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

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

As part of the green initiative, the college tries to reduce and remove the waste to ensure the cleanliness and eco-balance in the campus. As part of plastic-free campus initiative, the college ensures the adoption of green protocol for all the events conducted in the campus. The initiative for paperless offices through office automation. The bio-degradable wastes are processed in the campus with the help of Nagapattinam Municipality. Various departments and clubs conduct awareness programs to educate students on sustainable living practices. The college organizes various programs such as Plastic-Free Campus Campaign, Recycling Plastic Campaign and awareness programmes on world Environment day. The college is following good laboratory practices to ensure the safety of the personnel and adheres to a strict protocol of liquid waste disposal in the laboratories.

The unused broken wooden furniture and steel furniture are being reused in the making of new furniture. The trash around the college campus is collected in two huge bins and is separated as bio degradable waste and non-decomposable wastes. Used water from laboratories and wash basin water are carried out through underground drainage and let to the rain water harvest system. Concentrated acids and chemicals are diluted before their disposal. The Department of chemistry has one fume hoods for the safe handling of harmful gaseous particles. The disposable and non-disposable e wastes such as batteries, electrical and electronic equipment are categorized and they are sold according to buy back system based on quotations by the disposable committee.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge

A. Any 4 or all of the above

Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	
File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	View File
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	A. Any 4 or All of the above
File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy undertaken by the institution	
7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following: <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities 	A. Any 4 or all of the above

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

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

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	View File

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

Linguistic Inclusion:

English is used for communication in the campus to make the students from different states (including union territories) to

feel inclusive.

The college has a Language Lab, dedicated to language learning that helps students from rural and non-English speaking backgrounds to adjust to life in the campus.

The curriculum also permits the students to choose languages like Hindi, French, Arabic and Tamil in Part I.

Inclusive Environment:

The college has the curriculum with inclusion of topics related to human rights, promotion of social values, awareness on environmental protection and ethics and value education to inculcate a set of values related to societal, religious and cultural ethics.

College believes in inclusive education that translates to humanistic outreach to build better communities and socially conscious citizens.. A focus on inclusion at cultural, regional, linguistic, communal and socio economic levels is also adhered to and encouraged

Cultural inclusion:

The college regularly organizes different activities for inculcating tolerance and harmony towards cultural diversities such as sports day, teacher's day, welcome and farewell program, induction program etc.,

Regional inclusion :

Commemorative days like Women's day, Yoga day, Ramanujars Day, Science Day, Founders Day, etc., along with many regional festivals like Pongal are celebrated in the college.

Socio-economic Inclusion:

The Students Benefit Fund provides financial assistance to the students. An environment is created in the classrooms in which students learn to appreciate the diversity and get sensitized on tolerance and pluralism.

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

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

College has been committed in educating the students as constitutionally aware citizens sensitized to their Fundamental Rights and Duties. The NCC unit is dedicated to creating a 'sense of patriotic commitment' for national development. NSS unit were engaged in community service programmes. College has Internal Complaints Committee which arranges seminars and special awareness programs on Women Laws and Amendments. Mentor and Mentee systems and Students Induction Programmes are followed to inculcate values and to guide them to become compassionate and responsible citizens.

Legal Aid cell creates awareness among the students about their rights and offers advice to the students as to how to safeguard them against domestic and other forms of violence in their day-to-day life.

The institution conducts various activities for student's welfare such as Sports meet, Farewell for outgoing students, Alumni meet, etc. which builds support and integrity among all the students.

Courses such as Value education, Environmental studies and Soft Skills are made mandatory to address the issues such as women's safety and challenges faced by women in the present society. Value education moulds the students, through moral values, ethics, punctuality, equality patriotism, co-operation, tolerance etc., Environmental studies educate the economic, social, political and ecological interdependence. Soft Skills provide students with a strong conceptual and practical framework to build, develop teams and become self-confident.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	View File

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

A. All of the above

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

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

A.D.M. College gives higher priority towards the commemoration of special occasions on national, traditional and cultural festivals.

- Independence Day and Republic Day are celebrated with great pride, enthusiasm and high spirits.
- Women's Day is celebrated with enthusiasm to explore the focal point in movement for the Women Rights.
- The Great Tamil Poet Bharathiar's Birthday anniversary is

being celebrated by the department of Tamil.

- Teacher’s Day is celebrated in the remembrance of our former President Dr. Sarvapalli Radhakrishnan’s Birthday. The Students council celebrates this day and honors their teachers.
- Ramanujar’s day birthday is celebrated as the Mathematical Day by the Maths Department. Mathematical quiz and Sudoku Competitions are conducted.
- Voter’s Day is celebrated to highlight the importance of voting.
- International Yoga Day is celebrated to acknowledge mental, physical, and emotional benefits of yoga.
- National Science Day is celebrated every year by the Department of Physics to commemorate the discovery of the Raman Effect by Sir CV Raman.
- Founders Day is celebrated in remembrance of college founder VidhyaSeva Ratna’ Thiru.A.D.Jeyaveera Pandian Annachi on his birth date who gave bequeathed resources to our institution’s development.
- College celebrates Road Safety Week, NSS Day, Wild Life Day and InternationalYouth Awakening Day and Samathuva Pongal

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

OBJECTIVES:

To provide additional professional training programmes , entrepreneurial skill, intense knowledge in preferred field of interest and everyday life

Context:

27 Value added courses are conducted by the departments to enhance the skill required for career opportunities and to enhance the creativity and entrepreneurial skills.

9 Students Skill initiative Programme is conducted by the college to make the students employable.

The practice:

In the odd semester the value added courses are offered to the students of their own department and in even semester a set of Multidisciplinary courses are designed for other department students in even semester.

The college also offers 9 Add-on courses under Students Skill initiative Programme for II UG students. 482 students enrolled and got training in the following courses. Journalism, Bakery and Confectionary, Integrated Life Stock Management, Life Saving and First Aid Training, Travel Management etc., Open choice Multidisciplinary courses of different category like general courses, skill based courses and Aptitude are given to students.

SUCCESS:

During the academic year 2022-23, 27 value added courses were offered. 449 students enrolled for the Multidisciplinary course and 441 students completed the Course relevant to their field of study. 2 credit for each course is added with their overall credit.

482 Certificates are issued to the successful candidates of SSIP Add-on Course.

PROBLEMS:

Slot allotment for Value added courses in addition to regular academic activities is a challenge. Since many courses of SSIP are unique and skill based, finding subject expert is difficult.

File Description	Documents
Best practices in the Institutional website	https://www.adjadmc.ac.in/igac/best-practices-2022-23.pdf
Any other relevant information	https://www.adjadmc.ac.in/igac_portal2023/Criteria/?dir=.%2FCriteria%20I%2F1.3%20Curriculum%20Enrichment%2F1.3.2%20Transferable%20and%20Life%20Skills

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Student Support System

- Students Induction Programme:

The Orientation programme aims for all the first year UG students aimed to give awareness about the facilities available in the college campus, general rules, Attendance rules, Scholarship, Course details, Library and also about mentor, career guidance and placement cell, competitive coaching centre, fine arts and part V activities.

- Student Benefit Fund:

A sum of Rupees 1,71,395 was given on loan basis to 76 beneficiaries during the Academic year 2022-23

- Student Mentor System (SMS):

Established Student Mentor System to bring a better and effective relationship between student and teacher. It help the mentors to guide and counsel students in educational and personal matters.

- Career Guidance Programmes:

Career guidance is a counselling programme designed to help students to choose the right career path based on their educational and professional choices.

- Students Skill Initiative Programmes: 449 students enrolled for the Multidisciplinary course and 441 students

completed the Course relevant to their field of study. 482 Certificates are issued to the successful candidates of SSIP Add-on Course.

- Scholarship:

Other than Government Scholarship, NGO and faculty members of the college supported the economically poor students for the payment of the tuition fees and examination fees to the tune of Rupees 1,67,904.

File Description	Documents
Appropriate link in the institutional website	https://www.adjadmc.ac.in/igac/institutiional-dsitinctiveness-2023-23.pdf
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Future Plan for the Academic year 2023-24

- Curriculum reforms should be made based on the recommendations and guidelines of TANSICHE for the year 2023-24 batch (UG & PG).
- To apply for new programmes like B.Sc Botany, M.A History, M.B.A
- To introduce new courses as per the recommendations of NAAC peer team members under Students Skill Initiative Programme.
- To conduct periodical meetings to implement the strategic plan
- To organize Faculty Development Programmes to enhance the teaching learning process and assessment.
- To increase the number of e-modules by the faculty members.
- To increase active collaborations with other reputed Institutions and industries in research
- To promote the Research and Development Cell (R&D) activities and encourage the researchers to apply for Patent Rights
- To establish Instrumentation lab
- To strengthen career guidance and placement cell
- Plan to establish Incubation center
- To improve Infrastructure facilities.