



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	Krishnasamy College of Science, Arts and Management for Women
• Name of the Head of the institution	Dr. (Mrs) G.NIRMALA
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04142285751
• Mobile no	9489524384
• Registered e-mail	kcsam2007@gmail.com
• Alternate e-mail	nirmalasuresh2k@yahoo.in
• Address	Krishnasamy College of Science, Arts and Management for Women, Anand Nagar, Nellikuppam Road, S.Kumarapuram
• City/Town	Cuddalore
• State/UT	Tamil Nadu
• Pin Code	607109
2.Institutional status	
• Affiliated /Constituent	Affiliated

• Type of Institution	Women				
• Location	Rural				
• Financial Status	Self-financing				
• Name of the Affiliating University	Annamalai University				
• Name of the IQAC Coordinator	Dr. (Mrs) R. Hemalatha				
• Phone No.	04142285752				
• Alternate phone No.	9842540743				
• Mobile	9842540743				
• IQAC e-mail address	iqackcsamw@gmail.com				
• Alternate Email address	hemajram1979@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year)	https://kcsam.in/aqar-2020-2021-2/				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://kcsam.in/wp-content/uploads/2021/09/ACADEMIC-CALENDER-NEW-21-22-final.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.29	2019	09/08/2019	08/08/2024
6. Date of Establishment of IQAC			12/07/2017		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	0	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	4
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>1. Teaching and learning evaluation process done through online mode by Google meet, Zoom, Google classroom, Telegram, Whatsapp. 2. Awareness regarding Covid -19 - Shared posters, videos, slogans in Whatsapp groups, lectures and Mentor - Mentee meetings through Google meet, Zoom. 3. AQAR 2019 - 2020 uploaded in NAAC portal. 4. Emphasizing the staff and students to register online course offered by SAWYAM / MOOC / NPTEL. 5. IQAC organized FDP/PDP on * "NAAC Assessment and Accreditation process for Affiliated Colleges" * "Human Values and Ethics" * "Yoga for Well Being" * "Art of Healing" * "Financial Awareness"</p>	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
Strengthen the teaching learning process through the use of innovative methods	Use of PPT, audio/visual aids, hybrid systems of teaching learning process, online classes conducted through Google meet, Google Classroom and Zoom, Telegram, What's App for odd and Even semester besides black board teaching
Awareness and Precautions of Covid - 19	Shared posters, videos, slogans, lectures through Whatsapp groups, online mode of teaching, through Mentor - Mentee Meeting.
E - Content Development	E-content material prepared by the course teachers.
Website Development	As Per NAAC requirements.
AQAR Preparation	AQAR 2020 - 2021 uploaded in the NAAC portal by Feb 2022
Result Analysis	All the heads of the department presented PPT on result analysis of their courses/ subjects in IQAC meeting
IQAC will ensure that Webinar, FDP, PDP	All the departments and committees organized various programmes.

Seminar, Workshop, Competitions are conducted in various departments.	
To conduct frequent meeting by the IQAC to generate ideas	IQAC conducted several meetings with HOD's, various committee members and Faculty members both an online and offline mode.
Offer Faculty Development Programme to teaching and non-teaching staff members	1. FDP on " Happy and healthy life" 2. FDP on "Recent Scenario about Covid- 19" (Teaching and Non Teaching) 4. FDP on " Yoga for well being" 3. FDP on Enhancing the Teaching Learning Quality
AISHE details	Uploaded AISHE details
Online Staff Meeting	Online Staff meeting conducted Once in a week, Wednesday 7.00 p.m - 8.00 p,m
Admission Process and Fees Collection	A hybrid system (Online and Offline) of Admission and Fees Collection service was provided.
I year Inauguration	Online Inauguration through Google meet.
Bridge Course	All the Departments conducted one week online Bridge Course.
Plan for improvement in quality of library service to students	Organized Online library week celebration, purchased required book, journals and periodicals, internet facility and INFLIBNET available for faculty member and students
Plan to organize exhibition cum sale	Conducted BRAVURA 22' on 21.04.2022
Internal and End Semester University Examinations	ODD semester we conducted online mode of Examinations as per the instructions given by the Thiruvalluvar University&Annamalai University. EVEN semester we conducted Offline mode of examination.
Feedback from stake holders	Feedback form from stakeholders were collected, analyzed and catalogued
Academic and Administrative Audit	Internal academic and administrative audit was conducted by senior faculties and IQAC members.
Strengthen the alumni interaction and collection of data	The alumni association has taken initiatives to collect the data of alumni for conducting alumni meeting.
13. Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Council	16/09/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021	15/02/2023

15. Multidisciplinary / interdisciplinary

- Kcsam has always strived for multidisciplinary approach in its academic as well as co-curricular activities. Institution also provides various add-on courses like Web designing, Personal development, water plant, Sustainability, Apiculture etc.,
- The institution organized many National/International conference/seminars to promote a blending of different disciplines leading to the exchange of research ideas and knowledge on topics of overlapping domains.

16. Academic bank of credits (ABC):

Kcsam was affiliated to Thiruvalluvar University (II UG & III UG) and Annamalai University (I UG). So the decision regarding ABC was in the purview of Thiruvalluvar University and Annamalai University.

17. Skill development:

- The College lays special emphasis on skill development in tune with our college vision of "Empowerment of young rural women through higher education and transformation of the society".
- The aim of these courses is to equip the students with basic carrier objected skills in the field of their interest to make their education, employment and social life more productive.
- The Institution also offers discipline related skills, language skills and environmental science courage as part of skill development courses.
- Our Institution is supporting the students to complete their courses in NPTEL, MOOC to enhance their skills.

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

- Our Institution is actively engaged in spreading the rich heritage of our country and traditional knowledge in the field of arts, literature and culture.
 - The Institution uses English as medium of instruction but also use vernacular language (Tamil) for better understanding. The institution specifically offers B.A

Tamil and M.A Tamil which deals with regional language (Tamil) culture and traditional ethos.

- Department of Tamil organizes "PavaiyarKoodal" Programme for every month to integrated Tamil Culture into learning. The conviction that Tamilnadu has a long history of folk crafts as well as arts, which showcase the customs and skills of the ages, is deeply rooted. Traditionally popular dance and music are performed at "PavaiyarKoodal" like karakattam, kaavadiaatam, therukoothu, silambaattam, villupaatu, nadagam, kavithaipaadal, sorpozhivu, pattimandram, thappattam, etc., which reflect the region's spirit, its aesthetic value and its melosity.
- Every year college organize Rangoli competition in the Tamil month of Margazhi. Margazhi is a month of simplicity and elegance Kolam or Rangoli has it's own cultural and humanity sense in it as well, which helps students to learn the importance of traditional kolam.

Institution also celebrate pongal celebration every year by sharing the joy with have-nots. Students and faculty lit fire and cook pongal to usher in the harvest festival. They went dressed in traditional attire that completed the festival mood by creating the traditional atmosphere. Institution also organizes various cultural activities and motivates the students to participate in various competitions, which helps the students to lean the regional values. Online/Hybrid mode of conducting competition and celebrating festival helps to continue the learning the regional spirit and traditional value.

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

- In the ever-evolving realm of education outcome based education has emerged as a progressive approach emphasizing student's mastery of subject. The syllabus framed by the University was integrated with Programme Outcomes (POS), Programme Specific Outcomes (PSOS) and Course Outcomes (COS) which are the part of Outcome Based Education. The Institution operates multiple modes and provides on all-round learning experience to the students. The Institution also ensures that students gain the necessary skills and knowledge to be successful in their chosen path.

20.Distance education/online education:

- The Institution envisions focusing on the multidisciplinary and interdisciplinary courses, skill development courses, value-added courses to ensure the sustainability in outcome based education leading to innovation and transformation of the students. The university itself offers SWAYAM, NPTEL and MOOC Courses for Post graduate students with zero credits.
- Online teaching began during lockdown and created a repository for e-content for the students. Teaching learning programme and co-curricular activities and programmes are organized in blended mode on regular basis in the college.

- **The Institution is an affiliated college. So, College cannot offer any Distance Education courses as per existing rules and regulations.**

Extended Profile

1. Programme

1.1 Number of courses offered by the institution across all programs during the year	21
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File Description	Documents
Data Template	View File

2. Student

2.1 Number of students during the year	1635
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File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	588
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File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	548
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File Description	Documents
Data Template	View File

3. Academic

3.1 Number of full time teachers during the year	71
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File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	71
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File Description	Documents
Data Template	View File
4. Institution	
4.1 Total number of Classrooms and Seminar halls	51
4.2 Total expenditure excluding salary during the year (INR in lakhs)	51.91
4.3 Total number of computers on campus for academic purposes	150

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

- Krishnasamy College of Science, Arts and Management for Women, is affiliated to Annamalai University, Chidambaram. Tamil Nadu. The curriculum is framed by the boards of Studies of Annamalai University.
- The insistent on syllabus under CBCS pattern is stick fast in this semester and it has been adopted from the academic year 2008-2009.
- Main objective of the academic committee is to look after the academic affairs of the college.
- Faculties draw up well in advance before beginning of the semester bottomed on college calendar of events and accordingly prepares notes and plan for the current semester.
- Internal Assessment is the process in which the pedagogue judge the student's performance and By paper presentations, assignments, project reviews, Field study and Mooc improve their skills.
- The college enticing people from top institution, university to dispense valuable information which gives good vulnerability and motivation to the students. This assists the students for their higher studies in their institution.
- Participation of the faculties and students in national level workshops, state level conference and special lecture lend a helping hand to them to have the core knowledge base in their academic field.
- In additive to the curriculum the college offers certificate courses and career guidance courses.

File Description	Documents
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Upload relevant supporting document	View File
Link for Additional information	https://kcsam.in/wp-content/uploads/2023/07/department-planner.pdf

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

- An academic calendar is prepared by the perturbed official at the beginning of each semester follow with the university's calendar.
- The calendar is uploaded on college website and it is communicated to students by way of emails. It is updated and amend with respect to any changes suggested by the university.
- College follows the calendar issued by the university strictly & plans all its activities including the conduct of continuous Internal Evaluation and Assessment.
- The department calendar comprises guest lectures, workshops, webinars, etc.,
- The dates of I-CIA, II-CIA & Model Exams are mentioned in the academic calendar. Detailed examination schedule is announced in advanced by the principal & respective HOD's.
- Each Head of the Department maintains a monthly monitoring report on course coverage, student attendance and assignment provided for every subjects.
- All the important days such as World Environment day, World food day are included in academic calendar.
- Sports day, College day, Women's day are also planned well in advance in academic calendar.
- The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kcsam.in/wp-content/uploads/2023/07/1.2.2-ACADEMIC-CALENDER-NEW-21-22-final.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development

A. All of the above

of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

21

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

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

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

6

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

549

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

- Our College strongly believes in amalgamate cross cutting issues relevant to professional ethics, gender, human values environment with a view to sew up encompassing development of the students.
- The college organizes workshop/seminars on environment to more aware about methodical use of natural resources.
- The college campus is secured with CCTV & high level security for providing the safe environment to all students.
- Major gender issues are absorbed & addressed through the archives like save girl child propaganda, essay & poster exhibitors wallpaper presentation etc...
- The college takes effort for integration of ethical & human values through extra- curriculum activities.
- Various social actives have been take action on by the college like health & hygiene awareness programs, voter's awareness program etc...
- Different social activities have been taken by the college to save environment like cleanliness camp, bus & public spaces etc.
- NSS promotes environmental shielding through tree plantation & other sustainability development program every year. NSS unit take up a lay on of activities in the nearby village during the special camp.
- The institution took care to focus on these issues environmental studies is compulsory subject for all under graduate.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

7

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

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

195

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://kcsam.in/wp-content/uploads/2023/07/1.4-Feedback-Analysis-Report-W.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://kcsam.in/wp-content/uploads/2023/07/1.4-Feedback-Analysis-Report-W.pdf

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of students admitted during the year****588**

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

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

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

588

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

2.2 - Catering to Student Diversity

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

The institution appraises the learning levels of every student right from the time they are admitted to the college. The wide range of continuous assessment components that enable effective assessment of learning levels of students. Advanced learners and slow learners are identified based on the different method of assessment. Faculty members regularly review the academic progress and counsel students to improve their performance to ensure their academic growth.

The slow learners are identified on the basis of their performance during CIE such as class test, slip test, model exam, assignments and performance in the University Examination. Special measures are taken to support relatively slow learners. The institute organizes extra classes, remedial classes that helped them to secure more marks in the University Examination. Revision classes and counseling sessions are held for their improvement.

Advanced learners are encouraged to publish an article in the journal and present papers in various seminars/ conferences/ workshops/inter college competitions. TNPSC and NET/SLET coaching class are conducted by our expert staffs. Students are encouraged to participate in various co-curricular activities such as debates, problem solving, quizzes competitions, etc. Proper guidance is given to students to register in various online courses in MOOC, NPTEL and SWAYAM etc.

File Description	Documents
Paste link for additional information	https://kcsam.in/wp-content/uploads/2023/07/slow-learners.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
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1635	71
File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

To make the teaching-learning process more effective, the institution adopted various student centric methods for the effective outcome. Experiential learning, participative learning and problem solving methodologies are used to ensure effective learning outcome.

To support the experiential learning of the students, the department conducts add on programs such as Industrial visit, field trip, excursion, project, NPTEL course, certificate course etc. that help to extend the boundaries and ensure the independent way of learning to combine theoretical with practical knowledge.

The college ensures the participation of students in various different activities in both academic and non academic programs that they can explore in all speares and help them to develop their knowledge and encourage the teamwork and participative learning. Department of Tamil is conducted PaavayarKoodal and published Magazines and Newsletter to nurture the creativity and to expose the embedded skills of the students.

The most important part of a holistic learning experience is the ability to identify, analyze, interpret and solve problems. The institution encourages students to acquire and develop problem solving skills. Special attentions are paid for advanced learners and special care is provided for slow learners as per their requirement. The Entrepreneur Cell provides the platform for innovative thinkers.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://kcsam.in/wp-content/uploads/2023/07/centric-method.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college has been emphasizing ICT enabled tools for effective teaching-learning process. ICT can lead to an improved student learning and teaching methods. Teachers use ICT tools for conducting department seminars, webinars, online quiz and guest lecture talk and workshop. All the contents and materials are uploaded in the college website. All the teachers use Google meet, Google Classroom, Zoom App for their respective subjects for

conducting online class. This has made the teaching learning process more effective . The college provides online library facility for faculties as well as students for enhancing their skills. There are adequate number of books, journals, e-journals and e-books are available in the library. The research journals are available online and facility for accessing these journals is provided through proxy server in the campus.

To promote the independent learning, the institution has been provided specialized computer laboratory with an internet connection. To develop the proficiency in the English language and mastery over it, Language laboratory plays prominent role. Seminars and workshop also conducted using the latest technologies. To cope with updated technologies the institution emphasizes both the faculties and students to enroll eLearning courses like NPTEL, Swayam and MOOCH offered course.

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

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

2.3.3.1 - Number of mentors

69

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

2.4 - Teacher Profile and Quality

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

71

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

17

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

71

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

To enhance the quality of education, the college follows fair and transparent internal assessment and robust mechanism. CIE system involves assessment of student's performance in scholastic and non-scholastic field. The orientation program is conducted to familiarize the students with the course and components of internal assessment. Periodical interaction is made by the committee members of Exam cell, IQAC and HOD for conducting internal assessment and evaluation system. The internal evaluation process is decentralized. As per the academic calendar, the tentative schedule of the internal examination is displayed on the notice board and college website.

There are various mechanisms handled by the institution to maintain the internal assessment of the student in a transparent and robust way: Sharing the answer sheets to the students and if there are any grievances it is cleared then and there. Class test and slip test are conducted regularly. For each subject, question bank is maintained in the college central library. Field study, project report and orientation certificate courses are also helped to assess the ability of the students. As a part of the internal assessment, the attendance record, participation of various programs such as NSS, YRC, RRC, group discussion, quizzes etc are also considered.

File Description	Documents
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Any additional information	View File
Link for additional information	https://kcsam.in/wp-content/uploads/2023/07/internal-allotment-2021-2022.pdf

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

The college has examination committee that is constituted and comprising of senior faculty members for smooth conduction of internal and external examination. For conducting the internal assessment department level coordinator is constituted for smooth conduction of internal examination. Three internal examinations are conducted for each semester. Time table for internal exams are communicated in advance to the students. After the completion of internal exam, within a week the exam paper is distributed to the students. If there is any discrepancies in the mark allotment, the concerned staff cleared the doubts. The internal examination assessment mark is displayed in notice board. The final internal assessment marks and Extension Activity marks are calculated on the basis of attendance, assignment, internal assessment and students' participation of other activities..

Any grievances related to the university exams are addressed to the Principal and the same reported to the university . During the examination, if the grievance is resolved related to the correction in question paper, it is intimated immediately to the students during the examination. If the students feel any discrepancies in the allotment of mark in the university exam/evaluation, students can apply for revaluation. The entire process is maintained transparent and time-bound and efficient.

File Description	Documents
Any additional information	View File
Link for additional information	https://kcsam.in/wp-content/uploads/2023/07/internal-allotment-2021-2022.pdf

2.6 - Student Performance and Learning Outcomes

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

Program and course outcomes for all programs offered by the Institution are clearly stated and displayed on the college website and communicated to the faculties before the commencement of the program .A special orientation program has been conducted for the first year students, in that program the program and course outcome are discussed extensively.

Program outcome, course outcome and objectives are stated in the syllabus that is prescribed by the respective Universities. These

syllabi are available in the University website, and College website. At the departmental level, the department has clearly stated learning outcomes of the program and all the courses offered by the department. For the reference of the teachers and students the hardcopy of the syllabi along with program outcome and course outcome are available in the departments.

In the college website, the program and the Annual report state the objectives and mission of the entire department. Various course specific activities such as projects, departmental activities and certificate courses enable students to work towards achieving course outcomes. All the programs based on curricular and co-curricular activities are updated and uploaded then and there to the college website and circulated as a circular to all the class.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kcsam.in/wp-content/uploads/2023/07/cos_poscos_merged.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Each course has its own course outcomes and that must be met. The course outcomes are mapped to the program outcomes which are used to provide the quantitative measurement of how well the program outcomes are achieved. The program outcomes are assessed with the help of course outcomes through direct and indirect methods.

. The direct method consists of internal exams and semester examination. Direct methods are provided through direct examination mode. The indirect assessment is done through the participation of various programs and activities. By participating various activities such as quizzes, paper presentation, enroll the certificate courses offered by NPTEL, SWAYAM etc indirectly help them to attain specific course outcome.

The institution evaluates the attainment of course outcome and program outcome regularly. The predominance of program outcome is the employability of the students. The college has a Placement Cell which caters to the demands of companies from different sector. By evaluating the attainment of program outcome the institution collects feedback from the students and arranges Alumni and parents meet once in a year. Alumnae of various departments are invited to interact with both the students and teachers during the Orientation program.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kcsam.in/wp-content/uploads/2023/07/offer-letter.pdf

2.6.3 - Pass percentage of Students during the year

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

534

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://kcsam.in/wp-content/uploads/2023/07/annual-reprot-2021-2022.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://kcsam.in/wp-content/uploads/2023/07/SSS-2021-2022.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

6

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

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

0

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

3.2 - Innovation Ecosystem**3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

* The institution provides a active environment for promotion of innovation and incubation .All required facilities are provided and guidance is extended to the students.

* Awareness Program ,workshops, seminars,and guestlectures on entrepreneurship are organized.students are provided opportunities to directly interact with outstanding entrepreneurs excelling in their field.Product service training is provided for creating awareness on marketing the products.

* For enhancing learning experiences the faculty members adapt many ways for example lecture method, interactive method project and field work method ,computer assisted method,experiment method etc. teaching and learning activities are made effective by these practices.

- Project Method
- Field Study
- Interactive Methods
- ICT Enabled Teaching
- Experiential Learning
- Summer Internship Program

- **Group Projects**

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

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

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

9

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

3.3 - Research Publications and Awards

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

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

17

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

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

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

4

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

year

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

8

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

3.4 - Extension Activities

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

Our college has organized Cleanliness Drive under Swachh Bharat Programme on the occasion of Gandhi Jayanthi. The main purpose of this programme was to create awareness among the students regarding Cleanliness and its benefits. Under this programme, Students along with the faculty members had participated. As a part of this Cleanliness Drive, college campus was made clean.

. The World Water Day was celebrated. It focused on the importance of freshwater and advocating for the sustainable management of freshwater resources. Later the procession started from our college campus and, marched till collector office with the slogan about the importance of saving water. Teachers along with students participated in the activity. Finally small gathering has ventilated the key messages and highlighted issues of water and sanitation and issues related to climate change and survival of well being. The meeting was ended expressing sincere thanks all contributors and delegates.

World Environment Day is celebrated every year on 5th June to raise global awareness to take positive environmental action to protect nature and the planet earth. It is run by the United Nations Environment Programme (UNEP). The drive was organized by the faculties. The programme was inaugurated by the Principal Dr. (Mrs.) G.Nirmala.

File Description	Documents
Paste link for additional information	https://kcsam.in/wp-content/uploads/2023/07/3.4.1.pdf
Upload any additional information	View File

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

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

7

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

28

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

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

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

1635

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

3.5 - Collaboration

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

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

0

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

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

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college encompasses a well maintained campus with ensuring adequate availability and optimal utilization of physical infrastructure for teaching learning activities. The institution has an administrative block and academic block with 48 well furnished, fine ventilated and spacious classrooms. The institution has 6 science laboratories and 1 language laboratory are well equipped facilities.

Central library is the backbone of our institution. It can accommodate 170 readers at a stretch. The institution has 4 ICT enabled seminar hall for effective teaching learning. The usage of ICT tools with 4 smart class room, 4 LCD projectors, 150 computers and 7 Printers with internet connection.

For medical emergency the institution has infirmary room with 4 beds. First aid facilities, a wheel chair and a blood pressure machine are available in infirmary room. In case of emergency, 24X7 ambulance facility is available in the institution to rush the nearby government.

To ensure the students safe travel, the college has a fleet of 18 buses to the various parts of the city and its neighbourhood

.Hostel with 20 rooms fulfills the vital objective of ensuring safety and secure with 24X7 availability of warden and security.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcsam.in/wp-content/uploads/2023/07/4.1.1.-physical-facilities.pdf

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

Sports are an integral part of the curriculum. Various sports facility is provided to the students within the campus. The institution gives due importance to extracurricular activities along with academic subjects for the all-round development of the students. It also helps the students. It also helps the students not only to improve their academic performance but also to explore their interest.

The institution has both indoor and outdoor sport facilities. It has well maintained playground for Kabbadi, Volley ball, Football, basketball, Kho-kho, Silambam, shot put, Javelin throw and Disc throw.

The institution has well equipped gymnasium and also supports the students for their active participation in the sports. The college has well-furnished auditorium, which accommodates 1000 participants, open air auditorium and whereas each seminar hall and open auditorium accommodates 250 participants. The college is conducting various cultural events and competitions every year to explore the student's hidden talents. The college is committed to create a balanced atmosphere of academic and sports activities for the over all personality development of the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kcsam.in/wp-content/uploads/2023/07/4.1.2-photo.pdf

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

51

File Description	Documents
Upload any additional information	No File Uploaded

Paste link for additional information	https://kcsam.in/wp-content/uploads/2021/12/4.1.3-ICT_Smart-Class-2020-2021.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

51.91

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

4.2 - Library as a Learning Resource

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

Library is partially automated through the software "Libincloud" with 16.3 version. This software is developed by Micro Softaccess, a MSME organization, Puducherry. Book database is created along with user's database. Book issues and return process is partially automated. It is the web based software and it can be accessed from any place of the world through internet. However, it is protected by the password to avoid the entry of stranger.

Library circulation of checking with the software includes:

1. Book issues
2. Book return
3. Daily report
4. Availability of books
5. Volume and Department wise book count
6. Fixation of the fine amount of holding period
7. Stock verification report

Salient features of the software "Libincloud" are:

1. Number of user is unlimited.
2. Server is on for 24/7 a week.
3. No limit for book entry and book transaction.
4. Operation is menu-based and it is user-friendly.
5. Access from worldwide through internet.
6. Easy to learn the operation of the software.
7. Data base is structured easily to upgrade the package.

8. GUI operation which helps to programmer uses to produce GUI code for multiple computer platforms.
9. This software can also be upgraded to mobile and ipad operation.
10. It is customized software developed for Libraries in colleges.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://kcsam.in/wp-content/uploads/2023/07/4.2.1Software-pho.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

D. Any 1 of the above

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

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

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

1.13

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

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

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

250

File Description	Documents
Any additional information	View File

Details of library usage by teachers and students	View File
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4.3 - IT Infrastructure

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

The institution use ICT in the realm of education unleashes a myriad of possibilities in the process of learning. ICT tools helps to implement variety of strategies in the classroom environment to improve learning outcomes. ICT increase student's learning opportunity and it can also assist the students in acquiring essential occupational skills.

Language learning and teaching is considered to be a complex process. To make such a complexity easier ICT tools plays vital role. Smart classes promote the four basic competencies of learning English reading, writing, listening and speaking. Smart classes strengthen cross-cultural fertilization and global understanding because as performed as audio and video are digitized, stored and mediated by database. Smart classes using ICT tools make learning easier faster, accessible and fun.

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

4.3.2 - Number of Computers

150

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

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

51.91

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

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

To ensure the overall growth of the college, various heads are there for maintain and utilizing the campus infrastructure like lab, libraries, sports, computer and classrooms. The procedure and maintenance is as follows:

- All academic and administration activities are planned and executed by principal.
- Academic records are maintained by the department H.O.D and faculty members.
- The Library Advisory Committee essentially advises and guides the library in its activities and services.
- Hostel is strictly observed with safety and health preventive measures. Hygiene condition is regularly monitored in kitchens, dining Hall, bathrooms and toilets, etc..
- The RO water purifier plant and sanitary pad vending machines are routinely serviced.
- The hygienic and cleanliness at classrooms, seminar hall, dining hall, laboratories, library, office, corridor, wash room and parking spaces are maintained by housekeeping workers and sweepers.
- As per the requirement the electrician, carpenter, plumber, mason workers, painter, gardener and construction workers are hired.
- The utilization of the sports facilities are monitored by physical director.
- Security personal provides 24 hours service to ensure the safety and security of the college.
- CCTV surveillance at the entry point of the college and other crucial locations for safeguarding the students and asserts.

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

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support**

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

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

224

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

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

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

75

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	https://kcsam.in/wp-content/uploads/2023/07/Supporting-Document_merged.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

250

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

250

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

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

B. Any 3 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

156

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

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

1

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

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

The Institution has the student representatives constituted with academically strong students as its body. They have the sense of responsibility in dealing with the student concerned activities. The Institution also encourages participation of student representatives in various decisions making, academic and administrative committees, this enable them in acquiring better

academic environment. Student opinions and suggestions are considered to take measures in view of students' perception. The Institution puts efforts for the all-round development of a student.. The Class Representatives are appointed for each class who act as a bridge between their fellow students and the teachers. They ensure timely dissemination of information regarding events, examinations, and learning resources. They inform the fellow students about the conduct of class work, tests ,etc. The representative maintain the overall discipline of their classes .They also help us to improve the academic performance of the class. NSS is also encouraged in the institution enabling the student to participate in service activities like organizing blood donation, rural health & sanitation, adult education, and environmental awareness camps in the neighbouring areas as a social responsibility. The main focus of the College is to educate young women and training them in responsibility and accountability, enabling them to take their positions in a competitive world. Students are encouraged to participate in activities beyond their academic curricula so they become confident and well balanced individuals. There are several students that cater to a range of interests encouragiaging thestudents to hone their unique talents and managerial skills.

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

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

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

560

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

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

. The alumnus forms the major strength of the institution. The alumni meet is to facilitate ,coordinate and consolidate the alumni activities at KCSAMW campus. The alumni visit the institution to deliver Guest lectures and seminars for the

students in their areas of expertise and motivate the young minds. Successful entrepreneurs from the alumnus are invited to talk on their success stories at various occasions of the Institution. The alumni also assist the students for placement in public and private sectors and the regular alumni meetings pave the way for the successful outcome of the students. Some of the alumni who are presently working in the significant positions, are invited by their concerned Departments for the Guest lectures. The present students are motivated by their guidance. The meet also helps the final year students of the various streams at KCSAMW. Alumni answered questions of students regarding courses they should take during their regular semesters. They motivated the students as well. Alumni and students had a very good interaction session . they revisited the familiar place where they had studied and were shown the various developments that had taken place since then. This meet ended in a grand and successful manner.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The College is a constituent of Sri KrishnasamyReddiar Educational Trust which is a Telugu speaking public minority trust managed by the Executive Committee of the trust and administered by the Governing Council of the College constituted by the trust. The Governing Council consists of Chairman, Trust Members, Executive Director, Senior Faculties of the College, Academicians, UGC, State and University nominees and the Principal as the Member Secretary. The College which was started in 2007 has grown to the extent of research by introducing PG and M.Phil. Programs at periodic intervals, with the support of the trust. The College undergone NAAC Assessment for the first cycle in 2019 and accredited 'B' grade. The governing council members and members of the academic council which are the governing bodies of the institution. These two bodies are the decision making bodies where in the faculty members can effectively express their suggestions for the academic and administrative improvement of the institution. IQAC works constantly to maintain quality parameters in teaching, learning and evaluative processes.

File Description	Documents
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Paste link for additional information	https://kcsam.in/vision-and-mission/
Upload any additional information	View File

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

The college follows a well-structured and defined hierarchy from top to bottom to manage the affairs in a transparent manner. The powers, duties and responsibilities are assigned to every step of management.. The Governing Council is the apex body. The Head of the Institution is the key person who plays an important role to protect the stakes of the institution, to assign responsibilities to the faculty and to ensure their accountability and to increase their morale towards overall development of the institution. The participation of teachers and students is encouraged in all academic and non-academic programmes.

To empower the institution the management has given responsibilities thereby transferring and splitting the tasks to bring about efficiency and progress in Arts, Sciences, Research and Development, Internal Quality Assurance Cell (IQAC), Student Welfare, Training and Placement and the Extension Activities.

The faculties are given responsibility to be a part of club and cell activities such as NSS, RRC, YRC, IQAC, Admission Committee, Examination Cell, Counselling Cell, Placement Cell, EDP, Women Empowerment Cell, Anti-ragging Committee, IPR, Staff Club, Library Committee, SC /ST Cell etc., for the smooth conduct of curricular, co-curricular and extra-curricular activities.

File Description	Documents
Paste link for additional information	https://kcsam.in/wp-content/uploads/2022/01/committee-List.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. Strengthen the teaching learning process : Use of PPT, audio/visual aids, hybrid systems of teaching learning process, online classes conducted through Google meet , Google Classroom and Zoom, Telegram, What's App.

2. Awareness and Precautions of Covid - 19: Shared posters, videos, slogans, lectures through Whatsapp groups, online mode of teaching,

3. AQAR 2020 - 21 uploaded in the NAAC portal by August 2021

4. IQAC will ensure the Webinar, FDP, PDP Seminar, Workshop, Competitions are conducted in various departments.

5. IQAC conducted several meetings with HOD's and committee members both an online and offline mode.

6. Offer faculty development programme to teaching and non-teaching staff members on. " Happy and healthy life" , "Recent Scenario about Covid - 19" , " Yoga for wellbeing" and" Enhancing the Teaching Learning Quality"

7. Uploaded AISHE details

8. Online Staff meeting conducted Once in a week, Wednesday 7.00p.m - 8.00 p,m

9. Conducted BRAVURA 22' on 21.04.2022.

10. Feedback form from stakeholders were collected, analysed and catalogued

11. Internal academic and administrative audit was conducted by senior faculties and IQAC members

12. Encourage faculty members to present research papers in UGC listed Journals.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://kcsam.in/wp-content/uploads/2021/09/ACADEMIC-CALENDER-NEW-21-22-final.pdf
Upload any additional information	View File

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

Service Rules:

The institution follows the service rules framed by the governing body for effective functioning as per the guidelines of UGC.

Recruitment procedures

1. The requirement of faculty is calculated based on work load of the department as per UGC norms.
2. The creation of post is made by the Governing Council and the advertisement in newspaper is given by the Principal with the approval of the management.
3. Selection committee will interview the candidates as per the norms
4. The selected faculty is approved by the Governing Council and issues the appointment order.

Grievances Redressal Mechanism:

The grievances of the staff are placed before the Governing Council through their representatives who are the members of this council for redressal.

Grievances Redressal Committee is formed in order to keep up the congenial working atmosphere among the staff, students and parents. This committee helps to record the complaints and solve the problems related to academics and personal grievances.

Other Committees

The committees that play an active role in the smooth functioning of the college are IQAC, Admission Committee, Examination Committee, Anti-ragging Committee, Grievance Committee, Placement Cell, Women Empowerment Cell, EDP, SC/ST Cell, IPR Cell, NPTEL, Sports Advisory Committee, Library Advisory Committee, Alumni Association etc...

File Description	Documents
Paste link for additional information	https://kcsam.in/wp-content/uploads/2019/04/6.2.4-Cells-and-committees.pdf
Link to Organogram of the institution webpage	https://kcsam.in/wp-content/uploads/2019/04/6.2.2-Organogram-of-the-Institution.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Teaching

Employee provident fund, Casual leave/Medical leave/ Maternity leave/ On-Duty facility, Festival advance, Free education for wards of Staff members, Free transport facility for staff, Free uniform for staff' Free refreshment (Tea) for staff, Incentives to Ph.D. qualified staff, Availability of free ambulance service in campus, Bank and ATM facility attached with college building, Intercom facility available within the campus, Indoor games' Summer and Winter vacation for staff (30 days), Organising staff tour for recreation, Internet facility is extended to the departments and laboratories for the use of technology in teaching and learning Motivation of faculty members for self-development programmes and Higher education through faculty development programme, Providing financial support to encourage research activities, Career advancement programme.

Non-Teaching

Employee provident fund, Casual leave/Medical leave/ Maternity leave/ On-Duty facility, Festival advance, Free education for wards of Staff members, Free transport facility for staff, Free uniform for staff, Free refreshment (Tea) for staff Availability of free ambulance service in campus, Bank and ATM facility attached with college building, Intercom facility available within the campus, Summer and Winter vacation for staff (30 days), Organising staff tour for recreation.

File Description	Documents
Paste link for additional information	https://kcsam.in/transport/
Upload any additional information	View File

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

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

11

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 programs organized by the institution for teaching and non-teaching staff during the year

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

05

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

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

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

560

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

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

The management evaluates the performance of the faculty based on teaching, participation in team work, arranging co - curricular and extra-curricular activities and publishing works. A structured staff appraisal form is made use of by each faculty member for this purpose, wherein she give the details about her. The appraisal system motivates the staff to excel and put forth the best of their efforts. Staff retention is one among the strength of our institution.

The following factors are analyzed in the appraisal system for teaching staff,

- Teaching experience
- Innovation teaching practices
- Result percentage produced in the university examination
- Mentoring and counselling methods
- Skill up gradation through participation in conferences/workshops/FDP/others
- Publication works in the Scopus/e - journals and conference proceedings.
- Publication of chapters in books and publication of books

- Feedback from students
- Feedback from HOD and Principal
- Establishing rapport with peers
- Active participation in team work
- Participating in conducting extra-curricular activities.

The following factors are analyzed in the appraisal system for non-teaching staff,

- Experience
- Higher studies
- Feedback from HOD and Principal
- Active participation in team work
- Work discipline.

File Description	Documents
Paste link for additional information	https://kcsam.in/wp-content/uploads/2023/07/performance-appraisal-form-new.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Proper utilization of financial resources are planned at the beginning of every financial year. All financial transactions are computerized.

The institution conducts internal and external financial audit through authorized Chartered Accountants. Internal audit is conducted at the institutional level. The accounts assistant of the institution verifies the daily transactions. Audit will be conducted at the end of each financial year. The auditors will verify all financial transaction with the supporting documents and approval of proper authority for each financial transaction.

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

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

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

NIL

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

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

The budget of the financial utilization is approved by the trust and the governing council.

Sources of funds:-

The resources of funds are

1. Semester fees collections from the students
2. Fees collections for the other services rendered to the students. Example: College Bus fees.

Utilisation of resources:-

The institute has a well-defined mechanism to monitor effective utilization of available financial resources for the development of the academic processes and infrastructure development.

All the administrative, academic leads and co-ordinators of different cells plan the usage of funds for the activities round the year.

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

6.5 - Internal Quality Assurance System

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

Significant Contribution made by IQAC (2021-2022)

1. Strengthen the teaching learning process : Use of PPT, audio/visual aids, hybrid systems of teaching learning process, online classes conducted through Google meet , Google Classroom and Zoom, Telegram, What's App.
2. Awareness and Precautions of Covid - 19: - Shared posters, videos, slogans, lectures through Whatsapp groups, online mode of teaching,
3. AQAR 2020 - 21 uploaded in the NAAC portal by August 2021

4. IQAC will ensure the Webinar, FDP, PDP Seminar, Workshop, Competitions are conducted in various departments.

5. IQAC conducted several meetings with HOD's and committee members both an online and offline mode.

6. Offer faculty development programme to teaching and non-teaching staff members on. " Happy and healthy life" ,"Recent Scenario about Covid - 19" , " Yoga for wellbeing" and" Enhancing the Teaching Learning Quality"

7. Uploaded AISHE details

8. Online Staff meeting conducted Once in a week, Wednesday 7.00 p.m - 8.00 p,m

9. Conducted BRAVURA 22' on 21.04.2022.

10. Feedback form from stakeholders were collected, analysed and catalogued

11. Internal academic and administrative audit was conducted by senior faculties and IQAC members

12. Encourage faculty members to present research papers in UGC listed Journals.

File Description	Documents
Paste link for additional information	https://kcsam.in/minutes-2021-2022-2/
Upload any additional information	View File

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

IQAC formulates and monitors the process of teaching-learning in various aspects.

- Based on the University Academic Calendar, the Institute prepares its schedules for the academic year well in advance at the beginning of the year.
- Every teacher is expected to follow the Time Table prepared by the Time Table Committee.
- The lesson plan is prepared and everyday faculty writes record of work done.
- Student orientation programme at the beginning of their UG/PG programme to gain insight into the institution and teaching-learning methodologies.
- To meet the growing need of global knowledge requirement, all departments of the college are equipped with ICT enabled teaching methodology.
- Providing question bank and lectures notes through an online portal.
- Institute maintains an effective internal examination and evaluation system. Students result analysis record is

maintained.

- To acquire practical knowledge and necessary skills, online internships, projects, assignments, webinars, presentations are facilitated.
- The placement cell facilitates the training and employment opportunities for final year students and Entrepreneurship cell also encourage the students to gain entrepreneurial skills.
- IQAC conduct the internal and external academic and administrative audits. .
- To review the teaching learning process, feedback is collected from the stake holders.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://kcsam.in/wp-content/uploads/2023/07/annual-reprot-2021-2022.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institution possesses a privileged right to promote advanced technical education, and to ensure women empowerment through gender equality. To promote women education, the Institute makes

consistent efforts. The Institution is committed to maintaining a harmonious and inclusive environment that promotes gender equity and inculcates a very progressive stand in driving a healthy teaching-learning platform that appreciates freedom of ideas without any form of discrimination.

Through the Women Empowerment Cell, the College organizes several programs, such as National Girl Child Day, Women's Day, Training of Youth against Gender Discrimination "BetiBachoBetiPadhao", etc., for addressing gender issues and preventing sexual harassment and gender-based inequality in opportunities in the workplace. Through awareness programs to emphasize the rights of women and develop their self-confidence. The college provides counseling services to students in various degrees of difficulty and provides suitable solutions from time to time.

The Institution has taken several measures to enhance safety and security on campuses by installing CCTV cameras and providing 24x7 women's security for students. The institution has an ambulance facility and a separate, well-furnished infirmary room for students. The Institute has also ensured gender equality in the representation of women in all top positions.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://kcsam.in/wp-content/uploads/2023/07/common-hall.pdf

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

D. Any 1 of the above

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

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

Waste Management

By using efficient waste management techniques including segregation, recycling, and composting, our institution is deeply

committed to preserving environment, human health, and welfare.

Solid Waste Management:

There are dustbins for both biodegradable and non-biodegradable materials in each classroom, and other places throughout the campus.

All trash from dorms and colleges is properly disposed . To serve as compost to nourish the institute's gardens, leaf litter has been permitted to decay over time in a controlled manner.

Liquid Waste Management:

Sewage, lab, hostel, and canteen runoff waste are some of the liquid wastes produced on campus.

By mixing with other liquids, liquid waste from toilets and sinks is diluted before entering main drainage system.

Napkin Incinerator:

Napkin incinerator that has been installed in the restroom safely and effectively turns soiled sanitary napkins into sterilized ash. It is an effective machine that is user-friendly and supports a clean, pollutant-free atmosphere.

E- Waste Management:

Our college makes efforts to limit the amount of electronic trash produced on campus, the computer system components, CPUs, and ICs in electronic waste are checked if there is any small flaws it is repaired and reused otherwise, they are given to the licensed vendor as e-waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File
7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File
7.1.5 - Green campus initiatives include	

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

D. Any 1 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following

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

C. Any 2 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft

D. Any 1 of the above

copies of reading material, screen reading	
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the 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 socioeconomic and other diversities (within 200 words).

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination.

The institution has diverse socio-cultural background and different linguistic, we do not have any in tolerance towards cultural, regional, linguistic, communal socio- economic and other diversities. We have celebrated the national festivals, birth anniversaries and memorials of great Indian personalities. Different sports and cultural activities organized inside the college promote harmony towards each other.

Memorative days like International Women's violence , Yoga day, Constitution day, Cancer awareness day along with this regional festivals like saraswathi pooja, Pongal festivals are celebrated in our campus. This establishes positive interaction among people of different racial and cultural backgrounds..

Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural and regional. The College has always taken steps which promote the awareness about various National Identities and Symbols.. The College celebrates the Independence Day & Republic Day with great promotion and vigour.

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

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

Sensitization of students and employees of the Institution to the constitutional obligations is done through extra-curricular activities. Every year Republic Day is celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution. Independence Day is also celebrated every year to highlight struggle of freedom and importance of Indian constitution.

Constitution Day (26.11.2021): Celebrated to mark the adoption of the Indian constitution, with a pledge taken by students.

Human Rights Day (10.12.2021): The importance of human rights was emphasized by the Principal, promoting daily commitment to safeguarding these rights.

National Voters' Day (31.12.2021): Celebrated to encourage young voters to participate in the political process.

National Girls Child Day Drama (24.01.2022): A drama aimed at promoting awareness about girls' rights and education.

Road Safety Awareness Programme (31.03.2022): Conducted to promote road safety, with the District Transport Inspector as the Chief Guest.

Government of India, Nehru Yuva Kendira, Cuddalore, department of Social welfare and Women's Rights Tamil Nadu and Krishnasamy College of Science, Arts and Management for Women jointly conducted training of youth against gender discrimination "Betibacho Beti Padhao" on 19.05.2022. Chief Guest Mr. R. Rijeshkumar, Nehru YuvaKendira, Cuddalore,

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://kcsam.in/wp-content/uploads/2023/07/criteria-7.1.9-photo.pdf
Any other relevant information	https://kcsam.in/wp-content/uploads/2023/07/criteria-7.1.9-photo.pdf

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

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

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

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

The college organized various events and awareness programs throughout the year 2021- 2022 to commemorate important occasions and promote social and health awareness among students and staff members. The National Independence Day and Republic Day was celebrated with flag hoisting. Corona Awareness Program and Corona Vaccination Camps were conducted on the college campus. Teacher's Day Celebrated to honour teachers. Floral tributes were paid to Mahatma Gandhi and Kamarajar. Eye and Breast Cancer Awareness Programme was organized to raise awareness about eye care, eye donation and information about breast cancer. Constitution and National Voters' Day was Celebrated to mark the adoption of the Indian constitution and to encourage young voters. Human Rights Day celebrated to promoting daily commitment to safeguarding these rights. National Girls Child Day, promoting awareness about girls' rights and education. International Women's Day was celebrated. Campus Cleaning activities were conducted to maintain cleanliness. Road Safety Awareness Programme to promote road safety, Ambedkar Day Speech Competition was held. Youth against gender discrimination program was conducted. HIV/AIDS Awareness program conducted. Anti-Bullying Day Pledge taken by students to stand against bullying. M. Karunanidhi Birthday - Sapling Plantation, International Yoga Day Celebrated to emphasizing the importance of yoga in daily life.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice- 1

Best Practices are agents of change for a particular educational institution and society as a whole. The institution provides the best practices of the computer literacy programme and Neradi Thodarpil to all the students every year. Through best practices, students receive a foundational level of digital literacy and promote healthy reading habits among themselves.

Students improve their capacity to locate, assess, and apply information effectively and morally through the Neradi Thodarpil. During the lunch hour (1.00 p.m. to 1.15 p.m.), the librarian conducts this activity daily to assess the pupil's knowledge in order to develop their library skills. The students that are willing to do so talk about current events, employment trends, societal issues, and other topics. This practice creates a platform to express student's views and promote reading culture.

Best Practice-2

The Department of Computer Science faculty members provide excellent digital skill training to all the students from various disciplines. They received training in computer skills for MS Word, Excel, PowerPoint, email creation, and web access. Students develop the confidence skills and effective use of digital technology to support teaching and learning. These skills are frequently needed in today's job, social interactions, and becoming Self-employed.

File Description	Documents
Best practices in the Institutional website	https://kcsam.in/wp-content/uploads/2023/07/Computer-literacy-lab.pdf
Any other relevant information	https://kcsam.in/wp-content/uploads/2023/07/Computer-literacy-lab.pdf

7.3 - Institutional Distinctiveness

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

Institutional Distinctiveness

Education, Discipline, and Exaltation are the mottos of our college. The distinctiveness of our Institution lies in its exceptional academic experience, which offers its students various curricular, co-curricular, and extra-curricular platforms and opportunities to mould their unique thought processes, problem-solving skills, and overall world view. The college receives the majority of admissions, which is indicative of the tireless efforts unique to its goal. The student's achievement of University ranks in each academic field, totalling 93 University ranks and 9 gold medals since its inception, sustains educational Excellence.

The College provides an opportunity for frequent visits to the district library and Industry for the students and conducts training for college students performing for the NET/ SLET/TNPSC examination, which is a good way to pursue higher education. During the pandemic period, the institution faced the challenge of continuing teaching and evaluation in accordance with their academic calendar.

Every year, the college organizes "Bravura", an entrepreneurial spectacular, to reveal the students latent skills. The institution offers skill-based certificate courses that enable students to pursue entrepreneurship. The institution's distinctiveness is highlighted through the computer literacy program and Neradi Thodarpil, where the students are skilled in computer education and promote healthy reading habits.

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

7.3.2 - Plan of action for the next academic year

1. Teaching and learning evaluation process done through online mode by Google Meet, Zoom, Google classroom, Telegram and Whatsapp.
2. Enhance academic excellence.
3. To increase the usage of ICT for effective teaching.
4. Encouraged course teachers to develop e-content study material.
5. Motivated all the departments to offer e-certificate courses.
6. To organize National, International Seminars, Conference, Workshop and Guest Lectures in all the disciplines and motivational programmes to develop entrepreneurship skills among students.
7. Department related field work, Industrial visit, Internship, Education Tour, Career Guidance programme will be organized.
8. Emphasizing the faculty and students to register the online course offered by Swayam/NPTEL/MOOC.
9. Green campus initiatives.
10. Encourage students to participate in Library Activity, organize library webinar, purchase of new books, Journals, periodicals, Internet facility and free e-resources facility done.
11. Organize FDP for ensuring quality enhancement at all levels.
12. Enhancing social compatibility of the students by giving better opportunity of social interaction through activities of YRC, RRC and NSS clubs.
13. To motivate faculty members, research scholars to publish research papers in SCOPUS indexed journal.
14. To encourage students to participate in intercollegiate activities viz., Quiz, debate, sports and other events.
15. Strengthen Alumni interaction.