



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		Krishnasamy College of S Arts and Management for
• Name of the Head of the institution		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 S Arts and Management for 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	Thiruvalluvar University
• Name of the IQAC Coordinator	Mrs. R. Hemalatha
• Phone No.	04142285752
• Alternate phone No.	984250743
• Mobile	984250743
• IQAC e-mail address	Iiqackcsamw@gmail.com
• Alternate Email address	hemajram1979@gmal.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://kcsam.in/aqar-20
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/2021/11/CALENDER-NEW-20-21-conve

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity
Cycle 1	B	2.29	2019	09/08/2019	08/08/

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 of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration
NIL	NIL	NIL	00

8.Whether composition of IQAC as per latest NAAC

Yes

guidelines	
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	6
<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 meet, Zoom, Google classroom, Telegram, Whats app. 2. Awareness regarding COVID-19 - Shared posters, videos, slogans in Whats app groups, lectures and - Mentee meetings through Google meet, Zoom. 3. Encourage the faculty members to present research papers in UGC listed Journals and Participate in National and International, Webinars/FDP/PDP/workshops/short term courses. 4. E - Content Development. 5. AQAR 2019 - 2020 uploaded in NAAC portal.</p> <p>1. Conduct academic and administrative audit. 2. Collection of online feedback from various stake holders. 3. Conduct job and skills oriented certificate programmes. 4. Emphasizing the staff and students to register online courses offered by SAWYAM / MOOC / NPTEL. 5. Encourage the departments to organize International/National/ PDP/FDP/Webinars/Competitions and invited talks Regular meeting of all committees took place at stipulated time and act reviewed. 7. Preparation of academic calendar and department calendar. Online Examinations conducted as per the instructions given by the Thiruvalluvar University. 9. Online staff meeting once in a week. 10. E certificate courses offered. 11. Hybrid system of admission and fees collection. 12. I year inauguration and Bridge Course conducted through meet. 13. Encouraged various committees/clubs to organize awareness/internship/camp/motivational programmes to the students. 14. organized FDP/PDP on "Google classroom , "Financial Awareness", "Recent Scenario about COVID-19, "Short term training Programme on Professional English".</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
1.Strengthen the Teaching Learning process through the use of innovative methods.	Use of PPT,Google Meet,Google Classroom,Zoom,Telegram, for odd and even semesters besides black board teaching
2.Awareness and Precautions of Covid - 19	Shared Posters, Videos, Slogans, Information through Whatsapp groups,

	mode of Teaching through Mentee meeting
3.E-Content Development	E-Content material prepared by the course Teachers
4.Website Development	As per NAAC requirements
5.AQAR Preparation	AQAR 2019 - 2020 uploaded on NAAC Portal by August 2020
6.Result Analysis	All the Heads of the departments presented PPT on Result of their courses, Subject wise at IQAC Meeting
7.E-Certificate Course	Department of Chemistry, Department of Application, Department of Computer Science offer E-Certificate Courses
8.IQAC will ensure that Webinar, FDP, PDP, Seminar, Workshop, Competitions are conducted in various departments	All the departments organize various Programmes
9.To conduct frequent meeting by the IQAC to generate ideas	IQAC conducted several meetings with HOD's, various committees and faculty members both online and offline mode
10.Offer FDP to teaching and Non teaching Staff Members	1.FDP on
11.AISHE Details	Uploaded AISHE details.
12.Online Staff Meeting	Online Staff Meeting conducted once in a week - Wednesday to 8 PM
13.Admission Process and Fees Collection	Hybrid System of Admission Fee Collection service provided
14. I Year Inauguration	Online Inauguration through Google Meet
15.Bridge Course	All the departments conduct one week Online Bridge Course
16.Plan for improvement in Quality of Library Service to Students	Organized Online Library Celebration purchased reference Book, Journals, INFLIBNET Internet facility available to all Staff Members and Students
17.Plan to Organize Exhibition cum sale	Conducted BRAVURA 20, or

	09.02.2021
18. Internal and End Semester University Examinations	Conducted online mode of Examinations as per the instructions given by the Thiruvalluvar University
19. Feedback from Stakeholders	Online Feedback Form from Stakeholders were collected, analyzed and catalogued
20. Academic and Administrative Audit	Internal Academic and Administrative Audit was conducted by Senior Faculty and IQAC Members
21. Strengthen the Alumni Interaction and Collection of Data	The Alumni Association has initiated initiatives to collect the views of Alumni for conducting Meeting

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING COUNCIL	21/10/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020	18/02/2022

15. Multidisciplinary / interdisciplinary

16. Academic bank of credits (ABC):

17. Skill development:

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

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

20. Distance education/online education:

Extended Profile

1.Programme	
1.1	
Number of courses offered by the institution across all programs during the year	21
File Description	Documents
Data Template	View File
2.Student	
2.1	
Number of students during the year	1618
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	1618
File Description	Documents
Data Template	View File
2.3	
Number of outgoing/ final year students during the year	556
File Description	Documents
Data Template	View File
3.Academic	
3.1	
Number of full time teachers during the year	73
File Description	Documents
Data Template	No File Uploaded
3.2	
Number of sanctioned posts during the year	73
File Description	Documents
Data Template	View File
4.Institution	

4.1	51
Total number of Classrooms and Seminar halls	
4.2	3776748
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	150
Total number of computers on campus for academic purposes	

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 Thiruvalluvar University, Vellore. Tamil Nadu. The curriculum is framed by the boards of Studies of Thiruvalluvar University.
- The determined syllabus under CBCS pattern is adhering 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 and make exhortation to the principal, about academic programmers and prudent are intimate of academic calendar.
- Faculties draw up well in advance before the beginning of the semester bottomed on college calendar of events. So that the staff well aquatinted with their subject for the forthcoming semesters and accordingly prepares notes and plan for the current semester.
- Internal Assessment is the process in which the pedagogue judge the student's performance bottomed on paper presentations, participation in seminars, assignments, internal assessment tests, mid semester/ Model examination and project reviews.
- The college enticing people from the top institution university to dispense valuable information to our students which gives good vulnerability and motivation of the students. This assists the students for their higher studies in their institution.
- Involvement of the faculties and students in national level workshops, state level conference and special lecture helps them to have the core knowledge base in their academic field.
- Visiting lectures are often a welcome and stimulate event in a course, potentially demonstrating the real -life relevance of the syllabus.

- To additive the curriculum the college offers certificate courses and career courses which focused and explore the serviceable skills needed to work in particular field.
- Students were offered support for developing a business plan, of various training programmers for self employment in cottage industries based on the needs and interests of the students are offered.
- Due to Corona virus (COVID-19) outbreak, under government rule, higher education institutions are forced to close their campuses and switched over to online mode of teaching from usual classroom teaching. As a result, teaching and assessment activities have been conducted through online mode.
- The College is inviting people from the top institutions and universities to provide value information, to our students which give exposure and motivation to the students.
- Participation of the faculties and students in national level workshops, Webinars, Seminars, Poster Presentation everything held through Google meet and Zoom.
- Bridge Courses have been conducted to the students. To enhance the skills of mature students for the intellectual challenges in the competitive environment.
- Previous year question papers are essential for preparation of exams by the students. With these questions papers a student can practice a maximum number of related questions from the syllabus. Question Banks are given to the students.
- To be effective, department meetings have a detailed agenda, and the records have been maintained by the departments.
- Students know each subjects unique link, wherein they join the virtual classes on time,
- Assignments, Internals, Model examination are conducted through classroom and marks are assigned to the students mandatory.
- Attendance maintenance becomes mandatory in virtual classes.
- Orientation for the students to comprehend the app such as Google meet, Google classroom and zoom link.
- Students attend minimum two hours of virtual classes on all working days. Texts, notes, power point presentation, videos are shared to the students through whatsapp groups and Google classroom.
- We organize webinars with efficient scholars for the betterment of the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kcsam.in/wp-content/uploads/2021/12/lecture-1.mp4

1.1.2 - The institution adheres to the academic calendar including for the conduct of

Continuous Internal Evaluation (CIE)

- The College is affiliated to Thiruvalluvar University. The University declared the academic calendar in the beginning of every Academic Year.
- An academic calendar is prepared by the concerned official at the beginning of each semester in line with the university's calendar consisting of various curricular, extra and co-curricular activities.
- The calendar is uploaded on college website, displayed on notice boards. It is updated and revised with respect to any changes suggested by the university.
- All the classes and examinations are planned as per the calendar, thus ensuring complete adherence.
- College follows the calendar issued by the university strictly and plans all its activities including the conduct of Continuous Internal Assessment.
- The Institute prepares an institute level calendar and subsequently every department prepares its calendar. Institute calendar of events includes details like the total number of working days and holidays, CIA dates, dates for the institute's flagship programs.
- The department calendar comprises guest lectures, workshops, webinars, etc., held via online mode.
- The Internal assessment test of semester is generally held via online mode.
- Before starting of each internal assessment test, assignments are given to the students for each subjects.
- Seminars are carried by the students on particular topic in a subject during the respective subject hour.
- Internals are conducted, evaluated and also the display of marks and attendance is done as per the calendar of events.
- The dates of CIA 1, CIA 2, and Model exam are mentioned in the academic calendar. Detailed examination schedule is announced in advance by principal and respective HODs. In case of labs and projects, internal viva and practical exams are conducted by respective departments, and the exams are held by online mode.
- World environment day is celebrated every year on month of June by chemistry department. It is a day on which we spread awareness about the environment and the need to conserve it.
- There is an online program to II and III UG and II PG students. How to learn in online method. It is a way to deliver learning remotely to those who chose not to attend from a physical location.
- The Internal evaluation of students has gone online in view of the pandemic crisis. The new system replaces the traditional method of writing internal exams under the supervision of teachers.
- World Ozone day is celebrated which was signed to keep in check Ozone depleting substances. To create an awareness to the students, the programs held.

- Career awareness program is helpful for the students to attain the information related to the causes prevailing in the market.
- World food day is an international day celebrated every year in the month of October to commemorate the date of the founding of the United Nations food and agriculture organization.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kcsam.in/wp-content/uploads/2021/11/ACADEMIC-CALENDER-NEW-20-21-converted.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 of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

21

File Description	Documents
Any additional information	No File Uploaded
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)

2

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

123

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

- Krishnasamy college of science, arts & management for women strongly believes in integrating cross cutting issues relevant to professional ethics, gender, human values, environment and sustainability with a view to sew up holistic development of the students
- Various activities are organized throughout the year as part of the curriculum that help in this endeavor.
- About environment and sustainability related issues, the students got knowledge of environmental studies in their degree program.
- Various activities like quiz and poster competitions invited talks are organized to create awareness about nature, biodiversity, environment a sustainability program via online mode.
- There is an extensive ongoing tree plantation program college celebrates the day of National importance as earth day, environment day and word ozone day via online. The college organizes workshop/ seminars on environment to more aware about efficient use of natural resources.
- Our college provide counselling to students, promote gender equality among students and also deal with related issues of safety and security of students, staff and faculty. The College campus is secured with CCTV and high level security there are

separate boys and girls hostel (In -campus) for providing the safe environment to all students.

- Free counselling services are provided through a counselling cell.
- Major gender issues are focused and addressed through the activities like save girl, child campaign, essay and poster exhibitions , wall paper presentations , etc. ,
- Beside the syllabus, the institution organized programmers to include human values in students and staffs.
- The college take efforts for integration of ethical and human values through extra-curriculum activities also held via online mode.
- Different social activities have been initiated by the college like Health and Hygiene awareness programs, Voter's awareness program etc.
- NSS promotes environmental protection through Tree plantation and other sustainability development program. Every year NSS unit undertakes a host of activities in the nearby village during the special camp.
- Different activities have been initiated by the college to save environmental such as cleanliness camp, bus and public spaces etc. The cleanliness program is organized to clean ponds watering plant celebrating of various days like World Environmental day, NSS day etc.
- The institution took care to focus on these issues. Environmental studies is a compulsory subject for all under graduate second year students related to environment and sustainability.
- Similarly, cross cutting issues relevant to gender, human values and professional ethics are covered in the presented syllabi of university in various subjects in the form of topics, chapters, poems and co-curricular activities.

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

10

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	View File
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

129

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

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://kcsam.in/wp-content/uploads/2021/12/Feedback-Analysis-Action-Taken-2020-2021.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	No File Uploaded

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	No File Uploaded
URL for feedback report	https://kcsam.in/wp-content/uploads/2021/12/Feedback-Analysis-Action-Taken-2020-2021.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

1618

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

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

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

568

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

Students with varied degrees of learning capabilities and background converge in the college. Therefore, the level of challenge faced by them is also different. The College undertakes proactive exercises, on a regular and continuing basis on identifying advanced and slow learner. Based on their performance in various components such as observing and assessing the participation of students in regular classes, assignments and presentations, in addition to that, evaluating the performance of students in Internal Tests and Semester examinations is also take into consideration.

The college organizes various activities and exercises to raise the attainment level of students. Bridge course are organized by all departments at the beginning of every academic year to develop a better learning environment. The College endorses mentoring system where faculties help students with their personal and academic challenges. Continuous internal assessments i.e. Regular class tests, oral test and slip test facilitate consistent progress of students. The College ensures interactive teaching-learning process through group discussions, quizzes, audio-visual aids and e-content modules. Workshops, seminars and Industrial visits are arranged for the students to gain practical knowledge. The College maintains a Student Counseling Center to cater to the emotional needs of the

student community. Various methods are followed for advanced and slow learners.

Measures for advanced learners:

Students are encouraged to participate in seminars, webinars, poster presentation to develop analytical and problem solving abilities in them. This will help, in the ground of conceptual clarity and confidence for the advanced learners. Students develop their creativity by participating in and organizing intercollegiate events. They also encourage to join certificate courses offered by various Colleges. Students are encouraged to present papers in National and International conferences and Journals. The Institute offers guidance to students for various competitive examinations such as TNPSC, SLET and NET exams, higher studies and corporate readiness. Advanced learners are motivated and special care and attentions are given to advance further. Guidance is given to register in various online courses in MOOC, NPTEL, Swayam etc.

Measures for slow learners:

Remedial classes are arranged based on the specific needs of students. Remedial lectures, assignments and intensive coaching are conducted for slow learners. Defaulters have to complete extra assignments and solve previous years' question papers. To broaden their knowledge and for their exposure, encourage them to take part in workshops, seminars and Industrial visits. Faculty prepares and distributes self-learning materials that suit the requirements of slow learners. Group assignments and projects are given to slow learners. Personal counseling and motivation are given to slow learners.

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

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

Number of Students	Number of Teachers
1618	72

File Description	Documents
Any additional information	No File Uploaded

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

The College makes continuous and conscious efforts to enable its

students to realize their potential and evolve as leaders and transforming agents of society. To make the process of teaching and learning more effective, various student centric methods are used. Average teacher pupil ratio is kept to ensure quality teaching. Experiential learning, participative learning, and problem solving methodologies are used to ensure effective learning outcome.

Experiential Learning:

Excursions, field visits and industrial visits are organized from time to time to expose students and faculty to advanced levels of knowledge and skill requirements of the industry. Industrial visit helps to combine theoretical knowledge with practical knowledge. It gives students a platform to enhance their interpersonal skills and provide an insight regarding internal working of companies. The Research skill helps students to conduct independent research in survey methods, data collection, and social outreach. Field study helps the students to promote grass root understanding of concepts.

Participative Learning:

The college organizes different group activities as inter college competitions, quiz contests, seminars, workshops, paper presentations, debate, poster making competitions, etc. During the pandemic period those activities are conducted through Google meet and Zoom app. Documentaries and short movies are also screened for the students at departmental level to ensure effective learning outcome. The college employs an interactive approach through discussions, debates, oral group presentations to encourage greater participation and interactive learning. Project work is assigned to all the PG students of their own discipline helps them to broaden their respective subjects and to encourage teamwork and participative learning. Newsletters and Magazines are published by Tamil Department to nurture the creativity and other skills of the students. A dedicated Activity Period is assigned every last hour of the working day to organize various events by different departments this will help the students to expose their hidden talents as classroom activity. Special lectures/seminars/conferences are organized to encourage and motivate students to become participative agents.

Problem Solving Methodologies:

Special attention is paid to slow and advanced learners as per their requirement. Career Counseling and Guidance Cell of the college conduct various programs and arrange talks of eminent speakers prepare students to meet the challenges of life boldly.

The Entrepreneurship Cell provides the platform for innovative thinkers to take forward their entrepreneurial ideas.

File Description	Documents
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Upload any additional information	No File Uploaded
Link for additional information	https://kcsam.in/wp-content/uploads/2021/12/Merged-Depts.pdf

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

The Institution has a significant concern for providing state-of-the-art infrastructure and learning resources to enhance learning experiences. The major hallmark of this learning transition is from teacher centered to student centric method. Keeping in mind the importance of ICT and e-learning environment is created in the class rooms with well-equipped Smart boards, LCD projectors, audio-visual facilities and various ICT tools. In addition to chalk and talk method of teaching, the faculty members are using IT enabled learning tools like Zoom app, Google meet, Google classroom, that help teachers manage coursework like for conducting regular class during pandemic situation and giving Assignment, conducting Internal Assessment test, posting question paper in Google classroom and the receiving the same, sharing the materials, PPT, Quiz etc.

To attain competence, faculties are sharing notes and materials relevant to the curriculum through whatsapp, Google classroom and upload lectures on YouTube channels etc., Our College has smart boards which facilitate interactive instructional tools, generate more interest and motivation among students, display striking graphics, provide better instructional materials, can also accommodate all learning styles.

All the faculties use Google classroom, Google meet, ZOOM for an interactive and collaborative methods for teaching. Faculties do video conferencing through Google meet for teaching, meeting, online mentoring, taking sessions which delivers academic and online learning which is flawlessly capable of connecting students. Project viva and seminars are also conducted using latest technologies. Teachers most often use ICTs for 'routine tasks' during the pandemic period. Faculty is adapting to the usage of ICT tools to provide quality education to the students.

Faculties and students are enrolled for eLearning courses like NPTEL and Swayam, MOOC to cope with updated technologies. To make teaching more effective, the resources from NPTEL are also used in sessions to enhance the learning experience.

All the departments conduct webinars, online quiz and guest lectures on the new developments and latest issues in the core subjects for effective teaching and learning. Various departments conduct online activities, seminars, celebrating national festivals by conducting various programs, Library week celebration etc.,

Sufficient 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. Seminar hall is equipped with multimedia facilities using ICT tools. Invited talks and webinars are conducted in seminar hall using ICT facilities.

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

72

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

72

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

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

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

15

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super	View

specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)

[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

72

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

2.5 - Evaluation Process and Reforms

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

The institution believes that the internal assessment system has a key impact on the academic performance of the students. The institution ensures that there is fairness and transparency in the calculation of internal assessment of the students as they are intimated with the assessment criteria on the commencement of new academic session and at regular intervals in the classroom also. The institution has appointed Exam Cell Committee to monitor the CIE process. The steering committee is entrusted with the tasks of collection, sorting, coding and security of question papers. The dates of internal exams are published in the college handbook and also communicated to the students through whatsapp and sticking the timetable in the notice board. The students can also check their marks for assignment and seminar through the notice board that the internal marks were pasted.

The students get their internal examination valued answer scripts within one week of the date of exam and teachers discuss model answers and enter the marks in the notice board. During the pandemic period the question paper for internal exams were posted to Google classroom and ask the students to post it on the same within the stipulated time. The posted answer script were evaluated in the Google classroom and students can view their valuated answer script on the same. Progress report are sent to the corresponding student's home through post card.

Teachers ensure that the students are aware of the Internal Assessment Evaluation. It is discussed with them in detail to enhance transparency and rigor with a view to focus on individual and original work. Assignments and tests are conducted regularly and students are given multiple opportunities to improve their performance. A variety of techniques and methods such as MCQs,

Analytical tests, Classroom presentations, individual and group projects are employed. Teachers also bridge the knowledge gap of the students through innovative pedagogical practices employed in tutorials. Remedial classes are also offered in various subjects to provide additional help. Regular slip tests are also given to the slow learners. Students are given the opportunity to improve upon their performance through re-tests and one to one discussion. Students are encouraged to participate in interactive sessions, group discussions, power point presentations, projects and assignments.

Apart from the internal exams, the assessment is also calculated on the basis of house tests, practical examination, viva-voce, attendance, classroom response, assignments, participation in extra-curricular activities, etc. The students and parents are duly informed about their attendance and Internal examination through letters and telephone calls.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The institution has Grievance Redressal Cell consisting of faculty members. The students can represent their problems and grievances anytime for counseling and solving of their problems.

The college conducts two types of examinations, internal and external. External examinations are conducted by the University and the internal examinations are conducted by the college. As a part of the internal examinations internal assignment, internal assessment tests and model exams are conducted. The examinations are conducted with utmost care given to transparency and fairness. If there is any discrepancy/disparity in the award of marks in formative and summative assessments, students can make their representative through their ward and class tutors.

With regard to the university results, the student's grievances can be redressed through revaluation and re-totaling system adopted by the university within the time frame and regulations laid down by the university. The hall tickets are issued to the students well in advance. Any grievance related to the hall tickets is addressed to the exam cell. The exam cell looks into the matter and takes necessary action. The issues of the students are dealt with high priority and solved as soon as possible.

Principal along with examination committee members take care of university examination related queries and grievances.

All grievances are therefore solved with utmost care to student sensitivity. College level grievances are solved within two-three days. The college is dedicated to provide students with time-bound, transparent and efficient solutions are given for their examination related grievances.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Even though different programs will produce students with different fields of knowledge, the ultimate goal of education would be to help students evolve into responsible and good citizens. Times are changing and students have to develop skills and acquire knowledge beyond their degrees. The Institution facilitates holistic growth of the students by providing/creating various platforms for both curricular and co-curricular activities such as NSS, RRC, YRC, motivating them to take part in Paper presentation, seminar, webinar, inter and intra college competitions/programs, workshop, field study, insisted to enroll in personality development programs offered by Placement cell and other co-curricular activities also. All these 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.

Curriculum is framed by Thiruvalluvar University, in the way to attain the learning outcomes of various disciplines that is offered by this institution, is intended to suit the present day needs of the student in terms of securing their path towards higher studies guiding students towards career choices. The learning objectives are communicated through various means such as college prospectus, College website, bridge course, Principal's address to students and parents during orientation program, Alumni meets and dissemination in classroom by concerned staff.

Students are made aware of the course specific outcomes through orientation program,

Classroom discussion, and expert lectures. Program outcome, course outcome and objectives are stated in the syllabus that is prescribed by the Thiruvalluvar University. These syllabi are available in the University website, and College website During the admission process, the teachers counsel the prospective students and parents on the expected outcomes of programs for selecting their course for admission.

Orientation programs organized for all first year students, acquaints the students with the vision, mission and the expected outcomes of their selected programs. At the beginning of the session, the faculty articulates the learning objectives and program specific outcomes to the students. The meeting held for parents of first year students is also used to guide parents to understand the expected outcomes. There is a coordinated effort on the part of the College and students in achieving the desired outcomes: Motivation lectures, Skill enhancement activities and mentoring sessions are organized regularly. Various course specific activities such as projects, departmental activities and certificate courses enable students to work towards achieving course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://kcsam.in/wp-content/uploads/2021/12/poscos.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.

The Institution regularly evaluates the performance of students through various methods for measuring the attainment of the Program Outcomes, and Course Outcomes. The program outcomes are assessed with the help of course outcomes of the relevant program through direct evaluation process. It is provided through various academic oriented exams such as University Examinations, internal exams, assignments, unit tests, slip tests, discussion, etc. The Thiruvalluvar University conducts examinations as per semester pattern through which the institution measures program outcomes based on the course attainment level fixed by the program. It is a direct evaluation process. Internal assignments are given to the students which are mostly aligned with Program Outcomes of the respective subject. External Assessment is evaluated by external experts for the Practical examinations, appointed by the University through Viva-Voce and practical files.

Staff meetings at department level are conducted at regular basis that held to review the progress of the students and to ensure the timely completion of the syllabus so that a clear way is paved towards optimum learning outcomes. Throughout the year the faculty records the performance of each student. At the same time remedial coaching is also provided to slow learners to make pace with the desired progression. Staffs are insisted the students to enroll on Certificate Courses offered by Swayam, MOOC and other government agencies. At the same time, observations of student knowledge and skills against measurable course outcomes are evaluated throughout the year.

Attainment of program outcomes and course outcomes are duly evaluated by the institution. To nourish the program outcome, students are encouraged to take up projects, fieldwork, etc. This helps them to obtain necessary skills and practical experience in their chosen discipline. One of the most important Program Outcomes is the employability of students upon successful completion of their degree program. The college has a Placement Cell, which caters to the demands of companies from different sectors.

The Institution collects feedback from students, Alumni, and Parents which is an important method of measuring attainment with objectives of identifying the attainment level of students in terms of program, subject, and course and syllabus outcomes and to understand the impact of teaching learning process. Alumnae of various departments are invited to interact with both the students and teachers during the Orientation program and at other events and meetings. To track program outcomes, the institution maintain an alumnae data-base, regularly updating information on their current employment and other endeavors.

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

2.6.3 - Pass percentage of Students during the year

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

556

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	View File
Paste link for the annual report	https://kcsam.in/wp-content/uploads/2022/02/Annual-report-2020-2021-NEW.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/2021/12/sss-2020-2021.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)

00

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

15

File Description	Documents
Any additional information	No File Uploaded
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

00

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

Career guidance cell, of Krishnasamy College of science, arts and management for women was established for collaborative activities in areas of training and research to arrange field industrial visits and campus interviews. Recently the college has constituted

Entrepreneurship Development Cell (EDC) for empowering students. College have organized youth conclave to give a common platform to the participants to think, act and work together in the process of the nation building. The college promoted participation of students in different co-curricular activities such as cultural rally, extension service, art, group discussion, brain storming, role playing and many more to equip the students and motivate them for all round development of the children.

A language laboratory, to meet the growing demands of students who are keen to develop their speaking skills and personality by organizing workshop, linguistics classes etc. The institute also took the initiative of organizing awareness program on environmental issues, self defense awareness programme for girls for their personal safety and security. To develop a transparent and responsive administration the college authority organized a computer and Tally, Literary Training Program for non-teaching staff. The institute has well equipped central Library (E-Library) laboratories, safe drinking water facility, hygiene canteen, vending waste disposal machine etc. to ensure swift and paperless (or green communication) made of communication in day to day administration from the IQAC office. Our Institution provides healthy atmosphere, infrastructure, resources, confidence for enhancement of the capacity and competencies of students and teachers in research and innovative activities.

All innovative and extension activities are student centric. These activities help students to understand the various problems faced by the society. In the institution there is Commerce Planning Association, NSSSports Skill and Entrepreneurship development centre through which students and faculty members are encouraged to undertake innovative activities which are helpful for creation and transfer of knowledge. Activities conducted by these are helpful to develop leadership qualities, various skills, planning, budgeting, marketing and organizing. Activities conducted by language association are helpful to enhance the skills of languages and creative thinking. NSSconducted various activities in innovative ways, tree plantation, Swachh Bharat, awareness programmes about cleanliness construction of toilets etc. News paper clippings are displayed and students are made to express their views and participate debates on it. Various competitions essay writing, debating, elocution, book talk are organized to bring out the hidden potentials of students. Workshops and seminars are conducted on ICT which have proved helpful to the rural students. It has raised their confidence and expanded their horizons of creativity.

File Description	Documents
Upload any additional information	No File Uploaded
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

03

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

01

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	No File Uploaded

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

07

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

00

File Description	Documents
Any additional information	No File Uploaded
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

1. Krishnasamy college of science, arts and management for women 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, all the students from B.Sc and M.Sc along with the faculty members had participated. As a part of this Cleanliness Drive, college campus was made clean.

2. The cancer awareness programme was organized by Department of Physics in Krishnasamy College of science, arts and management for women on 4th February 2020. The main aim of this programme was to create the awareness and to reduce the illness and death caused by cancer. The students were made clear about their doubts related to cancer.

3. The world water day was celebrated on March 23, 2020 .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.

4. World Environment Day (WED) 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/2021/12/Social-Issues-Photos.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

05

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

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

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

9

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

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

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

09

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	View File

etc (Data Template)

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**

11

File Description	Documents
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**

5

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 overall ambience and campus facilities are sufficient to meet the needs of students and staff members. The institution has an administrative building and academic building with 48 well furnished classrooms, 6 science laboratories, 1 language laboratory, central library, 4 ICT enabled seminar hall and 1 auditorium, 1 dining hall, sports grounds, canteen, infirmary room and hostel for both under graduate and post graduate students.

The institution has adequate ICT tools for effective teaching learning. The usage of ICT tools with 4 smart classroom, 4 LCD projectors, 150 computers and 7 printers with internet connection. For medical emergency, infirmary room with 24X7 ambulance facility is available in the institution.

To ensure the students safe travel, the college provides 15 buses to the rural areas in the morning and evening. Hostel with 20 rooms is strictly observed with safety measures.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://kcsam.in/wp-content/uploads/2019/04/4.1.1-Adequate-Facilities.pdf

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

The institution has provided a number of facilities for supporting extracurricular activities related to culture creativity, arts and recreation. The institution has adequate facilities for cultural activities in terms of well equipped auditorium accommodate 1000 participants, whereas each seminar hall and open auditorium accommodates 250 participants. College also encourage students to participate in various college levels, state level and national level competitions.

The institution has both indoor and outdoor sport facilities. It has well equipped gymnasium. The college has a well maintained play ground for various outdoors game like Kabbadi, Volley ball, Foot ball, basket ball, Kho-kho, Silambam, shot put, Javelin throw and Disc throw.

The college has facilities for promoting indoor game like chess and carom. The gymnasium is equipped with Tread mill, Tummy Vibrator, Swiss ball, Arm Curl, Elliptical, Adjustable Dumbbells, adjustable Bend press, Spin Bike and Weight Lifting.

The college is committed to offering resourceful infrastructure for holistic growth of students. It provides adequate facilities for cultural activities. A spacious fully equipped and air conditioned auditorium and open auditorium are available for the students to organize and participate in co-curricular and cultural activities.

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

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	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

141674

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
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 versions. This software is developed by Micro Soft access, 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	No File Uploaded
Paste link for Additional Information	Nil

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

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	No File Uploaded
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

280

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

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The academic year 2020-2021 was completely affected by COVID-19 pandemic and therefore it was not only the choice but also the compulsion of the teachers to learn, adopt and practice the ICT enabled tools. The use of laptops, mobiles and internet became a common practice not only for the teachers but also for the students. The Institution has >50 MBPS Bandwidth of internet connection in the Institution.

The IQAC, library and the various department conducted webinar to overcome the pandemic situation and to learn about the usage of e-resources. Moreover, several refresher courses, Faculty Development Program are suggested for the staff members from other institution. Facilitated by these programs, the staff members effectively using ICT enabled tools for the betterment of the students.

Smart classes act as a tool for bridging the gap between staff and students. Smart learning education system attempts at developing quick learning skills where the staff members participate with students via learning tools and techniques. So we share awareness, motivational, subject oriented videos etc. during the activity hour for all the department students. The Institution supported the staff members by enhancing the Wi-Fi facilities in all the floors.

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	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the InstitutionA. \geq 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

501292

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
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.

The campus has an ambiance that motivates the teaching and learning. The institution has adequate infrastructural facilities and budgetary provision under different heads for maintaining and utilizing the campus infrastructure facilities. Foremost priority has been given to proper maintenance of the college infrastructure like lab, library, sports, computer and classrooms. The elaborate 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.
- The college need a customized plan to deal with eventuality arising due to Covid-19 before resuming the activities on campus.
- The generic preventive measures are followed to reduce the risk of Covid-19 by all (faculty members, employees, students and visitors) in campus at all times:

1. Physical distancing of at least 6 feet is maintained at all places.

2. Use of face covers/mask is mandatory. Regular and sufficient supply of face masks/cover is ensured.
 3. Frequent hand washing with soap is recommended to all
 4. Proper sanitization of buses , other transport and official vehicles of the institution is done (faculty members, employees, students and visitors).Hand washing stations with facilities of soap / liquid soap is created to wash her hands frequently.
 5. An adequate arrangement of thermal scanners is available at all entry and exit point, including the reception area.
 6. Sanitized the entire campus, including administrative and academic buildings, classrooms, laboratories, libraries, common rooms, toilets, learning materials, teaching aids, sports equipment, computers, etc...
- o Hostel is strictly observed with safety and health preventive measures. However, the sharing of rooms is not allowed in hostel. Hygiene condition is regularly monitored in kitchens, dining Hall, bathrooms and toilets, etc..
 - o The RO water purifier plant and incinerator machines are routinely serviced and sanitized in all floors.
 - o 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.
 - o As per the requirement the electrician, carpenter, plumber, mason workers, painter, gardener and construction workers are hired.
 - o The utilization of the sports facilities are monitored by physical director.
 - o Security personal provides 24 hours service to ensure the safety and security of the college.
 - o CCTV surveillance at the entry point of the college and other crucial locations for safeguarding the students and asserts.
 - o Biometric attendance machine is prohibited during COVID-19 to control the spread.

File Description	Documents
Upload any additional information	View File
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

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

77

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

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

A. All of the above

File Description	Documents
Link to Institutional website	https://kcsam.in/wp-content/uploads/2022/01/5.1.3-photo.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

380

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

380

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

5.1.5 - The Institution 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

A. All 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

52

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

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

5.2.2.1 - Number of outgoing student progression to higher education

187

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

Details of student progression to higher education	View File
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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)

KCSAM's Student representatives actively participate in various activities. They help in coordinating all the events related to academics and other co- curricular & Extra-curricular activities, as per the directives of teaching faculty. They support in academic administrative activities by taking the help of other students. They

also motivate other students to take part in the activities conducted by the institute. They form the bridge between faculty and students.

The Board of Management and Staff actively encourages the Student representatives to engage in address student concerns. The College focuses on educating 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 encouraging the students to hone their unique talents and managerial skills.

Each class also has a Class Representative who acts as a bridge between her fellow students and the teachers. She ensures timely dissemination of information regarding events, examinations, and learning resources.

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

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

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

12

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 institution maintains the complete track of alumni with their required details; inform them about the current changes and achievements of the institute. Alumni meet is also organized at the institute level every year. Alumni contribution happens in various non-financial forms. Alumni visit our campus for the benefit of the

juniors such as discussion on opportunities. Alumni inform the students about the career opportunities in different fields. They shared their personal experiences with students. Alumni visit campus at regular intervals to support the existing batch of students in planning and organizing events, extend support and guidance. Whenever these alumni visit the campus they motivate students to follow their path for the betterment of the society.

Alumni Meet was conducted on 24.02.2021 is a gathering of passed out students of our institution and it is a place where the institution feels proud on seeing its successful alumni. During the meet, the alumni community shared their experience in the outside world, which they faced after stepping out of the institution. The session was about to develop the career skills of students in software developing side and to prepare themselves for job seeking in IT companies. They also shared their experience during their studies. They also motivated the students to develop the communication skills.

Meditation is relaxation and rejuvenates the body and mind. With this aim in mind, a program was organized on 07.03.2021 in New Seminar Hall for the students. Our alumni, S.Soundarya , Department of Chemistry took yoga session with great dedication. Around 60 students were participated with full interest, enthusiasm and eagerness. She also conveyed the importance of making yoga an integral part of our daily life by extending the practice of yoga beyond the class. The session concluded with an interaction between the instructor and the students in which the queries were addressed satisfactorily. The session was very refreshing, reviving and relaxing.

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	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

VISION:

Empowerment of young rural women through higher education and transformation of the society

MISSION:

- To provide quality higher education and sustain academic excellence.
- To enhance skills of the youth for self-reliance and sustainable development.
- To develop courage, confidence and competitive spirit in the changing global scenario.
- To make students responsible citizens.

MOTTO: "Education - Discipline - Exaltation"

The college is a constituent of Sri Krishnasamy Reddiar 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 Council has the policies and the decision making body which suggests, monitors and implement the academic, financial and administrative policies for the development of the institution.

The College also has an Academic Council chaired by the Principal with head of the departments and academicians as members. This committee suggests and monitors the various academic activities of this institution. This committee recommends to the management regarding the starting of the new academic programs, conduct of various other academic activities, the academic and administrative responsibilities/grievances of the faculties etc.

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 institution is planning to attain autonomous status and achieve the excellence. The management is of the view to improve it to a research institution by getting recognition of research leading to the award of Ph.D. degrees.

The College undergone NAAC Assessment for the first cycle in 2019 and accredited 'B' grade.

Being a rural women's college the institution pursues to function with quality higher education, social commitment, efficiency and conscience to train and encourage female students to be resourceful through teaching, research and extension activities and engage them to serve the nation in socially relevant areas.

The senior faculty members are members of the governing council and the HODs and faculties are 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.

The Internal Quality Assurance Cell's responsibility is ensuring quality in all academic activities of the college. IQAC works constantly to maintain quality parameters in teaching, learning and evaluative processes. IQAC conducting staff meeting every Wednesday through Google meet to set the goals, analyse the SWOC, to introduce innovative ideas and to share the zeal among our faculties.

The pandemic taught faculties must be at any moment ready to go online and teach remotely through digital platforms. The Governing Council, Academic Council and IQAC guided and organised orientations, FDP and webinars to the faculty members to the best use of the online mode of teaching. Students as well as teachers have managed to overcome the challenges and have finally adapted to the online system, now that they attend virtual classes regularly, which led to the expose of the fragmented adoption of high-quality education technologies with applications such as Whatsapp, Telegram, Google Meet, Zoom and Google Classroom.

File Description	Documents
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 institution support a trend of decentralized governance system with well-defined inter relationship.

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 nature of managing the routine affairs and development of the college is decentralized and participative at every level. The Governing Council is the apex body in the management of the college. The Head of the Institution is the key person who plays an important role to protect the stakes of the institution, to be in constant touch with the stakeholders, 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. The motivational level of teaching and non-teaching staff and students is always kept highest so that they can contribute their best in the college functioning.

To empower the institution by honing the features of different welfares, 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. All the staff members in the department are involved in various department activities to join hands with the Head of the Department to equip and mould the young minds into efficient professionals, who are being trained to meet challenges and opportunities with confidence and dignity.

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. Students build their leadership qualities by taking up responsibility of organising events - Seminars, Conferences and Symposia's in their respective departments. Students are actively involved in social activities through the NSS, RRC & YRC organising camp, cleaning the village, campus cleaning and in creating awareness on social and health related issues. Students enrol in the clubs and Cells available in the College according to their area of interest.

Thus the institution and departments encourage shared leadership and entrust the faculty of different divisions with enough authority to decide and execute activities of their own to bring up a positive vibe in students and in the society.

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

The College has a perspective plan for development. The College has a governing council of members with varied knowledge and experience in the field of academic, research, and administration to frame the policies and objectives. The strategy to achieve these objectives is evolved in consultation with the Chairman, Principal, HOD's and implemented by teaching and non-teaching staff.

The strategic plan of the Governing Council consists of the following objectives and the policies for the development of the institution.

Perspective Plan

- Strengthen the teaching learning process through the use of innovative methods.
- Awareness and Precautions of Covid - 19.
- E - Content Development.
- Website Development.
- AQAR Preparation.
- E - Certificate Course
- Plan for improvement in quality of library service to students
- IQAC will ensure that Webinar, FDP, PDP Seminar, Workshop, Competitions are conducted in various departments.
- Offer faculty development programme to teaching and non-teaching staff members.
- Online Staff Meeting
- Admission Process and Fees Collection.

As per the perspective plan the following are the action taken.

Action Taken

- 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
- Shared posters, videos, slogans, lectures through Whatsapp groups, online mode of teaching, through Mentor - Mentee Meeting.
- E content material prepared by the course teachers.
- As Per NAAC requirements.
- AQAR 2019 - 20 uploaded in the NAAC portal by August 2021
- E - Certificate courses offered by Department of Chemistry, Department of Computer Application, Department of Computer Science.
- Organized Online library week celebration, Webinar, purchased required book, journals and periodicals, internet facility and INFLIBNET available for faculty member and students
- All the departments organized various programmes.
- Organised FDP on "Google Class room", FDP on "Recent Scenario about Covid - 19" (Teaching & Non-teaching), FDP in "Financial Wellness" (Teaching & Non-teaching), FDP on "Enhancing the teaching learning quality".
- Online staff meeting conducted once in a week, Wednesday (7.00 pm to 8 pm)
- A hybrid system (online and offline) of admission and fees collection service was provided.

File Description	Documents
Strategic Plan and deployment documents on	View File

the website	
Paste link for additional information	https://kcsam.in/wp-content/uploads/2021/11/ACADEMIC-CALENDER-NEW-20-21-converted.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/ statutory bodies.

Recruitment procedures

1. The requirement of faculty is calculated based on the 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. Constitution of the Selection committee.
4. Selection committee will interview the candidates as per the norms
5. The list of the selected faculty is approved by the Governing Council and the principal issues the appointment order.

Promotion policy:

The governing council constitute a committee consisting of the chairman of the trust, principal, representatives of the faculties, university nominee and academicians who scrutinising the staff appraisal report submitted by the faculty for consideration for promotion. Based on the recommendations of the selection committee the governing council approves after getting the consult of the trust.

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, AISHE, NAAC Committee, College Website, Beat Covid Campaign Committee, Admission Committee, Examination Committee, Anti-ragging Committee, Grievance Committee, Placement Cell, Women Empowerment Cell, Entrepreneurial Development Cell, SC/ST Cell, IPR Cell, MOOC-NPTEL, Sports Advisory Committee, Library Advisory Committee, Alumni Association Committee, Research Committee and Electoral Club.

File Description	Documents
Paste link for additional information	https://kcsam.in/wp-content/uploads/2022/01/committee-List.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	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
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

List of welfare measures extended for Teaching and Non-Teaching Staff:

1. Employee provident fund for Teaching and Non-Teaching staff.
2. Casual leave/Medical leave/ Maternity leave/ On-Duty facility.
3. Festival advance to Teaching and Non - Teaching staff.
4. Free education for wards of Staff members.
5. Free transport facility for staff.
6. Free uniform for staff.
7. Free refreshment (Tea) for staff.
8. Incentives to Ph.D. qualified staff.
9. Availability of free ambulance service in campus.
10. Bank and ATM facility attached with college building.

11. Intercom facility available within the campus.
12. Indoor game and Gym facility.
13. Summer and Winter vacation for staff (30 days)
14. Organising staff tour for recreation.
15. Internet facility is extended to the departments and laboratories for the use of technology in teaching and learning.
16. Motivation of faculty members for self-development programmes and Higher education through faculty development programme.

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

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

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

10

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

5

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

469

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 college performance appraisal system consists of the following components:

1. Student feedback on teaching: Every semester the students give feedback about their concerned faculty.
2. Result Analysis: Result analysis of subject taught by the faculty members is analysed by HOD and Principal.
3. Staff Achievements: The faculty and staff of the college achieve many noteworthy accomplishments in the pursuit of academic excellence. Management recognised the faculty and staff achievements through awards.

The student's feedback, staff achievements and result analysis of the staff are analysed by the HOD. Based on the analysis the HOD gives suggestions for improvement in teaching, if required. The self-appraisal helps to improve an individual performance and her contribution to the institutional activities.

The Principal discuss the performance of staff members with HOD and opportunities are created to improve their performance.

File Description	Documents
Paste link for additional information	Nil
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)

0

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

6.5 - Internal Quality Assurance System

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

Significant Contribution made by IQAC (2020-2021)

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. Encourage the faculty members to present research papers in UGC listed Journals and Participate in National, International, Webinars/FDP/PDP/workshops/short term courses.
4. E - Content Development.
5. AQAR 2019 - 2020 uploaded in NAAC portal.
6. Conduct academic and administrative audit.
7. Collection of online and offline feedback from various stake holders.
8. Conduct job and skills oriented certificate programmes,
9. Emphasizing the staff and students to register online course offered by SAWYAM / MOOC / NPTEL.
10. Encourage the departments to organize International/National/PDP/FDP/Webinars/Competitions and invited talks.
11. Regular meeting of all committees took place at stipulated time and action plan reviewed.
12. Preparation of academic calendar and department calendar.
13. Online Examinations conducted as per the instructions given by the Thiruvalluvar University.
14. Online staff meeting once in a week.
15. E -certificate courses offered.
16. Hybrid system of admission and fees collection.
17. I year inauguration and Bridge Course conducted through Google meet.
18. Encouraged various committees/clubs to organize awareness/internship/camp/motivational programmes to the students.
19. IQAC organized FDP/PDP on "Google classroom , "Financial Awareness", "Recent Scenario about covid - 19, "Short term

training Programme on Professional English", " Six day Faculty Development Programme on Enhancing Teaching – Learning Quality".

File Description	Documents
Paste link for additional information	https://kcsam.in/minutes-2020-2021/
Upload any additional information	View File

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

The college reviews its teaching-learning process, structures and 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. A scheduled academic calendar helps to implement academic enhancements proactively.
- As per university instructions, the class work for each subject is initiated in the college. Every teacher is expected to follow the Time Table prepared by the respective HODs.

The lesson plan is prepared by the faculty members for all the subjects they teach in that particular semester. Enriching the curriculum with guest lectures, industrial visits, and Internships

- Everyday faculty writes the details of the lectures along with the topic covered in the class. This year, classes were conducted online so faculties were instructed to create Google meet link, Zoom meet link and Google Classroom link. The class scheduled based on the class time table. The created link posted in the class whatsapp group. Internal Assessment examination and Assignments are instructed to post in the Google class room, corrections were made through classroom link. Principal, HODs were monitored and cross checked.
- 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. The IQAC scrutinizes the action plan, result analysis and verifies the records and stock register.
- To review the teaching learning process, feedback is collected from students, parents and the alumni are analyzed and recorded by the IQAC.
- The college ensures participative management of the students representation in all committees.

File Description	Documents
Paste link for additional information	https://kcsam.in/wp-content/uploads/2021/12/ICT-2020-2021-2.pdf
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/2022/02/Annual-report-2020-2021-NEW.pdf
Upload e-copies of the accreditations	View File

and certifications	
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

Measures initiated by the institution for the promotion of gender equity during the year 2020-2021

A) Safety and security:

The institution is maintained an entry/exits register at the entry point of the college as well as hostels for the safety of the students security persons provides 24 hours service to ensure the safety and security for the women when it comes to safety and security, surveillance cameras have become a basic necessity for the security of women. To ensure the safety of women on campus, the priority is given for installing CCTV cameras covering the entire premises of the institution and in the college buses as well. The institution has installed sanitary napkins vending machine to ensure an effective, safe and convenient mode for any time access to the sanitary napkins. The purpose is to promote safe and hygienic sanitary practices among the women. The ROwater purifier plants are installed in all the floors for hygienic water. The institution has constituted women development cell and Anti-Ragging cell to conduct awareness programs to emphasize on the rights of the women and to develop the self confidence of women.

B) Counselling:

The institution shows almost concern towards the wellbeing of students. The Grievance redressal cell has been constituted at the college with Principal, and a student representative. The counselling service will address various degree of the problem & provide suitable solution from time to time received the complaints from the students like stress management, self-esteem issues, lack of motivation, time management, friendship issues, emotional issues, behavioural issues, adjustment issues etc. The counsellor conducts group sessions to motivate the students to set appropriate goals and to help them gain clarity on their priorities. During the pandemic situation, the grievance redressal cell members counsel the students through online mode. The students who are facing mental problems & feeling uneasy which are making them distributed in their normal life, come to meet the counsellor. Confidentially Counsellor talks

to her and fix a date and an time for counselling do the same in specific counselling room.

C) Common Room:

The institution has separate well-furnished infirmary common room for girls. It is equipped with tablets, chairs, beds with linen, drinking water coolers & wash rooms, exclusively for girl students and women employees. Sanitary towels are made available in the infirmary room. This room is ready to provide health care services to the students reporting physical illness at point of time during the class hours. Treatments are given for common issues like fainting attacks, vomiting, abdominal pain, back ache and other ailments.

File Description	Documents
Annual gender sensitization action plan	https://kcsam.in/wp-content/uploads/2022/01/Gender-Equity.pdf
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	Nil

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	No File Uploaded

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

- o Solid Waste Management
- o Liquid Waste Management
- o Napkin Incinerator
- o E- Waste Management

Solid Waste Management:

To reduce waste at institute students and faculties are educated on proper waste management practices through Posters on notice boards displaying slogans in the campus.

Waste is collected on daily basis from various sources. Degradable and non-degradable dustbins are placed in every classroom, laboratory, rest room, canteen and at different locations in the campus. Sweepers are allotted to each floor who disposes all the waste generated in the campus. All garbage from college and hostels is disposed off in a proper manner. Waste like newspapers and stationary is sold to proper recycling venders. Leaf litter is allowed to decompose systematically over a period of time to be used as compost for the gardens in the institute.

Liquid Waste Management:

The liquid waste generated in the campus include sewage, laboratory, hostel and canteen effluent waste.

Liquid are diluted by getting mixed with the washroom and toilet liquid wastes flow into the common drainage.

Napkin Incinerator:

Napkin incinerator has been placed in the restroom converts used sanitary napkins into sterile ash in the most hygienic and scientific way. It is user friendly and efficient machine which promotes a pollution free hygienic environment.

E- Waste Management:

Electronic waste or e-waste is generated when electronic and electrical equipment become unfit or has crossed the expiry date.

Our institution also takes initiatives to reduce the generation of e-waste in the campus which includes computer monitors, printers, scanners, keyboards, mouse and photocopy machines from computer laboratories.

All antiquated electrical and electronic waste is disposed as e-waste to authorized vendor.

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

C. Any 2 of the above

water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

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

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

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

B. Any 3 of the above

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	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 Krishnasamy College of science, arts& management for women 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.

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Memorative days like (1)International Women's violence day (2) Yoga day, (3) Constitution day, (4) Cancer day, (5) AIDS along with many regional festivals like sarasuvathipooja day, pongal festivals are celebrated in the college. This establishes positive interaction among people of different racial and cultural

backgrounds. There are different cells in the institute like Student cell, e- cell which deal with co-ordination of background.

Institute has code of ethics for students and a separate code of ethics for teachers and other employees which have to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. The College has always taken various direct and indirect steps which promote the awareness about various National Identities and Symbols. The Indian Tri-color stands tall at the main entrance of the College and in this way the College spreads the message of nation first policy. The College celebrates the Independence Day & Republic Day with great promotion and vigor.

The Faculty of various departments has organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the Indian citizens. The students of have enthusiastically participated in various programs like. Academic programs like Seminar, Conferences, Expert talks, etc which have enriched the awareness about these aspects. Various activities like poster making competition, etc. Organizing Annual Competitions on various contemporary legal issues. Organizing various forms of legal aid and legal awareness camps to impart awareness of such issues.

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	No File Uploaded

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

We believe in giving holistic all round education to the students. And sensitizing students on our constitutional rights, values, duties and responsibilities is one of the primary educations given at the institute through various means.

Sensitization of students and employees of the Institution to the constitutional obligations is done through curriculum as well as through extra-curricular activities. All students take a course on Environment studies in their first year which gives them insight into environment acts, wildlife protection act, forest act, global environmental concerns etc.

In addition to this many regular programs are conducted by ICC cell of the institute to educate women about their rights. Also seminars and workshops are conducted on days of national importance on various rights, duties and responsibilities of citizens. Also every year ex-defences or police personnel are invited to share their experience and inspire and motivate young minds to contribute in

building the nation. Seminars on topics like Right to Information, sexual harassment are conducted periodically. In Right to Information seminar, various sections and categories of the act are explained.

NSS unit of the institution conducts a cleanliness drive to mark the occasion of Swachh Bharat Abhiyan in the college campus as well as in the nearby village area. An oath is taken by all students and faculties to keep their surroundings clean. Also many skits and dance performances are presented in various events related to sensitization. Various topics covered include corruption, responsibility of young, Child labour, negative influence of Society on our Passion & Dreams, Social media abuse, Favouritism, Mental Health etc.

1. National Identities and Symbols: The College has always taken various direct and indirect steps which promote the awareness about various National Identities and Symbols. The Indian Tri-colour stands tall at the main entrance of the College and in this way the College spreads the message of nation first policy. The College celebrates the Independence Day & Republic Day with great pomp and vigour. Department of Chemistry organizes and celebrates the Ozone day, Environment day.

2. Fundamental Duties and Rights of Indian Citizens: The Faculty of various departments have organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the Indian citizens. The students of have enthusiastically participated in various programs like: a. Academic programs like Seminar, Conferences, Expert talks, etc which have enriched the awareness about these aspects. b. Various activities like poster making competition, etc. c. Organizing Annual Competitions on various contemporary legal issues. d. Organizing various forms of legal aid and legal awareness camps to impart awareness of such issues.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://kcsam.in/wp-content/uploads/2022/01/7.1.9-neww.pdf
Any other relevant information	Nil

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

B. Any 3 of the above

programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

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	No File Uploaded

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

Academic committee, women empowerment cell, all department heads and Physical education department joined to framed the academic calendar for the year 2020-2021. Following are some of the important events planned to conduct

1. Republic day
2. National science day
3. Women's day
4. Environmental day
5. Ozone day
6. Yoga day
7. Independence day
8. National teachers day
9. Gandhi Jayanthi

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

7.2 - Best Practices

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

Best practice-I

1. Title of the Practice: Promotion of Health Consciousness

2. Objectives of the Practice:

* To create awareness about herbs with medicinal values among the students.

* To familiarize the young minds about the benefits and uses of potent medicinal

Herbs for common ailments.

* To make them healthier and reduce their risk of disease and disability.

* To Educate the Students about the impact of diet on their health.

* To create awareness on traditional food system which can contribute to create on

Health society to build strong nation.

* To enable the students to practice mental hygiene.

* To educate them about the benefits of exercise and the consequences of inactivity.

* To create social and physical environments that promotes good health for all.

3. The Context:

During the covid-19 Pandemic period, most of the rural areas faced a major problem in getting the treatment for basic illness and health issues. Our institution created an awareness on promotion of health consciousness among the students through the Department of Chemistry. Health promotion was the process of enabling student to increase control over, and to improve, their health. It is the communication of information that enables the student to make decisions about health-related activities at all stages of the disaster-management cycle.

4. The Practice:

Best practices are the agents of change for a particular educational institution and society as well. During the Covid-19 pandemic period, people have reduced the frequency of going out, and need to engage in health behaviours at home. Health consciousness has a significant positive effect on home-based exercises and home-made medicines which aroused people's attention. The medicinal plants and herbs play an important role to boost our immune system during the pandemic period. It provides enlightenment for students to adopt health behaviours. Through the best practice, the department of chemistry shared the health tips regarding the knowledge of herbal medicines, traditional food system, the usage of green leaves, the

benefits of body exercise etc in whatsapp group of the students. This helps the students to update their knowledge and keep pace with rapid scientific development.

The students were acquainted about the method used in the maintenance of different natural resources. It teaches the students with both scientific knowledge and a multifaceted, personal understanding of medicinal plants, empowering them to bridge the gap between traditional herbalism and modern science students have been motivated and created social and physical environments that promote good health for all. The students are equipped with the basic knowledge of health tips in order to use these skills in day -to-day life.

5. Evidence of Success:

All the students of our institution from various disciplines are well trained in the promotion of health consciousness by the department of chemistry. As the awareness grows among the students about the use of each medicinal plants for different diseases. They inculcate the habit of using this knowledge wherever and whenever it is necessary in their day -to-day life. They generate the skilled manpower to meet the present and future requirement of human resources in the field of medicinal herb resources development. They have given the positive feedback about their improvement of health promotion.

6. Problems Encountered and Resources Required:

Some of the students could not get acquitted with immediate transformation through digitalisation .Some of the students could not be reached regularly to give awareness on the importance of promotion of health consciousness during the covid-19 pandemic period. It

Requires to indulge them to take part in various program through online and regular efforts are required in this direction.

7. Notes (Optimal)

In future, the institution is to continue rich practice of promoting health consciousness in their day-to-day life and encourage the students to know about the medicinal values and the importance of keeping our environment healthy.

Best practice-II

Title of the Practice: Being Proactive - Physiological and Psychological

Approach during Covid-19.

2. Objectives of the Practice:

*To cultivate their own empathy skills.

*To prepare the students to be active global citizens by engaging them in

Service activities that enhance the quality of life for others and themselves.

*To make them emotionally, mentally physically healthy through social

Outreach activities.

*To develop and strengthen leadership skills among the students.

*To provide resources for care gives to help engage with stds positively and

Effectively

*To equip the student with practical skills to help cope with stress.

3. The Context:

In the midst of a global pandemic one of the most valuable ways to help other is by staying home to prevent the spread of covid-19. During this period, the institution created awareness on being proactive-physical and psychological approach during Covid 19 among the students through the various departments. The Students can build by engaging meaningfully with others being aware of other people's needs and being kind to others.

4. The Practice:

Service learning is a strategy that integrates academics and community services. This unique educational approach not only benefits everyone involved but also provides a way to explore their careers. The institution adopted set of innovative & productive practices to engage student community in academic swell as for their well being and mental health during COVID 19 pandemic period. All the departments have prepared attractive and information posters and videos for COVID 19 which we shared through the student's whatsapp group to create awareness.

During working days, the institution provided Hand sanitizer, Hand wash, Mask & more safety materials for community to staff and students for free .As part of its social responsibility it is also distributed to some local areas by our students. The institution conducted awareness programs regarding COVID 19 pandemic. As one part of these activities, some of our institution was undertaken by

the government for used as Quarantine centre during the pandemic period. Our Students have put in maximum efforts to help community to fight against COVID 19 and to work for the betterment of society by the encouragement of the staff. This activity helps students to improve their social skills or emotional learning by processing their daily activities through a virtual interaction and also motivate and develop the habitat for humanity.

5. The Evidences:

During the pandemic period, students were assigned different areas and everyone worked enthusiastically with the help of institution. Students created awareness to the people regarding the spreading of COVID 19 and its preventions in their respective areas. Through this social service, students are able to connect with others, share their ideas and skills, learn more about themselves and gain practical experience. This activity helps students to navigate and shared with parents for at-home learning opportunities. The institution appreciated their work and motivates them to excel in their areas of expertise. The Practice would ensure continuous improvement in their performance as per the quality policy to achieve the vision and mission of the institution.

6. Problems Encountered and Resources Required:

Some of the parents afraid about the spread of COVID 19. So they did not allow their wards for social outreach service and regular efforts are required in this direction.

7. Notes (Optional)

The institution is to continue the practice of promotion the students for their involvement in responsible public activities and also motivate & encourage the students to engage in social outreach services.

File Description	Documents
Best practices in the Institutional website	https://kcsam.in/wp-content/uploads/2022/01/Best-practicecriteria-7.2-neww.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The motto of the college is "Education-Discipline-Exaltation". The institution was established in 2007 with a mission to provide quality education to young women and to develop courage, confidence and competitive spirit in the changing global scenario. Our vision

has been to provide the empowerment of young rural women through higher education and transformation of the society. The aim of the college was to provide an opportunity to the rural girl students to pursue the higher education for their development and progress of the family. The college ensures the students in achieving centum percentage in academic results. The educational Excellence is sustained by the students accomplishing university ranks in each academic with a total 83 University ranks and 8 gold medals since its initiation. The institution always tries to ensure equality in all its endeavours.

The college has well qualified staff, good infrastructural facilities, well equipped laboratories, computer labs, e-library and co-curricular/extracurricular facilities. The institution is committed to provide an ambience of creativity, innovation and good learning experiences. Through the activities of NSS, RRC, YRC, Sports and competitions are organized regularly to nurture the talents of the students in addition to the academics.

The distinctive feature of our institution is teaching, learning and evaluation process. In the current adverse situation of COVID19 pandemic the institution faced the challenge to continue teaching and evaluation in concurrence with their academic calendar. Apart from conventional classroom instruction teachers use various online platforms to make the students active learners and thus make the process more learners centric during the lockdown period. Faculty members are actively using platforms like Google classroom, Google Meet, Zoom app and whatsapp group for effective teaching and evaluations. Since March 2020, when the country has been no loss to students academic schedule with continued teaching through these platforms. Classes were created for all courses and faculty members engaged students very actively in the Google classes and mentoring the students academically and psychologically. Course content was delivered through Google classroom portal as well as students whatsapp group. Students were trained to prepare and submit their assignments and internal papers Google classroom or mail or any convenient or available digital mode to the course teacher. Each student has their individual Google Drive folder that can be accessed by the students as well as teachers. The tool facilities paperless communication among teachers and students. Students shared their ideas and resources with fellow students and participated online classroom discussions.

The teaching and learning process continued in the form of video lectures, content sharing and live lectures through virtual classrooms and Google meet. Course teachers have sent the questions papers through Google classroom/mail or any other digital mode to the students. Teachers are well -versed in ICT-enabled teaching - learning methods; they prepare PPTs for the students and uploaded the e-content on the college website under learning management systems.

During the COVID19 necessitated lockdown, the institution organized several webinars and activities that sought to address student related issues like mental and physical health, meditation and well-being and career opportunities in a post-covid world through various online platforms. The institution has best practices that help the students to imbibe love and curiosity towards nature through the medicinal herbs and instill in terms a sense of social responsibility.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- Teaching and learning evaluation process done through online mode by Goggle meet, Zoom, Google classroom, Telegram and Whatsapp.
- Enhance academic excellence.
- Submitted AQAR 2019-2020 for NAAC.
- Awareness and precautions of Covid-19
- To increase the usage of ICT for effective teaching.
- Encouraged course teachers to develop e-content study material.
- Motivated all the departments to offer e-certificate courses.
- To organize National, International Seminars, Conferences, Workshop and Guest Lectures in all the disciplines.
- Department related field work, industrial visit, internship, education tour, career guidance programme will be organized.
- Emphasizing the faculty and students to register the online course offered by Swayam/ NPTEL/MOOC.
- Green campus initiatives.
- Encourage students to participate in Library activity, Organize library webinar, purchase of new books, journals, periodicals, internet facility and free e-resources facility done.
- Organize workshops, awareness and motivational programmes to develop entrepreneurship skills among students.
- Organize FDP for ensuring quality enhancement at all levels.
- Enhancing social compatibility of the students by giving better opportunity of social interaction through activities of YRC, RRC and NSS clubs.
- To motivate faculty members, research scholars to publish research papers in SCOPUS indexed journal.
- To encourage students to participate in intercollegiate activities viz., Quiz, debates, sports and other events.
- Introduce hybrid system of admission and fee collection process.
- Strengthen Alumni interaction.
- Encouraged various committees/clubs to organize awareness/internship/camp/motivational programmes to the students.

