



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	KOVAI KALAIMAGAL COLLEGE OF ARTS AND SCIENCE
• Name of the Head of the institution	Dr .N.MALA
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	8056797246
• Alternate phone No.	04222970131
• Mobile No. (Principal)	9500564940
• Registered e-mail ID (Principal)	mala.kkcas@gmail.com
• Address	Kovai Kalaimagal College of Arts and Science, Vellimalaipattinam, Narasipuram, Thondamuthur, (cia), Coimbatore
• City/Town	Coimbatore
• State/UT	Tamilnadu
• Pin Code	641109
<b>2.Institutional status</b>	
• Autonomous Status (Provide the date of conferment of Autonomy)	13/06/2016
• Type of Institution	Co-education

• Location	<b>Rural</b>																		
• Financial Status	<b>Self-financing</b>																		
• Name of the IQAC Co-ordinator/Director	<b>Mrs.C.Senbagavalli</b>																		
• Phone No.	<b>04222970132</b>																		
• Mobile No:	<b>9786544433</b>																		
• IQAC e-mail ID	<b>kkcasiqac@gmail.com</b>																		
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://www.kkcas.edu.in">www.kkcas.edu.in</a>																		
<b>4.Was the Academic Calendar prepared for that year?</b>	<b>Yes</b>																		
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.kkcas.edu.in/document/s/academics/Academic_Calendar_2020-%202021.pdf">https://www.kkcas.edu.in/document/s/academics/Academic_Calendar_2020-%202021.pdf</a>																		
<b>5.Accreditation Details</b>																			
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td><b>Cycle 1</b></td> <td><b>A</b></td> <td><b>3.02</b></td> <td><b>2011</b></td> <td><b>16/09/2016</b></td> <td><b>15/09/2016</b></td> </tr> <tr> <td><b>Cycle 2</b></td> <td><b>A</b></td> <td><b>3.01</b></td> <td><b>2016</b></td> <td><b>05/11/2016</b></td> <td><b>31/12/2021</b></td> </tr> </tbody> </table>	Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	<b>Cycle 1</b>	<b>A</b>	<b>3.02</b>	<b>2011</b>	<b>16/09/2016</b>	<b>15/09/2016</b>	<b>Cycle 2</b>	<b>A</b>	<b>3.01</b>	<b>2016</b>	<b>05/11/2016</b>	<b>31/12/2021</b>	
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<b>6.Date of Establishment of IQAC</b>	<b>10/06/2010</b>																		
<b>7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?</b>																			
<table border="1"> <thead> <tr> <th>Institution/ Department/Faculty/School</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of Award with Duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><b>Nil</b></td> <td><b>Nil</b></td> <td><b>Nil</b></td> <td><b>Nil</b></td> <td><b>Nil</b></td> </tr> </tbody> </table>	Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>									
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<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>															
<b>8.Provide details regarding the composition of the IQAC:</b>																			
• Upload the latest notification regarding the composition of the IQAC by the HEI	<a href="#">View File</a>																		

<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Did IQAC receive funding from any funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<ul style="list-style-type: none"> <li>• IQAC and Curriculum Development Cell is effectively functioning to enrich the curriculum in accordance with the industrial expectation.</li> <li>• Established digital Campus for all the process involving Administration, Finance and Accounts, Students Admission and Support and Examinations.</li> <li>• Ensure effective usage of National Digital Library (NDL) by all teachers and students</li> <li>• Trained the students for essential professional and soft skills for employment.</li> <li>• Online teaching and learning was introduced and Motivated the students to complete online courses through SWAYAM or NPTEL.</li> </ul>		
<b>12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:</b>		

Plan of Action	Achievements/Outcomes
To provide training for Campus Placement.	Placement training programs were organized focusing on activities such as Communication exercises, Online test, Aptitude test, News upbeat, Group Discussion, Mock Interview, Mock Group Discussion, before each and every placement training will be arranged for the students.
To provide Interactive Learning	Interactive Learning Session through e-learning platform.
To improve student-teacher interaction and to assess the students progress in an effective manner through the new technology and new teaching methods to be adopted.	The Faculty Members participated in numerous Workshops, Faculty Development Programs, to update and upgrade their teaching skills. The focus was to enrich the pedagogy of the teachers .Moodle server, ICT enabled class rooms, Google classroom.
To make the faculty and students to participate in conferences/Seminars/webinars etc.,	10 Faculty members and 52 students were participated in various conferences, seminars and webinars
To make the faculty and students to publish the research papers in reputed Journals	6 papers were published.
To motivate the Faculty Members to register/complete Ph.D	3 faculty member registered Ph.D
To sign MoU for National and International Collaborations and augment Consultancy Services	The College has signed Thirteen number of Memorandums of Understanding (MoU) with institutions and organisations.
<b>13. Was the AQAR placed before the statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name of the statutory body	Date of meeting(s)
<b>Governing Body</b>	<b>12/02/2021</b>
<b>14. Was the institutional data submitted to AISHE ?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Year</li> </ul>	
Year	Date of Submission
<b>24/02/2022</b>	<b>24/02/2022</b>
<b>Extended Profile</b>	
<b>1. Programme</b>	
1.1 Number of programmes offered during the year:	<b>17</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
<b>2. Student</b>	
2.1 Total number of students during the year:	<b>666</b>
File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>
2.2 Number of outgoing / final year students during the year:	<b>243</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	<b>581</b>

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of courses in all programmes during the year:	<b>486</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
3.2 Number of full-time teachers during the year:	<b>39</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
3.3 Number of sanctioned posts for the year:	<b>39</b>
<b>4.Institution</b>	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	<b>179</b>
4.2 Total number of Classrooms and Seminar halls	<b>38</b>
4.3 Total number of computers on campus for academic purposes	<b>250</b>
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	<b>56,74,464</b>

**Part B****CURRICULAR ASPECTS**

## 1.1 - Curriculum Design and Development

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

Outcome Based Education was introduced in 2018 with graduate attributes, programme educational objectives, programme outcomes and course outcomes.

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

File Description	Documents
Upload additional information, if any	<a href="#">View File</a>
Link for additional information	<a href="https://www.kkcas.edu.in/CS">https://www.kkcas.edu.in/CS</a>

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

13

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

484

File Description	Documents
Curriculum / Syllabus of such courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	<a href="#">View File</a>
MoUs with relevant organizations for these courses, if any	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

57

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

13



File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

Courses are designed to propagate human values, encompass the ethics for profession, instilling equality among gender and develop deeper understanding of Environmental issues.

#### Gender Sensitization

Courses offered under Self study course like Women's Rights and Human Rights gives awareness on the rights and entitlements as women and as a citizen of India. Women Empowerment Cell focus on the issues relating to gender discrimination, women safety through self defense course, empowerment and gender equity. Internal Complaints Committee monitors the matters of sexual harassment .

#### Human Values

Courses like Ethics and Culture, autobiography of great leaders and legends of our nation enlightens our traditional culture and moral values. Self study course on Gandhian Thoughts teaches about truth, non violence, tolerance and courage among the students. Yoga for Human Excellence and Centre for Human Excellence is established to bring the excellence in every human to impart human values to the students.

#### Environment and Sustainability

Value Based Education on Environmental Studies educates students on proper preservation and utilization of natural resources. Institution practices eco-friendliness inside the campus and environment conservation.

#### Professional Ethics

Courses offered on ethics and culture describes ethical behavior,

**culture which imitates morality, and behavior with subordinates.**

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

**16**

File Description	Documents
List of value-added courses	<a href="#">View File</a>
Brochure or any other document relating to value-added courses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

**695**

File Description	Documents
List of students enrolled	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

**364**

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.4 - Feedback System**

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

File Description	Documents
Provide the URL for stakeholders' feedback report	<a href="https://www.kkcas.edu.in/IOAC">https://www.kkcas.edu.in/IOAC</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - The feedback system of the Institution comprises the following**      **A. Feedback collected, analysed and action taken made available on the website**

File Description	Documents
Provide URL for stakeholders' feedback report	<a href="https://www.kkcas.edu.in/IOAC">https://www.kkcas.edu.in/IOAC</a>
Any additional information	<a href="#">View File</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment of Students

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

179

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

175

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

Student Induction Programme is organised for newly admitted I UG Students for every academic year .Orientation is provided for the fresher's of UG on the Vision and Mission of the institution, the academic environment, and availability of infrastructure, the duties and responsibilities of the students including anti-ragging awareness, discipline, code of conduct, and awareness on the use of the library and laboratory resources.

Bridge course is conducted for newly admitted students by the department of English, mathematics, commerce, and computer science for 30 hours to bridge the gap between school and college education.

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

Slow Learners The learning level of students is assessed and are categorised as per the marks secured in Continuous Internal Assessment.

Advanced Learners Guest lectures, seminars and conferences are regularly organised to expose advanced learners to additional perspectives on topics pertaining to their courses. Students are encouraged to enrol in NPTEL, SWAYAM and MOOC online courses. Training programmes are organised to help students take up various professional examinations like Civil Services, etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/studentSupport&amp;progression">https://www.kkcas.edu.in/studentSupport&amp;progression</a>

**2.2.2 - Student – Teacher (full-time) ratio**

Year	Number of Students	Number of Teachers
07/12/2021	179	39

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**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:

**Experiential learning:** Students learn through direct experience and focused reflection in order to enhance their awareness and skills. The curriculum includes the following experiential learning activities. Like Nesathodu Vasippom/ Spoken English classes, Group Discussion/Mock Interviews, students. Internships, Workshops, and Field Visits.

**.Participatory Learning:** Students are actively involved in the learning process in which sequential activities or learning events help them to achieve an objective or outcome. The institution encourages the students to take up the following activities under participatory learning. Quiz, Paper Presentations/Publications. Model presentations/ Exhibitions/ New Product Development, Market Mela and Talker's Club.

**Problem solving methodologies:.** The following clubs assist the students to increase their problem solving capability. Pi Club, Programmer's Club, Case Studies Web Developers Club, and Science Club.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://www.kkcas.edu.in/studentSupport&amp;progression">https://www.kkcas.edu.in/studentSupport&amp;progression</a>

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

The institution utilizes ICT enabled tools for effective teaching and learning process. ICT facilitates the faculty and students to

operate, save and retrieve information. The following ICT enabled tools are used in Teaching and Learning process in our college. Google Classroom, Google Meet, Zoom, Kahoot, Talking Yak, MOODLE, Hot Potato, MIS, Smart classrooms, LCD projectors, Wi-Fi Facility.

**Online Resources:** The faculty and students to take up online courses / resources from online platforms, learn from online sources, and use online software for easy accessibility of knowledge and update with current trend. like Nlist, Swayam, NPTEL, Course Era, Udemy, Spoken Tutorial, Google Forms, Google Sheets, E-Books, E-Journals, Computer Laboratories, SoloLearn, and INFLIBNET. The college is a member of NDL and N-List and students can access digital collection of journals and articles related to the topic through E-books and e-journals and EBSCO. NPTEL, SWAYAM, Course Era, Udemy, and Spoken Tutorial help the students to learn online from the subject experts from reputed institutions and receive online certification.

The institution uses Google Forms and Google Sheets to take survey for assessment, feedback, reviews and to collect details on specific area. Thus the ICT enabled tools and online resources paved a great way for teaching and learning during the Corona pandemic period and brought a tremendous change in the pedagogy of Teaching Learning process.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	<a href="https://www.kkcas.edu.in/eLearningICT">https://www.kkcas.edu.in/eLearningICT</a>
Upload any additional information	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

39

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	<a href="#">View File</a>
Circulars with regard to assigning mentors to mentees	<a href="#">View File</a>

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

**Preparation of the Academic Calendar & Teaching Plan:**An Academic Calendar Committee is constituted to bring out the calendar in the beginning of every year.

The Content of the Academic Calendar Vision, Mission and Quality Policy of the institution, Members of Statutory and Non-statutory bodies, Courses offered, Salient features of the Institution, Placement Details, Teaching and non-teaching staff list, Whom to contact, Members of IQAC, General rules and regulations to be adhered within the campus, hostel, library, Provision of Anti-ragging Act.

The significance of the Choice-based Credit System. Details of the assessment procedure (question paper patterns, evaluation criteria & conduct of Examinations), Course wise Scheme of Examination. Schedule of activities in the specific academic year for each department and clubs, List of Important International/National Days to be celebrated and Academic Year planner of the college.

**Adherence of Academic Calendar:** Conducts Examinations adhering to planned schedule. Proposed Plans of Department activities are executed through department Associations. Rules and regulations of the college and code of conduct

**The Teaching Plan:** Teaching plan/Course plan is prepared prior to the commencement of every semester.

**Adherence of the Teaching Plan:** Teaching Plan consists of planned/actual lecture hours by each faculty, proposed/actual date of completion of each unit, reason for deviation, Text book and reference books prescribed.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

39

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

06

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

### 2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

7

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms



### 2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

19

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

02

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

**Examination Procedure:**The Examination Committee prepares the Examination Calendar every year and shall publish the same in the College website after the approval of the Principal. Continuous Internal Assessment I, II, Model Examinations and End Semester Examination are conducted by the team of faculty constituted by the Controller of Examinations. The CoE shall issue the timetable of various examinations one month before the commencement of the End Assessment Examinations in every semester. The question papers for Part I, Part II and Part III courses are set by the external examiners and Part IV and Extra Credit Courses is set by the internal or external examiners.Scribes are provided for differently abled students with extra time to complete the examination is given to them.

**Examination Process and Reforms:** Single Valuation System for UG and Double Valuation System for PG. The marks will be decoded to the

candidates' score sheet generated using software. Result Passing Board discusses the pass percentage in each course, moderation of marks, discrepancies and malpractices if any before the publication of the results. Supplementary examination will be conducted for final year students after 15 days of the declaration of the final semester results for the candidates.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://kkcas.edu.in/NAAC/Criteria-II/aveonmanual.pdf">https://kkcas.edu.in/NAAC/Criteria-II/aveonmanual.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

### Graduate Attributes of the College

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

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

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://www.kkcas.edu.in/documents/NAAC/MachanismsofcommunicationaboutOBEMeeting.pdf">https://www.kkcas.edu.in/documents/NAAC/MachanismsofcommunicationaboutOBEMeeting.pdf</a>

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

KKCAS has formulated PEOs, POs and COs for all courses and programmes offered. The attainments of Outcomes are measured with the help of two different methods.

- Direct Method
- Indirect Method

### Method of Measuring Attainment of COs

#### Direct Methods

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

#### Indirect Methods

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

### Method of Measuring Attainment of POs

## Direct Methods

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

## Indirect Methods

- PO attainment is calculated using the attainment of the Course Outcomes contributing to that particular PO.
- The following parameters are used to measure the performance of students after completion of the programmes.
- Entrepreneurship
- Placement
- Higher Education and Research

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.kkcas.edu.in/documents/POs%20and%20PEOs.pdf">https://www.kkcas.edu.in/documents/POs%20and%20PEOs.pdf</a>

### 2.6.3 - Pass Percentage of students

#### 2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

232

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://kkcas.edu.in/NAAC/Criteria-II/highlightedannualreport.pdf">https://kkcas.edu.in/NAAC/Criteria-II/highlightedannualreport.pdf</a>

## 2.7 - Student Satisfaction Survey

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

<https://www.kkcas.edu.in/documents/Student%20satisfaction%20Survey%20Report.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Promotion of Research and Facilities

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

Kovai Kalaimagal College of Arts and Science promote research among the faculty members and the students through an organized outlook.

#### Research Advisory Committee

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

#### Role

The committee takes care of all cardinal standards of Ethics viz. Autonomy, beneficence, non-maleficence and justice in planning, behavior and reporting of the proposed research.

#### Research Policy

The college envisions a detailed and active research policy, approved by the Governing Body and the same is uploaded in the website

#### Research Ethics

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

#### Monetary Benefits

Financial assistance facilitated by the institution encourages the faculty members to participate in as many seminars / conferences as

possible and present research articles for which allowance is availed from management

### Committees / Cells

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

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	<a href="#">View File</a>
Provide URL of policy document on promotion of research uploaded on the website	<a href="https://www.kkcas.edu.in/ResearchPolicies">https://www.kkcas.edu.in/ResearchPolicies</a>
Any additional information	<a href="#">View File</a>

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

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

3 lakhs

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

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

nil

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	No File Uploaded
Any additional information	No File Uploaded

### 3.2 - Resource Mobilization for Research

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

nil

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	No File Uploaded
List of projects and grant details	No File Uploaded
Any additional information	No File Uploaded

#### 3.2.2 - Number of teachers having research projects during the year

nil

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	<a href="#">nil</a>
List of research projects during the year	No File Uploaded

#### 3.2.3 - Number of teachers recognised as research guides

2

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<a href="#">View File</a>
Institutional data in Prescribed format	<a href="#">View File</a>

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

nil

File Description	Documents
Supporting document from Funding Agencies	No File Uploaded
Paste link to funding agencies' website	<a href="#">nil</a>
Any additional information	No File Uploaded

### 3.3 - Innovation Ecosystem

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

#### Response:

Education field in today's world needs reinvention. The burden of reinvention, falls on present generation of students. Education should focus on fostering innovation by inculcating curiosity, critical thinking and deep understanding.

#### Center for Research and Development

Center for Research is dedicated to produce research scholars in Commerce and Computer Science streams. Its service extends to M Phil and Ph D scholars for their dissertation/ thesis and publication works.

#### Intellectual Property Rights Cell

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



## Cells and Clubs

The college has established the innovation cells namely Entrepreneur Development Cell, Intellectual Property Rights Cell and Institutional Innovation Cell.

### Entrepreneurship Development Cell

Entrepreneurship development cell has taken a greater responsibility to develop the entrepreneurship skills among the students and to help them to channelize their goals to become a versatile entrepreneur.

### Incubation centre

Kovai Kalaimagal College of Arts and Science have a tie up with Coimbatore Institute Engineering Technology where the KKCAS makes use of the incubation centre of CIET.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/IIC">https://www.kkcas.edu.in/IIC</a>

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

5

File Description	Documents
Report of the events	<a href="#">View File</a>
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 3.4 - Research Publications and Awards

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

**through authenticated software**

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

2

File Description	Documents
URL to the research page on HEI website	<a href="https://www.kkcas.edu.in/ResearchGuidesandScholars">https://www.kkcas.edu.in/ResearchGuidesandScholars</a>
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

5

File Description	Documents
List of research papers by title, author, department, and year of publication	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

nil

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">nil</a>

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

#### 3.4.5.1 - Total number of Citations in Scopus during the year

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Bibliometrics of the publications during the year	<a href="#">View File</a>

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

#### 3.4.6.1 - h-index of Scopus during the year

1

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.5 - Consultancy

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

1.3

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<a href="#">View File</a>
List of consultants and revenue generated by them	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

#### 0.10

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	<a href="#">View File</a>
List of training programmes, teachers and staff trained for undertaking consultancy	<a href="#">View File</a>
List of facilities and staff available for undertaking consultancy	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.6 - Extension Activities

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

#### Response

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

#### Impact on Students

Extension activities helps in transforming the students as leaders

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

#### Impact on the Society

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

#### Impact & Sensitization

The Institute organizes extension activities in the neighboring communities to help students become more aware of social concerns and to help them develop holistically. The impact of extension activities on students is summarized here.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/nssyrc&amp;rrc">https://www.kkcas.edu.in/nssyrc&amp;rrc</a>

#### 3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

0

File Description	Documents
Number of awards for extension activities in during the year	No File Uploaded
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

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

5

File Description	Documents
Reports of the events organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

538

File Description	Documents
Reports of the events	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.7 - Collaboration**

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

13

File Description	Documents
Copies of documents highlighting collaboration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

10

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

KKCAS located in a village which is sprawling over a land area of 10.15 acres, surrounded by green hillocks.

- The institution has three academic blocks with spacious and naturally ventilated 38 classrooms with light, fans and Wi-Fi facility.
- The institution has four computer laboratories with 250 computers with 50 Mbps bandwidth.
- There are 6 class rooms enabled with ICT facilities and one AV room to integrate technology in teaching.
- The college has two seminar halls with 200 seating capacity
- The college has spacious Air conditioned Auditorium with 600 seating capacity.
- A spacious Library housed in an area of 3905 sq.ft, stocked with 14,244 books, 65 journals and magazines, and 51,746 e-books and digital resources. An exclusive library for Kovai Kalaimagal Academy for Competitive Examinations (KKACE) 613 sq.ft, has stock of 237 books. Our library has membership in N-LIST, DELNET, & NDL.
- The college has Separate Hostels for Boys and girls within the campus with a capacity of 450 and 350 respectively. The hostels have Wi-Fi facility and other amenities.
- The college is having other facilities such as Canteen,

Playgrounds, Vehicle Parking, ATM, Ambulance, GYM, Stationery Store, Medical Center and Ladies Lounge

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/infraStructureFacilities">https://www.kkcas.edu.in/infraStructureFacilities</a>

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

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

#### Cultural Activities:

College encourages Cultural activities like singing, dancing, mime, skit, drama, Mimicry, Monoact etc through the Fine Arts Club. The students exhibit their talents in cultural during Inter-collegiate, inter-departmental competitions, Cultural day and Annual day. The College has an air-conditioned auditorium, band system, and audio system with a seating capacity of 500 utilized for cultural Programmes.

#### Yoga Classes:

The institution offers a diploma course in Yoga for Youth Empowerment through Shri Vedhantha Maharishi Mandram to all first year UG students. A separate Yoga centre is available to practice Yoga.

#### Sports and Games :

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

#### Gymnasium:



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

File Description	Documents
Geotagged pictures	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/infraStructureFacilities">https://www.kkcas.edu.in/infraStructureFacilities</a>

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

38

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

5,64,626

File Description	Documents
Upload audited utilization statements	<a href="#">View File</a>
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

College library was housed in an area of 3905 sq.ft with a seating capacity of 60 and has stock of 14,244 books and 65 journals and magazines in all disciplines. An exclusive library for Kovai Kalaimagal Academy for Competitive Examinations (KKACE) 613 sq.ft and 30 seating capacity has stock of 237 books. Our library has

membership in N-LIST, DELNET, & NDL, which facilitates the e-books, e-journals, e-thesis/dissertation that helps the staff and students to prepare articles, Research papers and also to enrich their knowledge.

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

#### Integrated Library Management Systems

##### Modules for AUTOLIB (2016-2020):

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

##### Modules for CMS (2020-2021):

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/library">https://www.kkcas.edu.in/library</a>

**4.2.2 - Institution has access to the following: e- A. Any 4 or more of the above journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

0.39255

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

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

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

57.90

File Description	Documents
Upload details of library usage by teachers and students	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The College has well developed IT facilities accessible to both staff and students. The Institution has IT policy addressing standards on IT Service Management, Information Security, Network Security, and Software Management. The college has a unique website that provides all the necessary information needed.

The IT-Section of the college is responsible for procurement, installation, configuration of IT equipment in computer labs and

administrative sections.

- Computer Lab is entrusted with authority for system, network administration and to decide the type and version of OS, IP addresses allocation, proxies and e-Mail relays.

**Hardware :**The institution has 282 desktop computers, 7 normal printers and 3 printers with scanning facility.The IT facility is revamped at regular intervals to maintain a faultless connectivity.

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

**Internet :**Leased line Internet facility with a bandwidth of 50 Mbps

**Wi-Fi :**The entire campus is Wi-Fi enabled.

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

**SSL Certificate :** SSL Certificate for encrypted connection

**UPS Facility :** Uninterrupted power supply for about 50 KVA

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/laboratory">https://www.kkcas.edu.in/laboratory</a>

#### 4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
666	250

File Description	Documents
Upload any additional information	<a href="#">View File</a>

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

A. 50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

**A. All four of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/documents/NAAC/4.3.4%20%E-Content%20Development%20Facilities.pdf">https://www.kkcas.edu.in/documents/NAAC/4.3.4%20%E-Content%20Development%20Facilities.pdf</a>
List of facilities for e-content development (Data Template)	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

**5,64,626**

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

The college has established systems and procedures for maintenance. Sufficient funds are allocated for the maintenance of these facilities. The Civil Engineer and estate officer is in charge of maintenance of buildings, garden, carpentry work and all other waste management systems .

**Computer Laboratories/Computer Services:** The College is equipped with 282 computers that are placed in four laboratories, office, library and departments. Computer and internet facilities are under the maintenance of System administrator.

**Library:** Library is being used effectively for updating knowledge. Accession Register, Stock Register for journals, Register for CDs/DVDs and back volumes are maintained. The computers and software (OPAC and CMS) are updated as per the proper maintenance procedure.

**Sports:** The college has spacious grounds that are being maintained regularly for playing games and also for participating in track events. The institution has sufficient facilities for sports, games (indoor/outdoor), gymnasium for girls/boys.

**Classrooms:** The College has spacious, airy and well ventilated classrooms to accommodate all the students. The issues of classrooms are rectified and resolved.

**Campus Maintenance:** The building infrastructure is maintained by maintenance officer with technicians comprising of plumber, electrician and supervisor who takes care of civil work, water and electrical facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/infraStructureFacilities">https://www.kkcas.edu.in/infraStructureFacilities</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

10

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

161

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
Link to Institutional website	<a href="https://www.kkcas.edu.in/capacitydevelopmentandskillenhancementactivities">https://www.kkcas.edu.in/capacitydevelopmentandskillenhancementactivities</a>
Details of capability development and schemes	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

55

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of outgoing students who got placement during the year

55

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.2.2 - Number of outgoing students progressing to higher education



50

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Details of students who went for higher education	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

0

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

### 5.3 - Student Participation and Activities

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

4

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

#### Representation of students on academic , administrative bodies and student council

- The students association plans for organizing, monitoring and administrating the activities of the Association.

- In the beginning of the academic year a meeting these association is convened and the activities to be conducted during the academic year are planned.
- For enhancing knowledge guest lectures, seminars, workshops are planned in the areas of the subjects which are recently developed, for sharpening the skills various training programmes by the experts are planned and for developing the attitude, various value based programmes are planned.
- College is having various and organize Seminars, Workshops, Activity Based Learning , Exhibition, Industrial Visit, Competitions to develop the skills and knowledge.
- The Students also take effective participation in Extra Curricular Activities, Co-curricular activities and other activities organized by the College.
- The students are included as members in various Statutory Bodies and Non- Statutory Bodies.
- Feedbacks are collected from students regarding curriculum development and about the content delivery by faculty.
- Students involvement in the activities of the Department, in organizing various co-curricular and extracurricular events, increases their ability to organize and lead thereby enriching their holistic development.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/clubsCellsCentersAcademy">https://www.kkcas.edu.in/clubsCellsCentersAcademy</a>

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

4

File Description	Documents
Report of the event	<a href="#">View File</a>
List of sports and cultural events / competitions organised per year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

Alumni Association plays a vital role in the Development of the Institution and they whole heartedly support the institution both academically and Non-Academically.

#### Objectives

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

#### Contribution of Alumni

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

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

Alumni take effective participation in bringing admissions to the college and motivate them to join in our institution.

Alumni also help the students by providing Scholarships

Alumni are members in various statutory bodies and offer their valuable suggestions for the development of the college.

Every year Alumni's Sponsor for organizing competition such as Cow Decoration and Pongal Festival.

Many alumnus has been appointed, as faculty or administrative /support staff, and serve as a link between the generations of students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.kkcas.edu.in/Alumini">https://www.kkcas.edu.in/Alumini</a>

#### 5.4.2 - Alumni's financial contribution during the year D. 2 Lakhs - 5 Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

##### Vision

KKCAS shall inspire and guides students to acquire knowledge, develop skill and a positive attitude that will enhance their personality, providing self-confidence to face the competitive world.

##### Mission

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

##### Participation of teachers in the decision-making bodies

- Teachers have representation in administrative and academic bodies like Governing Body, Academic Council and Finance Committee, Board of Studies, College Committee .
- Governing body monitors and evaluates the teaching programmes, looks after faculty deployment and development, placement and

industry-institute interaction activities.

- Academic Council regulate teaching, admission, assessment and other matters related to teaching, research.
- Board of Studies has the responsibility to prepare syllabi, suggest methodologies for innovative teaching and evaluation
- Finance Committee ensures that the institution operates with the financial resources it needs to fulfill the requirements for proper functioning.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.kkcas.edu.in/about-us">https://www.kkcas.edu.in/about-us</a>

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

#### Curriculum Design and Development

The Curriculum Development Cell (CDC) frames the structure of the curriculum and syllabus based on the feedback received from Stakeholders. The members of CDC also discuss and finalize the syllabus to be revamped and the new courses to be introduced. The drafted copy is forwarded to the Boards of Studies for refinement.

The Board of Studies has been constituted with faculty, experts in the concerned subjects, University Nominees, industrial experts, alumni and the student representatives as members. The drafted syllabus of each individual course has been placed before the members of the Board of Studies for discussion and suggestions, after which the syllabus is finalized and the approved by the Academic Council. Based on the recommendation of IQAC, Outcome Based Education (OBE) has been introduced from the academic year 2018-2019

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

File Description	Documents
Upload strategic plan and deployment documents on the website	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://kkcas.edu.in/statutory">https://kkcas.edu.in/statutory</a>

## 6.2 - Strategy Development and Deployment

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

### Strategic Plan

Administrators, Faculty Members and Administrative assistants planned and involved in the implementation of CMS. A team established the ERP with the essential components that make CMS user efficient .

The team planned for automation in four thrust areas

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

### Implementation (2018-2019)

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

### Training

The MIS team offered a number of demonstrations and training sessions on the use of all aspects of the software including data entry, data retrieval, maintenance and management of data To

maintain and manage CMS, the institution formed a team under the Faculty of Computer Applications.

### Upgradation

In 2020-21, MIS was fully updated and made user friendly that is made easily accessible at anywhere and anytime

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://kkcas.edu.in/documents/policies/ERP%20Manuals.pdf">https://kkcas.edu.in/documents/policies/ERP%20Manuals.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Organogram of our college depicts the organization structure which facilitates effective governance of the Institution.

### Statutory Bodies

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

The Governing Body supports through planning and execution, approve Annual budget and new Programmes of the study leading to degrees, review of performance

The Academic Council approves the proposals of Board of studies with regards to the course of study, academic regulations, curricula , syllabi and modifications.

Board of studies prepare syllabi for various courses keeping in the view of objectives of the college, interest and need of stake holders and suggest the methodologies for innovating teaching and evaluation techniques.

Finance committee prepare budget estimates relating to the grant received from UGC and prepare and presents the audited statement of

accounts .

### Non-statutory bodies

Non-statutory bodies take care of the overall planning and execution of the academic, non-academic, co- curricular and extra-curricular activities.

Service Rules & Procedures Standard Operating Procedures (SOP's) are created for various academic and administrative processes. College Manual provides rules and regulations, roles and responsibilities and guidance in the process of recruitment, selection, compensation, incentives, promotion, training, and creating comfortable working conditions.

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="https://www.kkcas.edu.in/documents/Organogram.png">https://www.kkcas.edu.in/documents/Organogram.png</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.kkcas.edu.in/duties">https://www.kkcas.edu.in/duties</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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



KKCAS takes effective measures for the welfare of teaching and non teaching faculty in all aspects.

#### Leave benefits

- Casual/ medical/ maternity leave
- On Duty for staff attending seminars and conference
- Compensation leave
- Special leave for pursuing higher studies

#### Monetary benefits:

- Employee Provident fund for all teaching and non- teaching staff members
- Group insurance covering accidents and unexpected demise
- Free transportation
- Special increment on award on M.Phil/PhD
- Facilities to avail the loan
- HOD/Dean/Other allowances on promotion
- Financial support to the faculty members who register for research in our college
- Cash award for publication in UGC CARE journal
- Free food and accommodation for the hostel staff
- Scholarship to the wards of the staff members
- Seed money to faculty members to take up research projects

#### Other benefits

- Festival advance and credit facility for non teaching staff
- Teaching faculty are motivated by providing them awards for producing 100% results
- Facilities for career developments in terms of lab and library
- Facility for indoor and outdoor games for faculty
- Annual tour and recreation for faculty through staff club

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://kkcas.edu.in/documents/policies/Service%20rules.pdf">https://kkcas.edu.in/documents/policies/Service%20rules.pdf</a>

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

12

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

12

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

5

File Description	Documents
Summary of the IQAC report	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**6.4 - Financial Management and Resource Mobilization**

6.4.1 - Institution conducts internal and external financial audits regularly

**Internal Audit Mechanism:**

Every year budget is discussed in the Finance Committee and is submitted to the management for the approval. Once it is approved, the management allocates funds for the budgeted expenses.

- The finance committee will review the expenditure with the budgets
- The Internal audit will be conducted on the daily basis by the Finance officer
- Every Semester, Finance Committee Meeting will be conducted to review the Income and Expenditure statements and audit issues.

#### External Audit:

- External audit is conducted once in three months with the qualified Chartered Accountant.
- Audit objections if any will be submitted to the Finance Committee as well as to the management for the necessary action.
- After conducting External audit/Statutory audit accounts will be submitted to the Income Tax Department with filling of IT returns every year.
- Any Funds/Grants received from the Government or other Agencies for the Projects/Seminar etc. will be utilized only for the purpose it has been sanctioned. The proper Internal & External audit conducted specially related to the grant and utilization certificate are submitted to the sanctioning authority with proper evidence and documents.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/documents/NAAC/6.4.1%20Payment%20of%20Bills%20of%20Audit.pdf">https://www.kkcas.edu.in/documents/NAAC/6.4.1%20Payment%20of%20Bills%20of%20Audit.pdf</a>

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

NIL

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

KKCAS is committed to provide sufficient funds for the activities like academics, research, sports and other extension activities apart for the development of the infrastructure facilities.

##### Mobilization of Funds:

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

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://kkcas.edu.in/documents/policies/6.4.3%20Resource%20Mobilisation%20Policy-New.pdf">https://kkcas.edu.in/documents/policies/6.4.3%20Resource%20Mobilisation%20Policy-New.pdf</a>

## 6.5 - Internal Quality Assurance System

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

### Practice: 1

#### Academic and Administrative Audit:

Academic and Administrative Audit (AAA) was conducted for all the departments at the end of every academic year. to provide valuable suggestions for further improvements. The IQAC collects feedback and submit to the Principal for further enhancement. The main objective of the AAA is to identify the roles and responsibilities of the faculty members without any conflicts, to access the effectiveness of the system, and also to sustain the quality of the institution based on SWOT analysis.

### Practice: 2

#### Curriculum Enrichment Process:

The Curriculum Development Cell (CDC) was established for the efficient execution of the autonomy. The members of CDC also discuss and finalise the redesigned syllabi as well as the new courses that will be introduced. The institution pursues an effective feedback system in the process of curriculum enrichment. Syllabus framed for each individual course has been presented to members of the Board of Studies for discussion and comments, after which the syllabus is finalized and approved by the Academic Council. Outcome Based Education (OBE) has been introduced from the academic year 2018-2019. OBE enhances the employability of the students besides helping them to imbibe necessary skills in their personality.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://kkcas.edu.in/non-statutoryBodies">https://kkcas.edu.in/non-statutoryBodies</a>

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

**Practice: 1**

**Feedback System:**

On the basis of teaching learning process, feedback was collected on curricular aspects from the Stakeholders, Teachers, Alumni and Employers.

College Council monitor and review the institution's teaching, learning, and other activities. A detailed exam result analysis is conducted to examine the teaching, learning, and evaluation procedures.

Every month, the tutor interact with the wards assigned to them in regards to areas such as academic performance, extracurricular participation, attendance percentage, and their involvement in college activities.

The class committee meeting is conducted at the end of every semester by the Principal and will take action to address the issues raised by the students.

**Practice: 2**

**ICT Tools in Teaching & Learning**

The institution utilizes ICT enabled tools for efficient teaching learning process. ICT facilitates the faculty/students to operate, store and retrieve information

The campus is fully digitalized. Google classroom connects students with teachers after working hours. Online learning portals like Swayam, NPTEL, Google forms, Kahoot etc... assist the students to improve their learning process

The institution provides Moodle platform for online learning and

conducts online tests. A well-stocked library with books on all disciplines and online library resources such as DELNET, INFLIBNET are also accessible.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/eLearningICT">https://www.kkcas.edu.in/eLearningICT</a>

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

**A. Any 4 or all of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	<a href="https://kkcas.edu.in/documents/IQAC/Annual_Report/2020-21.pdf">https://kkcas.edu.in/documents/IQAC/Annual_Report/2020-21.pdf</a>
Upload e-copies of accreditations and certification	<a href="#">View File</a>
Upload details of quality assurance initiatives of the institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## **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

Kovai Kalaimagal College of Arts and Science believes in gender equity and sensitization for both male and female students and staff. Women Empowerment cell has prepared gender sensitization action plan for every year. Various activities related to gender equity and sensitization is conducted periodically.

**Safety and Security:** Security guards, CCTV cameras, ambulance and medical services are available in the campus. Female students are encouraged within the prescribed time and is strictly in the presence of a female teaching staff. Self-defense workshops are organized for girls.

**Counselling:** The college has signed a MOU with Pupil Rythm, counseling Centre which works for gender sensitivity and equity and conducts personal and group counseling for them.

**Common Room:** The college has provided common rooms, first aid kit, attached toilets, vending machines for sanitary napkins, disposal bins, separate girls hostel, parlor, Gym for girl students.

**Curriculum:** The courses for 'Value Based Education and 'Self Study Courses' describes the importance of human values and instills social responsibility among students.

**Women Empowerment Cell:** The Women Empowerment cell empowers women through guest lectures, seminars, self defence programmes and also the rights of women are protected in the institute and care about health, hygiene and nutrition and facilitate economic empowerment of rural women.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.kkcas.edu.in/clubsCellsCentersAcademy">https://www.kkcas.edu.in/clubsCellsCentersAcademy</a>

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

**C. Any 2 of the above**

File Description	Documents
Geotagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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



Kovai Kalaimagal College of Arts and Science maintains Waste Management of both degradable and non-degradable nature.

**Solid Waste Management:** The solid wastes are collected in dustbins including the classrooms, office, staff rooms, canteen, hostel, kitchens, etc. The dry waste and wet waste are reused for soil manure and fertilization in a pit. Sanitary wastes are burnt using incinerators in an eco-friendly and hygienic way.

**Liquid Waste Management:** Sewage treatment is a process of removing contaminants from waste water. Sewage treatment plant is established for recycling purposes. Reverse Osmosis plant is for the gardening purposes.

**E-Waste Management:** All Electrical and Electronic wastes are collected and sent for recycling or for disposals. Outdated systems are taken as a piece for demonstration in junior classes. E- Waste is collected from the lab and it has been properly disposed or reused.

**Waste Recycling System:** The College follows the waste management strategy of 4 R's: Refuse, Reduce, Reuse and Recycle in waste recycling process. The food waste from canteen are given to the nearby farmers for their agriculture purpose. The environmental policy of the institute is to achieve zero discharge and complete utilization of waste with well-designed strategies to make campus clean, hygienic and healthy

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geotagged photographs of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution:** Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geotagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

A. Any 4 or all of the above

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**A. Any 4 or all of the above**

File Description	Documents
Geotagged photographs / videos of facilities	<a href="#">View File</a>
Policy documents and brochures on the support to be provided	<a href="#">View File</a>
Details of the software procured for providing assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Kovai Kalaimagal College of Arts and Science is proactively taking efforts in providing an inclusive environment. Cultural inclusiveness and tolerance can play a crucial role in bringing people close who speak different languages, practice different religions, follow different customs, and believe in different values, and therefore promote harmony.**

The Head of the institution mandatorily circulate wishes to all the staff members on the occasion of all the National Festivals, State Festivals and other important days such as Pongal, Saraswathi pooja, Vinayaka chaturthi and Christmas etc. The students from different language background are allowed to learn basic tamil language course for non tamil students. Our students conduct farewell and fresher's day which shows the tolerance and cultural harmony among the students. NSS unit has a key role in maintaining the regional diversity by setting camp in the near by villages.

Our college also takes account of socioeconomic diversities among the students and offers scholarships to economically poor students. The college encourages students to conduct Fresher Party, teacher's day, farewell program, Induction program, Yoga day. In this way the institute's efforts/initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>

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

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

Constitutional Values are maintained for the democracy, unity and integrity of the nation. Awareness of parliament elections was held for the students about the Rights of Voters and the importance of casting one's vote to develop social and civic responsibility; acquire leadership qualities and democratic attitude.

Value education is imparted through mandatory courses like "Ethics and Culture" and "Gandhian Thoughts" for the students in the college. Our students served the society during Pandemic situations. Our NSS team executes all the welfare programmes announced by the state and central government.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**A. All of the above**

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

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

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

Our Institution celebrates National commemorative days such as

- Independence Day and Republic day. During the pandemic the students released a video about the story behind the independence to show their patriotism.
- National Handloom Day is celebrated to honour the handloom weavers in the state.
- Birth Anniversary of Dr. Sarvapalli Radhakhishnan is celebrated as "Teacher's Day" where the student honors all the faculty members with cheerful arrangement in their own classrooms.
- "Gandhi Jayanthi" is celebrated to remember his service to the nation.
- "National Youth Day" is celebrated to reach the philosophy of Swamiji and the ideals for which he lived and worked.
- National Science Day is to draw awareness to people about the significance of science in our daily life and to encourage the people by popularizing science and technology.
- International Woman's day is celebrated by Women Empowerment Cell
- International Yoga Day was celebrated to create awareness about the benefits of practicing yoga for the wellbeing of both mind and body.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	<a href="#">View File</a>
Geotagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

<https://www.kkcas.edu.in/IQAC>

File Description	Documents
Best practices in the Institutional website	<a href="https://www.kkcas.edu.in/IQAC">https://www.kkcas.edu.in/IQAC</a>
Any other relevant information	<a href="https://kkcas.edu.in/documents/NAAC/7.2.1%20BEST%20PRACTICES%20AND%202.pdf">https://kkcas.edu.in/documents/NAAC/7.2.1%20BEST%20PRACTICES%20AND%202.pdf</a>

### 7.3 - Institutional Distinctiveness

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

#### Empowering Rural Youth

The college is situated in a rural area and hence majority of the students are mainly from the villages in and around the college hailing from agricultural families. Therefore it is considered as a great responsibility to Empower Rural Youth.

Finishing School Programme/TCS Affirmative Action Training Programme/Global Business Foundation Skills by INFOSYS are conducted at totally free of cost.

Value Based Programmes/Yoga and Meditation for imbibing the human values and catering overall development of the students and for developing the balanced body and mind

During first year, for improving his/her communication skills in English, two hours are allotted in their regular timetable, teaching them Basic English grammar in addition to the training programme for speaking considerably good English. Mathematical aptitude and other skills as expected by the industries and companies recruiting the students are improved.

The college offers Merit/Sports/Management/Alumni/SC-ST/NGO scholarships to the students.

Thus, making the students, from rural background, who studied in government schools and having poor economic background and a very low self confidence, to shed their fear, hesitation, inhibition, finance struggle and to develop self confidence, communication and other skills so as to get good placement is the Distinctiveness of the Institution.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

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

Outcome Based Education was introduced in 2018 with graduate attributes, programme educational objectives, programme outcomes and course outcomes.

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

File Description	Documents
Upload additional information, if any	<a href="#">View File</a>
Link for additional information	<a href="https://www.kkcas.edu.in/CS">https://www.kkcas.edu.in/CS</a>



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

13

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

484

File Description	Documents
Curriculum / Syllabus of such courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	<a href="#">View File</a>
MoUs with relevant organizations for these courses, if any	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.2 - Academic Flexibility****1.2.1 - Number of new courses introduced across all programmes offered during the year**

57

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

13

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

Courses are designed to propagate human values, encompass the ethics for profession, instilling equality among gender and develop deeper understanding of Environmental issues.

#### Gender Sensitization

Courses offered under Self study course like Women's Rights and Human Rights gives awareness on the rights and entitlements as women and as a citizen of India. Women Empowerment Cell focus on the issues relating to gender discrimination, women safety through self defense course, empowerment and gender equity. Internal Complaints Committee monitors the matters of sexual harassment .

#### Human Values

Courses like Ethics and Culture, autobiography of great leaders and legends of our nation enlightens our traditional culture and moral values. Self study course on Gandhian Thoughts teaches about truth, non violence, tolerance and courage among the students. Yoga for Human Excellence and Centre for Human Excellence is established to bring the excellence in every human to impart human values to the students.

#### Environment and Sustainability

Value Based Education on Environmental Studies educates students on proper preservation and utilization of natural resources. Institution practices eco-friendliness inside the campus and environment conservation.

**Professional Ethics**

Courses offered on ethics and culture describes ethical behavior, culture which imitates morality, and behavior with subordinates.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

16

File Description	Documents
List of value-added courses	<a href="#">View File</a>
Brochure or any other document relating to value-added courses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

695

File Description	Documents
List of students enrolled	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

364

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 1.4 - Feedback System

<b>1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni</b>	<b>A. All 4 of the above</b>
---	------------------------------

File Description	Documents
Provide the URL for stakeholders' feedback report	<a href="https://www.kkcas.edu.in/IOAC">https://www.kkcas.edu.in/IOAC</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

<b>1.4.2 - The feedback system of the Institution comprises the following</b>	<b>A. Feedback collected, analysed and action taken made available on the website</b>
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File Description	Documents
Provide URL for stakeholders' feedback report	<a href="https://www.kkcas.edu.in/IOAC">https://www.kkcas.edu.in/IOAC</a>
Any additional information	<a href="#">View File</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment of Students

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

179

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

175

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

Student Induction Programme is organised for newly admitted I UG Students for every academic year .Orientation is provided for the fresher's of UG on the Vision and Mission of the institution, the academic environment, and availability of infrastructure, the duties and responsibilities of the students including anti-ragging awareness, discipline, code of conduct, and awareness on the use of the library and laboratory resources.

Bridge course is conducted for newly admitted students by the department of English, mathematics, commerce, and computer science for 30 hours to bridge the gap between school and college education.

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

Slow Learners The learning level of students is assessed and are categorised as per the marks secured in Continuous Internal Assessment.

Advanced Learners Guest lectures, seminars and conferences are regularly organised to expose advanced learners to additional perspectives on topics pertaining to their courses. Students are encouraged to enrol in NPTEL, SWAYAM and MOOC online courses.

Training programmes are organised to help students take up various professional examinations like Civil Services, etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/studentSupport&amp;progression">https://www.kkcas.edu.in/studentSupport&amp;progression</a>

### 2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
07/12/2021	179	39

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### 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:

**Experiential learning:** Students learn through direct experience and focused reflection in order to enhance their awareness and skills. The curriculum includes the following experiential learning activities. Like Nesathodu Vasippom/ Spoken English classes, Group Discussion/Mock Interviews, students. Internships, Workshops, and Field Visits.

**.Participatory Learning:** Students are actively involved in the learning process in which sequential activities or learning events help them to achieve an objective or outcome. The institution encourages the students to take up the following activities under participatory learning. Quiz, Paper Presentations/Publications. Model presentations/ Exhibitions/ New Product Development, Market Mela and Talker's Club.

**Problem solving methodologies:** The following clubs assist the students to increase their problem solving capability. Pi Club, Programmer's Club, Case Studies Web Developers Club, and Science Club.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://www.kkcas.edu.in/studentSupport&amp;progression">https://www.kkcas.edu.in/studentSupport&amp;progression</a>

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

The institution utilizes ICT enabled tools for effective teaching and learning process. ICT facilitates the faculty and students to operate, save and retrieve information. The following ICT enabled tools are used in Teaching and Learning process in our college. Google Classroom, Google Meet, Zoom, Kahoot, Talking Yak, MOODLE, Hot Potato, MIS, Smart classrooms, LCD projectors, Wi-Fi Facility.

Online Resources: The faculty and students to take up online courses / resources from online platforms, learn from online sources, and use online software for easy accessibility of knowledge and update with current trend. like Nlist, Swayam, NPTEL, Course Era, Udemy, Spoken Tutorial, Google Forms, Google Sheets, E-Books, E-Journals, Computer Laboratories, SoloLearn, and INFLIBNET. The college is a member of NDL and N-List and students can access digital collection of journals and articles related to the topic through E-books and e-journals and EBSCO. NPTEL, SWAYAM, Course Era, Udemy, and Spoken Tutorial help the students to learn online from the subject experts from reputed institutions and receive online certification.

The institution uses Google Forms and Google Sheets to take survey for assessment, feedback, reviews and to collect details on specific area. Thus the ICT enabled tools and online resources paved a great way for teaching and learning during the Corona pandemic period and brought a tremendous change in the pedagogy of Teaching Learning process.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	<a href="https://www.kkcas.edu.in/eLearningICT">https://www.kkcas.edu.in/eLearningICT</a>
Upload any additional information	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

39

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	<a href="#">View File</a>
Circulars with regard to assigning mentors to mentees	<a href="#">View File</a>

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

**Preparation of the Academic Calendar & Teaching Plan:**An Academic Calendar Committee is constituted to bring out the calendar in the beginning of every year.

The Content of the Academic Calendar Vision, Mission and Quality Policy of the institution, Members of Statutory and Non-statutory bodies, Courses offered, Salient features of the Institution, Placement Details, Teaching and non-teaching staff list, Whom to contact, Members of IQAC, General rules and regulations to be adhered within the campus, hostel, library, Provision of Anti-ragging Act.

The significance of the Choice-based Credit System. Details of the assessment procedure (question paper patterns, evaluation criteria & conduct of Examinations), Course wise Scheme of Examination. Schedule of activities in the specific academic year for each department and clubs, List of Important International/National Days to be celebrated and Academic Year planner of the college.

**Adherence of Academic Calendar:** Conducts Examinations adhering to



planned schedule. Proposed Plans of Department activities are executed through department Associations. Rules and regulations of the college and code of conduct

The Teaching Plan: Teaching plan/Course plan is prepared prior to the commencement of every semester.

Adherence of the Teaching Plan: Teaching Plan consists of planned/actual lecture hours by each faculty, proposed/actual date of completion of each unit, reason for deviation, Text book and reference books prescribed.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

39

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

06

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

### 2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

7

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

#### 2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

19

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

02

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

**Examination Procedure:**The Examination Committee prepares the Examination Calendar every year and shall publish the same in the College website after the approval of the Principal. Continuous Internal Assessment I, II, Model Examinations and End Semester Examination are conducted by the team of faculty constituted by the Controller of Examinations. The CoE shall issue the timetable of various examinations one month before the commencement of the End Assessment Examinations in every semester. The question papers for Part I, Part II and Part III courses are set by the external examiners and Part IV and Extra Credit Courses is set by the internal or external examiners. Scribes are provided for differently abled students with extra time to complete the examination is given to them.

**Examination Process and Reforms:** Single Valuation System for UG and Double Valuation System for PG. The marks will be decoded to the candidates' score sheet generated using software. Result Passing Board discusses the pass percentage in each course, moderation of marks, discrepancies and malpractices if any before the publication of the results. Supplementary examination will be conducted for final year students after 15 days of the declaration of the final semester results for the candidates.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://kkcas.edu.in/NAAC/Criteria-II/aveonmanual.pdf">https://kkcas.edu.in/NAAC/Criteria-II/aveonmanual.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

### Graduate Attributes of the College

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

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

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://www.kkcas.edu.in/documents/NAAC/MechanismsofcommunicationaboutOBEMeeting.pdf">https://www.kkcas.edu.in/documents/NAAC/MechanismsofcommunicationaboutOBEMeeting.pdf</a>

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

KKCAS has formulated PEOs, POs and COs for all courses and programmes offered. The attainments of Outcomes are measured with the help of two different methods.

- Direct Method
- Indirect Method

## Method of Measuring Attainment of COs

### Direct Methods

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

### Indirect Methods

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

## Method of Measuring Attainment of POs

### Direct Methods

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

### Indirect Methods

- PO attainment is calculated using the attainment of the Course Outcomes contributing to that particular PO.
- The following parameters are used to measure the performance of students after completion of the programmes.
- Entrepreneurship
- Placement
- Higher Education and Research

PO attainment is calculated using the indirect method from the

**batch 2019 onwards**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.kkcas.edu.in/documents/POs%20and%20PEOs.pdf">https://www.kkcas.edu.in/documents/POs%20and%20PEOs.pdf</a>

**2.6.3 - Pass Percentage of students****2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution****232**

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://kkcas.edu.in/NAAC/Criteria-II/highlightedannualreport.pdf">https://kkcas.edu.in/NAAC/Criteria-II/highlightedannualreport.pdf</a>

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

<https://www.kkcas.edu.in/documents/Student%20satisfaction%20Survey%20Report.pdf>

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Promotion of Research and Facilities**

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

Kovai Kalaimagal College of Arts and Science promote research among the faculty members and the students through an organized outlook.

**Research Advisory Committee**

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

#### Role

The committee takes care of all cardinal standards of Ethics viz. Autonomy, beneficence, non-maleficence and justice in planning, behavior and reporting of the proposed research.

#### Research Policy

The college envisions a detailed and active research policy, approved by the Governing Body and the same is uploaded in the website

#### Research Ethics

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

#### Monetary Benefits

Financial assistance facilitated by the institution encourages the faculty members to participate in as many seminars / conferences as possible and present research articles for which allowance is availed from management

#### Committees / Cells

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

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	<a href="#">View File</a>
Provide URL of policy document on promotion of research uploaded on the website	<a href="https://www.kkcas.edu.in/ResearchPolicies">https://www.kkcas.edu.in/ResearchPolicies</a>
Any additional information	<a href="#">View File</a>

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

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

3 lakhs

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

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

nil

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	No File Uploaded
Any additional information	No File Uploaded



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

nil

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	No File Uploaded
List of projects and grant details	No File Uploaded
Any additional information	No File Uploaded

**3.2.2 - Number of teachers having research projects during the year**

nil

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	<a href="#">nil</a>
List of research projects during the year	No File Uploaded

**3.2.3 - Number of teachers recognised as research guides**

2

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<a href="#">View File</a>
Institutional data in Prescribed format	<a href="#">View File</a>

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

nil

File Description	Documents
Supporting document from Funding Agencies	No File Uploaded
Paste link to funding agencies' website	<a href="#">nil</a>
Any additional information	No File Uploaded

### 3.3 - Innovation Ecosystem

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

#### Response:

Education field in today's world needs reinvention. The burden of re invention, falls on present generation of students. Education should focus on fostering innovation by inculcating curiosity, critical thinking and deep understanding.

#### Center for Research and Development

Center for Research is dedicated to produce research scholars in Commerce and Computer Science streams. Its service extends to M Phil and Ph D scholars for their dissertation/ thesis and publication works.

#### Intellectual Property Rights Cell

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

#### Cells and Clubs

The college has established the innovation cells namely Entrepreneur Development Cell, Intellectual Property Rights Cell and Institutional Innovation Cell.

#### Entrepreneurship Development Cell

Entrepreneurship development cell has taken a greater responsibility to develop the entrepreneurship skills among the students and to help them to channelize their goals to become a versatile entrepreneur.

**Incubation centre**

Kovai Kalaimagal College of Arts and Science have a tie up with Coimbatore Institute Engineering Technology where the KKCAS makes use of the incubation centre of CIET.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/IIC">https://www.kkcas.edu.in/IIC</a>

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

5

File Description	Documents
Report of the events	<a href="#">View File</a>
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4 - Research Publications and Awards**

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

A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

2

File Description	Documents
URL to the research page on HEI website	<a href="https://www.kkcas.edu.in/ResearchGuidesandScholars">https://www.kkcas.edu.in/ResearchGuidesandScholars</a>
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

5

File Description	Documents
List of research papers by title, author, department, and year of publication	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

nil

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">nil</a>

**3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed****3.4.5.1 - Total number of Citations in Scopus during the year**

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Bibliometrics of the publications during the year	<a href="#">View File</a>

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

#### 3.4.6.1 - h-index of Scopus during the year

1

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.5 - Consultancy

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

1.3

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<a href="#">View File</a>
List of consultants and revenue generated by them	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

0.10

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	<a href="#">View File</a>
List of training programmes, teachers and staff trained for undertaking consultancy	<a href="#">View File</a>
List of facilities and staff available for undertaking consultancy	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.6 - Extension Activities

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

#### Response

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

#### Impact on Students

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

#### Impact on the Society

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

#### Impact & Sensitization

The Institute organizes extension activities in the neighboring communities to help students become more aware of social concerns and to help them develop holistically. The impact of extension activities on students is summarized here.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/nssyrc&amp;rrc">https://www.kkcas.edu.in/nssyrc&amp;rrc</a>

### 3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

0

File Description	Documents
Number of awards for extension activities in during the year	No File Uploaded
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

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

5

File Description	Documents
Reports of the events organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

538

File Description	Documents
Reports of the events	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.7 - Collaboration

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

13

File Description	Documents
Copies of documents highlighting collaboration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

10

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

**KKCAS located in a village which is sprawling over a land area of 10.15 acres, surrounded by green hillocks.**

**• The institution has three academic blocks with spacious and naturally ventilated 38 classrooms with light, fans and Wi-Fi**



facility.

- The institution has four computer laboratories with 250 computers with 50 Mbps bandwidth.
- There are 6 class rooms enabled with ICT facilities and one AV room to integrate technology in teaching.
- The college has two seminar halls with 200 seating capacity
- The college has spacious Air conditioned Auditorium with 600 seating capacity.
- A spacious Library housed in an area of 3905 sq.ft, stocked with 14,244 books, 65 journals and magazines, and 51,746 e-books and digital resources. An exclusive library for Kovai Kalaimagal Academy for Competitive Examinations (KKACE) 613 sq.ft, has stock of 237 books. Our library has membership in N-LIST, DELNET, & NDL.
- The college has Separate Hostels for Boys and girls within the campus with a capacity of 450 and 350 respectively. The hostels have Wi-Fi facility and other amenities.
- The college is having other facilities such as Canteen, Playgrounds, Vehicle Parking, ATM, Ambulance, GYM, Stationery Store, Medical Center and Ladies Lounge

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/infraStructureFacilities">https://www.kkcas.edu.in/infraStructureFacilities</a>

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

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

**Cultural Activities:**

College encourages Cultural activities like singing, dancing, mime, skit, drama, Mimicry, Monoact etc through the Fine Arts Club. The students exhibit their talents in cultural during Inter-collegiate ,inter-departmental competitions , Cultural day and Annual day. The College has an air-conditioned auditorium, band system, and audio system with a seating capacity of 500 utilized for cultural Programmes .

#### Yoga Classes:

The institution offers a diploma course in Yoga for Youth Empowerment through Shri Vedhantha Maharishi Mandram to all first year UG students. A separate Yoga centre is available to practice Yoga.

#### Sports and Games :

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

#### Gymnasium:

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

File Description	Documents
Geotagged pictures	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/infraStructureFacilities">https://www.kkcas.edu.in/infraStructureFacilities</a>

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

38

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

5,64,626

File Description	Documents
Upload audited utilization statements	<a href="#">View File</a>
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

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

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

Integrated Library Management Systems

Modules for AUTOLIB (2016-2020):

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

**Modules for CMS (2020-2021):**

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/library">https://www.kkcas.edu.in/library</a>

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

**A. Any 4 or more of the above**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

**0.39255**

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

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

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

57.90

File Description	Documents
Upload details of library usage by teachers and students	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The College has well developed IT facilities accessible to both staff and students. The Institution has IT policy addressing standards on IT Service Management, Information Security, Network Security, and Software Management. The college has a unique website that provides all the necessary information needed.

The IT-Section of the college is responsible for procurement, installation, configuration of IT equipment in computer labs and administrative sections.

- Computer Lab is entrusted with authority for system, network administration and to decide the type and version of OS, IP addresses allocation, proxies and e-Mail relays.

**Hardware :**The institution has 282 desktop computers, 7 normal printers and 3 printers with scanning facility.The IT facility is revamped at regular intervals to maintain a faultless connectivity.

**Network :** The campus Network Control Centre is maintained by the IT Section. The network is regularly upgraded to cater to the

latest requirements.

Internet :Leased line Internet facility with a bandwidth of 50 Mbps

Wi-Fi :The entire campus is Wi-Fi enabled.

Software :The software are installed as per the curricular requirement.

SSL Certificate : SSL Certificate for encrypted connection

UPS Facility : Uninterrupted power supply for about 50 KVA

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/laboratory">https://www.kkcas.edu.in/laboratory</a>

#### 4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
666	250

File Description	Documents
Upload any additional information	<a href="#">View File</a>

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

A. 50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

#### 4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture

A. All four of the above

**Capturing System (LCS) Mixing equipments and software for editing**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/documents/NAAC/4.3.4%20%20E-Content%20Development%20Facilities.pdf">https://www.kkcas.edu.in/documents/NAAC/4.3.4%20%20E-Content%20Development%20Facilities.pdf</a>
List of facilities for e-content development (Data Template)	<a href="#">View File</a>

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

5,64,626

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

The college has established systems and procedures for maintenance. Sufficient funds are allocated for the maintenance of these facilities. The Civil Engineer and estate officer is in charge of maintenance of buildings, garden, carpentry work and all other waste management systems .

**Computer Laboratories/Computer Services:** The College is equipped with 282 computers that are placed in four laboratories, office, library and departments. Computer and internet facilities are under the maintenance of System administrator.

**Library:** Library is being used effectively for updating knowledge. Accession Register, Stock Register for journals, Register for CDs/DVDs and back volumes are maintained. The computers and software (OPAC and CMS) are updated as per the proper maintenance procedure.

**Sports:** The college has spacious grounds that are being maintained regularly for playing games and also for participating in track events. The institution has sufficient facilities for sports, games (indoor/outdoor), gymnasium for girls/boys.

**Classrooms:** The College has spacious, airy and well ventilated class rooms to accommodate all the students. The issues of classrooms are rectified and resolved.

**Campus Maintenance:** The building infrastructure is maintained by maintenance officer with technicians comprising of plumber, electrician and supervisor who takes care of civil work, water and electrical facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/infraStructureFacilities">https://www.kkcas.edu.in/infraStructureFacilities</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

10

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

161



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology</b>	<b>A. All of the above</b>
File Description	Documents
Link to Institutional website	<a href="https://www.kkcas.edu.in/capacitydevelopmentandskillenhancementactivities">https://www.kkcas.edu.in/capacitydevelopmentandskillenhancementactivities</a>
Details of capability development and schemes	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year</b>	
<b>55</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students'</b>	<b>A. All of the above</b>

**grievances Timely redressal of grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

55

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**5.2.2 - Number of outgoing students progressing to higher education**

50

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Details of students who went for higher education	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

0

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

### 5.3 - Student Participation and Activities

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

4

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

##### Representation of students on academic , administrative bodies and student council

- The students association plans for organizing, monitoring and administrating the activities of the Association.
- In the beginning of the academic year a meeting these association is convened and the activities to be conducted during the academic year are planned.
- For enhancing knowledge guest lectures, seminars, workshops are planned in the areas of the subjects which are recently developed, for sharpening the skills various training programmes by the experts are planned and for developing the attitude, various value based programmes are planned.
- College is having various and organize Seminars, Workshops, Activity Based Learning , Exhibition, Industrial Visit, Competitions to develop the skills and knowledge.
- The Students also take effective participation in Extra Curricular Activities, Co-curricular activities and other activities organized by the College.
- The students are included as members in various Statutory Bodies and Non- Statutory Bodies.
- Feedbacks are collected from students regarding curriculum

development and about the content delivery by faculty.

- Students involvement in the activities of the Department, in organizing various co-curricular and extracurricular events, increases their ability to organize and lead thereby enriching their holistic development.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/clubsCellsCentersAcademy">https://www.kkcas.edu.in/clubsCellsCentersAcademy</a>

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

4

File Description	Documents
Report of the event	<a href="#">View File</a>
List of sports and cultural events / competitions organised per year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

Alumni Association plays a vital role in the Development of the Institution and they whole heartedly support the institution both academically and Non-Academically.

#### Objectives

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

#### Contribution of Alumni

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

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

Alumni take effective participation in bringing admissions to the college and motivate them to join in our institution.

Alumni also help the students by providing Scholarships

Alumni are members in various statutory bodies and offer their valuable suggestions for the development of the college.

Every year Alumni's Sponsor for organizing competition such as Cow Decoration and Pongal Festival.

Many alumnus has been appointed, as faculty or administrative /support staff, and serve as a link between the generations of students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.kkcas.edu.in/Alumini">https://www.kkcas.edu.in/Alumini</a>

**5.4.2 - Alumni's financial contribution during the year**

**D. 2 Lakhs - 5 Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

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

**Vision**

KKCAS shall inspire and guides students to acquire knowledge, develop skill and a positive attitude that will enhance their personality, providing self-confidence to face the competitive world.

**Mission**

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

**Participation of teachers in the decision-making bodies**

- Teachers have representation in administrative and academic bodies like Governing Body, Academic Council and Finance Committee, Board of Studies, College Committee .
- Governing body monitors and evaluates the teaching programmes, looks after faculty deployment and development, placement and industry-institute interaction activities.
- Academic Council regulate teaching, admission, assessment and other matters related to teaching, research.
- Board of Studies has the responsibility to prepare syllabi, suggest methodologies for innovative teaching and evaluation
- Finance Committee ensures that the institution operates with the financial resources it needs to fulfill the requirements for proper functioning.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.kkcas.edu.in/about-us">https://www.kkcas.edu.in/about-us</a>

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

## Curriculum Design and Development

The Curriculum Development Cell (CDC) frames the structure of the curriculum and syllabus based on the feedback received from Stakeholders. The members of CDC also discuss and finalize the syllabus to be revamped and the new courses to be introduced. The drafted copy is forwarded to the Boards of Studies for refinement.

The Board of Studies has been constituted with faculty, experts in the concerned subjects, University Nominees, industrial experts, alumni and the student representatives as members. The drafted syllabus of each individual course has been placed before the members of the Board of Studies for discussion and suggestions, after which the syllabus is finalized and the approved by the Academic Council. Based on the recommendation of IQAC, Outcome Based Education (OBE) has been introduced from the academic year 2018-2019 .

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

File Description	Documents
Upload strategic plan and deployment documents on the website	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://kkcas.edu.in/statutory">https://kkcas.edu.in/statutory</a>

## 6.2 - Strategy Development and Deployment

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

### Strategic Plan

Administrators, Faculty Members and Administrative assistants planned and involved in the implementation of CMS. A team established the ERP with the essential components that make CMS user efficient .

The team planned for automation in four thrust areas

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

Implementation (2018-2019)

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

Training

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

Upgradation

In 2020-21, MIS was fully updated and made user friendly that is made easily accessible at anywhere and anytime



File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://kkcas.edu.in/documents/policies/ERP%20Manuals.pdf">https://kkcas.edu.in/documents/policies/ERP%20Manuals.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Organogram of our college depicts the organization structure which facilitates effective governance of the Institution.

#### Statutory Bodies

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

The Governing Body supports through planning and execution, approve Annual budget and new Programmes of the study leading to degrees, review of performance

The Academic Council approves the proposals of Board of studies with regards to the course of study, academic regulations, curricula , syllabi and modifications.

Board of studies prepare syllabi for various courses keeping in the view of objectives of the college, interest and need of stake holders and suggest the methodologies for innovating teaching and evaluation techniques.

Finance committee prepare budget estimates relating to the grant received from UGC and prepare and presents the audited statement of accounts .

#### Non-statutory bodies

Non-statutory bodies take care of the overall planning and execution of the academic, non-academic, co- curricular and extra-curricular activities.

Service Rules & Procedures Standard Operating Procedures (SOP's)

are created for various academic and administrative processes. College Manual provides rules and regulations, roles and responsibilities and guidance in the process of recruitment, selection, compensation, incentives, promotion, training, and creating comfortable working conditions.

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="https://www.kkcas.edu.in/documents/Organogram.png">https://www.kkcas.edu.in/documents/Organogram.png</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.kkcas.edu.in/duties">https://www.kkcas.edu.in/duties</a>

### 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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

**KKCAS takes effective measures for the welfare of teaching and non teaching faculty in all aspects.**

#### Leave benefits

- Casual/ medical/ maternity leave
- On Duty for staff attending seminars and conference

- Compensation leave
- Special leave for pursuing higher studies

**Monetary benefits:**

- Employee Provident fund for all teaching and non- teaching staff members
- Group insurance covering accidents and unexpected demise
- Free transportation
- Special increment on award on M.Phil/PhD
- Facilities to avail the loan
- HOD/Dean/Other allowances on promotion
- Financial support to the faculty members who register for research in our college
- Cash award for publication in UGC CARE journal
- Free food and accommodation for the hostel staff
- Scholarship to the wards of the staff members
- Seed money to faculty members to take up research projects

**Other benefits**

- Festival advance and credit facility for non teaching staff
- Teaching faculty are motivated by providing them awards for producing 100% results
- Facilities for career developments in terms of lab and library
- Facility for indoor and outdoor games for faculty
- Annual tour and recreation for faculty through staff club

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://kkcas.edu.in/documents/policies/Service%20rules.pdf">https://kkcas.edu.in/documents/policies/Service%20rules.pdf</a>

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

12

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

12

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

5

File Description	Documents
Summary of the IQAC report	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

### Internal Audit Mechanism:

Every year budget is discussed in the Finance Committee and is submitted to the management for the approval. Once it is approved, the management allocates funds for the budgeted expenses.

- The finance committee will review the expenditure with the budgets
- The Internal audit will be conducted on the daily basis by the Finance officer
- Every Semester, Finance Committee Meeting will be conducted to review the Income and Expenditure statements and audit issues.

#### External Audit:

- External audit is conducted once in three months with the qualified Chartered Accountant.
- Audit objections if any will be submitted to the Finance Committee as well as to the management for the necessary action.
- After conducting External audit/Statutory audit accounts will be submitted to the Income Tax Department with filling of IT returns every year.
- Any Funds/Grants received from the Government or other Agencies for the Projects/Seminar etc. will be utilized only for the purpose it has been sanctioned. The proper Internal & External audit conducted specially related to the grant and utilization certificate are submitted to the sanctioning authority with proper evidence and documents.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/documents/NAAC/6.4.1%20Payment%20of%20Bills%20of%20Audit.pdf">https://www.kkcas.edu.in/documents/NAAC/6.4.1%20Payment%20of%20Bills%20of%20Audit.pdf</a>

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

NIL

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

KKCAS is committed to provide sufficient funds for the activities like academics, research, sports and other extension activities apart for the development of the infrastructure facilities.

##### Mobilization of Funds:

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

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://kkcas.edu.in/documents/policies/6.4.3%20Resource%20Mobilisation%20Policy-New.pdf">https://kkcas.edu.in/documents/policies/6.4.3%20Resource%20Mobilisation%20Policy-New.pdf</a>

## 6.5 - Internal Quality Assurance System

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

### Practice: 1

#### Academic and Administrative Audit:

Academic and Administrative Audit (AAA) was conducted for all the departments at the end of every academic year. to provide valuable suggestions for further improvements. The IQAC collects feedback and submit to the Principal for further enhancement. The main objective of the AAA is to identify the roles and responsibilities of the faculty members without any conflicts, to access the effectiveness of the system, and also to sustain the quality of the institution based on SWOT analysis.

### Practice: 2

#### Curriculum Enrichment Process:

The Curriculum Development Cell (CDC) was established for the efficient execution of the autonomy. The members of CDC also discuss and finalise the redesigned syllabi as well as the new courses that will be introduced. The institution pursues an effective feedback system in the process of curriculum enrichment. Syllabus framed for each individual course has been presented to members of the Board of Studies for discussion and comments, after which the syllabus is finalized and approved by the Academic Council. Outcome Based Education (OBE) has been introduced from the academic year 2018-2019. OBE enhances the employability of the students besides helping them to imbibe necessary skills in their personality.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://kkcas.edu.in/non-statutoryBodies">https://kkcas.edu.in/non-statutoryBodies</a>

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

**Practice: 1**

**Feedback System:**

On the basis of teaching learning process, feedback was collected on curricular aspects from the Stakeholders, Teachers, Alumni and Employers.

College Council monitor and review the institution's teaching, learning, and other activities. A detailed exam result analysis is conducted to examine the teaching, learning, and evaluation procedures.

Every month, the tutor interact with the wards assigned to them in regards to areas such as academic performance, extracurricular participation, attendance percentage, and their involvement in college activities.

The class committee meeting is conducted at the end of every semester by the Principal and will take action to address the issues raised by the students.

**Practice: 2**

**ICT Tools in Teaching & Learning**

The institution utilizes ICT enabled tools for efficient teaching learning process. ICT facilitates the faculty/students to operate, store and retrieve information

The campus is fully digitalized. Google classroom connects students with teachers after working hours. Online learning portals like Swayam, NPTEL, Google forms, Kahoot etc... assist the students to improve their learning process

The institution provides Moodle platform for online learning and



conducts online tests. A well-stocked library with books on all disciplines and online library resources such as DELNET, INFLIBNET are also accessible.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kkcas.edu.in/eLearningICT">https://www.kkcas.edu.in/eLearningICT</a>

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

**A. Any 4 or all of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	<a href="https://kkcas.edu.in/documents/IQAC/Annual_Report/2020-21.pdf">https://kkcas.edu.in/documents/IQAC/Annual_Report/2020-21.pdf</a>
Upload e-copies of accreditations and certification	<a href="#">View File</a>
Upload details of quality assurance initiatives of the institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## **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

Kovai Kalaimagal College of Arts and Science believes in gender equity and sensitization for both male and female students and staff. Women Empowerment cell has prepared gender sensitization action plan for every year. Various activities related to gender equity and sensitization is conducted periodically.

**Safety and Security:** Security guards, CCTV cameras, ambulance and medical services are available in the campus. Female students are encouraged within the prescribed time and is strictly in the presence of a female teaching staff. Self-defense workshops are organized for girls.

**Counselling:** The college has signed a MOU with Pupil Rythm, counseling Centre which works for gender sensitivity and equity and conducts personal and group counseling for them.

**Common Room:** The college has provided common rooms, first aid kit, attached toilets, vending machines for sanitary napkins, disposal bins, separate girls hostel, parlor, Gym for girl students.

**Curriculum:** The courses for 'Value Based Education and 'Self Study Courses' describes the importance of human values and instills social responsibility among students.

**Women Empowerment Cell:** The Women Empowerment cell empowers women through guest lectures, seminars, self defence programmes and also the rights of women are protected in the institute and care about health, hygiene and nutrition and facilitate economic empowerment of rural women.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.kkcas.edu.in/clubsCellsCentersAcademy">https://www.kkcas.edu.in/clubsCellsCentersAcademy</a>

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

C. Any 2 of the above

File Description	Documents
Geotagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Kovai Kalaimagal College of Arts and Science maintains Waste Management of both degradable and non-degradable nature.

**Solid Waste Management:** The solid wastes are collected in dustbins including the classrooms, office, staff rooms, canteen, hostel, kitchens, etc. The dry waste and wet waste are reused for soil manure and fertilization in a pit. Sanitary wastes are burnt using incinerators in an eco-friendly and hygienic way.

**Liquid Waste Management:** Sewage treatment is a process of removing contaminants from waste water. Sewage treatment plant is established for recycling purposes. Reverse Osmosis plant is for the gardening purposes.

**E-Waste Management:** All Electrical and Electronic wastes are collected and sent for recycling or for disposals. Outdated systems are taken as a piece for demonstration in junior classes. E- Waste is collected from the lab and it has been properly disposed or reused.

**Waste Recycling System:** The College follows the waste management strategy of 4 R's: Refuse, Reduce, Reuse and Recycle in waste recycling process. The food waste from canteen are given to the nearby farmers for their agriculture purpose. The environmental policy of the institute is to achieve zero discharge and complete utilization of waste with well-designed strategies to make campus clean, hygienic and healthy

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geotagged photographs of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting  
Bore well /Open well recharge Construction of tanks and bunds Waste water recycling  
Maintenance of water bodies and distribution system in the campus**

**A. Any 4 or all of the above**

File Description	Documents
Geotagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

A. Any 4 or All of the above

File Description	Documents
Geotagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

#### 7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**A. Any 4 or all of the above**

File Description	Documents
Geotagged photographs / videos of facilities	<a href="#">View File</a>
Policy documents and brochures on the support to be provided	<a href="#">View File</a>
Details of the software procured for providing assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Kovai Kalaimagal College of Arts and Science is proactively taking efforts in providing an inclusive environment. Cultural inclusiveness and tolerance can play a crucial role in bringing people close who speak different languages, practice different religions, follow different customs, and believe in different**

values, and therefore promote harmony.

The Head of the institution mandatorily circulate wishes to all the staff members on the occasion of all the National Festivals, State Festivals and other important days such as Pongal, Saraswathi pooja, Vinayaka chaturthi and Christmas etc. The students from different language background are allowed to learn basic tamil language course for non tamil students. Our students conduct farewell and fresher's day which shows the tolerance and cultural harmony among the students. NSS unit has a key role in maintaining the regional diversity by setting camp in the near by villages.

Our college also takes account of socioeconomic diversities among the students and offers scholarships to economically poor students. The college encourages students to conduct Fresher Party, teacher's day, farewell program, Induction program, Yoga day. In this way the institute's efforts/initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>

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

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

Constitutional Values are maintained for the democracy, unity and

integrity of the nation. Awareness of parliament elections was held for the students about the Rights of Voters and the importance of casting one's vote to develop social and civic responsibility; acquire leadership qualities and democratic attitude.

Value education is imparted through mandatory courses like "Ethics and Culture" and "Gandhian Thoughts" for the students in the college. Our students served the society during Pandemic situations. Our NSS team executes all the welfare programmes announced by the state and central government.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**A. All of the above**

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

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

and festivals

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

Our Institution celebrates National commemorative days such as

- Independence Day and Republic day. During the pandemic the students released a video about the story behind the independence to show their patriotism.
- National Handloom Day is celebrated to honour the handloom weavers in the state.
- Birth Anniversary of Dr. Sarvapalli Radhakhishnan is celebrated as "Teacher's Day" where the student honors all the faculty members with cheerful arrangement in their own classrooms.
- "Gandhi Jayanthi" is celebrated to remember his service to the nation.
- "National Youth Day" is celebrated to reach the philosophy of Swamiji and the ideals for which he lived and worked.
- National Science Day is to draw awareness to people about the significance of science in our daily life and to encourage the people by popularizing science and technology.
- International Woman's day is celebrated by Women Empowerment Cell
- International Yoga Day was celebrated to create awareness about the benefits of practicing yoga for the wellbeing of both mind and body.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	<a href="#">View File</a>
Geotagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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



<https://www.kkcas.edu.in/IQAC>

File Description	Documents
Best practices in the Institutional website	<a href="https://www.kkcas.edu.in/IQAC">https://www.kkcas.edu.in/IQAC</a>
Any other relevant information	<a href="https://kkcas.edu.in/documents/NAAC/7.2.1%20BEST%20PRACTICES%201%20AND%202.pdf">https://kkcas.edu.in/documents/NAAC/7.2.1%20BEST%20PRACTICES%201%20AND%202.pdf</a>

### 7.3 - Institutional Distinctiveness

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

#### Empowering Rural Youth

The college is situated in a rural area and hence majority of the students are mainly from the villages in and around the college hailing from agricultural families. Therefore it is considered as a great responsibility to Empower Rural Youth.

Finishing School Programme/TCS Affirmative Action Training Programme/Global Business Foundation Skills by INFOSYS are conducted at totally free of cost.

Value Based Programmes/Yoga and Meditation for imbibing the human values and catering overall development of the students and for developing the balanced body and mind

During first year, for improving his/her communication skills in English, two hours are allotted in their regular timetable, teaching them Basic English grammar in addition to the training programme for speaking considerably good English. Mathematical aptitude and other skills as expected by the industries and companies recruiting the students are improved.

The college offers Merit/Sports/Management/Alumni/SC-ST/NGO scholarships to the students.

Thus, making the students, from rural background, who studied in government schools and having poor economic background and a very low self confidence, to shed their fear, hesitation, inhibition, finance struggle and to develop self confidence, communication and other skills so as to get good placement is the Distinctiveness of the Institution.

File Description	Documents
Appropriate link in the institutional website	<a href="https://www.kkcas.edu.in/IOAC">https://www.kkcas.edu.in/IOAC</a>
Any other relevant information	<a href="#">View File</a>

## 7.3.2 - Plan of action for the next academic year

1. To submit Self study report (SSR) for the third cycle of Accreditation by NAAC.
2. To propose Blended Learning for all UG and PG programmes
3. The institution is planning to strengthen the innovation center with the support of MHRD and other funding agencies.
4. To sign more number of Memorandum of Understandings for industry collaboration..
5. To encourage the faculty and students to participate in extension activities with Government Organizations and Non Government Organizations.
6. To promote the Academic partnership with leading Industries/Institutes for the student / staff exchange, internships, on the job trainings and projects.
7. To encourage faculty to register for Ph.D Course and complete in stipulated period.
8. To encourage faculty to apply and obtain awards, recognitions and fellowships from recognized institutions.
9. Technological upgradation of new computer laboratory by networking, purchase of new computer and networked UPS, installation of solar panels for energy consumption, upgrading college server, upgradation of CCTV system, Audio Video Centre, Media center etc.
10. To introduce more number of Job Oriented Courses.
11. To register our college for Spoken Tutorial courses through IIT Mumbai.

12. To establish a center for community orientation, center for incubation and innovation.
13. To apply for an Undergraduate course in Visual Communication.
14. To register Alumni Association under society act.
15. To constitute Institute Innovation Cell as per MHRD.
16. To increase the number of ICT enabled classrooms for effective teaching learning process.

NAAC