KOVAI KALAIMAGAL
COLLEGE OF ARTS AND SCIENCE

An Autonomous Institute,

Affiliated to Bharathiar University, Coimbatore

Re-Accredited with "A" Grade by NAAC

ANNUAL QUALITY ASSURANCE REPORT

2017-2018

Vellimalaipattinam, Narasipuram Post,Thondamuthur Via,Coimbatore – 641109

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The Annual Quality Assurance Report (AQAR) of the IQAC
June 1, 2017 to May 31, 2018

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

Part – A
1. Details of the Institution

1.1 Name of the Institution

KOVAI KALAIMAGAL COLLEGE OF ARTS AND SCIENCE

1.2 Address Line 1

VELLIMALAIPATTINAM

Address Line 2

NARASIPURAM POST

City/Town

COIMBATORE

State

TAMILNADU

Pin Code

641 109

Institution e-mail address

kkcas@kkcas.edu.in

Contact Nos.

0422 – 2970131 / 132

Name of the Head of the Institution:

Dr.N.MALA

Tel. No. with STD Code:

0422 – 2970131 / 132; 95005 64940

Mobile:

8056797246 ; 9443147064

Name of the IQAC Co-ordinator:

Ms. E.Karthika

Mobile:

9500288551 ; 9994158570

IQAC e-mail address:

kkcasiqac@gmail.com

1.3 NAAC Track ID

TNCOGN14410

1.4 NAAC Executive Committee No. & Date:

EC(SC) / 18 /A & A / 125.2/05/11/2016

1.5 Website address:

www.kkcas.edu.in

Web-link of the AQAR:

www.kkcas.edu.in/aqar.php

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	3.02	2011	5 Years
2	2nd Cycle	A	3.01	2016	5 Years
3	3rd Cycle	---	---	---	---
4	4th Cycle	---	---	---	---

1.7 Date of Establishment of IQAC:

10/6/2010

1.8 AQAR for the year

2017 -2018

1.9 Details of the previous years AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

   i AQAR   2016-17 submitted to NAAC on 14/09/2017

1.10 Institutional Status

   University   State ☐ Central ☐ Deemed ☐ Private ☐

   Affiliated College   Yes ☐   No ✓

   Constituent College   Yes ☐   No ✓

   Autonomous college of UGC   Yes ✓   No ☐

   Regulatory Agency approved Institution   Yes ☐   No ✓

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

   Type of Institution   Co-education ✓   Men ☐   Women ☐

                         Urban ☐   Rural ✓   Tribal ☐

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

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

1.11 Type of Faculty/Programme

   Arts ✓ Science ✓ Commerce ✓ Law ☐ PEI (Phys Edu) ☐

   TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

   Others   (Specify) -----

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

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

   Autonomy by University ✓

   University with Potential for Excellence   ---   UGC-CPE   ---

   DST Star Scheme   ---   UGC-CE   ---

UGC-Special Assistance Programme	---	DST-FIST	---

UGC-Innovative PG programmes	---	Any other (*Specify*)	---

UGC-COP Programmes	---

2. IQAC Composition and Activities

2.1 No.of Teachers | 8

2.2 No.of Administrative/Technical staff | 3

2.3 No.of students | 1

2.4 No.of Management representatives | 1

2.5 No.of Alumni | 1

2.6 No.of any other stakeholder and community representatives | 1

2.7 No.of Employers/ Industrialists | 1

2.8 No.of other External Experts | 1

2.9 Total No. of members | 17

2.10 No. of IQAC meetings held   :   2 Nos

2.11 No. of meetings with various stakeholders: No. 2   Faculty 2

Non-Teaching Staff Students 2   Alumni 2   Others --

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

If yes, mention the amount | ---

2.13 Seminars and Conferences (only quality related)

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

| Total Nos. | - | International | - | National | - | State | - | Institution Level | - |

(ii)Themes

| --- |

2.14 Significant Activities and contributions made by IQAC

1. IQAC suggested that while preparing the list of programmes to be organised by various departments for the academic year 2017 – 2018, the vision, the mission of the college, the industries expectation of the skills to be possessed by the students are to be kept in mind. Accordingly the departments have prepared the list of programmes in such a way that they would develop their soft skills, enhance their knowledge in the concerned area of study and develop positive attitude.

2. Since the plan of introducing Outcome Based Education in all the colleges is gaining momentum, IQAC suggested that seminars & workshops may be organised to make the faculty know about the preparation of Graduate Attributes, Programme Educational Objectives, Course Outcomes, Programme Outcomes and also the methods of assessment.

3. Since the format for the preparation of Self Study Report and the procedure for the assessment and accreditation have been changed by the NAAC, it was suggested that the FDP may be organised to make the teachers aware of the changed procedure and filling up of the format from the preparation of Self Study Report.

4. Since value education is considered to be an important component of the educational system and it is stressed by all the educational commissions, IQAC suggested that a minimum of 2 programmes on value education should be conducted by all the departments every year.

5. Instead of giving training to the students for developing their communication skills and their mathematical aptitude outside the class hours IQAC suggested that it could be preferable if the above 2 topics are included in the regular working hours, in order to get better results. Similarly to keep the students physically fit and to take part in various competitions in sports and games, it was suggested that the 2 hours may be exclusively allotted for the sports and games activities.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Enclosed as Annexure A	

2.16 Whether the AQAR was placed in statutory body? Yes ✓ No ☐

Management ✓ Syndicate ☐ any other body ☐

Provide the details of the action taken

> Governing body and College committee approved the activities planned and appreciated the efforts taken by IQAC for improving the quality.

Part – B
Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	2	---	2	---
PG	4	---	4	---
UG	8	---	8	---
PG Diploma	1	---	1	---
Advanced Diploma	---	---	---	---
Diploma	---	---	---	---
Certificate	---	---	---	---
Others (M.Phil)	2	---	2	---
Total	17	---	17	---

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	12
Trimester	---
Annual	4

1.3 Feedback from stakeholders Alumni ✓ Parents -- Employers -- Students ✓

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

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

> 1. In the curriculum content of the various courses, a few changes have been made.
>
> 2. A few papers have been relocated and new courses have been introduced.

For B.Sc Maths (CA)
Analytical Geometry of Three Dimensions
Vector Calculus
Fourier Series
Algebra & Trignometry

For BCA
Cloud Computing

For M.Sc (IT)
Analysis and Design of Algorithm

For Commerce – M.Com (CA)
Research Management Techniques

For Computer Science and Commerce Courses	
Mathematics for Competitive examinations I	Mathematics for Competitive examinations II
Communication Skills I	Communication Skills II

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
64	54	10	---	---

2.2 No. of permanent faculty with Ph.D. | 11 |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
15	---	---	---	---	---	---	---	15	---

2.4 No. of Guest and Visiting faculty and Temporary faculty | -- |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	-	26	-
Presented papers	14	15	-
Resource Persons	-	1	-

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

1. Whenever new and advanced gadgets are introduced into the market or a new process is evolved, the students are informed to collect all the details about the same and make a presentation in the form of PPT to all the other students. This enables the students to be updated about the latest developments.

2. To encourage the students to earn more credits, extra credit courses are introduced so that they acquire additional knowledge and stand one step ahead of the other students. The students are informed that they can opt for only 2 subjects among the list of subjects available under the extra credit courses in a semester.

3. Since health of the mind and the health of the body are interrelated, the students are trained in yoga and meditation so as to make the students to have healthy mind and healthy body. For that purpose, professional trainers are hired. Also a diploma programme in "Yoga for Human Excellence" is also offered.

4. In addition to the training given to the students for developing communication and other soft skills to become employable, the students are also given training for developing certain other skills like tailoring, jewel making, plumbing, electrical works, bridal makeup and hairstyling etc., with the collaboration of NSDC through which they can also start their own establishment.

5. Students and faculty were encouraged to choose at least one course from the Massive Open - source Online Courses offered by NPTEL/ SWAYAM as a non-credit program.

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

| 180 |

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

| Online Multiple Choice Questions |
| Double Valuation |

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

| 60 | --- | --- |

2.10 Average percentage of attendance of students

| 86% |

2.11 Course / Programme wise distribution of pass percentage :

Title of the Programme	Total No. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc Mathematics with CA	25	4	12	4	-	80
B.Sc Computer Science	41	5	29	7	-	90
BCA	12	5	2	1	-	67
B.Sc Information Technology	30	8	16	2	-	80
B.Com	67	2	22	28	2	80
B.Com with PA	13	1	9	1	-	85
B.Com with CA	34	-	13	12	1	76
BBA with CA	42	1	12	19	10	62
M.Sc Computer Science	14	14	-	-	-	100
M.Sc Information Technology	07	07	-	-	-	100
M.Com with CA	11	5	6	-	-	100
MIB	10	-	10	-	-	100

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

1. Before the commencement of any academic year, during summer vacation IQAC Meeting is conducted in which an elaborate plan is chalked out to carry out the various activities which helps in enhancing further the quality of education offered in the institution. While deciding on the various activities care is taken to see that the activities planned would improve the knowledge of the students in the areas of their study, make them industry ready through various skill development programmes and make them confident of facing the personal interviews through development of their attitude.

2. In the beginning of the year, IQAC meets and discusses with the members and Head of the Departments about the inclusion of new topics / new subjects / new papers in the syllabus and accordingly it decides on the FDP programmes to be conducted in order to enable the teachers not to have any difficulty in handling such topics or papers.

3. The IQAC members evaluate the performance of newly appointed staff members periodically, weaknesses if found are informed to them for improvement.

4.Every year academic audit is conducted to ensure that the academic programmes are carried out as planned. It also helps us to know the areas of weakness and hence it is possible to plan the steps to be taken for improvement.

5. Class Committee meetings are conducted twice a year in order to assess the performance of the teachers in the class, learning difficulties if any, lack of facilities available, adequacy of the books available in the library and any other difficulties faced by the students and to take suitable steps to redress them.

6. After the first continual internal assessment test the effectiveness of teaching learning process is assessed in the form of feedback from the students.

7. In order to increase the pass percentage of the students, slow learners are identified and given additional coaching by the concerned faculty. Also the students who could not get through in the examinations are given remedial coaching so as to make them get through in the immediately subsequent examinations.

2.13   Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefited*
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	1
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	16
Summer / Winter schools, Workshops, etc.	12
Others	45

2.14   Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	4	---	---	---
Technical Staff	4	---	---	---

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the Institution

1. IQAC finds out the numbers of faculty members who have not acquired M.Phil / Ph.D qualification and advices them to immediately get themselves registered for M.Phil / Ph.D programmes and also helps to find out suitable guides.
2. It encourages the faculty members to participate in as many seminars / conferences as possible and present research articles for which it recommends to the management for financial assistance for meeting registration and transportation charges.
3. Those who are pursuing Ph.D programme are encouraged to publish research articles in reputed journals for which they are given a cash award of Rs.1000/- per publication.
4. The members of each department are also encouraged to prepare as many monographs as possible in a year and circulate them among the members of the institution and other institutions for comments for improvement.
5. IQAC also recommends to the Management for additional increments and cash award for those who have successfully completed Ph.D programme.
6. For the development of Research activities IQAC encouraged the members of Faculty to apply for Major and Minor Research projects to UGC,ICSSR,DST and other funding agencies.
7. In order to increase the pass percentage of the students, slow learners are identified and given additional coaching by the concerned faculty. Also the students who could not get through in the examinations are given remedial coaching so as to make them get through in the immediately next examinations.
8. To imbibe the research bent of mind in the students, IQAC requested the Heads of the Departments to allow the students to participate in various Seminars and Conferences conducted in outside the campus and present articles
9. Since the college is located in a rural area, majority of the schools around the college are government schools and such schools lack in lab facilities. Therefore such a students are brought to the college and training in the subjects related to computer science is given by the students of our college.

10. The faculty from the department of English visit the nearby schools to give training in communication skills to the students of eleventh standard.

11. Faculty of Tamil visit the nearby schools to make the students of lower classes to understand and appreciate the richness of Tamil civilization and culture.

12. The Department of Mathematics with Computer Applications has conducted training program on "Project for Science and Mathematics" for the tenth students of Government Higher Secondary School, Muthipalayam.

13. The faculty of the Department of Computer Science conducted a training program on 08.01.2018 on "TC, C++, Star office, Java" for Government Girls Higher Secondary School, Thondamuthur and celebrated Pongal festival on 11.01.2018.

14. A training program on "Star office & C++ Programming" was conducted for the students studying twelfth standard at Government Boys Higher Secondary School, RS Puram, Coimbatore on 14.11.2017 by the faculty of Department of Computer Applications.

15. The faculty of the Department of Information Technology visited the Government Higher Secondary School, Sennanur Coimbatore and conducted a training program on "C, Star Office packages and JAVA" on 28.12.2017 to the Students studying in twelfth standard and celebrated Pongal festival on 11.01.2018 at Marudhamalai Subramaniya Swamy Devasthanam Higher Secondary School, Vadavalli, Coimbatore.

16. The faculty of the Department of Commerce and Commerce (PA) visited the Government Higher Secondary School, Sennanur, Coimbatore and conducted a program to the students studying twelfth standard to make them aware of the Job Opportunities in Banking Sector on 11.11.2017 and celebrated pongal festival on 11.01.2018 at Sree Narayana Matriculation School,Pooluvapatti, Coimbatore.

17. A training program on "Star office & C++" was conducted for the students studying twelfth standard at Marudhamalai Subramaniya Swamy Devasthanam Higher Secondary School, Vadavalli, Coimbatore on 05.01.2018 by the faculty of Department of Commerce with Computer Applications and celebrated Pongal festival on 10.01.2018 at Government Higher Secondary School, Mathuvarayapuram, Coimbatore.

18. The faculty of the department of Business Administration with Computer Applications conducted a training program on 17.02.2018 on "Silk Thread Jewellery Making" for self - help groups of Jagirnaickenpalayam, Coimbatore.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	1	---
Non-Peer Review Journals	---	---	---
e-Journals	---	---	---
Conference proceedings	---	---	---

3.5 Details on Impact factor of publications:

Range [ ] Average [5.05] h-index [ ] Nos. in SCOPUS [ ]

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

organisations

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

3.7 No. of books published i) With ISBN No [____]   Chapters in Edited Books [---]

ii) Without ISBN No. [---]

3.8 No. of University Departments receiving funds from

UGC-SAP [---]   CAS [--]   DST-FIST [--]

DPE [--]   DBT Scheme/funds [--]

3.9 For colleges   Autonomy [--] CPE [--]   DBT Star Scheme [--]

INSPIRE [--] CE [--]   Any Other (specify) [---]

3.10 Revenue generated through consultancy [--]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	---	1	---	---	---
Sponsoring agencies	---	---	---	---	---

3.12 No. of faculty served as experts, chairpersons or resource persons [1]

3.13 No. of collaborations   International [--]   National [--]   Any other [--]

3.14 No. of linkages created during this year [--]

3.15 Total budget for research for current year in lakhs :

From Funding agency [-]   From Management of University/College [Rs. 2, 00,000]

Total [Rs. 2, 00,000]

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year 2017-2018

Total	International	National	State	University	Dist
2	---	---	---	---	2

3.18 No. of faculty from the Institution who are Ph. D. Guides [5]

and students registered under them [10]

3.19 No. of Ph.D. awarded by faculty from the Institution [2]

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

JRF [--]   SRF [--]   Project Fellows [--]   Any other [--]

3.21 No. of students Participated in NSS events:

University level	300	State level	-
National level	--	International level	-

3.22 No. of students participated in NCC events:

University level	-	State level	-
National level	-	International level	-

3.23 No. of Awards won in NSS:

University level	-	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	-
National level	-	International level	-

3.25 No. of Extension activities organized

University forum	--	College forum	9
NCC	--	NSS	19	Any other	--

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. The faculty from the department of English visit the nearby schools to give training in communication skills to the students of eleventh standard.

2. Faculty of Tamil visit the nearby schools to make the students of lower classes to understand and appreciate the richness of Tamil civilization and culture.

3. The Department of Mathematics with Computer Applications has conducted training program on "Project for Science and Mathematics" for the tenth students of Government Higher Secondary School, Muthipalayam.

4. The faculty of the Department of Computer Science conducted a training program on 08.01.2018 in "TC, C++, Star Office, Java" for Government Girls Higher Secondary School, Thondamuthur and celebrated Pongal festival on 11.01.2018.

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9. The faculty of the Department of Business Administration with Computer Applications conducted a training program on 17.02.2018 on " Silk Thread Jewellery Making" for self - help groups of Jagirnaickenpalayam, Coimbatore.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6130 sq mtrs. 10.15 acres	---	KKET	10.5 acres
Class rooms	40	---	KKET	40
Laboratories	4	---	KKET	4
Seminar Halls	1	---	KKET	1
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	---	1	KKET	1
Value of the equipment purchased during the year (Rs. in Lakhs)	---	1	KKET	Rs. 1.41 Lakhs
Others (Water Doctor)	5	---	KKET	5

4.2 Computerization of administration and library

All the functions of the office and the library are computerised. The books have been bar-coded. The library is a member of DELNET, INFLIBNET and has subscribed to a number of e – journals.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11421	24,62,320	169	39372	11590	2501692
Reference Books	2144	7,15,436	59	27293	2203	742729
e-Books	-	-	-	-	-	-
Journals	185	2,13,674	5	10450	190	224124
e-Journals	5006	97,725	-	-	5006	97725
Digital Database	6	74,170	Renewed	16000	3	90170
CD & Video	1571	78,550	34	1700	1605	80250
Others (specify)	-	-	-	-	-	-

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	251	4	178	3	4	6	11	56
Added	4	-	-	-	-	2	1	1
Total	**255**	**4**	**178**	**3**	**4**	**8**	**12**	**57**

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

1. Computer Laboratories have been provided with internet facility and free access to all the students.

2. The students, teachers and the office staff who do not have knowledge in the operation of computers and using the internet are given adequate training every year.

4.6 Amount spent on maintenance in lakhs :

i) ICT   Rs.1,00,000

ii) Campus Infrastructure and facilities   Rs.10,00,000

iii) Equipments   Rs.2,00,000

iv) Others   Rs.2,00,000

Total :   Rs.15,00,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. IQAC, in the beginning of every academic year discusses with all the heads of the departments and finalises the programmes to be conducted which would enhance the students' skill sets, knowledge and attitude.

2. It also recommends the important topics on value education for conducting guest lecturers in order to emphasize the importance of certain values for a successful career and a life.

3. After discussing with the placement co-ordinators, the skills required to be possessed by the students as expected by the companies visiting the campus for recruitment are assessed and recommendations made to the department and the placement cell for giving necessary and adequate training.

4. IQAC finds out the seminars/conferences organised in other institutions through the heads of the departments and through other sources and informs the students, motivate them and help them in the preparation of articles for presentation in such seminars. This will develop a research bent of mind among the students.

5. From the feedback obtained from the students on the performance of the teachers and from the information gathered through class committee meetings, the difficulties experienced by the students in learning, lack of facilities, problems etc., are identified by the IQAC and informed to the respective heads of the departments along with the solutions for redressing their problems.

6. The students who could not afford to pay tuition fee are identified and helped in getting bank loans, management scholarships and donations from alumni and other donars.

7. For students who could not fare well in the Continuous Internal Assessments and those who are irregular to the college are identified and are given proper counselling and guidance frequently to improve themselves.

5.2 Efforts made by the institution for tracking the progression

1.The college follows tutorial system in which a tutor is made in charge of 30 students and it is his/her responsibility to continuously monitor the students' progression in terms of attendance, development of skills, performance in examination, sports activities and their involvement in community services. Periodically, it is reported to the head of the department and the Principal. In case the progress is not satisfactory the student is given counselling and constant encouragement to improve himself or herself.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
749	56	8	11

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

(c) No. of international students ---

No	%	Men
373	46	

No	%	Women
444	54	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
43	92	-	781	1	917	26	90	11	690	-	817

Demand ratio: 1:1.25   Dropout %: 5.26 %

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

> Whenever advertisements are released regarding the competitive examinations to be conducted by TNPSC, Railways, Banks, UPSC, etc., a circular is issued to find out the students interested in appearing for such examinations and to attend the training programme conducted by Kovai Kalaimagal Academy for Competitive Examinations in the college campus during all the weekends. Then the training is given as per the schedule prepared. After the training programme model examinations and mock interviews are also conducted.

No. of students beneficiaries 80

5.5 No. of students qualified in these examinations

NET ---   SET/SLET ---   GATE ---   CAT ---

IAS/IPS etc ---   State PSC ---   UPSC ---   Others ---

5.6 Details of student counselling and career guidance

There is a separate counselling and career guidance cell functioning which usually counsels the students who are irregular to the class, who do not perform well in continuous internal assessment tests, who are not attentive in the class and who behave indifferently.

Also based on a student's capacity and the requirements of skills to be possessed by the students as expected by the companies, the students are properly guided whether to attend the interview of one company or the other.

No. of students benefited   135

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
15	317	330	10

5.8 Details of gender sensitization programmes

Women empowerment cell conducted two programmes on gender sensitization on "Legal rights for women" and "Self Defence for women"

5.9 Students Activities

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

    State/ University level   175   National level   --   International level   --

    No. of students participated in cultural events

    State/ University level   5   National level   --   International level   --

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

    Sports : State/University level --   National level --   International level --

    Cultural: State/University level --   National level --   International level --

5.10 Scholarships and Financial Support

	Number of students
Financial support from institution	102
Financial support from government	41
Financial support from other sources	02
Number of students who received International/ National recognitions	---

5.11   Student organised / initiatives

Fairs   : State/ University level ☐   National level ☐   International level ☐

Exhibition: State/University level ☐   National level ☐   International level ☐

5.12   No. of social initiatives undertaken by the students   ☐ 20

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

Kovai Kalaimagal College of Arts and Science shall inspire and guide students to acquire knowledge, develop skill and a positive attitude that will enhance their personality, providing self- confidence to face the competitive world.

Mission:

1. To strive for excellence in academics.

2. To inculcate a positive attitude and to develop skill in students, to meet the challenges of the competitive world.

3. To develop self-confidence through adequate inter-action and relevant exposure.

4. To promote ethical and social values in the students.

5. To identity and encourage talents in academics and sports by rewarding them with scholarships.

6.2 Does the Institution has a Management Information System

> YES. Every month, monthly report about the activities of the college is submitted to the management. In addition, copies of the Minutes of the Meetings of the Department, College Council and Class Committee meetings are submitted to the Management for perusal and suggestions.

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

6.3.1 Curriculam Development

For developing the curriculum, first the structure has been decided after extensive deliberations with the faculty and a few experts. Thus the structure has been decided as consisting of part I English , part II languages - Tamil/ French/Hindi/ Malayalam ,part III - Core , Allied and Elective papers and part IV – Skill Based Subjects ,Value Based education and Non Major Elective.

Then the syllabus content for each paper has been prepared in consultation with the peers and other experts. The meaningful and valid suggestions were incorporated. The papers offered under English language were thoroughly revised so that it would help improving the communication and writing skills of the students. Therefore the paper was named as Functional English instead of simply English. The Board of Studies has been constituted with experts in the concerned subjects, industrial experts and the student representatives as members. The draft syllabus of each individual paper has been placed before the members of the Board of Studies for discussion and their suggestions, after which the syllabus is finalised.

In order to make the students employable it was felt that the training for developing communication skills in English and mathematical skills, papers on communication skills in English and aptitude have been included in the curriculum itself to be offered during all the semesters. Since the syllabus should be socially relevant and be useful to the community nearby, 2 subjects namely Floriculture and Food Science and Nutrition have been included, so that it would be helpful for the students to take up the cultivation of ornamental flowers in case they are interested in agriculture and to maintain good health at a minimum cost.

As it has been insisted in various Education Commissions that value education should form part of the curriculum 2 papers namely Ethics and Culture and Environmental Studies have been included. Since the students are classified as slow and fast learners after the first Continuous Internal Assessment test, it is felt that the fast learners should be encouraged to acquire additional Knowledge and hence extra credit courses for each individual discipline have been introduced. As value addition, Certificate Courses are also offered depending on the demand from students and the importance of offering such Courses.

Since it is insisted by UGC and NAAC that Outcome Based Education should be introduced, efforts were taken to create an awareness and understanding of the entire process through organising seminars and workshops. Thus, the graduate attributes, vision & mission for each individual department, course outcome, programme educational objectives, program outcomes were all meticulously prepared , placed before the boards of studies and academic council and got them approved

6.3.2 Teaching and Learning

1. For the new faculty recruited every year, a Faculty Development Programme is organized at the beginning of the year on Teaching Methodologies using modern gadgets effectively, e-learning sources available, qualities to be possessed by a good teacher, and how to be effective in the classroom etc., which enables the new faculty to take efforts to get adapted to the new environment.

2. After a period of about 15 days of their appointment, new faculty evaluation is done while the teacher is in the class. The weaknesses are noted and the concerned teachers are counselled and advised to improve himself/herself so that it would not be repeated in future.

3. Feedback is obtained from the students during every semester immediately after first Continuous Internal Assessment test to know about the performance of the teacher in the class on the basis of ten different criteria. In case any deficiency is pointed out by the students with regard to any of the criteria about a teacher, then such a teacher is informed about the same and is also guided as to improve himself/herself about the same.

4. As for as the development of curriculum is concerned, the experts in the respective subjects, industrial experts, teachers and students are consulted and the curriculum is designed so as to include the subjects which are relevant to the present day context and the knowledge and which are very much in demand by the industries. Also since the curriculum should be socially relevant, a few papers on agriculture based subjects are introduced. As it is the responsibility of the institution to make the students employable, papers dealing with subjects which would enhance the specific skills are introduced.

5. To make the students to have practical exposure, they are taken for industrial visit in order to see directly and learn the application of concepts which they have studied.

6. To have hands on training on certain subjects, workshops are also conducted.

7. To make the students abreast of the latest developments in the areas of their study , various seminars and conferences are organized.

8. To instill research bent of mind among the students, they are encouraged to present articles in seminars and conferences by providing financial support by the management.

9. The students are classified as slow learners and fast learners based on their marks scored in first Continuous Internal Assessment Test. Additional coaching is arranged for the slow learners and the fast learners are encouraged to opt for extra credit courses so as to acquire additional knowledge and to be a step ahead of others when it comes to appearing for personal interview.

10. Group learning is encouraged in which the students of a class are divided into groups of 5 students each and every group is assigned a particular topic of the subject. It is the responsibility of the students of the groups to collect relevant material, understand them fully well and make a presentation about the topic in the presence of the other students. After completion of the presentation if any doubts are raised then such doubts are to be clarified by the students of the particular group. In case any doubt could not be clarified, then the concerned teacher who could clarify such a doubt. This helps the students to have a thorough understanding of the topics assigned.

11. Library hours are exclusively earmarked in the regular timetable during which the students have to visit the library, refer to the journals and magazines related to their subjects, prepare notes on latest developments in the concerned subjects and it has to be submitted to the heads of the department for their perusal.

6.3.3 Examination and Evaluation

The students' performance is evaluated through Continuous Internal Assessment tests, the components of which and the breakup of the marks allotted are as follows,

1. Internal Assessment Test for which the question paper is set as per the pattern of the question paper issued for End Assessment Examinations for 50 marks, online test covering 80% of the syllabus for which 100 multiple choice questions are given and assessed for 100 marks, two assignments of which one assignment is net based and assessed for 50 marks each and one model examination at the end of the semester covering the entire syllabus and assessed for 100 marks. Finally, these marks are reduced to 25 as given below

UG	
Content	**Marks Awarded**
Internal Assessment Test	05
Online Test	05
Model Examination 10	10
Assignment(2 Numbers)	05
Total	**25**

PG	
Content	**Marks Awarded**
Internal Assessment Test	05
Online Test	05
Model Examination 10	10
Assignment(1 Numbers) and Seminar (1 Number)	05
Total	**25**

2. As far as the End Assessment Examinations are concerned, mostly the system that is followed by the parent university is followed except that for a few skill based subjects newly introduced, only internal assessment is done and there is no external examination.

3. For all the PG courses double valuation, one by the internal examiner and the other by the external examiner, is followed though the parent university follows single value system. This would prevent the students being affected unnecessarily due to wrong valuation by either of the examiners.

6.3.4 Research and Development

The faculty members who do not possess M.Phil degree are compelled to register for M.Phil programme as early as possible and similarly those who have not acquired Ph.D qualification are also instructed to register for the same under a suitable guide.

The faculty Members who have completed M.Phil degree are encouraged to apply for minior research projects and those who have acquired Ph.D are encouraged to apply for major research projects. So far,four major research projects and Two minir research projects have been sanctioned and the work completed.

The management encourages the faculty to present papers in seminars and conferences by meeting their registration and transportation costs. The faculty publishing an article in a reputed journal is also given a cash award of Rs.1000/-. The faculty completing Ph.D programme successfully is given a cash award of Rs.5000/- in addition to an additional increment in his salary and promotion to a higher cadre.

The teachers are also instructed to prepare as many monographs as possible as a prelude to publication of articles in the journals.

The research committee meets periodically, assesses the research activities and advises the members suitably.

6.3.5 Library, ICT and physical infrastructure / instrumentation

As and when the syllabus is modified or restructured, the books required would immediately be purchased and added to the stock. Further, when new publications of books on the specific subjects are available in the market and rated as good by experts, such books are also added to the stock.

On the basis of the research activities by the research scholars new journals and magazines are subscribed depending on the needs.

The Library is fully computerised and it is also a member of DELNET , INFLIBNET and IEEE which enables access to a large number of e- journals.

6.3.6 Human Resource Management

At the end of each academic year, the workload for various departments are calculated and the faculty requirement is assessed for each department. The vacancies if any are filled up by selecting suitable persons through personal interview by a committee. Similarly the vacancies arising among the administrative staff are also filled up as and when required.

In the beginning of the academic year, a list of resource persons who have specialised in different areas is prepared by each department and finalized after getting approval from the management. According to the programmes planned for the academic year, their services are utilized either for giving guest lecturers or for being resource persons in the seminars or workshops organized by the college.

6.3.7 Faculty and Staff recruitment

After assessing the number of vacancies likely to be created, an advertisement is released through dailies calling for applications from suitable candidates. The applications are scrutinized and the candidates fulfilling the eligibility conditions are called for an interview. The candidates are interviewed by an interview committee consisting of the Management Representative, Principal, Dean, Head of the Department, a senior professor and the subject experts. The candidates selected based on merit are appointed. The same procedure is also followed for appointing administrative staff.

6.3.8 Industry Interaction / Collaboration

The college has entered into MoU with the companies/Institutions like Sutherland Global Services Private Limited, Infosys BPO Limited, Monster.com, UTL Technologies Limited, Electronics Sector Skills Council of India (ESSCI),The World Community Service Centre(WCSC),STAR Associates, COINDIA, ICT Academy of TamilNadu for getting the students trained and for the companies to make use of the expertise available in the institution.

6.3.9 Admission of Students

Immediately after the results of the +2 examination or the undergraduate examination are published, applications are invited for UG and PG programmes as the case may be. After the applications are received till the last date, call letters are sent to the students in case the number of applications received is more than the number of seats available or the admission letters in case the number of applications is not more than the number of seats available. While the students come for admission, proper counselling is given for choosing the right course based on the group or branch he has already studied.

6.4 Welfare schemes for

Teaching	1. All the teaching staff are insured under group insurance scheme.
	2. Transportation is provided to all the staff members free of cost.
	3. Part – time doctor visits the institution periodically to attend to any health \ problem of the staff and students.
Non teaching	1. All the non - teaching members are insured under group insurance scheme.
	2. Transportation is provided to all the non teaching staff members free of cost.
	3. Part – time doctor visits the institution periodically to attend to any health problem of the staff and students.
Students	1. All the students are insured under group insurance scheme.
	2. For the underprivileged deserving students scholarships are also given by the management.
	3. Part – time doctor visits the institution periodically to attend to any health problem of the students.
	4. Ambulance is also kept ready round the clock so as to move the students who are suffering from a kind of serious ailment requiring immediate attention or treatment to the nearby hospitals.
	5. A first aid room is also available for attending to minor health problems of the students.

6.5 Total corpus fund generated   Rs.20,00,000

6.6 Whether annual financial audit has been done   Yes ✓ No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Professors from Sree Narayana Guru College and Kongunadu Arts and Science College, Coimbatore	Yes	ISO Co-ordinator
Administrative	No	---	Yes	ISO Co-ordinator

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

For UG Programmes   Yes ✓ No ☐

For PG Programmes   Yes ✓ No ☐

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

In the internal evaluation system followed by the university, the practice is to consider the highest score the student has secured in the two internal assessment tests conducted. The major drawback in this system is that a considerable number of students do not take the second test seriously. But under the autonomous system it has been changed in such a way that the student has to necessarily study all the units of the syllabus as the internal assessment is done as follows,

UG	
Content	**Marks Awarded**
Internal Assessment Test	05
Online Test	05
Model Examination 10	10
Assignment(2 Numbers)	05
Total	25

PG	
Content	**Marks Awarded**
Internal Assessment Test	05
Online Test	05
Model Examination 10	10
Assignment(1 Numbers) and Seminar (1 Number)	05
Total	25

Further, as many students fail only in the aptitude tests conducted by the companies visiting the campus for recruiting the students, online tests exactly on the pattern of question papers issued by the companies are introduced.

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

| --- |

6.11 Activities and support from the Alumni Association

- The Alumni association meets twice a year, in which the activities relating to the students support services, faculty development and infrastructure development are discussed and suggestions invited. The relevant suggestions are forwarded to the management for implementation. The Alumni who run businesses also help in recruiting our students for their companies and in recommending our students for placements to the other companies known to them.

- Alumni of our college provided scholarship to the tune of Rs.58,861 for our students through Edudharma.

- The alumni association conducted a competition named " Maadu Alangarithal Potti" on 12.01.2018 and dispersed an amount of Rs 12,000 as cash prize. Nearly 150 cows participated in that competition and it has created an awareness among the students about the importance of cattles.

6.12 Activities and support from the Parent – Teacher Association

Parent teacher association meets once a year in which all the developmental activities done in the college are explained and their suggestions are invited for improvement.

6.13 Development programmes for support staff

Computer training is provided to all the support staff. They are encouraged to enhance their qualification joining distance education program. In case they become eligible for appointment to a higher cadre or to a teaching position they are either promoted or absorbed as a lecturer.

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

Already the campus is eco-friendly with thousands of trees and plants of different varieties. Further the use of plastics is completely banned inside the campus. Waste water is recycled and used for the plants and trees. Initiatives are taken to install solar system to meet a part of the power consumption. The class rooms are spacious with lot of ventilation and hence it has also minimized the power consumption.

Criterion – VII

7. Innovations and Best Practices

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

1. Majority of the students who join our institution are from nearby villages and they belong to families pursuing agricultural avocation. Further, they have all studied in Government Schools in Tamil Medium and hence their English language proficiency is very poor. To improve their communication skill in English, small story books, containing stories mostly known to the students, written in English are distributed to the students and they are asked to go through the books and tell the stories in the class after about 10 days. This improves their vocabulary and to some extent their fluency in speaking in English.

2. A number of online tests in English and Mathematical aptitude are conducted with a view to train them to write such tests when conducted by companies visiting the campus, with confidence and come out successful.

3. The domain specific knowledge which is required to be possessed by students as per the requirements of most of the industries is assessed and accordingly training programmes or certificate courses, as the case may be, are conducted.

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

As planned at the beginning of the year, the following programmes were conducted:

1. All the Departments have inaugurated the Department students association and actively conducted many programmes to improve the attitude, skill and knowledge of the students.

2. The Department of English conducted a Guest Lecture on "Communication Skills",Bridge course on " Fundamentals of English Grammar",Training programme on 'Learn English-The Easy Way ', Workshop on "Soft Skills" and "Literary Fiesta" (2017-2018) - An Inter-Departmental Literary Competition for the students of the college and the prizes were distributed.

3. தமிழ் துறையின் சார்பில் 30.06.2017 அன்று தமிழ் மன்றம் - தமிழ்ச்சாரல் தொடக்க விழா நடைபெற்றது, கோயம்புத்தூர் அறிவோம் - தகவல் களஞ்சியம் எனும் தலைப்பில் கண்காட்சி 07.07.2017 அன்று நடைபெற்றது, மாணவர்களுக்கு வாசிக்கும் பழக்கத்தை ஏற்படுத்தும் வகையில் "நேசத்தோடு வாசிப்போம்" - பயிலரங்கு 13.07.2018, 27.07.2018 ஆகிய தேதிகளில் நடைபெற்றது, சுதந்திர தின விழா போட்டிகள் (பேச்சு ஓவியம், பாட்டு, கட்டுரை கவிதை) தமிழ்த்துறையில் 08.08.2017 09.08.2017 10.08.2017 ஆகிய தேதிகளில் நடைபெற்றது. தொல்லியல் காட்டும் கொங்குநாடு என்கிற தலைப்பில் 15.09.2017 அன்று கருத்தரங்கம் நடைபெற்றது, குடியரசு தின விழா போட்டிகள் - ஓவியம், தமிழோடு பேசு, வார்த்தைகள் தேடல், பாடல் ஒப்புவித்தல், வழக்காடு மன்றம் போன்ற போட்டிகள். தமிழ்த்துறையில் 18.01.2018, 19.01.2018 ஆகிய தேதிகளில் நடைபெற்றன, 16.02.2018 ஆம் நாள் "பக்தி இலக்கியத்தில் எண்சுவை" என்கிற தலைப்பில் கருத்தரங்கம் நடைபெற்றது,

4. The Department of Computer Science conducted Inauguration of Department Association "Infotrix", Personality Development Programme on " Easy Ways To Change Your Image", Workshop on "PHP Language", Workshop on "Python ", Value based programme on "Yoga Accepts, Yoga Gives",National Level Technical Symposium "EXITO - 2K17" , Faculty Development Programme on "Python", Value Based Programme on "Pre-Marital counselling for Boys", Workshop on "GNU Image Manipulation Program" , Personality development programme on "Corporate Etiquette" and Extension Activity Training programme in "TC, C++, Star Office, Java" for Govt. Girls Hr. Sec. School , Thondamuthur, Coimbatore.

5. The Department of Computer Applications conducted a guest lecture on "Campus to Corporate" "Cloud Computing", workshop on "Animation Skills", an extension activity on "C & HTML", at Government Boys Higher Secondary School, R.S.Puram, Coimbatore, Personality Development Programme and Intra-Department Competition(Paper Presentation, Movie Making, Logo Identification).

6. The Department of Information Technology conducted guest lecturers on "Campus to Corporate", " Big Data Analytics" ,Value based programme on "Think and Grow Rich", Workshop on " Networking" "Animation", "Cloud Computing", "C #" and an extension activity on Training Programme in "C,Star Office packages and Java" at Government Higher Secondary School, Sennanur, Coimbatore, Intra Department Oral Presentation Competition on "Latest Technology Products", celebrated Pongal Festival with school students and FDP on "Cloud Computing".

7. The Department of Mathematics with Computer Applications conducted Bridge course in Mathematics for all the first year UG students, Seminar on "Applied Mathematics & Computing","Astronomy", Workshop on "Robotics", National Mathematics Day celebrations conducted Srinivasa Ramanujam Mathematics Quiz Competition and Aptitude training class for all the UG students.

8. The Department of Commerce and Commerce with PA conducted guest lectures on "Knowledge Management" "Financial Education for Young   Investors","Personality Development", value based programme on "Misuse of Social Media and its Impact on Society" and "Importance of Yoga", Faculty Development Programme on "Tally ERP.9", "Extension activity on, "Job opportunities in Banking Sector" to HSC students of Govt.Hr.Sec.School, Sennanur, Coimbatore, National Conference on "Disruptive Technologies in Financial Services", Intra Department competitions 2017 and certificate course on "Financial and Accounting Analysis".

9. The Department of Commerce with Computer Applications organised a guest Lecture on "Export, Import Procedures and Documentation", National Conference on "Disruptive Technologies in Financial Services", Workshop on "Digital Marketing and Multimedia Applications", Value based programmes on "Winning Strategies" and "Abuse of Social Media", Soft Skill development programme on "Power of Mind", Extension activity on "Art & Craft-Silk Threading", Pongal Celebration at Government Higher Secondary School, Mathavarayapuram, Coimbatore, training programme on "Star Office and C++" for 12th Students has part of extension activities, Industrial visit to Munnar and also organised Inter Department competitions "ANTARSAKHAMATASARAM".

10. The Department of Business Administration (CA) and PG Department of Commerce with international Business organized seminars on ,"Capital Markets", "Export opportunities for Entrepreneurs", "Science of Body Language", "Export and Import Documentation". Hands on training programme was provided in "Resume preparation" and "Working Through Libre Office". Team   Building skills, Group Discussion through Six Thinking Hats Techniques, News paper review sessions were conducted as Inhouse skill development programmes. Workshop on "Tally", was organized to impart knowledge regarding concept of financial accounting. Silk Thread Jewellery making workshop was conducted as a part of Employability Skill development programme for all the female students of the department. National Level conference on "Disruptive Technologies in Financial Services" was organized, with the participation of all departments. Pongal Special Tamil Debate on " Indraya Soolnilayil Tholilnutpathal Manavargal Munerugirargala Thisaimaarugirargal" was organized in association with "Aara" Television and an Inter Department Rangoli competition based on theme "Societal Issues" was organized. As an Extension Activity "Skill Thread Jewellery making workshop" was organized for Self Help Groups of Jagirnaickenpalayam, Coimbatore Organized Corporate Social Responsibility Initiative Activity for the 12th students of GHSS,R.S Puram, Coimbatore. Organized practical sessions, with the theme "Project – Science" for the 10th standard students of GHSS, Muthipalayam, Coimbatore. Career Guidance programme was conducted for the 12th standard students of Maruthamalai Devasthanam School, Isha Vidhyalaya School, Government Higher Secondary School, Sennanur, of Coimbatore. Institutional visit was organized to Coimbatore Marine College.

7.3 Give two Best Practices of the institution

I.Title of the Practice
1. Feedback and Class Committee Meeting

Immediately after the first CIA test, feedback is obtained from the students about the performance of teachers in the class. In addition, class committee meetings are also conducted with the representatives of various classes to know the difficulties and the requirements of the students.

2. Goal and the Context

The goal is to know the difficulties experienced by the students academically or otherwise and to alleviate the same.

Since the students come from different backgrounds their capacity to grasp whatever is taught in the class will also differ. Further what is taught in the class by a few teachers may not be understood by the students. Also in the class committee meetings the students can express whether the facilities available in the campus and the books available in the library are adequate or not. This helps the Management to provide the facilities as required by the students.

3. The Practice

Immediately after the first continuous internal assessment test, feedback is taken from a random sample of 30% of students from each class. The feedback is obtained on the basis of 10 aspects namely, subject knowledge of the teacher, clarity in explanation, audibility in voice, legibility in writing on the board, coverage of the syllabus, provision of course material, offering additional information not confining to only syllabus content, punctuality of the teacher, impartial nature, efforts taken by teacher to motivate the students and assistance and counselling rendered by the teacher. These aspects are evaluated by 5 point scale and average score for each aspect and the overall average are calculated for every individual teacher. When the overall average is more than 4 , such a teacher is considered to be a good teacher and if the score is between 3 and 4, he/she needs improvement. When the score is less than 3, such teachers are given counselling on the basis of scores obtained for individual aspects and instructed not to repeat the same performance in the subsequent semesters.

After the answer sheets of first internal test are evaluated and returned to the students, class committee meetings are conducted by the Principal. A class committee consists of two top scoring students, two medium scoring students and two students whose scores are poor. In the meeting only these students and the Principal will be present. The Principal obtains information from these students about the coverage of the syllabus, whether there is any difficulty in understanding a particular subject and if so , the reason, whether the method of teaching adopted by the teacher is good enough , whether they have adequate learning resources and whether there are any other problems or difficulties other than academic matter . After obtaining such information, the HoDs are instructed to plan for action so that grievances expressed by the students are redressed within a time limit.

4. Evidence of Success

Since we gather information from the students about their class room experience and difficulties encountered in the beginning of the semester, it becomes possible to counsel the teachers and guide them to improve in the areas wherever they have scored less in the feedback, there is a remarkable improvement in their performance during the subsequent semesters.

In the class committee meetings , since students interact with the Principal in the absence of HoD or any other Teacher of the Department, they feel free and express truly whatever difficulties or problems they experience academically and non academically, the Management is able to understand them and take immediate steps to redress whatever is their grievance.

In implementing the above process, no problem has ever been encountered .

As far as the Resources are considered, the Management never hesitates in meeting the expenses from their own funds. Infact the Management is very happy in seeing that the students are happy in that their grievances are immediately redressed.

II. Title of the Practice

1. Finishing School Programme for Pre-Final Year Students

Finishing School Programme of duration 3 to 4 weeks is conducted for the first and second year students during their summer vacation.

2. Goal and the Context

The goal of this programme is to make the students understand the various skills needed to be developed in them so that they become employable and get selected by the companies in campus interviews.

Since the college is situated in a rural area, majority of the students who are admitted to various courses, belong to the nearby villages and come from very poor family background, they lack communication skills in English, self confidence, interpersonal relationship, and Mathematical Aptitude. Hence to groom them and develop the above skills in them the Finishing School Programme is conducted during summer vacation for mainly the pre - final year students and the first year students on their request.

3. The Practice

In the Finishing School Programme, HR personnel from Multinational companies, Professional trainers and a few professors who have specialised in certain areas of training the students are invited. This programme is not compulsory for all the students. Only those who voluntarily come forward to undergo this training foregoing the vacation are admitted. They are trained extensively to improve their communication in English, Interpersonal relationship, Mathematical Aptitude, preparing their resume, fine tuning their personality, effectively facing the interview and active participation in group discussion.

4. Evidence of Success

At the end of the period of Finishing School Programme, a remarkable transformation that has happened in the students is clearly seen. The students are able to break the barriers which prevented them from coming to the front and come on the stage, speak fluently in English facing the audience without fear or shyness or hesitation. Therefore it has resulted in majority of the students who participated in the programme are selected by the companies in the campus interviews.

5. Problems Encountered and Resources Required

Though the students voluntarily come forward to undergo this training programme, after a few days some students do not attend the programme regularly on account of the fact that such students go for part -time jobs in the afternoon. Further we find it difficult to motivate a few students to actively participate since they are from very poor families and their confidence level is almost zero.

Resources required for conducting this programme are met from the own funds of the Management by meeting the expenses incurred towards providing the training material, meeting the expenses for travel, accommodation and honorarium of the trainers and resource persons and the other contingent expenses.

7.4 Contribution to environmental awareness / protection

> ❖ Environmental Studies is included in the curriculum as a separate paper with 2 credits. Hence the students are aware of the ways of protecting the environment.
> ❖ Guest Lectures are arranged on environmental degradation and the measures to be taken for preventing the same and the role played by the students in such an action.
> ❖ Awareness programmes are conducted by the students in the nearby villages on the factors responsible for environmental degradation, need for protecting the environment and growing more trees.
> ❖ The use of plastics is banned in the institution.
> ❖ Waste water is recycled and used for trees and plants.
> ❖ Eco Club is functioning effectively in the campus in which students actively participate in planting saplings in and around the college, in periodically cleaning the nearby Siruvani Hills and in creating an awareness about the evils of using polythene bags.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

> The strengths of the institution are
>
>   i. The enlightened management who have thorough knowledge on academic administration and who are eager to know and fulfil the needs of students.
> ii. The dedicated team of teachers who take all efforts to make the students employable by conducting various programmes for the development of soft and technical skills which reflects in a large number of students getting placement offers.
> iii. Conducive environment suitable for the students' academic pursuit.
> iv. Reputation of the institution which attracts many companies to visit the campus for recruiting the students.
>   v. Green Campus free from pollution.
>
> The weaknesses of the institution are
>
>   i   The students coming from poor family background who have studied in Tamil Medium in Government Schools.
> ii   Distance of the institution from the city.
> iii   Students lacking motivation and self confidence.
>
> The opportunities are
>
>   i   A number of companies willing to visit the campus for campus recruitment on account of a number of training programmes conducted for the students but could not be accommodated because the period of their visit coincides with the period of examination.
> ii   The possibilities of restructuring the curriculum so as to bring out the expected outcome from each course and the entire programme.
>   The major threat is that though a large number of women students are getting selected in campus interviews, majority of them are not permitted to join jobs as they are from rural background and their parents want to get them married as soon as they complete their studies.

8.Plan of institution for next year

1. To give more practical orientation to the courses in the programmes.

2. To encourage the faculty to concentrate more on publications of research articles in reputed journals.

3. To prepare the members of faculty for applying to UGC for more number of major and minor Projects.

4. To encourage all the departments to conduct National and International Level seminars/Conferences.

5. To encourage all the eligible faculty members to register for Ph.D programme.

6. To make the students to get involved more in using materials available in E-sources.

7. To start a Centre for Human Excellence

Name:Ms.E.Karthika

Dr.N.Mala

Signature of the Coordinator,IQAC

Signature of the Chair Person, IQAC

Dr. N. MALA, M.Sc.,M.Phil.,MBA.,Ph.D.,
Principal
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Annexure A

Academic Calendar for 2017 – 2018

Department of English

S.No	Date	Event	Achievements
1	27.06.2017	Bridge course on " Fundamentals of English Grammar"	The students were trained to learn in the easy way the fundamentals of English Grammar which helped the students to understand the methods of constructing sentences in English without committing mistakes.
2	16.08.2017	The Inauguration of ELF-2017-2018 and a Lecture on "Communication Skills"	Instilled in the minds of the students the importance of developing Communication skills and emphasized on accent neutralization and greater fluency in spoken English.
3	22.08.2017	'Learn English-The Easy Way '	The students gained knowledge about the various ways of learning English easily to meet the demands of the employers.
4	07.02.2018	Workshop on "Soft Skills"	To keep pace with the process of globalization, students were trained to develop positive attitude, enhance emotional intelligence and other personal attributes that are crucial for a successful career.
5	07.02.2018	"Literary Fiesta 2017-2018" – An Inter-Departmental Literary Competition	To encourage the students to expose their talents and to get rid of their fear, shyness and promote self-confidence, various literary competitions were conducted.

Department of Tamil

S.No	Date	Plan of Action	Achievements
1	04.08.2017	தமிழ் மன்றத் தொடக்க விழா – "உன்னை அறிந்தால்" முனைவர் சு.குணசேகரன், கணினி அறிவியல் மற்றும் பொறியியல் துறைத்தலைவர், கோவை பொறியியல் மற்றும் தொழில் நுட்பக் கல்லூரி.	இன்றைய சூழலில் மாணவர்கள் எதிர்கொள்ள வேண்டிய சவால்கள் அதற்கான தேடல்கள் பற்றி மாணவர்கள் நன்கு அறிந்து கொண்டனர்.
2	11.09.2017	கலை இலக்கியப் போட்டிகள்: முனைவர் அ.அ.சிவகுமார், முதல்வர் மற்றும் முனைவர் துரை.முத்துராசு ஆலோசகர் கோவை கலைமகள் கலை அறிவியல் கல்லூரி.	கல்லூரி மாணவர்கள் ஆர்வத்தோடு போட்டிகளில் கலந்து கொண்டனர். தங்களது கலைத் திறன்கள் மற்றும் படைப்பாக்கத் திறன்களை வெளிப்படுத்தினர்.
3	28.01.2018	விரிவாக்கப் பணித்திட்டம்: அ.அ.சிவகுமார், முதல்வர் கோவை கலைமகள் கலை அறிவியல் கல்லூரி. திருமதி மாலா, தலைமையாசிரியர் அரசு உயர்நிலைப்பள்ளி நரசீபுரம்.	நரசீபுரம் அரசு உயர்நிலைப்பள்ளி மாணவர்களுக்கு கலை இலக்கியப் போட்டிகள் நடத்தப்பட்டு அவர்களின் பல்வேறு கலைத் திறன்கள் வெளிக் கொணரப்பட்டன.
4	13.02.2018	கருத்தரங்கம்: "வாசிப்பும் நேசிப்பும்" முனைவர் சு.வேணுகோபாலன், எழுத்தாளர் கோயம்புத்தூர்.	மாணவர்கள் புத்தகங்களை நேசித்தலோடும் வாசித்தல் பற்றியும், அதன் பயன்களைப் பற்றியும் தெளிவாக அறிந்து கொண்டனர்.

Department of Mathematics with Computer Applications (UG)

S.No.	Date	Plan of Action	Achievements
1	23.06.2017	Inauguration of Bridge Course for Non-Mathematics students of I year UG Classes	Students acquired knowledge about the basic Mathematical concepts which would form basis for the mathematics that they are going to learn during the course of their programme.
2	27.06.2017 to 29.06.2017	Bridge Course for Non-Mathematics Students of I year UG	Students acquired knowledge about the basic Mathematical concepts which would form basis for the mathematics that they are going to learn during the course of their programme.
3	19.07.2017	**Topic:** Guest Lecture on "Applied Mathematics and Computing" **Resource Person:** Dr.A.Vinodkumar, Assistant Professor, Amrita School of Engineering, Amrita Vishwa Vidhyapeetham University, Coimbatore.	Students gained knowledge about the real time applications of Mathematics in Science and Technology using modern tools.
4	06.09.2017	**Topic:** Workshop on "Robotics" **Resource Person:** Mr.D.Kannan, Associate Software Engineer, SPIRO Solutions Pvt Ltd., Coimbatore.	The workshop was an eye opener for the students to understand about Robotics and its Applications in various fields.
5	29.12.2017	**Topic:** National Mathematics Day celebrations. Srinivasa Ramanujam Mathematical Quiz Competition	The quiz competition helped the students to develop interest in learning various mathematical concepts and exhibit their talents in the presence of other students.
6	27.02.2018	**Topic:** National Science Day celebrations Seminar on "Astronomy" **Resource Person:** Prof. K.Smiles Mascarenhas Dean, Academic Affairs, CIET	The seminar was useful to the students to know the interesting facts about stars, planets and galaxies.

Department of Computer Science (UG & PG)

S.No	Date	Plan of Action	Achievements
1	20.07.2017	**Topic** Inauguration of Department Association **Infotrix** and a guest lecture on "Campus to Corporate" **Resource Person:** Mr.N.Vivek, Team Leader, Cognizant Technologies, Coimbatore.	Students could understand the various skills that they are supposed to possess to thrive in a company and about the corporate ethics to adapt to the environment prevailing there.
2	21.07.2017	**Topic** PersonalityDevelopment Programme on **" Easy Ways To Change Your Image"** **Resource Person:** Mr.Sugumar, Global Vision Technologies, Coimbatore,	Students could understand how to change their negative attitude and develop positive attitude to boost up one's own image.
3	02.08.2017	**Topic** Workshop on **"PHP Language"** **Resource Person:** Mr.VijayKannan,Nettel Solutions India Pvt ltd, Coimbatore	Students got practical knowledge in PHP to create a Web page using the same.
4	03.08.2017	**Topic** Workshop on **"Python "** **Resource Person:** Mr.M.NaveenKumar, Accent Technosoft, Coimbatore.	Students were able to know and understand the concepts and advantages of using Python Language.
5	24.08.2017	**Topic** Value based programme on **"Yoga Accepts, Yoga Gives"** **Resource Person:** Mr.A.S.Sureash Kumar, Secretary ,Vedam Kulama Spiritual Trust, Coimbatore.	Students were able to know about the benefits of Yoga and become aware of the difference between gymnastic training and Yoga.
6	08.09.2017	**Topic** National Level Technical Symposium **"EXITO - 2K17"** **Resource Person:** Mr.Chandrashekhar Sherry OGN Marketing Head Glosil International Pvt LTD	Facilitated free exchange of knowledge, ideas and information about the latest developments among the students of various institutions.

7	11.10.17	**Topic** Faculty development programme on **"Python"** **Resource Person:** Mr.M.Naveen Kumar, Web Developer, Accent Technosoft, Coimbatore.	Faculty members gained knowledge about applications of Python Language and its advantages.
8	06.12.2017	**Topic** Value Based Programme on **"Pre-Marital counselling for Boys"** **Resource Person:** Mr.D.Lakshmikanthan, Chairman,Human Resource Development Centre, Coimbatore	Male Students were Counselled on how and what to be one's married life and how to be cautious about various diseases.
9	04.01.2018	**Topic** Workshop on **"GNU Image Manipulation program"** **Resource Person:** Mr.Muthaiya Sellamuthu, Web Designer, Accent Technosoft, Coimbatore.	Students were able to gain knowledge about various applications of GNU Image Manipulation programs.
10	06.01.2018	**Topic** Personality development programme on **"Corporate Etiquette"** **Resource Person:** Mr.V.Ponvenkataprasad, Lead Generation Specialist, Verticurl/A WPP Company, Coimbatore.	Students were able to clearly understand about what Corporate Etiquette is and how to practice the same.
11	08.01.2018	**Topic** Extension Activity Training programme in "TC, C++, Star Office, Java" for Govt. Girls Hr. Sec. School , Thondamuthur.	Govt. Girls Hr. Sec. School students were given training in C, C++, Star Office and Java Languages.
12	11.01.2018	**Topic** Extension Activity, "Pongal Festival" celebration at Govt. Girls Hr. Sec. School , Thondamuthur.	Pongal festival was celebrated in the Girls Hr. Sec. School, Thondamuthur, Coimbatore, to make the students understand how and for what purpose the festival is celebrated and through that to make them understand our culture.

Department of Computer Applications (UG)

S.No.	Date	Plan of Action	Achievements
1	20.07.2017	**Topic:** Inaguration of Department Association & a Guest lecture on"Campus to Corporate" **Resource Person:** Mr.N.Vivek, Senior Associate ,CTS, Coimbatore	Students could understand the various skills that they are supposed to possess to thrive in a company and about the corporate ethics to adapt to the environment prevailing there.
2	04.08.2017	**Topic:** Guest Lecture of "Cloud Computing" **Resource Person:** Mr.K.Periyaswamy, Software Trainer, YRSK technologies,Coimbatore.	The students gained practical knowledge on storing data in cloud and retrieving the same whenever necessary using some examples.
3	21.08.2017	**Topic:** Intra department Competitions (Paper Presentation, Movie Making, Logo Identification, Connection)	The students exhibited their talents in preparing and presenting the research paper, in short film making and in identifying the products or institutions when given the related logos.
4	11.09.2017	**Topic:** Personality Development Programme **Resource Person:** Mr.B.Narasimhan, Assistant Professor,NGP Arts & Science College,Coimbatore.	The students could know how to groom one's own personality and thereby develop their positive attitude, increase confidence level, think creatively, deal with critical situations and lead a team.
5	30.01.2018	**Topic:** Workshop on "Animation Skills" **Resource Person:** Mr. M. Pradeep, Animation Designer, Amrutha Institutions, Coimbatore.	The students were trained to work using GNU Image Manipulation program Animation Tool and various practical applications of the same.

Department of Information Technology (UG & PG)

S.No	Date	Event	Achievements
1	20.07.2017	**Topic** Inaugural Function of UG Association – guest lecture on "Campus to Corporate" delivered **Resource person:** Mr.N.Vivek, Senior Associate, CTS, Coimbatore.	Students could understand the various skills that they are supposed to possess to thrive in a company and about the corporate ethics to adapt to the environment prevailing there.
2	28.07.2017	**Topic** Guest lecture on " Big Data Analytics" **Resource Person:** Mr. Goutham Kumar Shanmugam, Technical Head, Accent Techno Soft , Coimbatore.	Students could understand what exactly is meant by Big Data Analytics and how it is gaining importance in the present day context of handling huge volumes of data and its various applications.
3	09.08.2017	**Topic** Workshop on "Networking" **ResourcePerson:** Mr.C.Vijayakannan,Information Security Analyst ,Accent Techno Soft,Coimbatore.	The students gained hands on training in various types of Networking.
4	11.08.2017	**Topic** Intra Department Oral Presentation Competition on Latest Technology Products **ResourcePerson**: Dr.M.Sengaliappan, Dean CS,KKCAS	Students are motivated to participate, perform and excel in making presentations about the products with latest technologies.
5	24.08.2017	**Topic** Workshop on "Animation" **Resource Person:** Mr.C.Shivaprasad, Director, Operations Real Work Studios, Coimbatore.	Students were given to understand 3D technologies and they were also taught how to use animation models in industries.
6	22.09.2017 F.N	**Topic** Hands on Training on "Cloud Computing" **Resource Person:** Mr.Mohan Leo Francis , Cloud Marketing Specialist, South Asia Thermo-fisher Scientific, Bangalore.	The students gained hands on training in the methods of how the data can be stored and accessed over the internet.

7	22.09.2017 A.N	**Topic** FDP on "Cloud Computing" **Resource Person:** Mr.Mohan Leo Francis , Cloud Marketing Specialist, South Asia Thermo-fisher Scientific, Bangalore.	The Faculty Members attained knowledge about the latest developments in cloud computing, applications and they were also given to understand the techniques of how to store data and also to access data over the Internet.
8	28.09.2017	**Topic** Value Based Programme on "Think and Grow Rich" **Resource Person:** Mr.S.Sukumar, Founder & Director, Global Vision Training Academy, Coimbatore.	Students could understand how thinking, analyzing and planning are essential in order to be successful in every activity.
9	28.12.2017	**Topic** Extension Activity Programme on "C,Star office & Java" for 12th Standard Students, Government Higher Secondary School, Sennanur.	The school students were given hands on training in successfully running programs using C,Star office & Java.
10	11.01.2018	"**Topic** Pongal Festival Celebrations" as a part of Extension Activity Programme	By Celebrating Pongal festival, the students were given to understand and appreciate the Tamil culture and significance of Celebrating such festivals.
11	31.01.2018	**Topic**Workshop on " C#" **Resource Person:** Mr.Gnanashekaran , Software Developer and Trainer Purple Infotech, Coimbatore.	The students gained hands on training in the use of dynamic Web sites, development tools & even compilers and they were also exposed to develop innovative applications.

Department of Commerce & Commerce (PA)

S.No	Date	Event	Outcomes
1	07.07.2017	**Topic:** Inauguration of CARVE Association & Seminar on " Knowledge Management" **Resource Person:** Mr.CS A.R. Ramasubramania Raja, Chairman, ICSI Coimbatore Chapter, Coimbatore.	The students have gained knowledge on utilization of individual skills, competencies, thoughts ,innovations and ideas to implement in the company. They additionally gained knowledge in several dimensions for implementing knowledge management like strategy , Organizational Culture ,Organizational Processes, Management & Leadership and Technology.
2	02.08.2017	**Topic:** A Lecture on " Importance of Yoga" **Resource Person:** Mr.A.S.Sureash Kumar,Secretary,Vedam Kuluma Spiritual trust,Coimbatore	The students came to know about the difference between Physical education and Yoga. They also learned about how to balance between Physical, Mental and Spiritual health and also got enlightened with various advantages of yoga.
3	03.08.2017	**Topic:** A Lecture on "Personality Development" **Resource Person:** Mr.Sakthivel Murugan, Managing Director, Be Positive Institute Private Limited, Coimbatore	The students have gained knowledge about how to develop their own personality, improving communication, learning fine etiquettes and manners, ways of nurturing positivity, liveliness and peace.
4	09.08.2017	**Topic:** A Lecture on " Abuse of Social Media" **Resource Person:** Mr.S.Nathan, Android & Python Consultant,Ascent TechnoSoft,Coimbatore	The students came to know about various ways by which Social Media Networks like facebook, Whatsapp, Twitter ,Hike etc are being abused and also they have learned how to use them constructively and usefully.
5	11.08.2017	Inter Department Competition -Facial Painting and Mehandi	The Department of Commerce conducted Inter Department Mehandi competition and Facial Painting in which 30 teams participated in mehandi and 10 teams participated in Facial Painting Competition.

6	20.09.2017	**Topic:** A Seminar on "Financial Education for Young Investors" **Resource Person:** Dr.P.Radhakrishnan, Professor & Head, Department of Management, Sree Narayana Guru Institute for Management & Studies, Coimbatore	The Students could understand about various savings avenues like bank deposit, Post office savings scheme, PPF, Insurance, gold Bond, Gold Monetization ,Mutual Funds ,Unit Linked Insurance Plan and investing in stocks and also they learned about how to choose carefully a suitable scheme.
7	22.09.2017	**Topic:** A National Level Conference on " Disruptive Technologies in Financial Services". **Resource Person:** Dr.S.Kanthimathinathan,Head,PG Department of Vivekanada Institute of Management,Bangalore **Guest of Honour :** Mr.R.Sathish FCA,ACS,ACMA,Partner,SRKM & Associates,Coimbatore.	The students came to understand an overview of Goods and Services Tax and its procedures and advantages. They additionally gained knowledge in implementation of new taxation system of both central and state governments and also they learned the recent technological changes in financial services and their contribution to the economic development.
8	11.11.2017	Extension Activity-Job Opportunities in Banking Sector at GHSS, Sennanur.	Higher Secondary students of Government Higher Secondary School , Sennanur got an idea about the various job opportunities that are available in the Banking Sector and also learned about how to apply and prepare for Bank exams to get through successfully.
9	11.01.2018	Extension Activity - "Pongal Celebration" at S.N.Matriculation School, Poolvapatti.	The Department of commerce has celebrated Pongal festival and conducted various events like volley ball, running, lucky corner, Sack race, Kabadi ,Kho-kho for XI and XII students. Finally prizes were distributed to the prize winners for all the events.
10	14.02.2018	CARVE-EXPO-2018	An exhibition was conducted in which the students had displayed various exhibits which stood as an evidence for their creativity and imagination.

Department of Commerce with Computer Applications (UG & PG)

S. No	Date	Plan of Action	Achievements
1	24.06.2017	**Topic** Extension Activity –"Art and Craft – Silk Threading" training Programme to the students of LML Orphanage, Thondamuthur. **Resource person** Mrs. G. Anitharathna, AssistantProfessor, Department ofCommerce CA, Kovai Kalaimagal College of Arts and Science, Coimbatore	The inmates of the Orphanage were benefited by learning how to make jewels using silk threading.
2	05.07.2017	**Topic** Inauguration of Commerce CA Association "SKILL - 2017" and a Value Based Programme on "Winning Strategies" **Resource Person** Dr. M.Ganesan, Former Prof. and Head,PG and Research Department of Commerce, NGM College, Pollachi.	Students were able to know how to devise Winning Strategies from the life of Mr.Narayanamoorthy,founder of Infosys and his commitment towards the growth of the company.
3	21.07.2017	**Topic** Guest Lecture on "Export Import Procedures and Documentation" **Resource Person** Mr. R. Panjanathan, Senior Director,NPR Business Coaching Institute,Coimbatore.	Students were able to understand the processes involved in import Export trade and to prepare the relevant documents.
4	04.08.2017	**Topic** Soft Skill Development Programme on "Power of Mind" **Resource Person** Ganesh P.Arumugam Head – Training and Development, Academy for Professional Development, NGM College, Pollachi.	This programme was useful to the students to understand how to achieve anything using mind power and auto suggestion technique.
5	09.08.2017	**Topic** Value Based Programme on "Abuse of Social Media"	Students could understand how the social media are being abused and how to be cautious from being trapped.

		Resource Person Mr. S.M. Nathan, Andriod and Python Consultant, Accent Techno Soft,Coimbatore.	
8	22.09.2017	**Topic** National Conference on "Disruptive Technologies in Financial Services" **Resource Persons** Dr. S. Kanthimathinathan Associate Professor and Head, PG Department of Commerce, Vivekananda Institute of Management,Bangalore. CA R. Sathish, Partner, SRKM and Associates, Coimbatore.	Students could understand what exactly is meant by disruptive technology and also about the use of various such technologies in financial services.
9	27.09.2017 FN	**Topic:** Workshop on "Digital Marketing" **Resource Person** Mr.K.Santhoshkumar, Business Development Manager, Net Tel India Private Limited, Coimbatore.	Students were given a clear idea about what is digital marketing, its present status and size and how it is going to stay significantly in future.
10	27.09.2017 AN	**Topic** Workshop on "Multimedia Applications" **Resource Person** Mr.M.Naveenkumar, Web Developer, Ample Tech, Coimbatore.	Students understood the concept of Multimedia applications and basic Characteristics of multimedia documents handling, Programming, Security, human computer interface and also about their various applications.
11	05.01.2018	A training programme on " Star office and C++" for the 12th students of Maruthamalai Subramaniaswamy Devasthanam HSS,Vadavalli as an extention activity	Students were provided hands on training of running the programs using C,C++,STAR OFFICE.
12	10.01.2018	"Pongal celebration – 2018" at MathuvarayapuramGovt.,HSS, Coimbatore as an extention activity	By Celebrating Pongal festival, the students were given to understand and appreciate Tamil culture and significance of Celebrating such festivals.
13	12.01.2018	"Pongal Celebration – 2018" in our college.	By Celebrating Pongal festival, the students were given to understand and appreciate Tamil culture and significance of Celebrating such festivals.

Department of Business Administration with Computer Applications

S. No	Date	Plan of Action	Achievements
1	07.06.2017	Hands on Training Programme on "Resume Preparation" for II BBA(CA) students. **Resource person:** C.Subha, Assistant Prof, Department of Business Administration, KKCAS	24 students gained knowledge on how to prepare a resume
2	27.06.2017	In-House training Programme on "Team Building" for I BBA(CA) Students. **Resource person:** C.Subha, Assistant Prof, Department of Business Administration, KKCAS	37 students were able to gain knowledge on how to build an effective team
3	14.07.2017	Department Association Inauguration " FUENTS-17" and a lecture on " CAPITAL MARKET" **Resource person:** Mr.N.Mahesh Kumar,Trainer, Lotus Knowlwealth Pvt Ltd., Coimbatore	90 students acquired knowledge on the recent trends in capital markets
4	10.08.2017	Inter department Rangoli Competition. **Chief Guest:** Ms.Nandhini Thangavelu, Agem	100 students were able to exhibit their creativity by participating in the competition.
5	18.08.2017	In-House training Programme on "Team Building" for I BBA(CA) Students. **Resource person:** C.Subha, Assistant Prof, Department of Business Administration, KKCAS	36 boys acquired knowledge on various skills necessary to become an effective leader.
6	18.08.2017	Employability skill Development Programme on "Silk Thread Jewellery Making" for BBA(CA) girls Students. **Resource person:** Ms.B.Preethi, Assistant Professor, Mcom(IB).	27 girls were taught about making bangles and chains using Silk Thread.
7	18.08.2017	Skill Development Programme on " Newspaper Review" for I BBA(CA) boys Students. **Resource person:** Ms.S.Kanimozhi,Assistant Professor, MCom(IB).	19 boys got knowledge on how to read News paper especially employment column and use the information effectively for their own development.
8	24.08.2017	Hands-on Training on " Libre- Office" for I year BBA(CA) students. **Resource person:** Mrs.S.Kawsalya, Assistant Professor, BBA(CA).	37 students were able to get knowledge on Libre-Office

9	19.09.2017	Seminar on "Export Opportunities for Entrepreneurs" **Resource person:** Mr.N.Moosa, Director, Agro Carbons, Coimbatore	90 students gained knowledge about the Export Opportunities in business for Entrepreneurs.
10	22.09.2017	National Level Conference on " Disruptive Technologies in Financial Services" **Resource person:** Dr.S.Kanthimathinadhan, Head, PG Dept. of Commerce, Vivekananda Institute of Management,Bangalore.	The students came to understand an overview of Goods and Services Tax and its procedures and advantages. They additionally gained knowledge in implementation of new taxation system of both central and state governments and also they learned the recent technological changes in financial services and their contribution to the economic development.
11	27.09.2017	Seminar on "Science of Body Language" **Resource person:** Mr.K.K.Prasad, Business Consultant, Coimbatore	Students gained knowledge on developing proper body language which will be of immense use while appearing for interviews.
12	08.12.2017	Workshop on "Tally" **Resource person:** Mr.M.Arumugam, Assistant Manager, Kotak Mahindra Bank, RS puram, Coimbatore.	Students were practically trained to work using tally, an accounting package.
13	05.01.2018	Seminar on "Export and Import Documentation" **Resource person:** Mr.M.kalyanamoorthy, Manager, SDV International Logidtics Ltd, Coimbatore	The session was an eye opener for 90 students on Documentation relating to exports and imports in business.
14	10.01.2018	Pongal Special Pattimandram- Jointly organized with ARRA Television **Speakers :** Dr.S.D.Kalaiamudhan, Dr.Umamaheswari, Mrs.Sathyapriya, Mr.Tamilarasan, Mrs.Ponpoongodi, Mrs.Sumathi and Dr.SenthilKumar	-
15	17.02.2018	Extension Activity - "Silk Thread Jewellery making" Training given for Self Help groups. **Resource person** C.Subha, Assistant Prof, Department of Business Administration, KKCAS	Members of self-help groups in jahirnaickenpalayam in Coimbatore got practical training in making bangles and chains using silk thread.

National Service Scheme

S.No.	Date	Particulars
1	21.06.2017	NSS volunteers participated in the celebration of International Yoga Day in our college campus and also at Bharathiar University Campus
2	27.06.2017	NSS volunteers participated in Hundi Cash counting work at Maruthamalai Temple
3	04.07.2017	10 NSS vounteers and two NSS PO participated and attended the training on Voter ID online registration work assigned by Perur Taluk at Perur.
4	10.07.2017 & 13.07.2017	On line registration for Voter ID was conducted for all the students at our college campus
5	27.07.2017	A Seminar was conducted on the topic, "நீங்களும் ஆகலாம் கலாம்" by Mr. Lakshmi Kanthan on the occassion of the memorial day of Dr.A.P.J Abdul Kalam
6	02.08.2017	50 NSS volunteers participated in the Handloom Fashion Show competition- preliminary round at our campus organised by Makkal Sevai Mandram, Kovai.In that three volunteers were selected for final round.
7	07.08.2017	NSS volunteers celebrated the National Handloom day at our campus to honour the handloom weavers.
8	22.08.2017	NSS volunteers participated in the Dengue Fever Awareness programme conducted by Mr. M.G.Raja sekar, Block Health Supervisor, Thondamuthur. Nelavampu Kasayam was given to all the students.
9	23.08.2017	Seminar on the "World population" was conducted onthe occassion of world population day by Mr. M.R. Krishnan , Block Health Statistician ,Primary Health Centre , Poolvapatti. Essay competition was also conducted, 121 students participated and cash prize was given to the prize winners.
10	01.09.2017	Eye Screening test was conducted by Lotus Eye Care hospital at our college campus
11	07.09.2017	NSS volunteers participated in the Rally at Thondamuthur for awareness on "Child Labour Eradication" organised by Director, National child labour project, Coimbatore
12	07.09.2017 to 11.09.2017	NSS PO Dr V.Vijayalakshmi attended the Facilitator Development Workshop at Bharathiar University organised by British Council and Rajiv Gandhi National Youth Development
13	06.10.2017	Two Nss volunteers participated in the Pre RD camp at Bharathiar University
14	30.10.2017	Vigilence Awarness Week starts with integrity pledge.

15	12.01.2018	Vivekanandar Birthday Celebration – Vivekanadar Badge distribution to all NSS volunteers.
16	19.01.2018 to 21.01.2018	One Nss volunteer participated in the Indian Students Parliment at Pune.
17	12.02.2018 to 18.02.2018	Nss special Camp at JahirNacikenPalayam – Field work of Campus cleaning at Panchyat Community Hall , play ground , Library and school campus, Awareness Rally on Child labour eradication and Dengu fever eradication , Seminars and workshops on Self confidence and Leadership Qualities, Save our Nature and Forest, Youth Empowerment, Yoga for Human Excellence and Meditation , Stress Management, Body language - Our Body - Action and Reaction ,Savings and its Benefits for Our Future Safety were organised. Planting of saplings, Competition on games for school students were also conducted.
18	21.02.2018	50 volunteers participated in the Rally from Women's Government Polytechnic to VOC Park on the occasion of World Mother Language Day organised by Bharathiar University.
19	22.02.2018 to 28.02.2018	50 volunteers participated in preparation of "One Voter ID" for entire family through Mobile phone organised by Perur Taluk, Coimbatore.
20	26.02.2018 & 27.02.2018	"Exhibition cum Sale of SHG's Products" jointly organised by Tamilnadu corporation for women – Mahalir thittam, Coimbatore. SHG from various districts like Coimbatore, Erode, Villuppuram, Namakkal, Salem, Theni, etc., displayed their products for sale.
21	13.03.2018	NSS PO Dr.V.Vijayalakshmi attended the NSS Fund Release Meeting at Bharathiar University.
22	20.03.2018	Our students participated in the "Opening of Post Office Savings Account" camp held in our campus.
23	21.03.2018	3 NSS volunteers participated in the Swami Vivekanada Multilevel Personality Development Programe and one student by name Mr. Arunkrishnan.R of III B.Com received " Swami Vivekanada Youth Achievement Award-2017" from Bharathiar University.

Auditors' Club

S.No	Date	Activities	Achievements
1	18.07.2017	Inauguration of Auditors' Club and a Guest Lecture on "Recent Trends in Auditing"	Students were able to understand the processes involved in joining the professional courses like CA,ICWA,ACS, etc. and the better prospects in case the students get through such courses.
2	18.12.2017 to 22.12.2017 (1 week)	In-plant Training to Auditors' Club Members.	Students were benefited by gaining practical knowledge in verification of vouchers and internal auditing.

Citizen Consumer Club

S.No.	Date	Name of the Programme	Name of the Resource Person
01	17.01.2017	**Topic:** "Consumer Protection" & "Awareness on Safe Handling of LPG" **Resource Person:** Dr.N.Pradeep Kumar General Secretary, TamilNadu Consumer Association Mr.S.Balasubramaniya Guhan, Partner, Annai Aravind Gas Services, Vdavalli	The students clearly came to know about the rights of consumers, Laws and rules intended to protect customers from dishonest practices by sellers. They were given a demonstration on precautions to be taken while using the LPG cylinders.

Red Ribbon Club

S.No.	Date	Particulars
1	22.08.2017	Awareness Program on "AIDS & Blood Donation" by RRC
2	01.09.2017	Blood Pressure and Blood Sugar check up was conducted by Tulsi Pharmacy, Coimbatore for all faculty members and for interested students.
3	13.03.2018	RRC PO Dr.V.Vijayalakshmi attended the RRC PO's training programme and Fund Release Meeting at Bharathiar University.

Women Empowerment Cell

S.No.	Date	Name of the Programme	Achievement
1	13.07.2017	**Topic:** ''Legal Right for Women''. **Resource Person:** Mrs. M.Vennila, President, Women Advocates Association, Coimbatore.	The guest stated about a few legal points for women students to tackle various problems they encounter in today's society, families setup, property rights and the marital life.
2	06.09.2017	**Topic:** "Self Defence for Women". **Resource Person:** Mr.R.V.B.Madhavan, Self Vigilance & Counsellor, Aram Foundations, Coimbatore.	The trainers from the Aram foundation have given sufficient counselling for the girl students to take care of women harassment and given training in self defence to got themselves protected from the attackers.
3	06.12.2017	**Topic :** "Premarital Guidance Programme". **Resource Person:** **Alagar Ramanujam**, Ex-Principal NGM College,Pollachi and **Mr.Prof.S.Ranganathan**, Director, Public Relation, Amirtha University, Coimbatore. **Dr.MeenakumariMohan,** Consultant, Peadiatric Diabetologist and Endo Crinologist, Masonic Hospital.	The guests stated about the importance of the time management, education and social values and also gave guidance on pre-marital life, handling menstural cycle safely and how to be cautious during the period of pregnancy for the women students.

Department of Physical Education

S.No	Date	Game	Particulars
1	21.11.2017 to 22.11.2017	Volleyball and Kabaddi	Our College Organized District level Volleyball and Kabaddi inter-school Tournament for school boys at our campus.
2	28.02.2018	Sports day	Our College Organized sports day (Intramural Sports Events) for our students .

Talkers Club

S.No.	Date	Name of the Programme
1.	23.08.2017	Role play and Tell a Tale
2.	27.09.2017	Debate
3.	07.02.2018.	Elocution
4.	07.02.2018	Open Stage

Eco Club

S.No.	Date	Name of the Program me	Venue
1	28.07.2017	Visited Gass Forest Museum,Coimbatore	Lawly Road, Coimbatore. - 56 students have attended.

Kovai Kalaimgal Academy For Competitive Examinations

S.No	Particulars	Duration
1	Coaching classes for appearing examinations of Group IV services and VAO.	01.07.2017 To 07.10.2017 (every Saturday And Sunday) - 56 students have attended.
2	Coaching classes for appearing examinations of Group IV services	06.12.2017 To 07.02.2018 (every Day Evening 4.00pm To 6.00pm) - 14 students have attended.
3	Coaching classes for TamiNadu Uniformed Services Recruitment Board (TNUSRB) Examinations.	18.01.2018 To 08.03.2018 (every Day Evening 4.00pm To 6.00pm) - 10 students have attended.

Internal Quality Assurance Cell

S.No.	Date	Name of the Programme	Resource Person
1	19.06.2017	Orientation Programme for I Year UG students	-
2	28.06.2017	IQAC Meeting	All IQAC members
3	10.08.2017	A Guest lecture on " Conservationm of Bio – Diversity".	Dr.S.N.Suresh, HoD, PG & Research, Department of Bio Technology, Sree Narayanaguru College, Coimbatore
4	17.08.2017	A Guest lecture on " Food Science and Nutition".	Dr.A.Indhuleka, Assistant Professor, Department of Science and Humanities, Sri Krishna College of Engineering and Technology,Coimbatore
5	14.10.2017	AQAR Submission Report	-
6	27.10.2017	Academic Audit	Dr.A.Krishnakumari, IQAC Coordinator, Kongunadu Arts and Science College Coimbatore Dr.S.N.Suresh, HoD, PG & Research, Department of Bio Technology, Sree Narayanaguru College, Coimbatore
7	30.10.2017	College Committee Meeting	-
8	30.10.2017	Governing Body Meeting	-
9	02.11.2017	Collection of Feedback from students	-
10	08.11.2017	Classs Committee meeting was conducted for the students	-
11	15.11.2017	Faculty Development programme on " Outcome Based Education, Rubrics & Procedures in NIRF".	Dr.M.Jayakumar, Chief Administrator, Sri Krishna Institutions, Coimbatore.
12	29.11.2017	Faculty Development programme on "Bloom's Taxonomy"	Dr.M.Jayakumar, Chief Administrator, Sri Krishna Institutions, Coimbatore.
13	30.11.2017	Faculty Development programme on "Quality Aspects in Teaching Learning Aspects".	Dr.S.Babu, Professor and Director, VIT Centre for Agricultural Innovations & Advanced Learning, VIT University, Vellore.
14	01.12.2017	Faculty Development	Dr.S.N.Suresh,

		programme on "Funding Agencies and Opportunities"	HoD, PG & Research, Department of Bio Technology, Sree Narayanaguru College, Coimbatore
15	06.12.2017	Workshop on " Outcome Based Education"	Dr.K.Sumathy, Asssociate Professor, Department of mathematics Dr.S.Geetha, Assistant Professor, Department of Commerce, Mrs.Sophia Reena, Assistant professor, Department of Information Technology, PSGR Krishnammal College for Women, Coimbatore.
16	01.03.2018	Annual Day celebrations - Science Stream	Mrs.T.Santhamani, Faculty, Department of Tamil, Suguna Pep School, Coimbatore
17	02.03.2018	Annual Day celebrations - Arts Stream	Dr.Selvam, Head, Department of Tamil, Navarasam College of Arts and Science, Erode
18	23.02.2018	A Guest lecture on " Floriculture".	Dr.S.N.Suresh, HoD, PG & Research, Department of Bio Technology, Sree Narayanaguru College, Coimbatore
19	02.04.2018	Lighting Ceremony for Third year students	-
20	03.04.2018 & 04.04.2018	Faculty Development programme on "Outcome Based Education"	Dr.K.Karunakaran, Principal, Sri Ramakrishna College of Arts and Science, Coimbatore. Dr.N.Muthumani, Associate Professor, Department of Computer Applications, Sri Ramakrishna College of Arts and Science, Coimbatore. Dr.R.,Rajeev, Associate Professor, Department of Information Technology, Sri Ramakrishna College of Arts and Science, Coimbatore.
21	05.05.2018	IQAC Meeting	All IQAC members

Fine Arts Club

S.No.	Date	Name of the Event	Achievement
1	16.06.2017	Poster Designing (Promotion of KKCAS)	Enhanced the student's Creativity and help them to think Differently.
2	14.07.2017	Photo contest Environment & Infrastructure)	The students could understand the nuances of capturing beautiful sceneries and pictures using even ordinary cameras.
3	02.08.2017	Visiting Kasthuri Sreenivasan Cultural academy	50 students were taken to the cultural academy, and they were given a chance to explore the photographic talents and importance of lighting in photography.
4	04.08.2017	Drawing Competition	40 students participated in the drawing competition and exhibited their creative drawing talents on the theme "Farming in India".
5	11.01.2018 to 12.01.2018	Intra College Cultural Meet-Group Dance, Solo Dance, Singing, Fashion show, Drama, Mime &Variety Entertainment	120 students participated in the cultural competition and exhibited their talents in dance, drama, and variety entertainment.

Kovai Kalaimagal College of Arts and Science

<u>Annexure B</u>

Analysis of the Feedback from Stake holders

Regarding the curricular aspects, a few alumni are of the opinion that the syllabus should be thoroughly revised so as to give importance to the subjects according to the latest trends.

Similarly a few students are of the opinion that the subjects offered particularly in the computer science departments which have no relevance to the present day context should be removed from the syllabus and the subjects which are in demand should be included.

As for as teaching, learning and evaluation are concerned, a few alumni are of opinion that the teaching and learning should be more of interactive in nature than one way delivery of lectures. Group learning may be introduced for better understanding of the subjects. They also opined that ICT should be more effectively used.

The Departments have to conduct more number of State and National Level Seminars and Conferences so that the students will not only have more chances of presenting papers but also will enhance their knowledge in the subject and keep them abreast of latest developments in their area of study. By presenting papers facing the audience will also improve their confidence level and help them in shedding their shyness and fear.

The students have expressed their satisfaction with the present method of teaching and learning and they have not given their opinion regarding evaluation.

Students and alumni have expressed their satisfaction about the way in which they were all motivated in presenting articles in seminars and conferences. Some of the students who have passed out their PG courses have expressed that it was only the motivation by the staff which has made them to continue their research by joining M.Phil and Ph.D programmes. Regarding extension activities a few alumni are of opinion that more number of activities should be conducted for the benefit of the economically weaker section in the nearby villages.

Regarding infrastructure and learning resources both the students and alumni have expressed their satisfaction.

As far as student support services are concerned both the students and alumni have expressed their fullest satisfaction and they were all in praise of the efforts taken by the Management in making the students employable and getting them placement in reputed companies.