



## YEARLY STATUS REPORT - 2021-2022

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	DHARMAMURTHI RAO BAHADUR CALAVALA CUNNAN CHETTY'S HINDU COLLEGE (Linguistic Telugu Minority Status conferred by the Government of Tamil Nadu)
• Name of the Head of the institution	Dr.G. Kalvikkarasi
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04426850621
• Mobile no	9499051722
• Registered e-mail	drbccchinducollege@yahoo.co.in
• Alternate e-mail	iqachinducollege@gmail.com
• Address	Dharmamurthi Nagar, Pattabiram
• City/Town	Chennai
• State/UT	Tamil Nadu
• Pin Code	600072
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Semi-Urban

• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	University of Madras
• Name of the IQAC Coordinator	Dr.K. Sridhar
• Phone No.	04426850621
• Alternate phone No.	9176887591
• Mobile	9444280519
• IQAC e-mail address	iqachinducollege@gmail.com
• Alternate Email address	sridhar@drbccchinducollege.edu.in
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://drbccchinducollege.edu.in/wp-content/uploads/2023/01/AQAR-REPORT-2020-2021.pdf">http://drbccchinducollege.edu.in/wp-content/uploads/2023/01/AQAR-REPORT-2020-2021.pdf</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://drbccchinducollege.edu.in/wp-content/uploads/2023/01/ALMANAC-2021-2022-1.pdf">http://drbccchinducollege.edu.in/wp-content/uploads/2023/01/ALMANAC-2021-2022-1.pdf</a>

### 5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	79.05	2006	21/05/2006	20/05/2011
Cycle 2	B	2.83	2003	23/03/2013	22/03/2018
Cycle 3	B+	2.52	2021	10/08/2021	09/08/2026

### 6.Date of Establishment of IQAC

23/10/2003

### 7.Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	0	0

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9.No. of IQAC meetings held during the year</b>	<b>8</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
* Deeksharambh programme conceived and conducted by IQAC at the beginning of 2021-2022 academic year.		
* Brief discussion about NAAC Peer Team visit for 3rd cycle accreditation and SWOC analysis.		
* Academic and Administrative Audit was conducted for the year of 2021-2022 in Two Phases.		
* Formation of Alumni Association for the year of 2021-2022.		
* Plan of action for the academic year of 2022-2023.		
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
Deeksharambh programme 2021-2022	Successfully conducted Deeksharambh programme for the year of 2021-2022 for first year students on physical mode and their parents
Alumni Association 2021-2022	Alumni Association formatted and functioning with office bearers with effect from 2022-2023 onwards.
Review of Third cycle SWOC analysis	To find out the solution for SWOC Analysis in fourth cycle.
Yoga to be offered to all the students for the academic year of 2021-2022	Yes
Participation of NIRF Rankings 2023	IQAC has taken the decision to participate in NIRF 2023 and successfully registered in their web portal.

<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
---	-----

- Name of the statutory body

Name	Date of meeting(s)
College Council and Management	04/09/2021

<b>14. Whether institutional data submitted to AISHE</b>
--

Year	Date of Submission
2021-2022	20/01/2023

<b>15. Multidisciplinary / interdisciplinary</b>
--

As the college is affiliated to the university of madras, the college follows the credit based curriculum framed by the university. The university curriculum reflects the necessity of the multidisciplinary and interdisciplinary aspects in the present educational system. the curriculum seeks a effective teaching and

learning on the multidisciplinary ground. The syllabus includes skill oriented subjects included along with the other main subjects to enhance the multi and interdisciplinary knowledge for a better preparation towards the career construction in the globalized arena. The non-major subjects are included to attain the requirement of the multidisciplinary skill in students. the university based qualitative academic curriculum is framed to foster this demand of the present Gen Z generation. The need of the present generation is fulfilled with the support of some Add on courses other than main subjects. The college organises programmes in humanities, sciences, information technology, Commerce and management.

The college finds multiple paths to provide a qualitative knowledge to the students. The students are motivated to sense their passion in the field other than their opted subjects. The non curriculum programmes are arranged to equip the students to find a better jobs according to their ability. the college has MOUs with industries, colleges, universities to promote the student's ability to fix themselves in the global arena. Various clubs are established in the college campus to provide opportunity for the students to get trained in multidisciplinary fields.

#### **16.Academic bank of credits (ABC):**

The Dharmamurthi Rao Bahadur Calavala Cunnan Chetty's Hindu College, Pattabiram, Chennai - 72 is affiliated to the University of Madras. So far the State Government of Tamil Nadu Higher Education Department has not introduced the ABC system in Higher Education Institutions in Tamil Nadu. In this connection, our college is not able to fill the relevant column in Academic Bank of Credits in AQAR 2021-2022.

#### **17.Skill development:**

The ED Cell of DRBCCC HINDU COLLEGE conducts various Skill Development programmes to students to enhance their knowledge beyond syllabus.

The College has signed an MOU signed with KHADI VILLAGE INDUSTRIES COMMISSION (KVIC), a Govt. Of India enterprise through which many Skill Development programmes are conducted. Training on Bakery Products, Aari Work, Beautician Course, Candle Making, Agarbathi Making ,etc are conducted to students of our college to enhance their Entrepreneurial skills and also to develop and nurture their knowledge on skills.

Our college has linkage with MGNCRE (Mahatma Gandhi National Council

for Rural Education), an Govt.of India Institute through which National Entrepreneurship Day was Commemorated with Rural Entepreneurship Competitions for Youth .Products related to jute, millets, simple chemicals ,etc were displayed by the students.

Workshop on current Issues in Intellectual Property Rights was conducted in our college through which students gain awareness on Applying PATENT for their Newly invented products at present and in future. This created an awareness among students to patent their new inventions and also to safeguard their rights towards their creations.

We also conduct ED expo which exclusively caters to students towards gaining practical knowledge on doing Business. Students gain exposure on the Practical applicabilities of Entrepreneurship by exhibiting their own products. Students gain an inward knowledge on the pros and cons of entrepreneurship.

App Development classes and Photoshop Classes are conducted to students, which makes them skilled on New techniques and also prepares them to future Job market.

Students of Various Departments have registered for Online Entrepreneurship Training conducted by EDII (Entrepreneurship Development and Innovation Institute, TN, through which students have gained ample knowledge on newer skills to be possessed to face the business world with confidence. They are provided with real time projects and ideas which can be easily converted into products.

All the 3 year students of our college have been enrolled into Naan Mudhalvan Scheme by the Government of T.N. which aims at skill development of students beyond their syllabus. Students gain knowledge through various job oriented courses conducted by experts from National Skill Development Council.

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

Our college is intended to equip itself with the basic skills based on the term Indian Knowledge System initiated by the Ministry of Education. As a part of the initiative measures, Historical Studies department has conducted a 15 days Internship program for the students in Chennai Government Museum from 13.09.2021 to 05.10.2021. III B.A. Historical Studies students were the beneficiaries.

A 16 day Online workshop on "Life Skill Programme was conducted with the collaboration of Heartfulness experience Life's Potential Collaboration with Heartfulness Education Trust from 15th September 2021 to 22nd October 2021. This programme helped the students to live a balanced, purposeful, peaceful life through emotion balancing exercises. The same programme was conducted offline from 16th March 2022 to 24th March 2022 to bring an effective outcome. It includes topics such as multiple intelligence, teamwork - collaboration, love-discipline, the real purpose of Yoga and many more related to the balanced mind practice living.

A Herbal garden is maintained in the campus to educate the students about the organic living which is traditional to the Indian Culture.

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

The curriculum as framed by our affiliated University; Outcome Based Education system is followed in our institution. Outcome Based Education is a student-centred model that breaks through the stereotypic ways of pen, paper test rather they assess students' performance through the holistic development of their knowledge, skills and attitude. In order to achieve well-structured system of education the institution follows the standard operating procedures of Programme Educational Objectives PEOs, Programme Outcomes POs and Course Outcomes Cos. The syllabus plan is designed to facilitate students in their learning process. The syllabus plan that is allocated to staff member is delivered to the students through out the course. The teaching methods are effectively implemented to inculcate interest among the students. The novel teaching methods from lecture, group discussion, seminar, flipped classrooms and games are followed to teach students. The teaching aids from videos, power point presentations, models, charts and animations are used to ensure continuous quality improvement CQI of the students. The students thereby involve themselves in the learning process and participate actively in the classroom learning. The infra structure of the college is conducive for students to gain information from the library and the Language lab provides them with the opportunity to learn more actively. The progress of the students is tracked via Google classroom and Kahoot. The assessment of student is consistently monitored with mentoring system from the diagnostic test to the course end analysis at the end of the semester. With the feedback of the students the review and revision of syllabus is also planned by the university to benefit students in learning. The staff members of the college have represented the syllabus revision

committee to express the grievance of the students.

Apart from the course plan students are also involved in co-curricular and extension activities. With the post pandemic scenario students are also mandated to complete online certification courses in forums like NPTEL, Swayam and Spoken Tutorial. The progress of students in pursuing online certification course is also persistently monitored by the staff members. The students are also given opportunity to choose course according to their interest and helped by the mentors to pursue their learning. The learning outcome is thus achieved with the continuous assessment through tests, seminars, evaluation and grading of the students frequently. It helps them further in improving their analytical ability, problem solving skill, skill in creative expression and most needed ability to enhance their listening, speaking, reading and writing LSRW skills. The assessment with students' feedback is also taken to fill the lacunae in learning. Keeping in line with the vision and mission of the college, the first-generation students are benefitted and majority of the students enrol themselves in higher education, research and are well placed in the reputed institutions. Apart from the job students of our institutions are also successful entrepreneurs.

#### **20.Distance education/online education:**

The Dharmamurthi Rao Bahadur Calavala Cunnan Chetty's Hindu College, Pattabiram, Chennai - 72 is affiliated to the University of Madras. Since our college is affiliating to State University, we do not have any authority to conduct under graduate and post graduate courses through distance education. However, our students and staff have enrolled MOOCs (Massive Open Online Courses) through Online spoken tutorial course conducted by Indian Institute of Technology, Mumbai from June 2021 to December 2021. 2334 students are benefitted. In addition to that Swayam (Study Webs Of Active-Learning For Young Aspiring Minds), 158 students enrolled in the Online Certificate Courses. Out of which, 11 Students registered for the exams. Five students cleared the online examination.

### **Extended Profile**

#### **1.Programme**

1.1 1228

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 2.Student

2.1 4625

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 895

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 1526

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 3.Academic

3.1 164

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 172

Number of sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>1228</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>4625</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>895</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>1526</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>164</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	172
Number of sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 4. Institution

4.1	109
Total number of Classrooms and Seminar halls	
4.2	132.62742
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	433
Total number of computers on campus for academic purposes	

### Part B

#### CURRICULAR ASPECTS

##### 1.1 - Curricular Planning and Implementation

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

The institution is affiliated to University of Madras and follows Choice Based Credit System (CBCS) curriculum. The curriculum is framed by the University of Madras through a systematic Board of Studies and the same is approved by the syndicate. The Head of the institution receives it and channelizes the same to the respective Head of the Departments. A systematic Lesson plan is prepared and scrutinized by Head of the dept. and the institution Head, which consist of the schedule of delivery with specific learning outcome, teaching aids used, number of assignment and seminars. Through a systematic time table schedule the curriculum is executed. The teachers use ICT tools, chalk and talk method, quiz, flash cards, brain storming techniques, minute card, group discussions, power point presentations, video lecturing to deliver the curriculum. Snippets book are maintained to record the everyday syllabus handling.

The students are evaluated on a continuous process. The Internal

Evaluation of students consists of three Internal Assessment tests (Internal assessment - I, Internal assessment-II and revision examination), assignments and seminars. Blended teaching method are used by the teachers of all the departments by using online videos, swayam courses, spoken tutorial courses etc., seminars, workshops and invited lectures help in updation of knowledge among students.

Parent- Teacher Meeting is conducted every year to review the students' appraisal, wherein the students overall performance including academics and the conduct of the student is discussed.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/1x4jPoGSFpMFqeoxEaBrRAEs17GUDb4vH/view?usp=share_link">https://drive.google.com/file/d/1x4jPoGSFpMFqeoxEaBrRAEs17GUDb4vH/view?usp=share link</a>

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

Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester and revision examination. The college follows the calendar issued by the University strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it. Internal Assessment tests (IA), assignments, quizzes, and seminars are part of the Continuous Internal Evaluation (CIE) of students. The course instructors prepare IA question papers based on the revised Bloom's Taxonomy along with the scheme of evaluation, reviewed by the stream coordinator and approved by the department Head. The revision examination timetable prepared by the examination committee is published to stakeholders, and conducted as per the schedule. Post IA tests, evaluation of answer scripts, and calculation of CO-PO/PSO attainment are carried out by respective Course Instructors. Continuous evaluation and assessments are also done for laboratory course, project work, seminars, and internships. Conduction of laboratory experiments and viva, Submission of records are the major components of laboratory course evaluation. As per the laboratory rubrics, the internal test is conducted at the end of the semester. The

Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/1Q2rC3HzhinUxyNuzD0LHIXqtg3Y7F4Zb/view?usp=share_link">https://drive.google.com/file/d/1Q2rC3HzhinUxyNuzD0LHIXqtg3Y7F4Zb/view?usp=share_link</a>

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

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.2 - Academic Flexibility**

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

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

28

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

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

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

15

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

1173 out of 4625

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The college curriculum effectively integrates Cross-cutting issues of the society like Moral Values, Human Values, Professional Ethics, Ethical Values Gender Equality, Environmental Awareness, which are inseparable part of our curriculum. Moral Values, Human Values & Professional Ethics Twenty one days Induction programme related to values and ethics is an integral part of the curriculum

of the first year. College celebrates days of National and International importance as Republic day, Women's day, Independence Day, Teacher's day, Human Right Day, International Yoga Day etc.

**Gender Sensitivity:** Gender related courses are an integral component of various programmes. Students are sensitized and encouraged to work towards gender equity from a cross-cultural perspective. Free counseling services are provided through a Counseling Cell. Gender sensitization awareness programmes are organized that include women's rights, human rights, child rights, gender justice and gender equality. The college has Gender Cell and Grievance Redressal Cell to provide counseling to students, promote gender equity among students and also deal with related issues of safety and security of female students, staff and faculty. There are separate Boys & Girls waiting hall (In-campus) for providing the safe environment to all students.

**Environment & Ecology:** A compulsory core course on Environment studies is included in all UG programmes related to ecosystem, its balance & sustainability is an integral part of the curriculum of the second year. University prescribed this course for creating awareness and developing importance of environment among students.

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

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

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

451

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

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

**E. None of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">NIL</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>E. Feedback not collected</b>
---	----------------------------------

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="#">NIL</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

1649

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

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

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

821

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

**2.2 - Catering to Student Diversity**

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

The departments conduct pre-course assessment tests and assess the competence of the students. These tests assess what the students have achieved at the secondary level of education. The departments maintain internal register to record the marks secured by the

students in revision examination, internal assessment tests, assignments and seminars. The assessment of entry level competence is useful to identify the slow learners and the advanced learners. This procedure involves collecting relevant information such as the marks secured in the qualifying examination and the pre-course course competence of the learners. Learning level assessed through diagnostic tests, summative tests, unit tests and snap tests. The formative assessment involves verbal feedback obtained from the students, observation of students' performance in classroom learning tasks such as team task and group discussion. It identifies the learning difficulties as well as the difficult content of the subject. Once such difficulties are identified bridge courses are conducted to the needy students. Remediation is an important part of the bridge course. Since most of the students come from rural background and had their qualifying education at higher secondary level through vernacular English language poses them a constraint. The students whose learning potential is identified to be high are guided to perform their best in the university examinations.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1VcsB_UcGAIvKxHqabAve7e7JZ8MpHm5i/view?usp=share_link">https://drive.google.com/file/d/1VcsB_UcGAIvKxHqabAve7e7JZ8MpHm5i/view?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
4625	164

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

### 2.3 - Teaching- Learning Process

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

Our college has always been learning centric in academic, co-academic and centre-academic aspects. The degree of learning centric is evident from the classroom tasks as well as other

learning tasks. Experience is enriched when the teachers deliver instructions step by step in additive stages. Any instructional gap will affect the continuity of learning experience. Hence, experiential learning is extensively adopted. The classroom tasks take the students along with them and make them experience the instructions. They visualize the new concept and match it with the old ones. It involves learning through reflection on doing. The students take classroom notes and improve them individuals and collaboratively. This critical review and revision make the students reflect on their experience critically. Field trips, projects, seminars and peer teaching also contribute to experiential learning which is embedded within activities. Participative Learning Students participate in classroom and learn from their participation. Our teachers make the student participation mandatory last delightful. Soon, the students get used to participation and reap the benefits of teaching. Problem Solving Methodologies The students are guided to treat learning as a problem that requires a solution. They set out to overcome the difficulties and learn new things by solving problems. In the beginning, the teachers direct the students to solve simple problems. As the students progress they develop the skill and ability to solve difficult problems. They enjoy not only solving problems but also learn from solving them.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1v-n_JcAbrXB9r2qdTEeeKNWVhmfeRL8C/view?usp=share_link">https://drive.google.com/file/d/1v-n_JcAbrXB9r2qdTEeeKNWVhmfeRL8C/view?usp=share_link</a>

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

In our college teaching-learning remains a perfect blend of traditional and modern procedures. Our teachers exercise a very strong faith in traditional methods such as chalk and talk methods, aural-oral methods and lecture methods and dialectic methods. However, they widely use ICT devices such as PPT and Google classrooms. Whatever methods they use their passion for teaching kindles the interest of the learners and thus ensures effective learning. It is necessary to account how the traditional methods of teaching - learning are creatively used. Creativity and traditional methods. Blackboard, one of the oldest teaching aids,

is creatively used for teaching-learning. The blackboards are spacious enough to accommodate the writings of the teacher and the students. Extempore open book assignments are very helpful in developing the cognition of the teachers. Textual quiz programme is constructed and conducted by the students. The seminar sessions engaged by the students are interesting and educative. Innovation and Creativity in modern methods ICT devices such as LCD projectors, Google classrooms, Kahoot are used for Teaching learning. Teachers also share e-resources (prescribed by the University and suggested by the teachers), PPTs through mail and use Google classroom, quizzes are administered through Kahoot and e-library in the form of CDs (example BBC videos), downloaded e-resources, sharing of links, Infographic charts and maps. Canvas infrastructure are used by the Computer Science department. Further, e-contents are prepared subject wise for students benefit.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

164

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

172

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

82

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

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

**2.4.3.1 - Total experience of full-time teachers**

1171

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

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

The method of continuous Internal Assessment involves group discussion, monthly tests, assignments and seminars. After completing each unit different assessment methods are adopted like aptitude test, descriptive tests, unannounced tests, assignments and seminars are conducted and the assignments are recorded and internal assessment record is maintained. The pattern for CIA is prescribed by the University of Madras. It consists of the following divisions: 10 marks for tests, 5 marks for assignment, 5 marks are for seminars and 5 marks are allotted for students' attendance. Through reading and preparing hints for their exams. Analysis of students' presentation of ideas in class tests. Give practice in chronological presentation of presenting and writing in assignments etc. As prescribed by the University of Madras.

The following methods are used for continuous internal assessment, like i) Test at regular interval ii) Assignment iii) seminar and iv) attendance.

For Test (Best of 2 out of 3) - 10 Marks

For Attendance - 05 Marks For Assignments - 05 Marks

For Seminars - 05 Marks

Total - 25 Marks

Giving suitable weightage to regular in attendance, monthly tests, seminars and assignments. After completing each unit different assessment methods such as aptitude test, descriptive test, unannounced test, internal assessment record is maintained. Internal test and oral test are conducted.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1tGoczgGHB5okf9dTgP0Mdyq1bY5J2wsj/view?usp=share_link">https://drive.google.com/file/d/1tGoczgGHB5okf9dTgP0Mdyq1bY5J2wsj/view?usp=share_link</a>

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

Continuous Internal Assessment assesses and evaluates the students on a four point scale for the major and allied subjects. The first point carries 10 marks earmarked for internal assessment tests,

class tests, college tests and any other tests. The institution conducts a minimum of three tests and takes the highest marks of two tests for consideration. Each test should be conducted for five marks and the best performance of the students in two tests becomes the first component of CIA. This evaluation is a boon to the students because they can always improve their performance, unmindful of occasional slips in the tests. Assignments carry five marks. Only the assessment that scores the best will be recorded. Assignments have to be neatly handwritten and original. Seminars carry five marks. The students will engage seminar sessions from the subject. This helps the students overcome the problems of making oral communication. When the students are making the oral presentation the teachers should be present in the session and assess the presentations. Attendance gets five marks. The marks in the category are to be determined by the percentage of attendance the student has secured. For instance, whose attendance ranges from 90% to 100% will get all the five marks. That is why the college encourages the students to secure 100% attendance by giving such students certificate of merit and prizes. If there are grievances expressed by the students related to the external examination, they are advised to apply for revaluation through our College by the University of Madras.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1Ah5K72W03Hhh6r6T92Td2TdOh99S70Rk/view?usp=share_link">https://drive.google.com/file/d/1Ah5K72W03Hhh6r6T92Td2TdOh99S70Rk/view?usp=share link</a>

## 2.6 - Student Performance and Learning Outcomes

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

The course objectives are communicated the website of the institution. They are also communicated along with the syllabus copy presented to the students. The students are exposed to the course objectives in the orientation programme too. Such familiarization of course objectives helps the institution to realize the objectives with ease and comfort. The students are oriented during the pre admission process about the Higher Educational Opportunities and Employment opportunities of all the programmes. This is also displayed in the website along with the copy of the prospectus.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drive.google.com/file/d/1Z3CCmhmgcZlraJMATI2L1SS42x2I40Wp/view?usp=share_link">https://drive.google.com/file/d/1Z3CCmhmgcZlraJMATI2L1SS42x2I40Wp/view?usp=share_link</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The institution is very particular about the attainability of POs, PSOs and COs. The course outcomes are carefully fixed by the department concerned. The college is affiliated to the University of Madras which prescribes the syllabus. The course outcomes are largely determined by the University. However, the college takes great care, handles and covers the syllabus in such a way that the students can get the utmost benefit from the course. Fixation of course outcome enables the institution to make the syllabus suitable and useful for the students. The attainment of course outcome is measured from the students' performance in continuous, internal assessment tests, class tests and semester end examinations. The programme outcomes are wholesome ones the attainment of which can be summative measured by the students' performance in curricular and co-curricular activities. These outcomes are measured by the cumulative academic development of the students. The college conducts result review meetings and assesses the attainment of programme outcomes. The attainment of programme specific outcomes are measured from the number of students getting selected in the campus job interviews and joining PG courses. Based on this measurement necessary changes are introduced in the curriculum, instructional design and delivery and curricular activities which come within the limits of the college as an affiliated institution. This has created awareness among the stakeholders by setting up realistic goals. In the days to come, the institution will make further progression in measuring the levels of attainment of COs, POs and PSOs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drive.google.com/file/d/1-T-sGUGAD6jRq7nM6iKY49_U2BdKn3lx/view?usp=share_link">https://drive.google.com/file/d/1-T-sGUGAD6jRq7nM6iKY49_U2BdKn3lx/view?usp=share_link</a>

### 2.6.3 - Pass percentage of Students during the year

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

1445

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://drive.google.com/file/d/1XeqLv-qzuMcHAr67Zee5dbd3w2csGYwN/view?usp=share_link">https://drive.google.com/file/d/1XeqLv-qzuMcHAr67Zee5dbd3w2csGYwN/view?usp=share_link</a>

### 2.7 - Student Satisfaction Survey

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

0

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

#### 3.1.2.1 - Number of teachers recognized as research guides

3

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Cunnan Knowledge Centre and Youth Resource Centre serve as a kind of incubation centre for learning. These two centre of learning

support incubation by exposing the learners to the subjects beyond the syllabus. They also provide information on the recent trends in various important fields such as commerce, trade Economics, Science Sociology and History. The college avails the services of internal and external subject experts. Eminent personalities from the corporate sector such as Andhra Chamber of Commerce, Hindustan Chamber of Commerce, Madras Chamber of Commerce and industry and Madras Management Association delivered inspiring lectures and conducted practical sessions for the students. The lectures and seminars include sessions on VAT and Service Tax Amendments in service tax, conference on companies Act, Analyses of union Budgets, Foreign Trade GST, Labor Law Reforms and Eco Systems. These incubation methods immerse the student with the new perceptions of the curriculum. The students gain deeper insights into the recent developments in various fields. The students whole heartedly welcome these ideas of incubation and make good uses of the incubation resources and facilities. The other allied organizations such as SIMCA, centre for value addition programmes and skill enhancement, Seethamma Institute of Foreign Languages and Cunnan Academy for Excellence have innovatively evolved a learner friendly academic environment for the college. Each of these organizations is entrusted with specific functions and objectives.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1NfLYXsdZydy6pM4hCWqxVLZUVW8YnNlL/view?usp=share_link">https://drive.google.com/file/d/1NfLYXsdZydy6pM4hCWqxVLZUVW8YnNlL/view?usp=share_link</a>

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

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

2

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	<a href="#">NIL</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

18

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

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

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

8	
File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

Extension activities are carried out in our college to improve our students' sustainability skills and job seeking abilities along with the curriculum learning. Our college is very keen in providing value-based education through several culture centered programs. Various clubs are established to conduct several activities to ensure their good learning development both physically and mentally. The pandemic situation during the academic year 2021-2022 did not stop our learning and teaching process. The activities are conducted through the online mode. The NSS and NCC Volunteers extended their serving hands to assist the Tiruvallur District Police for regulating the traffic during Lockdown period. Rotaract club is more active in teaching the students a value based living through various lively activities to reach the needy in the society. Gender cell is more focused on neutralizing the gender issues to the young generation with a value centered gender equality. The students were made to realize their responsibility in nation building is taught to the students through various programs like mock parliament, voters day celebration, republic day awareness and many other programs.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1eKD_pfYZK_ce7lfhcZHwUp9kaXlJNM1O/view?usp=share_link">https://drive.google.com/file/d/1eKD_pfYZK_ce7lfhcZHwUp9kaXlJNM1O/view?usp=share link</a>
Upload any additional information	<a href="#">View File</a>

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

3.4.2.1 - Total number of awards and recognition received for extension activities from

**Government/ Government recognized bodies year wise during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

31

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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

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

2110

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

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

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

3

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

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

12

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

**INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 - Physical Facilities**

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

The Institution provides excellent classrooms, laboratories, communication gadgets and computing equipments to facilitate the teaching - learning process effectively. The classrooms are spacious, well furnished and sufficiently ventilated; and an individual classroom has been allotted for each class for the benefit of the students. There are twenty two classrooms in the Shift 1 and Eighty classrooms in the Shift 2. Dharmamurthi Block has Eighteen classrooms, four staffrooms, three laboratories, library and six seminar halls with ICT. Seethamma Block has thirteen classrooms, laboratory, rotaract club, restrooms for the faculty and students with ICT. Cunnan Ruby Jubilee Block has twenty classrooms, fifteen staffrooms, two laboratories, preview theatre, multimedia laboratory, NCC, NSS and YRC have their allotted rooms and ten projectors and one seminar hall with ICT. Decennial Block has eleven classrooms, a computer laboratory, cloak rooms and drinking water facilities. Cunnan Block has twenty two classrooms, three staffrooms, one laboratory, Cunnan Auditorium, Exam Cell, IQAC/NAAC Cell, board room and three seminar halls with ICT. Shift I and Shift II Office, the Principal's Cabin, Staff Repose and four Cloak rooms are in this building. Cunnan Ramanujam Science Block has nine class rooms, one conference hall, four laboratories with ICT and a fire extinguisher and first aid kit are provided.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1ErB9UJck4GLpf23wC3eHn-eeBMrbH9uA/view?usp=share_link">https://drive.google.com/file/d/1ErB9UJck4GLpf23wC3eHn-eeBMrbH9uA/view?usp=share_link</a>

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

The Institution has adequate facilities for sports, games- indoor, outdoor, gymnasium, yoga centre and cultural activities. The department of Physical Education conducts physical education classes and field activities, intramural and extramural

competitive sports events and Annual sports. It organizes the Zonal and University tournaments, erects new sports infrastructure, maintains the playfields, provides counselling for sports persons and thus strives to promote sports culture. The department of Physical Education offers the course in Yoga under Choice Based Credit System (CBCS). The college has got a 400 Mts. standard track and a Basketball court. Considering the demand and passion for cricket the college has established three parallel cricket net practices pitches and four cricket grounds. There is a football field and two volleyball courts. The department has one kho-kho court, one basketball court and two kabaddi courts. There is also a ball badminton court. The department is located in Cunnan sports centre. This centre houses exclusive gym halls for men and women. There is a table tennis court. The students can play games like chess and carom. The stock room is used for storing the new sports goods and the damaged ones. There are cloakrooms and drinking water is available in the centre.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1gg66UpIIqpv9kjrVmQ0sb-S63K63ZVN3/view?usp=share_link">https://drive.google.com/file/d/1gg66UpIIqpv9kjrVmQ0sb-S63K63ZVN3/view?usp=share_link</a>

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

23

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1S00XAL4Gh93spgXt5SzWoZnseBaZcSPA/view?usp=share_link">https://drive.google.com/file/d/1S00XAL4Gh93spgXt5SzWoZnseBaZcSPA/view?usp=share link</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

in Lakhs)

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

417.28606

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template	<a href="#">View File</a>

**4.2 - Library as a Learning Resource**

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

The library is automated with the Integrated Library Management System with the ILMS software called Autolib Software, Automated Library Software, with updated and current version Java based software. The integrated operations enable the institution to manage the library automatically efficiently. It considerably enhances the reference, borrowing, return and reserving of books very easy for the stake holders. It saves a lot of time and energy for the librarians as well as the stake holders. Autolib makes the tracking of library resources easier. This allows the users to develop a customizable workflow that optimizes the efficiency of the library services and resources. The Autolib software updating records ensure dynamic reporting and oversight capabilities. This capabilities support efficient circulation system and user tracking. The followings are the major points of the automated system. Name of the ILMS software: Autolib Software:Automated Library Software Nature of automation (Fully or partially):Fully Version:Current version of Java based software Salient Features of the Library

1. Our college library has a Autolib Software (Automated Library System)
2. Updated current version Java Based Software is available.
3. This helps the pupils to track the library resources easier.

4. It helps us to develop a customized workflow that reduces time in accessing information regarding borrowing and returning the library resources.

5. The Autolib self updating records support dynamic reporting and provide oversight capabilities.

6. The entire library resources are monitored

7. It helps the library to function efficiently.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://drive.google.com/file/d/1vbi7nh25RP_conwOjH2C1AafMmXHUSnK/view?usp=share_link">https://drive.google.com/file/d/1vbi7nh25RP_conwOjH2C1AafMmXHUSnK/view?usp=share link</a>

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

**C. Any 2 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

**3.20724**

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

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

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

1385

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

#### 4.3 - IT Infrastructure

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

The institution frequently updates its IT facilities at the time of need 8 computer labs with 372 computers to around 4625 students. There are dedicated services in the campus and each department has computer with LAN connection. Seminar halls are provided with Projectors and speakers and departments in five blocks are provided with internet connectivity. Airtel optical fibre connectivity and BSNL fibre connectivity. Quick Heal Antivirus installed in all the computers. Updated Windows 10 Software has been installed with well maintained Wi-Fi modems. The available bandwidth of internet connection in the institution 50Mbps. There are 31 LCD projectors i5,i3 core 2duo, dualcore, Xeonservers, LED monitors. 170 computers purchased during the assessment period. Dharmamurthi Lab has 53 computers, Seethamma lab has 55 computers, Decennial lab has 70 computers, Multimedia Lab has 50, Cunnan lab has 61 computers, RJB lab has 55 computers, Commerce Lab has 24 computers and Statistics Lab has 4 computers. The total 89 CCTV cameras with Wi-Fi connection are installed throughout the campus. The departments are provided CDs, External Hard disk for storing e-content. The servers both hardware and software are periodically updated. Every year, the Anti-virus licence is updated to ensure the efficient functioning of computer

**Labs. Six lab assistants monitor and consistently maintain the systems.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1Qk00vf03phTZdwLO2pZxAr2Fn7OS9-NX/view?usp=share_link">https://drive.google.com/file/d/1Qk00vf03phTZdwLO2pZxAr2Fn7OS9-NX/view?usp=share_link</a>

**4.3.2 - Number of Computers**

**433**

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

**4.3.3 - Bandwidth of internet connection in the Institution**

**B. 30 - 50MBPS**

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

**4.4 - Maintenance of Campus Infrastructure**

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

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

**29.42000**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

Each block of the college is left to the care of a care-taker and a technician. The college has employed the following technical people on full-time basis: plumber, electrician and carpenter. They have allotted rooms and storage rooms where the frequently used electrical goods, plumbing materials and carpentry tools and hardware items are stored. Whenever there is a need such as repair and maintenance works they will attend to it instantly. The college infrastructure is maintained neatly. A log book is maintained in each lab, library and gym room. In the library, the visitors have to sign in the register before entering the library. The activities of the library such as the book transactions are recorded in CCCTV. It strengthens the relationship between the teachers and the students. The classrooms are open an hour before the commencement of the college and are kept open until the students leave the room. Display of identity card is a must for everybody in the campus which is guarded by round the clock security services. For the maintenance of computers the college has got MoU with Software and Hardware organizations. The auditorium, seminar halls and conference halls always buzz with academic, co-academic and extra-academic activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1sqlq9sVTtr43l48ri53nQixRw4yRg3d3/view?usp=share_link">https://drive.google.com/file/d/1sqlq9sVTtr43l48ri53nQixRw4yRg3d3/view?usp=share_link</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

1110

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

62

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

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

**B. 3 of the above**

File Description	Documents
Link to Institutional website	<a href="http://drbccchinducollege.edu.in/wp-content/uploads/2023/04/5.1.3-CAPACITY-BUILDING-AND-SKILLS-ENHANCEMENT-INITIATIVES-TAKEN-BY-THE-INSTITUTION.pdf">http://drbccchinducollege.edu.in/wp-content/uploads/2023/04/5.1.3-CAPACITY-BUILDING-AND-SKILLS-ENHANCEMENT-INITIATIVES-TAKEN-BY-THE-INSTITUTION.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

1

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

1

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

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

**A. All of the above**

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

## 5.2 - Student Progression

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

#### 5.2.1.1 - Number of outgoing students placed during the year

105

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

256

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

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

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

4

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

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

13

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

The College has a general students union. The office bearers of the union such as chairman-man, chairman-women, Secretary-man and Secretary-woman are elected by the class representatives who have

been elected by the students of the class. Thus, every student has a voice in the student's union. The elected office bearers, the Principal and the president of the union form the union. The president of the union guides the office bearers according to the institutional norms. Every year, the union is formally inaugurated by a significant personality. The office bearers of the union organize competitive events, cultural show and extra-curricular activities. They help the college in conducting various academic activities and celebrations. Besides the general student's union, each department has its own associations and forums such as Tamil Literacy Associations, English Literary club and History Association. These associations have two office bearers, Chairman and Secretary. The Associations are guided by association presidents, faculty members of the department. The students and the office bearers of the mathematics association publish an In-house journal every year. The students' union and department association take care of fresher's parties, farewell celebrations and arrangement of educational tours. The Principal and the members of staff listen to the office bearers if and when they represent certain collective needs of the students and fulfill their expectations and requirements. Thus, the students union functions effectively in the college.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1kN-GS1_h0o00Ha2rC6e9b2mXwreuIW5p/view?usp=share_link">https://drive.google.com/file/d/1kN-GS1_h0o00Ha2rC6e9b2mXwreuIW5p/view?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>

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

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

21

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

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

The Alumni Association of the institutions serves as the Forums to promote fraternal social relationships with the existing community of students and also as the organizational support to the alma mater. The association has annual meetings conducted by the management and faculty members and the appreciations are exchanged and remedial measures for the college development are extended by the Alumni. Our Alumni have spanned the several regions of the world. The association also serves as a constructive drive for recruitment and business relationships, counseling and for extension activities.

The special features of Alumni association are:

- Membership
- Capacity Building - sharing their expertise
- Catalytic Agent - mentoring and facilitating the process of employment and education.
- Excellence Recognition
- Networking Professional training, Internships, consultancy entrepreneurship
- Comradeship

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1-rHZF_Aro8naWwHQkjjzjpwSO36XHyBP/view?usp=share_link">https://drive.google.com/file/d/1-rHZF_Aro8naWwHQkjjzjpwSO36XHyBP/view?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>

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

**D. 1 Lakhs - 3Lakhs**

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

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

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

**Vision**

“To improve the Quality of Education on par with the International Standards so as to enable our students to occupy high positions in the National and International Arena”.

**Mission**

“Providing Quality and Value Based Education to the needy, downtrodden and first generation students of the society”.

**Institutions Distinctive Characteristics**

- The nearest railway station is named after the college as Hindu College Railway station in honour of students volunteering for construction and in recognition of selfless service of Our founder and the institution.
- The enrolment of students favours local population and admissions are complete with full students strength.
- Green campus ensuring good health.
- Students are mostly first generation learners and exit as first family graduate from the institution.

### Addressing the needs of Society

- As a Co -educational Institution, it strives to foster values of equality in gender,
- Education made easy to reach all with meritorious and dedicated teachers
- Value based education to the adolescent students.
- Preparing skilled students which leads to higher education and employment.
- Projects are undertaken and awareness programmes are conducted for the immediate society through Rotoract, NSS and NCC etc.

### Institution's Tradition and Values

- Traditionally, institution concentrates on academic discipline and also fosters high cultural values
- Imparting good education to students
- To create ethically strong minded individuals with high degree of dedication to the well being of the society.
- The recommendations of the academic visitor

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1Qk_z85VXxa9KM7C7M2Op8EimuzDF0dli/view?usp=share_link">https://drive.google.com/file/d/1Qk_z85VXxa9KM7C7M2Op8EimuzDF0dli/view?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>

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

Our Management is highly committed and dedicated to the service of catering to the contemporary requirements of higher education. The management of our institution is constituted with our trust Board members, Principal and college council. The college developmental activities are supported by the Director with the consultation of the principal. To optimize the efficiency of administration the managerial responsibilities of the college are evenly distributed among the teaching and non-teaching staff members. The administrative office of shift -1 and shift-2 are headed by superintendents and Administrative officer respectively. Responsibilities are decentralized among the members of nonteaching staff. The Management is committed to ensure

conformity and compliance to the government regulations. It upholds visions and good standards of UGC and MHRD. Formulation of action plans for all operations and incorporation into the institutional strategic plan The action plans for operations are prepared under the supervision and guidance of the Principal and Heads of the Departments. Teaching Plans, time table arrangements, various committees are initiated into their defined roles in formulating and achieving the strategic plan. IQAC plays a major role in benchmarking the initiatives of the institution. The College leadership undertakes to understand the needs of the society through its interactions with University, UGC and other academic authorities. It extends full support to all the new initiatives of these authorities. It also conducts regular feedback of students, parents and local authorities to frame plans.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/19LZ6AYs9KCCHBcxEeMjCs3u8n_3QRsXC/view?usp=share_link">https://drive.google.com/file/d/19LZ6AYs9KCCHBcxEeMjCs3u8n_3QRsXC/view?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our College is committed to impart Quality education to the youth enabling them to develop the right attitude, professional competence and inculcating the right ethical values. Providing excellent infrastructure and conducive learning environment Building a harmonious work culture and motivating everybody to contribute the best. Proactively responding to changing needs of industry, parents and the society by embracing latest technological trends in the field of education. The Principal of the College takes initiative to ensure effective co-ordination between and among the functionaries of the College. The Heads of Departments and teachers co-ordinate and plan their individual departmental activities and report to the Principal accordingly. The non-teaching staff also works under the instructions of the Principal, thereby coordinating the entire administration work. The Internal Quality Assurance Cell established in the academic year 2003-2004 on the basis of the guidelines set forth by NAAC, helps the Principal to coordinate and monitor the various activities. As per the third cycle of Accreditation in NAAC

recommendations, the competitive examination wing is established. Skill development programmes and Certificate courses were introduced. The deployment of strategic plan involves greater support from the management. Members of the trust board meticulously monitor the dynamics of the institution and provide necessary financial support. The Institution takes a right balance of top down approach and bottom up approach as needs and betterment aspects are received ensuring collective planning and responsibilities of everyone involved in the institutional growth.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/124ifNMOg_xuKxDwPJJo4IemjQL2jWv9Kl/view?usp=share_link">https://drive.google.com/file/d/124ifNMOg_xuKxDwPJJo4IemjQL2jWv9Kl/view?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>

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

#### Governing Body

The board of trustees is the supreme body of the governing body. It consists of all the members of the trust board. It is followed by the college committee consists of the members of the trust board, University Representative, Principal, Two Senior most members of staff and the office superintendent. The College council is made up of the principal, heads of departments and two elected members from the teachers.

#### Administrative set up and functions of the three bodies

The policy matters are structured by the board of trustees. The college committee and the college council follow and execute the policy of the trust board which gives die importance to the voices of the college committee and college council. These bodies periodically meet in the institution or in the office of the Head Quarters of the charity office.

#### Service Rules and Procedures

For the employees of the state government of Tamilnadu the service

rules and procedures of the government are applicable. The management has unique service rules to the management employees whose services are regularized after the satisfactory completion of probation. Promotional Policies and Grievance Redressal Promotion is based on service and performance appraisal prescribed by UGC. Grievance, if any, is redressed by the college committee and college council. Long and dedicated services are honoured with appropriate ranks and salary hikes. Two senior most teachers of Shift- 2 will be promoted as the co-ordinators and thus will enjoy better pay benefits.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1Q_p4xrH4Q_ebu-uxR932nvOiTdl9TdmVd/view?usp=share_link">https://drive.google.com/file/d/1Q_p4xrH4Q_ebu-uxR932nvOiTdl9TdmVd/view?usp=share_link</a>
Link to Organogram of the institution webpage	<a href="http://drbccchinducollege.edu.in/wp-content/uploads/2023/04/6.2.2.-ORGANOGRAM-CHART-OF-THE-INSTITUTION.pdf">http://drbccchinducollege.edu.in/wp-content/uploads/2023/04/6.2.2.-ORGANOGRAM-CHART-OF-THE-INSTITUTION.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

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

**6.3 - Faculty Empowerment Strategies**

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

**Our benevolent management practices staff reimbursement scheme**

under which the members of staff get a reimbursement of expenses involved education and health. The reimbursement involved education and health.

The reimbursement is as follows:-

Year of Service Reimbursement

1-5 6000

6-10 12000

11-12 18000

13-14 24000

14-15 30000

C.L. encashment is provided. Thus, unavailed casual leave is recognized and monetarily rewarded.

The management has provided medi claim policy to the members of staff. Accordingly, Royal Sundaram Medi claim Policy offers medical treatment to the members of staff and their family to the amount of Rs.1,00,000/- per year. It offers festival loans to the members of staff.

Women members of staff who have completed a minimum of three years service in our college is allowed to avail maternity leave of three months with full salary.

Refreshment and snacks are provided to the management staff members every day. The staff members enjoy the benefits of PF and gratuity.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1-tqrE2mY28yeoZqbNPxKQVRmKwU8UOJ/view?usp=share_link">https://drive.google.com/file/d/1-tqrE2mY28yeoZqbNPxKQVRmKwU8UOJ/view?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>

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

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

15

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

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

82

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Performance Appraisal System Performance appraisal Format of UGC is used for the promotion for the teachers of shift-1. The service rules and procedures of the government of Tamilnadu is followed for the promotion of nonteaching staff of shift-1.

The management appoints mostly eligible candidates for the position of professors in shift-2. If the teachers get their Ph.D or clear their screening test such as SLET or NET, they are entitled to monetary incremental benefits. Improvement of academic qualifications forms an important aspect of performance appraisal system. They are encouraged to present papers in Seminars, Publish research articles in Scopus journals, Organize conferences. These academic activities are part of performance Appraisal system. Feedback obtained from the students, teacher support to academic events and the percentage of success that the learners secure in the University examination are also appraised.

Members of non-teaching staff are required to improve their technical qualifications such as short hand, tally packages and higher levels of type writing. Feedback from the stakeholders helps in the performance appraisal system of the institution.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1ysGnzHtd0_dCXiPGdI1WXn1vcKeuCY1/view?usp=share_link">https://drive.google.com/file/d/1ysGnzHtd0_dCXiPGdI1WXn1vcKeuCY1/view?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

The financial administration of the College is completely under the directions and decisions of the Trust Board. The Managing trustee and the trust board members along with the College Secretary, convenes regular meetings for managing funds. The Institution provides proposals from each department and this is carefully scrutinised by the Management and the funds are released in instalments. The Principal serves as the disbursing authority of the funds after receiving the sanction from the Management. Maintenance of Capital assets are taken care of by the Management.

Whenever the programmes are conducted, the receipts & vouchers are immediately submitted and attested by the Office Superintendent and the Principal. Internal and External financial audits are conducted every year and audit statements were submitted.

Internal Audit is conducted by M/s C.V. RAMASWAMY & CO., Chartered Accountants, Chennai.

Statutory Audit is conducted by Mr. M. INBARAJ, Chartered Accountant, Chennai.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1UUZVReE5wsfBkl14EIwNE2Q3gNy6cf49/view?usp=share_link">https://drive.google.com/file/d/1UUZVReE5wsfBkl14EIwNE2Q3gNy6cf49/view?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers

**during the year (not covered in Criterion III)**

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

0

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The major source of revenue for the college is from the Management, Students fee payment and UGC Expenses for academic activities and administration care met by the Management. The Shift-1 faculty members and non-teaching staff salary is paid by the State Government of Tamil Nadu and the fee collected is used for Salary Payments of faculty members, (shift 2 ) upgrading the infrastructure facilities and for recurring expenses like electricity, telephone bills & consumables. Funds are received through Sponsors, Alumni, and endowments. SWACHH Bharat projects funds are received from MHRD & UGC research projects from ICSSR. NCC, NSS & YRC receive funds from the University. Otherwise, all the expenditures are met by the Management.

**Strategies**

At the end of the Academic Year, the depts. submit proposals for its association activities and for the academic activities. The proposals are curated and sent to Trust Office. The sanctioned funds are used by various departments & internal audit and external audit are done at the end of the year.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1uNJlq00I4xuzWHHOnnmiDZ2vnD7nwnxr/view?usp=share_link">https://drive.google.com/file/d/1uNJlq00I4xuzWHHOnnmiDZ2vnD7nwnxr/view?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

IQAC was formed in the year 2003 and successfully completed two cycles of accreditation. IQAC collates the data and ensures timely submission of AQAR & AISHE. IQAC identified the faculty members as the backbone of the institution. Hence, the Principal, the Chairman of IQAC and Secretary of the College who is a member of the Core committee ensures that well qualified candidates are appointed as faculty members. All the faculty members are approved by the UNOM. IQAC received Action Plan from the departments every year and Academic Audits are conducted annually at the end of the academic year. These serve as guideposts for the IQAC to give necessary directions and also to receive support from the Management. Regular meetings of IQAC core committee and extended committees are held to monitor and create benchmarks for ensuring quality. Staff orientation and student orientation, leadership programmes for the students conferences & workshops on Research and OBE are conducted every year. The committees / cells report to IQAC & regular meetings are held for timely actions. The nominees from Industry, Management & Academics provided necessary inputs during the IQAC meetings.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1tNWP576Enc9-2U10JtsOdJ0QH9PMPAn/view?usp=share_link">https://drive.google.com/file/d/1tNWP576Enc9-2U10JtsOdJ0QH9PMPAn/view?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>

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

**T.L. PROCESS**

Academicians, subject experts, are invited to the college to deliver talks, and conduct workshops on Outcome based education, Importance of POs, PSOs, PCOs, quality in education, e-learning and research. Further Academic Audit experts also present their suggestions for bench marking and enhancement of quality. Thus blended learning initiatives are encouraged by the teachers and LMS through Google tools, sharing of e-resources, Orientation programmes etc., Action plan provides a clear picture to IQAC and incremental or remedial measures are taken by facilitating training sessions. In the Accreditation report of 2013, the NAAC team suggested that Science courses must be brought in and Dept. of Tamil should be started. Accordingly Physics, Chemistry and Tamil Major courses were started. Teachers are attending orientation & Refresher courses for updation of knowledge, learning new pedagogies & ensuring excellence in teaching. Teachers & students were encourage by IQAC to attend NPTEL courses and teachers act as Mentors for follow up online education. Students feedback is reviewed and teacher's feedback & stakeholders feedback helps in introducing innovative methods. econnect cell was implemented to provide training for the faculty members and students about e-teaching pedagogy and e-learning initiatives. File Description Document

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1_2PGHlgHVVTelcdMTTRNVphrP07riqtx/view?usp=share_link">https://drive.google.com/file/d/1_2PGHlgHVVTelcdMTTRNVphrP07riqtx/view?usp=share link</a>
Upload any additional information	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://drbccchinducollege.edu.in/wp-content/uploads/2023/04/6.5.3-WEBLINK-FOR-ANNUAL-REPORT.pdf">http://drbccchinducollege.edu.in/wp-content/uploads/2023/04/6.5.3-WEBLINK-FOR-ANNUAL-REPORT.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Gender Cell in DRBCCC Hindu College was started in the academic year 2008- 09. The main aim and motto of the Cell is to sensitize gender equality and to enhance women empowerment.

Our founder's the Gender equality was sustained and maintained in our college campus by our management trustees through student's strength.

Gender Cell starts every academic year with a counseling program for the fresher's in the name of orientation program in which the importance of gender equality and consequences the society faces due to gender discrimination are delivered as lecture. The investiture ceremony program elects student representatives and places the students in different positions like president, secretary, coordinators and so on by which the student representatives works for the gender cell for conducting various awareness programs for gender cell which builds their leadership qualities.

Gender cell observes the following Days

1. Teachers Day on 5th September
2. International Women's Day on 8th March
3. World Population Day on 11th July
4. International Day of Girl Child on 11th October
5. World Aids Day on 1st December.

Gender Cell also contributes outside the college campus by conducting awareness and counseling programs for school girl students. The Gender Cell will continue its contribution for the years to come.

File Description	Documents
Annual gender sensitization action plan	<a href="https://drive.google.com/file/d/1o631kzE8a7HNNvDAB-CvrXS7bcRxDcy7/view?usp=share_link">https://drive.google.com/file/d/1o631kzE8a7HNNvDAB-CvrXS7bcRxDcy7/view?usp=share link</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/file/d/1T9ZQgPV7KMyAOLqJ0dUK6iela2k3JuP/view?usp=share link">https://drive.google.com/file/d/1T9ZQgPV7KMyAOLqJ0dUK6iela2k3JuP/view?usp=share link</a>

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

**C. Any 2 of the above**

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

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

- Solid Waste Management**

Our college has a common place for managing the solid waste. The remaining of the canteen food and the vegetable wastes are dumped in the pit and manures are extracted and used for college greenery.

- Waste recycling system**

The DRBCCC Hindu College has the tie-up (MOU) with ITC Ltd Paper Mills. The recycling project collaboration between the

institutions commenced from 2015 and extendable thereafter with the mutual consent. The process eliminates paper use in the institution and the potential for papers are used efficiently. Paper waste prevention is the practice that reduces cost and the helps the management.

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

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

**B. Any 3 of the above**

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

**7.1.5 - Green campus initiatives include**

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

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

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

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

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

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

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

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

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

**B. Any 3 of the above**

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

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

Plenty of effective steps have been taken by the institution in providing an inclusive environment which has been promoting harmony and tolerance among the students. Right from the admission or enrollment there is no bias as the enrollment is purely transparent and merit based. There are 19 active extension activities like NSS, NCC, ROTARACT, YRC, ED cell, Gender Cell, Hike association, Citizen Consumer Club, Seethamma Fine Arts Club, Nature Club, ELC, Red Ribbon Club etc which provides opportunities to the students in various activities conducted throughout the academic year irrespective of their Caste, Creed, Religion and Region. These extension activities inculcate a sense of unity, discipline and harmony. Students are safe and secure at the institution additional to the security guards and local police, students have physical, emotional and spiritual safety. Anti-Ragging acts as key-factor in maintaining Tolerance and Harmony among students. Campus Discipline Cell, Student Grievance Redressal Cell, Women Grievance Cell are also constituted to address the grievances among students to maintain harmony in the colleges. The institution conducts Regularly Inter-College Sports Meet, Games, Competitions, National and International Days, Teachers Day, Youth Day Ramanujam Day, Premchand Divas, Science Day, Campus Clean Drive, various Rallies, Beti Bachau, Beti Padhao, Mime, Skits, Flash Mobs etc. The College has donated and installed with Direct Video Recorder (DVR) two nos. on C.T. H. Road for Safety and Security for the public in Pattabiram Police Station. Further 5 nos Barricades donated to Police Station for traffic regulations and safety.

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

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

Electoral Literacy Clubs are being set up in the country to promote electoral literacy in all age groups of the Indian citizens through engaging and interesting activities and hands-on experience but in an apolitical, neutral and non-partisan manner. Electoral Literacy Clubs are especially being set up in colleges all across India targeting the new voters, (in the age group of 18-21 years old) pursuing their graduation. An Electoral Literacy Club is a platform to engage students through interesting activities and hands-on experience to sensitize them on their electoral rights and familiarize them with the electoral process of registration and voting. ELCs are also present in colleges and rural communities.

Objectives:

- To educate the targeted populations about voter registration, electoral process and related matters through hands on experience;
- To facilitate EVM and VVPAT familiarization and education about the robustness of EVM as well as the integrity of the electoral process using EVMs.
- To help the target audience understand the value of their vote and exercise their suffrage right in a confident, comfortable and ethical manner;
- To harness the potential of ELC members for carrying the electoral literacy in communities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://drive.google.com/file/d/1f7Sc6gj1SiBgx9W8yfDA92QLHKTzDoD0/view?usp=share_link">https://drive.google.com/file/d/1f7Sc6gj1SiBgx9W8yfDA92QLHKTzDoD0/view?usp=share_link</a>
Any other relevant information	<a href="https://drive.google.com/file/d/1V8-DTHs99n2LiM-Fjeh_SmzTN3OIuuPA/view?usp=share_link">https://drive.google.com/file/d/1V8-DTHs99n2LiM-Fjeh_SmzTN3OIuuPA/view?usp=share_link</a>

<p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b></p>	<p><b>A. All of the above</b></p>
--	-----------------------------------

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

<p>7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals</p> <p>Dharmamurthi Rao Bahadur Calavala Cunnan Chetty's Hindu College is actively involved in celebrating and remembering various national and international commemorative days. Some of the events organized by the college are Republic Day celebrations, Independence Day, International Youth Day, Women's Day celebrations, National Science Day, National Unity Day International Literacy Day, World Population Day, Sardar Vallabhai Patel Birth Anniversary</p>
--

Programme, International Yoga Day, World Mental Health Day, National Pollution Day, National Voters Day, Teachers' Day Celebration, International Day against Drug Abuse and Illicit Trafficking, National Statistics Day, Income Tax Day, Live streaming and discussion of the Union Budget, Live streaming of the Chandrayan project, Birth Anniversary of Munshi Premchand, Tiruvalluvar Day, Mahakavi Bharathiar Birth Anniversary. Festivals like Pongal, Diwali, Vinayaka Chathurthi, Ayudha Pooja, Saraswathi Pooja, Marghazi Vizha, Tiruppavai and Tiruvembhavai recitation, and Venkateshwara SuprabhataSeva.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Best Practices - 1

One of the best practices identified by the College is the 'Community Development through Education' in the villages of Tiruvallur District. The best practice is based on the interface between the college and the community. This will be a value-added practice and will be part of the civic mission of the HIEs. The thrust area of this best practice is to promote education which will be carried out respecting the culture, traditions, mannerisms, language and heritage of the population. Significant attempts will be made to customize the learning based on the indigenous systems of knowledge. DRBCCC Hindu College developed the participatory community development awareness programme related to education which includes mobile library and transport.

### Best Practices - 2

The pandemic has brought in a colossal change in the way the teaching-learning process is conducted. One of the feasible ways to remotely engage the learner is the creation of effective-

content based on the topics discussed. DRBCCC Hindu College has identified the creation and distribution of e-content as the second-best practice for the upcoming cycle of the accreditation process. The e-content will include images, text, videos, animations, and audio. The e-content developed by the college will enable the learner to quickly achieve the learning outcomes. The process of learning will become more interactive, experiential, and participatory. DRBCCC Hindu College makes the e-content development a flagship project in the coming years to meet the demands of a blended learning environment.

File Description	Documents
Best practices in the Institutional website	<a href="http://drbccchinducollege.edu.in/wp-content/uploads/2023/04/BEST-PRACTICES.pdf">http://drbccchinducollege.edu.in/wp-content/uploads/2023/04/BEST-PRACTICES.pdf</a>
Any other relevant information	<a href="https://drive.google.com/file/d/1wJNVShyj2UVBPRVFdn9WeNsofHlf05Np/view?usp=share_link">https://drive.google.com/file/d/1wJNVShyj2UVBPRVFdn9WeNsofHlf05Np/view?usp=share_link</a>

### 7.3 - Institutional Distinctiveness

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

The college established "Centre for Climate Literacy and Campaign" on 13th May 2022 during the year 2021-2022. The idea has been mooted during the academic year 2019-2020. Due to Pandemic situation, it comes into effect in the action plan of 2021-2022. The Climate Literacy and Campaign is based on the following areas:

1. Water Conservation and rain water harvesting
2. Energy conservation
3. Air pollution
4. Agriculture and food security
5. Waste management
6. Reducing the use of plastic in the campus and its neighbourhood and planting of trees

The Community Development practice plans to conduct various

awareness programmes for the villages and it identifies socio - economic changes in the communities in backward district of Tiruvallur, Tamil Nadu.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

1. Initiating various Competitive Examinations wing to establish for forth coming years in collaboration with Directorate of Employment Exchange, Tamil Nadu.
2. Registering Alumni Association and ensuring effective functioning for forth coming years.
3. Expanding the Centre for Climate Literacy and campaign broadly.
4. Streamlining office administration through effective learning management system software.
5. Community Development activities in the villages to be continued for forth coming years.
6. E-content development to be made more robust for blended teaching and for remote learning for the students.