



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

##### 1.Name of the Institution

SRIMATH SIVAGNANA BALAYA SWAMIGAL  
TAMIL, ARTS AND SCIENCE COLLEGE

- Name of the Head of the institution **Dr .S .THIRUNAVUKKARASU**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
  
- Phone no./Alternate phone no. **04147241236**
- Mobile No: **9443906003**
- Registered e-mail **ssbstc@yahoo.in**
- Alternate e-mail **ssbstc1938iqac@gmail.com**
- Address **No.4, sannathi street, Mailam-post, Tindivanam - T.K**
- City/Town **Villupuram**
- State/UT **TamilNadu**
- Pin Code **604304**

##### 2.Institutional status

- Affiliated / Constitution Colleges
- Type of Institution **Co-education**
  
- Location **Rural**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Thiruvalluvar university**
- Name of the IQAC Coordinator **U.Sivasubramanian**
- Phone No. **04147241236**
- Alternate phone No. **04147241224**
- Mobile **9150285020**
- IQAC e-mail address **ssbstc1938iqac@gmail.com**
- Alternate e-mail address **ssbstc@yahoo.in**

**3.Website address (Web link of the AQAR (Previous Academic Year))** <https://mailamtamilartscollege.com/>

**4.Whether Academic Calendar prepared during the year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <https://mailamtamilartscollege.com/pages.php?pageid=186>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.31</b>	<b>2017</b>	<b>09/06/2017</b>	<b>08/06/2022</b>

**6.Date of Establishment of IQAC** **27/06/2017**

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

**8.Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year 2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No**

- If yes, mention the amount

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

INITIATION OF NEW COURSE - B.SC CHEMISRTY

INFRASTRUCTURE ESTABLISHMENT NEW BLOCK FOR SCIENCE WAS IMPLEMENTED

ADDITIONAL SEMINAR HALL WAS ESTABLISHED

HERBAL GARDEN WITH BIO-DEGRADABLE RESOURCES

CONTINUATION OF STUDENT EXCHANGE PROGRAM IN DEPARTMENT OF TAMIL WAS EXECUTED

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
New course initiation	B.Sc chemistry Course initiated
Seminar/Conference/Workshop will be conducting to all Departments	5 WEBNAR / 2 CONFERENCE / 1 WORKSHOP CONDUCTED
Research Scholars and Faculty Publication	EMPOWERMENT OF RESEARCH ACTIVITIES
ICT Teaching and Learning	E-CONTENT was updated periodically in website
Updation of green campus	Plantation of 17 new Herbal plants was added in existing herbal Garden
Bridge Course For Fresher's	Bridge Course For Fresher's on 03.10.2020
Department wise feedback collected from Students	Department wise feedback collected from Students and updated in website
Conducting programme on NSS, YRC, Etc.	Intestinal worms awareness & prevention on 17.03.2021
Conducting programme on NSS, YRC, Etc.	Election awareness programme on 20.03.2021

13. Whether the AQAR was placed before statutory body? **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

**Part A**

**Data of the Institution**

<b>1.Name of the Institution</b>	SRIMATH SIVAGNANA BALAYA SWAMIGAL TAMIL, ARTS AND SCIENCE COLLEGE
• Name of the Head of the institution	Dr .S .THIRUNAVUKKARASU
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04147241236
• Mobile No:	9443906003
• Registered e-mail	ssbstc@yahoo.in
• Alternate e-mail	ssbstc1938iqac@gmail.com
• Address	No.4, sannathi street, Mailam-post, Tindivanam - T.K
• City/Town	Villupuram
• State/UT	TamilNadu
• Pin Code	604304
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Thiruvalluvar university

• Name of the IQAC Coordinator	U.Sivasubramanian				
• Phone No.	04147241236				
• Alternate phone No.	04147241224				
• Mobile	9150285020				
• IQAC e-mail address	ssbstc1938iqac@gmail.com				
• Alternate e-mail address	ssbstc@yahoo.in				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://mailamtamilartscollege.com/">https://mailamtamilartscollege.com/</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="https://mailamtamilartscollege.com/pages.php?pageid=186">https://mailamtamilartscollege.com/pages.php?pageid=186</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.31	2017	09/06/2017	08/06/2022
<b>6.Date of Establishment of IQAC</b>			27/06/2017		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			2		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have			Yes		

<p>been uploaded on the institutional website?</p>		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<p><b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b></p>	<p>No</p>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<p><b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b></p>		
<p>INITIATION OF NEW COURSE - B.SC CHEMISRTY</p>		
<p>INFRASTRUCTURE ESTABLISHMENT NEW BLOCK FOR SCIENCE WAS IMPLEMENTED</p>		
<p>ADDITIONAL SEMINAR HALL WAS ESTABLISHED</p>		
<p>HERBAL GARDEN WITH BIO-DEGRADABLE RESOURCES</p>		
<p>CONTINUATION OF STUDENT EXCHANGE PROGRAM IN DEPARTMENT OF TAMIL WAS EXECUTED</p>		
<p><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></p>		
Empty space for plan of action and outcome		

Plan of Action	Achievements/Outcomes
New course initiation	B.Sc chemistry Course initiated
Seminar/Conference/Workshop will be conducting to all Departments	5 WEBNAR / 2 CONFERENCE / 1 WORKSHOP CONDUCTED
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<b>13.Whether the AQAR was placed before statutory body?</b>	No
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- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

**14.Whether institutional data submitted to AISHE**

Year	Date of Submission
2020-2021	28/02/2022

**15.Multidisciplinary / interdisciplinary**

<b>16.Academic bank of credits (ABC):</b>
<b>17.Skill development:</b>
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>
<b>20.Distance education/online education:</b>

### Extended Profile

<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>14</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>844</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>173</b>

File Description	Documents
Data Template	<a href="#">View File</a>
2.3	<b>288</b>
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	<b>34</b>
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	<b>34</b>
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	<b>39</b>
Total number of Classrooms and Seminar halls	
4.2	<b>361.67367</b>
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	<b>41</b>
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 curriculum is designed & framed by the Board of Studies (BoS) of the affiliating University and approved by the Academic council of the Thiruvalluvar University, Vellore. The institute follows the curriculum designed by the affiliated University. The college calendar of events is prepared in line with the university calendar of events.

The head of every department submits a workload statement at the beginning of every semester, over which the general time-table is prepared. Accordingly, each department prepares its own teaching plan allotting term-wise topics to be taught within the stipulated time.

Regular assignments on various subjects are given to the students and evaluated by the respective staff members as a part of Continuous Internal Assessment which keeps the students updated in their subjects. Practical, theoretical & oral examinations are conducted to judge the understanding of the students.

Feedback from the students is directly obtained by Principal on the progress of all the subjects handled by the staff members. Parents Meet is organized to discuss about their children's academic growth and remedial measures are taken immediately.

Updating the library with books of the changed syllabi every year. All the laboratories are upgraded annually as per requirement of the curriculum. Seminars and workshops are being organized. Skill-oriented courses are offered to the students for enhancing their skills and access to jobs in national/international job markets.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=186">https://mailamtamilartscollege.com/pages.php?pageid=186</a>

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

The college adheres to academic calendar provided by Thiruvalluvar University, Vellore. Based on this academic calendar, the

institution prepares the academic calendar/ Calendar of Events which includes the dates of commencement, completion of syllabus, schedule of internal exams, Working days, teaching days, internals marks submission, seminars, guest lectures, workshops, holidays, dates of semester end examination etc. As per the academic calendar and guidelines of the University, Timetable is prepared by Heads of the department and after approval of Principal it will be circulated to all the faculty members and students before commencement of the semester.

Internal Assessments are conducted as per the calendar of events. For implementation of Internal Assessment Process, Examination committee is formed at college level which monitor overall internal assessment process. Continuous Internal Assessment review is taken by the Principal regularly. In addition, IQAC team conduct internal audit to verify the compliance to academic calendar/ calendar of events with documentary evidence.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=186">https://mailamtamilartscollege.com/pages.php?pageid=186</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	No File Uploaded

## 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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

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

0

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

1

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 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 Institute has made all efforts to build healthier and harmonious working environment with respect to issues related to Gender, Environment and Sustainability, Human values and Professional Ethics into the curriculum.

Various cells under the IQAC are active to address these issues. To prevent sexual harassment at workplace and to empower the women employees, the Institute has constituted 1) Women Empowerment Committee 2) Anti-Sexual Harassment Committee to effectively curb any unhealthy working condition for the women employees and to increase their morale & empower them.

Equal opportunities are extended to all in every aspect of teaching and learning in the Institute as it believes that gender discrimination is a crime. Every year the Institute is organizing woman's day celebration to respect the women force at all levels.

The University has made it compulsory to study "Environmental studies" (EVS) in their regular curriculum to create awareness related to various environmental issues the world is facing. Various extension programmes are being organized by the Institute through NSS unit to create awareness among the rural community with respect to ecological balance and its importance.

The University has made it mandatory to study the "Human Rights" to provide basic information about Indian constitution, to identify individual role and ethical responsibility towards society and to understand human rights and its implications. This course helps the students to gain knowledge, legal literacy and thereby to take competitive examinations. It helps the students to understand state and central policies, fundamental duties, electoral process, and functions of municipalities, panchayaths and co-operative societies.

File Description	Documents
Any additional information	No File Uploaded
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

2

File Description	Documents
Any additional information	No File Uploaded
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	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

18

File Description	Documents
Any additional information	No File Uploaded
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**

**B. Any 3 of the above**

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

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

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://mailamtamilartscollege.com/pages.php?pageid=209">https://mailamtamilartscollege.com/pages.php?pageid=209</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 sanctioned seats during the year**

**466**

File Description	Documents
Any additional information	No File Uploaded
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

178

File Description	Documents
Any additional information	No File Uploaded
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 college admits students from various socio-economic backgrounds. At the beginning of academic sessions, Bridge courses are conducted in respective departments for newly admitted students to identify the student's capability. During the bridge course, the students are counseled, guided and oriented to make them aware about the course, mode of internal assessment, external assessment, curricular and co-curricular activities, rules and regulations of the institution as well as facilities available in the college. Subject teachers, class teacher along with Head of the Department, identify the slow learners & advanced learners by tracking their academic performance in the unit test, CIA tests conducted as per the calendar of events.

During the Covid-19 pandemic outbreak, conducted one week Webinar series in each department to encourage and enrich the knowledge of students. Furthermore, every department had posted e-materials (subject-wise) in the college website as well as in Google classroom.

### Special Programmes for Advanced Learners

- Advanced learners are motivated to make PPT presentations during the online classes.
- Student seminars, symposiums, national and international conference are regularly organized.
- Encouraged advanced learners to take part in inter-collegiate webinars and online quiz.
- Given e-links of MOOCs on SWAYAM, NPTEL, and NDLI club on

advanced topics.

- Conducted free TNPSC coaching class for Advanced learners
- Motivated to go through standard e-reference books provided by library.

#### Special Programmes for Weak Learners

- Remedial classes, extra and special classes are taken regularly.
- Timely feedback is given to slow learners based on their performance in unit tests, semester exams and practical exams.
- To motivate slow learners, few important topics assigned to advanced learners to teach for the benefit of weak learners.

File Description	Documents
Link for additional Information	<a href="https://www.mailamtamilartscollege.com/ECContent/">https://www.mailamtamilartscollege.com/ECContent/</a>
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
844	34

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

The college practices a teaching methodology which focuses on teaching through a centric methods. This approach helps the students for boosting their confidence and encouraging independence. Since students vary in their ability to comprehend and absorb it is not possible to address the needs and expectations of individual students and expect a uniform learning

outcome from them all in a teacher centric class. The teacher facilitates learning by allowing each individual student to comprehend at their personal level by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace.

Student's centric learning can be achieved through co-curricular activities like quiz completion, role play, workshops, PPT presentations, and student seminars in class room, subject wise class assignment for focusing on self-study, certificate courses like tally and Python course to encourage self-learning. Participative activities can be achieved through group discussion, individual project work (in curriculum), field visits, Special Seminar/Webinars by external experts are conducted by the college and the students are actively participated within and outside the college. To enhance student knowledge Projector with internet facilities is provided for final year students.

In college central library, provides NDLI club, Swayam and UGC INFLIBNET N-LIST, internet facilities, journals, magazines for students and teachers to access e-resources/Video lectures. College also supports extra-curricular for basic life skills like First Aid, Personal Hygiene, Sanitation and Yoga.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=134">https://mailamtamilartscollege.com/pages.php?pageid=134</a>

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

To enhance teaching-learning process, Information and Communication technologies (ICT) is used to make the students to actively participate in the learning process. Staff rooms and College Central library have networked internet connections. Campus is Wi-fi enabled. Workshops, Seminars/Webinars, guest lectures using LCD projectors are conducted in available Seminar Hall and the College auditorium, as needed.

To implement 'flipped learning', faculties now using modern technologies of teaching learning such as You-tube, Google meet and Google Class room, Zoom, and Class wise Whats App group are

used as platforms to teach, communicate, sharing material and syllabus, make announcements, upload assignment, and conduct tests. Furthermore, Student attendance also received online from students and faculty mentor of concern classes. Feedback also received through Google forms to evaluate students. These are the application are used during the year 2021 to provide online education during the Covid -19 pandemic period. Faculty are enriched through training workshops on digital tools, online portals such as NPTEL, SWAYAM access to N-LIST, which facilitates teaching-learning. To encourage and refresh students, faculties also conducted online quiz along with the teaching process. Syllabus and study material also make available on the college website and in the affiliating university.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://mailamtamilartscollege.com/EContent/">http://mailamtamilartscollege.com/EContent/</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

34

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	No File Uploaded
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

34

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	No File Uploaded

**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**

13

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

232

File Description	Documents
Any additional information	No File Uploaded
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 College has a well-defined, transparent and robust method had been implemented for Continuous Internal Assessment (CIA).

The college is affiliated to Thiruvalluvar University and hence it follows the regulation prescribed for the Continuous Internal Assessment (CIA) process. Continuous assessments of the students helps to validate the academic progress through continuous Internal Exams and Result analysis. The College evaluates the students with internal assessments for 25 marks and External assessments for 75 marks. The college follows three internal exams, two for 50 marks each and one for 100 marks. Apart from the Internal Examination, we do have assignments as part of CIA for 5 marks which is added on to the average of the three Internal Exams.

The Tentative schedule continuous Internal Assessment exam is intimated through the Thiruvalluvar University Academic Calendar as well as in College department Academic calendar. Furthermore detailed Time Table for Internal Exam (CIA) is circulated in classrooms.

The College has separate Examination cell for conducting University Examination and also CIA exams comprising of The Principal as a Chief Superintendent, faculty members and non-teaching members as a team. College Examination Cell had prepared well-structured Booklets for writing the CIA exams. In addition to that, allotment of the invigilation duties, seating arrangements are also controlled by the Examination Cell. The question papers for CIA will be prepared as per the regulations of Thiruvalluvar University by the concern subject in-charges. The Collections of University Question papers are also uploaded in the College website under the link Question Bank for reference of students. Due to pandemic Covid-19 CIA exams are conducted in blended mode, that is offline or online mode through Google class room.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://www.mailamtamilartscollege.com/Questionbank/">https://www.mailamtamilartscollege.com/Questionbank/</a>

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

The College has strict, impartial, and impersonal in smooth

conduct of CIA exams with in-house supervision. The Examination cell, Head of the Departments, Class incharges and subject incharges is constituted to deal with internal exam related grievances.

Paper valuation at College level begins on the day of the test by the concern subject incharges. Valued answer-scripts are circulated to the students discrepancies are rectified by subject teachers promptly and communicated to students. Once the marks are verified, Internal marks are uploaded in the Thiruvalluvar University Exam Portal and same is verified by Examination Cell along with subject in-charge and Head of the Departments.

In some occasion, special provisions given to write internal exam for the welfare of the students. This facility is available by the students, who are on duty for participating in State/National level seminars and competitions and also by the students who are in sickness. Due to open and transparent system, there have been no examination related grievances. At the outbreak of the Covid-19 pandemic, internal assessment had done in offline and online mode. The internal marks and online class attendance hours are uploaded in Thiruvalluvar University Exam portal.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Since it is affiliated College, it follows the syllabus and regulations of Thiruvalluvar University. The given syllabus has well defined learning outcomes. The College has a proper mechanism of communication, in which the teaching spells the course outcome of programs at the beginning of each semester and also through Orientation programme. Furthermore, Hard copy of syllabus and course outcomes are available in the respective departments for ready reference to the teachers and students. Copy of syllabus and Course outcomes of programs are also uploaded on the college website

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=213">https://mailamtamilartscollege.com/pages.php?pageid=213</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

Evaluation of Programme outcomes and course outcomes acts as an effective tool for the enhancement of the college. Students are equipped with mentoring system available in college so that they achieve the desired outcomes. The evaluation of Programme outcomes and course outcomes of individual courses are evaluated by different assessment methodologies. It is done through regular teaching, Unit test, Student seminars, periodically through Continuous Internal Assessment and evaluating the University exam results, placement activities of the placement cell and their progression to higher education. The Student Satisfaction Survey (SSS) is another factor by which the college takes personal feedback from student and from alumni. Although seminar activities, placement activities have been affected during 2020-2021 due to Covid-19 pandemic, but the results have been increased towards, significant achievement of the Course outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=253">https://mailamtamilartscollege.com/pages.php?pageid=253</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

287

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://mailamtamilartscollege.com/pages.php?pageid=205">https://mailamtamilartscollege.com/pages.php?pageid=205</a>

## 2.7 - Student Satisfaction Survey

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

<https://www.mailamtamilartscollege.com/resources/documents/Student%20Feedback.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

**NIL**

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

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

**3.1.2.1 - 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)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

15

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

7

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers

**published in national/ international conference proceedings per teacher during the year**

**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

INTESTINAL WORMS AWARENESS PROGRAMME ELECTION AWARENESS PROGRAMME

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

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

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies 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)	No File Uploaded
e-copy of the award letters	No File Uploaded

**3.3.3 - 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

**3.3.3.1 - 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**

2

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 last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

2

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>

### 3.4 - Collaboration

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

2

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

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

## 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.

Our college has 135 desktop for technical usage in general among that 41 computers for Students' Academic purpose and 94 systems for language enrichment - Language lab and Computer lab(UG,PG) with Broadband and Wi-Fi enabled internet facilities . For the comfort and innovative learning for students our institution has 33 spacious Classrooms for the students , 4 smart classrooms with LCD projector and Air Conditioner Seminar Hall with LCD Projector for the events to conduct in sophisticated and virtual mode.

We successfully achieved the mentioned future plan (2019-2021) of Enhancing expanding manner of Seminar hall . Our institute constructed New Seminar Hall in the Academic Year 2020-2021. New

Chemistry Laboratory with advanced equipments was established.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=178">https://mailamtamilartscollege.com/pages.php?pageid=178</a>

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

Our instution conducts Annual Day Celebration with Cultural activies in Outdoor and Indoor(Auditorium) with Dressing room and Rest room Facilities for both Boys and Girls, Department day Celebrations will be conducting every year with intra college competition such as Essay Writing, Elocutions, and Oratorical.

Our Institution has a best practice method of Yoga. Students are regularly going under practice of yoga by the guidance of Yogi (yoga trainer) in our Yoga Centre.

Our students are well equipped with academic and as well as in Co circular activies . Sports Committee plays a very vital role in developing students sports skills in conducting INTRA - COLLEGE TOURNAMENT . Our instution has Throw ball court , Volley ball court, Badminton court , Kabaddi court , Kho- Kho Court, Cricket Ground .

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=115">https://mailamtamilartscollege.com/pages.php?pageid=115</a>

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

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=176">https://mailamtamilartscollege.com/pages.php?pageid=176</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

#### 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)

158.66086

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
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)

Library having five computers with wi-fi and internet facilities and users can access the UGC INFLIBNET N-List and NDLI e-resources. Library ID card enabled with barcode it can access in Digital Lib software ( Library Automation software with OPAC, circulation entry and gate entry facilities).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

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

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)**

1.29407

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

92

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	No File Uploaded

### 4.3 - IT Infrastructure

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

Our college has 135 desktop for technical usage in general among that 41 computers for Students' Academic purpose and 94 systems for language enrichment - Language lab and Computer lab(UG,PG) with Broadband and Wi-Fi enabled internet facilities . For the comfort and innovative learning for students our institution has 33 spacious Classrooms for the students , 4 smart classrooms with LCD projector and Air Conditioner Seminar Hall with LCD Projector for the events to conduct in sophisticated and virtual mode.

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

#### 4.3.2 - Number of Computers

135

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 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)

158.66086

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

The computer system maintained by AMC (Maddy Info Tech), Xerox machine maintained by EXCITE INC, The class rooms are cleaning daily by sweepers.

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

#### STUDENT SUPPORT AND PROGRESSION

##### 5.1 - Student Support

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

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

109

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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**

2

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)	No File Uploaded

**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**

C. 2 of the above

File Description	Documents
Link to institutional website	<a href="https://mailamtamilartscollege.com/pages.php?pageid=158">https://mailamtamilartscollege.com/pages.php?pageid=158</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

229

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

229

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

**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**

55

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 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

27

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<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

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 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.

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

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 )

Our Students Members on Grievance committee ,Library Advisory Committee ,Ragging Committee Members and Institution Facilitates ICT enabled Class room,Digital Library facility free access, campus free WI-Fi Facility

File Description	Documents
Paste link for additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=128">https://mailamtamilartscollege.com/pages.php?pageid=128</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**

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

## 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

### ALUMNAE

- Stay in touch with your Classmates & Teachers
- Videos and pics of all the events
- Share your knowledge & experience as guest lectures
- Mentor your juniors for better careers
- Help out for those who are less fortunate
- Regularly we get feedback from Alumnae

File Description	Documents
Paste link for additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=161">https://mailamtamilartscollege.com/pages.php?pageid=161</a>
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

**VISION**

• To provide quality education at Higher level to the students of Economically and Socially deprived section of this area. • To mould every students to become responsible citizens and leaders for decision making and scholarly productivity. • To pursue the student to advance in frontiers of knowledge for betterment of Human kind with purposeful life. • To infuse knowledge, shape character and promote the students to complete and meet the challenges of this competitive world.

**MISSION**

Education is grounded in the quest of Intellectual freedom, Social justice, development of Critical and Creative thinking to transform the society to meet individual and social needs with traditional values; Faith, Charity and Scarifies to build a Society. • To help the community and the nation for its development and achievement. • To create discipline and dignity together with creative talent. • To impart quality education and to enable them to bring a desirable result in their development. • To collect every piece of their talent and channelize them in proper ways. • To transform every student to do their best in all possible ways.

File Description	Documents
Paste link for additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=226">https://mailamtamilartscollege.com/pages.php?pageid=226</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.

Special Skills identify to the Students ,we arrange the Special Programme for professional oriented skills for students .

File Description	Documents
Paste link for additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=176">https://mailamtamilartscollege.com/pages.php?pageid=176</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

### 1. Curriculum Development

### 2. Examination and Evaluation

### 3. Research and Development

### 4. Library, ICT and Physical Infrastructure / Instrumentation

### 5. E-governance area

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
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.

### Administrative Setup:

With hands on Experience of the management ,The Instutional management is designed In Scientific Way with Transparency ,The duties ,Responsibilities,Accountability and Authority at Every stage,The IQAC has implemented all the Programms to enhance all the activites for the Instutions .

File Description	Documents
Paste link for additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=149">https://mailamtamilartscollege.com/pages.php?pageid=149</a>
Link to Organogram of the Institution webpage	Nil
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**

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

**6.3 - Faculty Empowerment Strategies**

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

- Welfare Measures for and Teachning and Non Teaching Members , Mediclaim ,Maternity Leave ,Free Transport Facility for Staff,Salary Timely credited To The bank Account of Employee

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

**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**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**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**

zero

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

**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**

3

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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

We appraisal for the staff by their Academic performance we provide the OD and Increment.the Additional increment given to the Staff members those who completed their Ph.D /NET/SLET

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

### 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 account of the college are audited regularly as per the government rules. Internal auditor(GANESHAN AND COMPANY) checks receipts including fee receipts and payment with vouchers and necessary supports. He also ensure that all payments are duly authorized. The external auditor conducts statutory audit at the end of financial year. After the audit the report is sent to the management for review. The auditor is appointed by the board of trustees in the board meeting. Last audit was done on 3 September 2021 and as on date there is no adverse remark on the accounts of the institution. The college fills income tax return every day within the stipulated time.

File Description	Documents
Paste link for additional information	Nil
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)

zero

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

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

we utilize the fund for the infrastructure facility and students welfare .

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

## 6.5 - Internal Quality Assurance System

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

INITIATION OF NEW COURSE - B.SC CHEMISRTY INFRASTRUCTURE ESTABLISHMENT NEW BLOCK FOR SCIENCE WAS IMPLEMENTED ADDITIONAL SEMINAR HALL WAS ESTABLISHED HERBAL GARDEN WITH BIO-DEGRADABLE RESOURCES STUDENT EXCHANGE PROGRAM INITIATED IN DEPARTMENT OF TAMIL

File Description	Documents
Paste link for additional information	Nil
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

The use of ICT tools has become an integral part in teaching -learning process.

IQAC always encouraged teachers to utilize these tools in academic and laboratories.

IQAC prepares the plan to include the use and enrichment of ICT infrastructure expecting from each departments.

The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility.

Periodically IQAC has trained teachers and non- teaching staff to use ICT by arranging different workshop i.e. Google Apps, Video conference, use of e-mail, handling ICT instrument etc.

File Description	Documents
Paste link for additional information	Nil
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)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://mailamtamilartscollege.com/pages.php?pageid=114">https://mailamtamilartscollege.com/pages.php?pageid=114</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)	No File Uploaded

## 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

Title of the programme

Period From

Period To

Number of Participants

male

female

World yoga day

20/06/2020

20/06/2020

45

26

First aid day

14/09/2020

14/09/2020

37

18

Republic day

26/01/2021

26/01/2021

44

21

Election day

20/03/2021

20/01/2021

35

32

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<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 is used to our college herbal garden updation and excess amount of solid waste is served to local farmers

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

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

A. Any 4 or all of the above

File Description	Documents
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:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	<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**

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

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

**C. Any 2 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	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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).

Campus filled with green pastures in the rural background (Mailam) in Villupuram District SSBSTAS College boasts of its green and clean campus which infuses positive vibes thought. The Vision of SSBSTAS College is to impart higher education with an integral formation of academic excellence, spiritual growth, social commitment and valued based leadership. The Vision and Mission of the college is to form, men and women for others, and would the students as global citizens with competence, conscience, compassion and commitment. Special concern is shown toward and the socio-economically backward and meritorious students are given scholarships and all sports students. They are also advised the employability skills, life skills and soft skills. It helps to the development of critical and creative thinking to transform the society to meet individual and social needs with traditional values, faith and charity and scarifies to build a society. The college has taken the following initiatives to made its campus eco-friendly, Garden, Sanjivini Garden, Rainwater Harvesting, LED lights in Labs, E-waste disposal, Solar Lamp post, Energy supply, Biometric Attendance System, CCTV camera, Paperless system.

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	No File Uploaded

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

Campus filled with green pastures in the rural background (Mailam) in Villupuram District SSBSTAS College boasts of its green and clean campus which infuses positive vibes thought. The Vision of SSBSTAS College is to impart higher education with an integral formation of academic excellence, spiritual growth, social commitment and valued based leadership. The Vision and Mission of the college is to form, men and women for others, and would the students as global citizens with competence, conscience, compassion and commitment. Special concern is shown toward and the socio-economically backward and meritorious students are given scholarships and all sports students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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** E. None of the above

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	No File Uploaded

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

and festivals

- our Institution has celebrate sardar vallabhbhai patel Birthday as National Integration day.

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

## 7.2 - Best Practices

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

### 1. ADDITIONAL RAMP

### 2. SOLID WASTE MANAGEMENT

### 3. ADDITIONAL REST ROOMS

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 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

We promote the online education on the crucial period of covid-19 by promoting google class, zoom meet class

## 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 curriculum is designed & framed by the Board of Studies (BoS) of the affiliating University and approved by the Academic council of the Thiruvalluvar University, Vellore. The institute follows the curriculum designed by the affiliated University. The college calendar of events is prepared in line with the university calendar of events.

The head of every department submits a workload statement at the beginning of every semester, over which the general time-table is prepared. Accordingly, each department prepares its own teaching plan allotting term-wise topics to be taught within the stipulated time.

Regular assignments on various subjects are given to the students and evaluated by the respective staff members as a part of Continuous Internal Assessment which keeps the students updated in their subjects. Practical, theoretical & oral examinations are conducted to judge the understanding of the students.

Feedback from the students is directly obtained by Principal on the progress of all the subjects handled by the staff members. Parents Meet is organized to discuss about their children's academic growth and remedial measures are taken immediately.

Updating the library with books of the changed syllabi every year. All the laboratories are upgraded annually as per requirement of the curriculum. Seminars and workshops are being organized. Skill-oriented courses are offered to the students for enhancing their skills and access to jobs in national/international job markets.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=186">https://mailamtamilartscollege.com/pages.php?pageid=186</a>

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

The college adheres to academic calendar provided by Thiruvalluvar University, Vellore. Based on this academic calendar, the institution prepares the academic calendar/ Calendar of Events which includes the dates of commencement, completion of syllabus, schedule of internal exams, Working days, teaching days, internals marks submission, seminars, guest lectures, workshops, holidays, dates of semester end examination etc. As per the academic calendar and guidelines of the University, Timetable is prepared by Heads of the department and after approval of Principal it will be circulated to all the faculty members and students before commencement of the semester.

Internal Assessments are conducted as per the calendar of events. For implementation of Internal Assessment Process, Examination committee is formed at college level which monitor overall internal assessment process. Continuous Internal Assessment review is taken by the Principal regularly. In addition, IQAC team conduct internal audit to verify the compliance to academic calendar/ calendar of events with documentary evidence.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=186">https://mailamtamilartscollege.com/pages.php?pageid=186</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are**

**B. Any 3 of the above**

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

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	No File Uploaded

## 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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

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

0

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

1

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

**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 Institute has made all efforts to build healthier and harmonious working environment with respect to issues related to Gender, Environment and Sustainability, Human values and Professional Ethics into the curriculum.

Various cells under the IQAC are active to address these issues. To prevent sexual harassment at workplace and to empower the women employees, the Institute has constituted 1) Women Empowerment Committee 2) Anti-Sexual Harassment Committee to effectively curb any unhealthy working condition for the women employees and to increase their morale & empower them.

Equal opportunities are extended to all in every aspect of teaching and learning in the Institute as it believes that gender discrimination is a crime. Every year the Institute is organizing woman's day celebration to respect the women force

at all levels.

The University has made it compulsory to study "Environmental studies" (EVS) in their regular curriculum to create awareness related to various environmental issues the world is facing. Various extension programmes are being organized by the Institute through NSS unit to create awareness among the rural community with respect to ecological balance and its importance.

The University has made it mandatory to study the "Human Rights" to provide basic information about Indian constitution, to identify individual role and ethical responsibility towards society and to understand human rights and its implications. This course helps the students to gain knowledge, legal literacy and thereby to take competitive examinations. It helps the students to understand state and central policies, fundamental duties, electoral process, and functions of municipalities, panchayaths and co-operative societies.

File Description	Documents
Any additional information	No File Uploaded
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**

2

File Description	Documents
Any additional information	No File Uploaded
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	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

18

File Description	Documents
Any additional information	No File Uploaded
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**

**B. Any 3 of the above**

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

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

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://mailamtamilartscollege.com/pages.php?pageid=209">https://mailamtamilartscollege.com/pages.php?pageid=209</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 sanctioned seats during the year**

**466**

File Description	Documents
Any additional information	No File Uploaded
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**

**178**

File Description	Documents
Any additional information	No File Uploaded
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 college admits students from various socio-economic backgrounds. At the beginning of academic sessions, Bridge courses are conducted in respective departments for newly admitted students to identify the student's capability. During the bridge course, the students are counseled, guided and oriented to make them aware about the course, mode of internal assessment, external assessment, curricular and co-curricular activities, rules and regulations of the institution as well as facilities available in the college. Subject teachers, class teacher along with Head of the Department, identify the slow learners & advanced learners by tracking their academic performance in the unit test, CIA tests conducted as per the calendar of events.

During the Covid-19 pandemic outbreak, conducted one week Webinar series in each department to encourage and enrich the knowledge of students. Furthermore, every department had posted e-materials (subject-wise) in the college website as well as in Google classroom.

### Special Programmes for Advanced Learners

- Advanced learners are motivated to make PPT presentations during the online classes.
- Student seminars, symposiums, national and international conference are regularly organized.
- Encouraged advanced learners to take part in inter-collegiate webinars and online quiz.
- Given e-links of MOOCs on SWAYAM, NPTEL, and NDLI club on advanced topics.

- Conducted free TNPSC coaching class for Advanced learners
- Motivated to go through standard e-reference books provided by library.

#### Special Programmes for Weak Learners

- Remedial classes, extra and special classes are taken regularly.
- Timely feedback is given to slow learners based on their performance in unit tests, semester exams and practical exams.
- To motivate slow learners, few important topics assigned to advanced learners to teach for the benefit of weak learners.

File Description	Documents
Link for additional Information	<a href="https://www.mailamtamilartscollege.com/EContent/">https://www.mailamtamilartscollege.com/EContent/</a>
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
844	34

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

The college practices a teaching methodology which focuses on teaching through a centric methods. This approach helps the students for boosting their confidence and encouraging independence. Since students vary in their ability to comprehend and absorb it is not possible to address the needs and expectations of individual students and expect a uniform learning outcome from them all in a teacher centric class. The

teacher facilitates learning by allowing each individual student to comprehend at their personal level by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace.

Student's centric learning can be achieved through co-curricular activities like quiz completion, role play, workshops, PPT presentations, and student seminars in class room, subject wise class assignment for focusing on self-study, certificate courses like tally and Python course to encourage self-learning. Participative activities can be achieved through group discussion, individual project work (in curriculum), field visits, Special Seminar/Webinars by external experts are conducted by the college and the students are actively participated within and outside the college. To enhance student knowledge Projector with internet facilities is provided for final year students.

In college central library, provides NDLI club, Swayam and UGC INFLIBNET N-LIST, internet facilities, journals, magazines for students and teachers to access e-resources/Video lectures. College also supports extra-curricular for basic life skills like First Aid, Personal Hygiene, Sanitation and Yoga.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=134">https://mailamtamilartscollege.com/pages.php?pageid=134</a>

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

To enhance teaching-learning process, Information and Communication technologies (ICT) is used to make the students to actively participate in the learning process. Staff rooms and College Central library have networked internet connections. Campus is Wi-fi enabled. Workshops, Seminars/Webinars, guest lectures using LCD projectors are conducted in available Seminar Hall and the College auditorium, as needed.

To implement 'flipped learning', faculties now using modern technologies of teaching learning such as You-tube, Google meet

and Google Class room, Zoom, and Class wise Whats App group are used as platforms to teach, communicate, sharing material and syllabus, make announcements, upload assignment, and conduct tests. Furthermore, Student attendance also received online from students and faculty mentor of concern classes. Feedback also received through Google forms to evaluate students. These are the application are used during the year 2021 to provide online education during the Covid -19 pandemic period. Faculty are enriched through training workshops on digital tools, online portals such as NPTEL, SWAYAM access to N-LIST, which facilitates teaching-learning. To encourage and refresh students, faculties also conducted online quiz along with the teaching process. Syllabus and study material also make available on the college website and in the affiliating university.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://mailamtamilartscollege.com/EContent/">http://mailamtamilartscollege.com/EContent/</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**

34

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	No File Uploaded
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**

34

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	No File Uploaded

**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**

13

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

232

File Description	Documents
Any additional information	No File Uploaded
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 College has a well-defined, transparent and robust method had been implemented for Continuous Internal Assessment (CIA).

The college is affiliated to Thiruvalluvar University and hence it follows the regulation prescribed for the Continuous Internal Assessment (CIA) process. Continuous assessments of the students helps to validate the academic progress through continuous Internal Exams and Result analysis. The College evaluates the students with internal assessments for 25 marks and External assessments for 75 marks. The college follows three internal exams, two for 50 marks each and one for 100 marks. Apart from the Internal Examination, we do have assignments as part of CIA for 5 marks which is added on to the average of the three Internal Exams.

The Tentative schedule continuous Internal Assessment exam is intimated through the Thiruvalluvar University Academic Calendar as well as in College department Academic calendar. Furthermore detailed Time Table for Internal Exam (CIA) is circulated in classrooms.

The College has separate Examination cell for conducting University Examination and also CIA exams comprising of The Principal as a Chief Superintendent, faculty members and non-teaching members as a team. College Examination Cell had prepared well-structured Booklets for writing the CIA exams. In addition to that, allotment of the invigilation duties, seating arrangements are also controlled by the Examination Cell. The question papers for CIA will be prepared as per the regulations of Thiruvalluvar University by the concern subject in-charges. The Collections of University Question papers are also uploaded in the College website under the link Question Bank for reference of students. Due to pandemic Covid-19 CIA exams are conducted in blended mode, that is offline or online mode through Google class room.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://www.mailamtamilartscollege.com/Questionbank/">https://www.mailamtamilartscollege.com/Questionbank/</a>

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

The College has strict, impartial, and impersonal in smooth conduct of CIA exams with in-house supervision. The Examination cell, Head of the Departments, Class incharges and subject incharges is constituted to deal with internal exam related grievances.

Paper valuation at College level begins on the day of the test by the concern subject incharges. Valued answer-scripts are circulated to the students discrepancies are rectified by subject teachers promptly and communicated to students. Once the marks are verified, Internal marks are uploaded in the Thiruvalluvar University Exam Portal and same is verified by Examination Cell along with subject in-charge and Head of the Departments.

In some occasion, special provisions given to write internal exam for the welfare of the students. This facility is available by the students, who are on duty for participating in State/National level seminars and competitions and also by the students who are in sickness. Due to open and transparent system, there have been no examination related grievances. At the outbreak of the Covid-19 pandemic, internal assessment had done in offline and online mode. The internal marks and online class attendance hours are uploaded in Thiruvalluvar University Exam portal.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Since it is affiliated College, it follows the syllabus and regulations of Thiruvalluvar University. The given syllabus has well defined learning outcomes. The College has a proper mechanism of communication, in which the teaching spells the course outcome of programs at the beginning of each semester and also through Orientation programme. Furthermore, Hard copy of syllabus and course outcomes are available in the respective departments for ready reference to the teachers and students. Copy of syllabus and Course outcomes of programs are also

**uploaded on the college website**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=213">https://mailamtamilartscollege.com/pages.php?pageid=213</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

Evaluation of Programme outcomes and course outcomes acts as an effective tool for the enhancement of the college. Students are equipped with mentoring system available in college so that they achieve the desired outcomes. The evaluation of Programme outcomes and course outcomes of individual courses are evaluated by different assessment methodologies. It is done through regular teaching, Unit test, Student seminars, periodically through Continuous Internal Assessment and evaluating the University exam results, placement activities of the placement cell and their progression to higher education. The Student Satisfaction Survey (SSS) is another factor by which the college takes personal feedback from student and from alumni. Although seminar activities, placement activities have been affected during 2020-2021 due to Covid-19 pandemic, but the results have been increased towards, significant achievement of the Course outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=253">https://mailamtamilartscollege.com/pages.php?pageid=253</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**

<b>287</b>	
File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<b>No File Uploaded</b>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://mailamtamilartscollege.com/pages.php?pageid=205">https://mailamtamilartscollege.com/pages.php?pageid=205</a>

**2.7 - Student Satisfaction Survey**

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

<https://www.mailamtamilartscollege.com/resources/documents/Student%20Feedback.pdf>

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

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

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

**NIL**

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

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

**3.1.2.1 - 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)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**

**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

15

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.2 - Research Publications and Awards**

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**

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

7

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

**INTESTINAL WORMS AWARENESS PROGRAMME ELECTION AWARENESS PROGRAMME**

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

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

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies 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)	No File Uploaded
e-copy of the award letters	No File Uploaded

**3.3.3 - 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**

**3.3.3.1 - 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**

2

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 last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

2

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>

### 3.4 - Collaboration

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

2

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

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

0

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

## 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.

Our college has 135 desktop for technical usage in general among that 41 computers for Students' Academic purpose and 94 systems for language enrichment - Language lab and Computer lab(UG,PG) with Broadband and Wi-Fi enabled internet facilities . For the comfort and innovative learning for students our institution has 33 spacious Classrooms for the students , 4

smart classrooms with LCD projector and Air Conditioner Seminar Hall with LCD Projector for the events to conduct in sophisticated and virtual mode.

We successfully achieved the mentioned future plan (2019-2021) of Enhancing expanding manner of Seminar hall . Our institute constructed New Seminar Hall in the Academic Year 2020-2021. New Chemistry Laboratory with advanced equipments was established.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=178">https://mailamtamilartscollege.com/pages.php?pageid=178</a>

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

Our instution conducts Annual Day Celebration with Cultural activies in Outdoor and Indoor(Auditorium) with Dressing room and Rest room Facilities for both Boys and Girls, Department day Celebrations will be conducting every year with intra college competition such as Essay Writing, Elocutions, and Oratorical.

Our Institution has a best practice method of Yoga. Students are regularly going under practice of yoga by the guidance of Yogi (yoga trainer) in our Yoga Centre.

Our students are well equipped with academic and as well as in Co ciricular activies . Sports Committee plays a very vital role in developing students sports skills in conducting INTRA - COLLEGE TOURNAMENT . Our instution has Throw ball court , Volley ball court, Badminton court , Kabaddi court , Kho- Kho Court, Cricket Ground .

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=115">https://mailamtamilartscollege.com/pages.php?pageid=115</a>

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

6

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

6

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=176">https://mailamtamilartscollege.com/pages.php?pageid=176</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

**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)**

158.66086

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
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)**

Library having five computers with wi-fi and internet facilities and users can access the UGC INFLIBNET N-List and NDLI e-resources. Library ID card enabled with barcode it can access in Digital Lib software ( Library Automation software with OPAC, circulation entry and gate entry facilities).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

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

B. Any 3 of the above

File Description	Documents
Upload any additional information	<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)**

1.29407

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

92

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	No File Uploaded

**4.3 - IT Infrastructure**

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

Our college has 135 desktop for technical usage in general among that 41 computers for Students' Academic purpose and 94 systems for language enrichment - Language lab and Computer lab(UG,PG) with Broadband and Wi-Fi enabled internet facilities . For the comfort and innovative learning for students our institution has 33 spacious Classrooms for the students , 4 smart classrooms with LCD projector and Air Conditioner Seminar Hall with LCD Projector for the events to conduct in sophisticated and virtual mode.

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

**4.3.2 - Number of Computers**

135

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**      **A. ? 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)**

**158.66086**

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

The computer system maintained by AMC (Maddy Info Tech), Xerox machine maintained by EXCITE INC, The class rooms are cleaning daily by sweepers.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

109

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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

2

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)	No File Uploaded

<p><b>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></p>	<p><b>C. 2 of the above</b></p>
--	---------------------------------

File Description	Documents
Link to institutional website	<p><a href="https://mailamtamilartscollege.com/pages.php?pageid=158">https://mailamtamilartscollege.com/pages.php?pageid=158</a></p>
Any additional information	<p><a href="#">View File</a></p>
Details of capability building and skills enhancement initiatives (Data Template)	<p><b>No File Uploaded</b></p>

<p><b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b></p>
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229

<p><b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b></p>
---

229

File Description	Documents
Any additional information	<p><b>No File Uploaded</b></p>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<p><b>No File Uploaded</b></p>

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

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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 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

55

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 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

27

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<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

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 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.**

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

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 )

Our Students Members on Grievance committee ,Library Advisory Committee ,Ragging Committee Members and Instution Facilites ICT enabled Class room,Digital Library facility free access, campus free WI-Fi Facility

File Description	Documents
Paste link for additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=128">https://mailamtamilartscollege.com/pages.php?pageid=128</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**

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

**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

**ALUMNAE**

- Stay in touch with your Classmates & Teachers
- Videos and pics of all the events
- Share your knowledge & experience as guest lectures
- Mentor your juniors for better careers
- Help out for those who are less fortunate
- Regularly we get feedback from Alumnae

File Description	Documents
Paste link for additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=161">https://mailamtamilartscollege.com/pages.php?pageid=161</a>
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

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

**VISION**

- To provide quality education at Higher level to the students of Economically and Socially deprived section of this area.
- To mould every students to become responsible citizens and leaders for decision making and scholarly productivity.
- To pursue the student to advance in frontiers of knowledge for betterment of Human kind with purposeful life.
- To infuse knowledge, shape character and promote the students to complete and meet the challenges of this competitive world.

**MISSION**

Education is grounded in the quest of Intellectual freedom, Social justice, development of Critical and Creative thinking to transform the society to meet individual and social needs with traditional values; Faith, Charity and Scarifies to build a Society.

- To help the community and the nation for its development and achievement.
- To create discipline and dignity together with creative talent.
- To impart quality education and to enable them to bring a desirable result in their development.
- To collect every piece of their talent and channelize them in proper ways.
- To transform every student to do their best in all possible ways.

File Description	Documents
Paste link for additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=226">https://mailamtamilartscollege.com/pages.php?pageid=226</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.

**Special Skills identify to the Students ,we arrange the Special Programme for professional oriented skills for students .**

File Description	Documents
Paste link for additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=176">https://mailamtamilartscollege.com/pages.php?pageid=176</a>
Upload any additional information	<b>No File Uploaded</b>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**1. Curriculum Development**

**2. Examination and Evaluation**

**3. Research and Development**

**4. Library, ICT and Physical Infrastructure / Instrumentation**

**5. E-governance area**

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<b>Nil</b>
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.

**Administrative Setup:**

With hands on Experience of the management ,The Instutional management is designed In Scientific Way with Transparency ,The duties ,Responsibilities,Accountability and Autority at Every stage,The IQAC has implemented all the Programms to enhance all the activites for the Instutions .

File Description	Documents
Paste link for additional information	<a href="https://mailamtamilartscollege.com/pages.php?pageid=149">https://mailamtamilartscollege.com/pages.php?pageid=149</a>
Link to Organogram of the Institution webpage	Nil
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**

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

**6.3 - Faculty Empowerment Strategies**

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

- Welfare Measures for and Teachning and Non Teaching Members , Mediclaim ,Maternity Leave ,Free Transport Facility for Staff,Salary Timely credited To The bank Account of Employee

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

**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**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**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**

zero

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

**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**

3

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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**

We appraisal for the staff by their Academic performance we provide the OD and Increment.the Additional increment given to the Staff members those who completed their Ph.D /NET/SLET

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

#### 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 account of the college are audited regularly as per the government rules. Internal auditor(GANESHAN AND COMPANY) checks receipts including fee receipts and payment with vouchers and necessary supports. He also ensure that all payments are duly authorized. The external auditor conducts statutory audit at the end of financial year. After the audit the report is sent to the management for review. The auditor is appointed by the board of trustees in the board meeting. Last audit was done on 3 September 2021 and as on date there is no adverse remark on the accounts of the institution. The college fills income tax return every day within the stipulated time.

File Description	Documents
Paste link for additional information	Nil
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)

zero

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

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

we utilize the fund for the infrastructure facility and students welfare .

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

## 6.5 - Internal Quality Assurance System

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

INITIATION OF NEW COURSE - B.SC CHEMISRTY INFRASTRUCTURE ESTABLISHMENT NEW BLOCK FOR SCIENCE WAS IMPLEMENTED ADDITIONAL SEMINAR HALL WAS ESTABLISHED HERBAL GARDEN WITH BIO-DEGRADABLE RESOURCES STUDENT EXCHANGE PROGRAM INITIATED IN DEPARTMENT OF TAMIL

File Description	Documents
Paste link for additional information	Nil
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

The use of ICT tools has become an integral part in teaching -learning process.

IQAC always encouraged teachers to utilize these tools in academic and laboratories.

IQAC prepares the plan to include the use and enrichment of ICT infrastructure expecting from each departments.

The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility.

Periodically IQAC has trained teachers and non- teaching staff to use ICT by arranging different workshop i.e. Google Apps, Video conference, use of e-mail, handling ICT instrument etc.

File Description	Documents
Paste link for additional information	Nil
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)**

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://mailamtamilartscollege.com/pages.php?pageid=114">https://mailamtamilartscollege.com/pages.php?pageid=114</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)	No File Uploaded

**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

Title of the programme

Period From

Period To

Number of Participants

male

female

World yoga day

20/06/2020

20/06/2020

45

26

First aid day

14/09/2020

14/09/2020

37

18

Republic day

26/01/2021

26/01/2021

44

21

**Election day**

20/03/2021

20/01/2021

35

32

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<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 is used to our college herbal garden updation and excess amount of solid waste is served to local farmers**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

<b>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>	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <ol style="list-style-type: none"> <li>1. Restricted entry of automobiles</li> <li>2. Use of Bicycles/ Battery powered vehicles</li> <li>3. Pedestrian Friendly pathways</li> <li>4. Ban on use of Plastic</li> <li>5. landscaping with trees and plants</li> </ol>	A. Any 4 or All of the above

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

<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and</b>	

**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**

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

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

C. Any 2 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	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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).

Campus filled with green pastures in the rural background (Mailam) in Villupuram District SSBSTAS College boasts of its green and clean campus which infuses positive vibes thought. The Vision of SSBSTAS College is to impart higher education with an integral formation of academic excellence, spiritual growth, social commitment and valued based leadership. The Vision and Mission of the college is to form, men and women for others, and would the students as global citizens with competence, conscience, compassion and commitment. Special concern is shown toward and the socio-economically backward and meritorious students are given scholarships and all sports students. They are also advised the employability skills, life skills and soft skills. It helps to the development of critical and creative thinking to transform the society to meet individual and social needs with traditional values, faith and charity and scarifies to build a society. The college has taken the following initiatives to made its campus eco-friendly, Garden, Sanjivini Garden, Rainwater Harvesting, LED lights in Labs, E-waste disposal, Solar Lamp post, Energy supply, Biometric Attendance System, CCTV camera, Paperless system.

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	No File Uploaded

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

Campus filled with green pastures in the rural background (Mailam) in Villupuram District SSBSTAS College boasts of its green and clean campus which infuses positive vibes thought. The Vision of SSBSTAS College is to impart higher education with an integral formation of academic excellence, spiritual growth, social commitment and valued based leadership. The Vision and Mission of the college is to form, men and women for others, and would the students as global citizens with competence, conscience, compassion and commitment. Special concern is shown toward and the socio-economically backward and

meritorious students are given scholarships and all sports students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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**

**E. None of the above**

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	No File Uploaded

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

- our Instution has celebrate sardar vallabhbhai patel Birthday as National Integration day.

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

## 7.2 - Best Practices

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

1. ADDITIONAL RAMP
2. SOLID WASTE MANAGEMENT
3. ADDITIONAL REST ROOMS

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 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

We promote the online education on the crucial period of covid-19 by promoting google class, zoom meet class

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

We were planned that to create the NPTEL local chapter.

We planned for NDLI CLUB registration.

We are going to offer new courses like B.Com CA and B.Sc  
Physics.

To initiate coaching class for competitive examinations.

To conduct the FDP for staff members