

# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

## Part – A

### I. Details of the Institution

1.1 Name of the Institution	Rathinam College of Arts and Science (AUTONOMOUS)
1.2 Address Line 1	RATHINAM TECHZONE CAMPUS
Address Line 2	POLLACHI ROAD, EACHANARI
City/Town	COIMBATORE
State	TAMILNADU
Pin Code	641021
Institution e-mail address	principal@rathinamcollege.com
Contact Nos.	9894019851

Name of the Head of the Institution:

Prof. R. Manickam

Tel. No. with STD Code:

0422-4040906

Mobile:

9894019851

Name of the IQAC Co-ordinator:

Dr. R. Muralidharan

Mobile:

9087578645

IQAC e-mail address:

iqac@rathinam.in

**1.3 NAAC Track ID**

TNCOGN13402

**1.4 NAAC Executive Committee No. & Date:**

EC(SC)/15/A&A/442 dated 25<sup>th</sup> May 2016

**1.5 Website address:**

www.rathinamcollege.com

**Web-link of the AQAR:**

<http://www.rathinamcollege.edu.in/downloads/AQAR1718.pdf>

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	-	2007	2012
2	2 <sup>nd</sup> Cycle	B	2.51	2013	2018
3	2 <sup>nd</sup> Cycle (Re-Assessment)	A	3.12	2016	2021

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

03/08/2007

1.8 AQAR for the year

2016-2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2013-14 submitted to NAAC on 21-12-2014
- ii. AQAR 2014-15 submitted to NAAC on 19-06-2015
- iii. AQAR 2015-16 submitted to NAAC on 18-07-2016
- iv. AQAR 2016-17 submitted to NAAC on 13-08-2017

### 1.10 Institutional Status

University

State  Central  Deemed  Private

Affiliated College

Yes  No

Constituent College

Yes  No

Autonomous college of UGC

Yes  No

Regulatory Agency approved Institution

Yes  No

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

Type of Institution

Co-education

Men  Women

Urban

Rural

Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

-

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

BHARATHIAR UNIVERSITY  
(COIMBATORE)

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

Autonomy by State/Central Govt. / University

STATE UNIVERSITY

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

UGC-COP Programmes

NO

DSIR  
NIRF  
Ranked  
Institutions  
within top  
100 rank

## 2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="10"/>			
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>			
2.3 No. of students	<input type="text" value="01"/>			
2.4 No. of Management representatives	<input type="text" value="02"/>			
2.5 No. of Alumni	<input type="text" value="01"/>			
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="01"/>			
2.7 No. of Employers/ Industrialists	<input type="text" value="02"/>			
2.8 No. of other External Experts	<input type="text" value="01"/>			
2.9 Total No. of members	<input type="text" value="19"/>			
2.10 No. of IQAC meetings held	<input type="text" value="12"/>			
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="25"/>	Faculty	<input type="text" value="8"/>
	Non-Teaching Staff	<input type="text" value="2"/>	Students	<input type="text" value="12"/>
	Alumni	<input type="text" value="3"/>	Others	<input type="text" value="12"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	If yes, mention the amount	<input type="text" value="1,15,000/-"/>		
2.13 Seminars and Conferences (only quality related)				

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

Quality parameters in education, Accreditation process,  
Outcome based education, Parameters in Accreditation,  
Assessing the attainment of Course Outcome

## 2.14 Significant Activities and contributions made by IQAC

- Motivated the faculty to involve in Minor/Major Projects
- Encouraged various Departments to organize seminars /conferences
- Learning Management System (LMS) introduction programme for the faculty was organized.
- Introduced the Relative Grading System for the CIA of Autonomous batch.
- Orientation programme was conducted to newly recruited staff members
- Newsletters, magazines, Annual reports are being prepared and released
- Department wise seminars, workshops, faculty development programmes and conferences were held.
- Science exhibition was conducted for the school students with Tamilnadu Science Forum.
- Encouraged to publish Books this year in the field of their subjects.
- Academic audit has been conducted for all the departments.
- Peer Review was conducted for all staffs
- External Audit conducted during November 2017.
- Internship for students is made mandatory.

## 2.15 Plan of Action by IQAC/Outcome

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

<b>Plan of Action</b>	<b>Achievements</b>
• To introduce online course as part of Curriculum	• For each subject 5 marks in the internal mark has been assigned to the completion of online course.
• Participation in External Conference / Seminar / Workshop will be considered for internal Evaluation	• During the regulation 2017, it is proposed to give 5 marks in the internal marks for the participation in External conference / Seminar / Workshop.
• Out Come based education will be followed	• Regulation 2017, which follows the Out Come based education.
• Industry Collaboration to create centre of Excellence	• Tie-up with DELL EMC was done to create a Data Science Laboratory. Signed MoU with Tukad for providing the industry based training to the students in Designing.
• Management Scholarship to top 3 students of each class	• From the November 2017, the top 3 performers in the End Semester Examination are given a cash reward / management scholarship.

\* Attach the Academic Calendar of the year as Annexure. – Annexure – I

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

- Various recommendations of the IQAC were sent to the Governing Council for their approval.
- Arrange for feedback responses from students for quality – related institutional processes
- Design and implementation of annual plan for Institution – level activities for quality enhancement
- Development and Application of quality bench marks / parameters for the various Academic and Administrative activities of the Institution
- Periodic review of the academic activities through surprise audit and regular academic audits.
- Retrieval of Information on various quality parameters of Higher Education and best practices followed by other Institutions
- Improvement in teaching: Along with the regular teaching aids, the use of Multimedia computers and LCD projectors were used. Audio/video equipments for ICT classrooms which include Dias, mike, cordless mike, stand, sound boxes, speakers, etc. were purchased.
- Improvement in learning abilities: The college has motivated teachers to attend seminars, conferences, workshops, refresher courses, orientation courses, Advanced trainings in computers, etc.
- The blending of MOOC in teaching is introduced to make the students as a globally competitive.
- Organization of workshops and seminars on quality – related themes and promotion of quality circles and institutions – wide dissemination of the proceeding of such activities
- Development and application of innovative practices in various programmes / activities leading to quality enhancement
- Participation in the creation of learner – centric environment conducive for quality education

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	03	-	03	-
PG	5	01	06	-
UG	14	01	15	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others – M.Phil	04	-	04	-
<b>Total</b>	26	02	28	-

Interdisciplinary	-	-	-	
Innovative	-	-	-	

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	21
Trimester	NA
Annual	NA

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

*(On all aspects)*

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

*\*Please provide an analysis of the feedback in the Annexure – Annexure - II*



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

- A new syllabus is framed for the students admitted in the academic year 2017-2018.
- As per the Guidelines of UGC, 140 credits is followed for the UG, 90 Credits for the PG and 100 credits for the MBA.
- Also the Value added Course and Interdisciplinary course were added in the Regulation 2017.
- The weightage for the internal component is fixed as 40% and end semester examination marks as 60%.
- The internal mark will be awarded based on the participation of student in the particular subject.
- The End Semester Exam will be conducted for 100 Marks and the marks secured will be converted to 60%.

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

Psychology Department is introduced during the year – June 2016, for the Introduction of the Undergraduate Programme - B.Sc. Psychology. During the year 2015-2016, a Post graduate programme M.Sc. Maths was introduced.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
121	98	14	7	2

2.2 No. of permanent faculty with Ph.D.

14
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
38	-	-	-	2	-	-	-	40	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

25	03	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	36	65	4
Presented papers	24	45	3
Resource Persons	3	3	1

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

- Members from industries acted as a resource persons annexed in the IT Park in the college.
- Students under goes In-Plant training in the companies annexed in the college.
- Using LCD projector for teaching UG/PG classes.
- Conducting subject related talks by the experts drawn from the diverse fields.
- Arranging visits to industries.
- Giving students the opportunity to learn by field experience through educational tours & camps.
- Entrepreneurship.
- MOOC Courses
- Internship is provided to students to learn the demands of the industry.
- Practical oriented learning was followed.

2.7 Total No. of actual teaching days

during this academic year

193
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Computerization of examination process
- Question paper setting and valuation by external examiners
- Answer papers are replaced by answer booklet
- Pre-printed stationeries are used for printing mark statements
- Holograms are used in the mark statements as a security measures with 6 other security checks
- Transparency is used in valuation by the way of re-totalling, re-evaluation and obtaining copies of answer sheet
- Dummy numbers are used for valuation
- Autonomous result passing board decides publication of results
- Autonomous results published well in advance
- Autonomous results uploaded in college website
- Hall tickets and marks statements carries the photograph
- Examination date and session is printed in the hall tickets
- Double Valuation was followed during ODD and Even Semester.

2.9 No. of faculty members involved in curriculum

106	106	106
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restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

- All faculty members are Board of Study Members

2.10 Average percentage of attendance of students

82%
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2.11 Course/Programme wise distribution of pass percentage:

S.No	Title of the Programme	Total No. of Students	Distinctions	I	II	III	%
1	I BBA	44	0	2	12	7	1
2	II BBA	29	0	3	8	10	1

3	III BBA	28	2	0	8	14	0
4	I BCA	38	0	0	13	5	0
5	II BCA	28	0	54	5	4	15
6	III BCA	53	0	42	26	0	22
7	I B.Sc CS	89	1	3	29	10	3
8	II B.Sc CS	40	0	5	24	3	2
9	III B.Sc CS	43	0	26	28	2	11
10	I B.Sc CT	52	0	8	19	10	4
11	II B.Sc CT	35	0	26	16	3	9
12	III B.Sc CT	25	0	16	9	10	4
13	I B.Sc IT	46	1	4	14	7	2
14	II B.Sc IT	37	0	14	19	2	5
15	III B.Sc IT	37	0	19	26	0	7
16	I B.Sc CDF	38	0	8	11	14	3
17	II B.Sc CDF	37	0	3	25	6	1
18	III B.Sc CDF	42	2	2	22	16	1
19	I B.COM	79	7	3	26	21	2
20	II B.COM	41	3	2	16	13	1
21	III B.COM	42	0	45	22	0	19
22	I B.COM(CA)	105	0	2	54	19	2
23	II B.COM(CA)	94	0	1	56	19	1
24	III B.COM(CA)	97	0	8	64	15	8
25	I B.COM(PA)	53	3	8	17	21	4
26	II B.COM(PA)	51	5	4	12	25	2
27	III B.COM(PA)	41	0	17	31	0	7
28	I B.COM(BPS)	44	2	2	12	17	1
29	II B.COM(BPS)	15	0	33	7	3	5
30	III B.COM(BPS)	26	0	12	23	0	3
31	I BA English	19	0	0	10	5	0
32	II BA English	19	1	0	10	8	0
33	III BA English	22	0	64	7	0	14
34	I B.Sc MATHS	31	0	13	17	9	4
35	II B.Sc MATHS	52	0	35	21	4	18
36	III B.Sc MATHS	34	0	53	12	0	18
37	I PHYSICS	14	0	7	11	0	1
38	II PHYSICS	16	0	6	13	1	1
39	III PHYSICS	0	0	0	0	0	0
40	I PSYCHOLOGY	15	0	20	7	2	3
41	II PSYCHOLOGY	0	0	0	0	0	0
42	I B.Sc VISCOM	29	0	3	19	2	1
43	II B.Sc VISCOM	23	0	4	6	12	1
44	III B.Sc VISCOM	42	0	21	26	1	9
45	I M.Sc MATHS	9	0	33	4	0	3
46	II M.Sc MATHS	0	0	0	0	0	0
47	I MBA	46	0	11	30	3	5

48	II MBA	26	0	58	10	1	15
49	I M.COM	27	0	37	7	0	10
47	II M.COM	10	0	70	2	0	7
48	I MSC(CS)	33	0	18	18	0	6
49	II MSC(CS)	16	0	25	10	0	4
50	I MSC(IT)	11	0	45	5	0	5
51	II MSC(IT)	15	0	53	5	0	8
52	I MA MassCom	9	0	0	5	0	0
53	II MA MassCom	14	0	21	5	0	3
<b>Total</b>		<b>1923</b>	<b>27</b>	<b>14</b>	<b>899</b>	<b>324</b>	<b>271</b>

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

- IQAC collects feedback from the students, alumni, employer and parents in a structured questionnaire and analyzes the data. The report is submitted to the principal.
- Student Surveys are conducted in the mode Teacher Assessment Questionnaire.
- The IQAC facilitates the faculty to attend Refresher courses, orientation programmes, workshops and seminars.
- University and autonomous results for various classes are discussed and analysed critically.
- Performance of the students in the assignments, class tests and model examinations are continuously examined and remedies are suggested.
- Departments are asked to prepare question bank.
- The IQAC monitors the teaching learning process by reviewing lesson plan, mentoring the teachers who have variations.
- Academic audit is conducted twice in a semester by Internal – Academic Audit committee. In addition to this, External Audit is conducted to improve the quality.
- Continuous assessment is conducted as pre the following modes
  - CIA Test 1 / 2
  - Model Examination
  - Assignment
  - Seminar
  - Online Quiz
  - Online Test
  - External Participation
  - Attendance

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	8
HRD programmes	-
Orientation programmes	3
Faculty exchange programme	-
Staff training conducted by the university	06
Staff training conducted by other institutions	25
Summer / Winter schools, Workshops, etc.	26
Others	-

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	-	02	-
Technical Staff	14	-	03	-

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Setting up of Research centres in the subjects of Computer Science, Commerce and Business Administration/Management where the faculty members of the college will guide the students for pursuing their M.Phil/Doctoral degrees.
- Applying for various funding agencies to conduct research project, conferences and Faculty development programme.
- Various National/International Journals are subscribed for the Library
- Established a research forum to discuss and deliver information to research scholars and staff members.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	8
Outlay in Rs. Lakhs	-	-	-	86

#### 3.3. Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	07	1	0	26
Outlay in Rs. Lakhs	11,47,500	1.2	0	65

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	35	9	0
Non-Peer Review Journals	13	2	0
e-Journals	12	6	0
Conference proceedings	15	40	0

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	One	UGC		1,20,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	-	CSIR, ICWA	1,30,000/-	1,30,000/-
		EDI	20,000/-	20,000/-
Total			1,50,000/-	2,70,000/-

3.7 No. of books published i) With ISBN No.

8

Chapters in Edited Books

-

ii) Without ISBN No.

6

3.8 No. of University Departments receiving funds from

UGC-SAP

-

CAS

-

DST-FIST

-

DPE

-

DBT Scheme/funds

-

3.9 For colleges

Autonomy

-

CPE

-

DBT Star Scheme

-

INSPIRE

-

CE

-

Any Other (specify)

ICWA, CSIR, EDII

3.10 Revenue generated through consultancy

5.5 Lakhs

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	3	13			3
Sponsoring agencies		EDII, CSIR			

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

06



3.13 No. of collaborations                      International                      National                      Any other

-    05    -

3.14 No. of linkages created during this year    08

The college has signed & Renewed MOUs with

- Larsen & Toubro,
- Meridian Apparels,
- AKR Exports,
- G K Engineering,
- Magna Electro Castings,
- Navia Markets Ltd.,
- Sprout Wings,
- Saiss, USA
- Reliance Jio Infocomm, Mumbai
- Edudharma, Coimbatore
- Mazenet, Chennai.
- Lakshya Labs

3.15 Total budget for research for current year in lakhs:

From funding agency    6                      From Management of University/College    35

Total                      41

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
12	-	-	2	1	-	9

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

- Conducted Orientation programme for the first year students
- Blood donation and Blood grouping was conducted in the adopted village and students of adopted school
- Sapling of tree around 5000 plant were planted
- World Water day was observed
- Conducted Yoga Training for children of adopted school
- Eye Donation awareness Rally was organized in co-ordination with Aravind Eye Hospital
- Cancer aware programme was conducted in co-ordination with Oncology department of Sri Ramakrishna Hospital, Coimbatore
- Health care and cleanliness awareness camp was organised for village people.
- Diabetes awareness day
- Helmet Awareness day
- Dengue Awareness
- Vision Screening Camp conducted for 2000 students
- Diabetes Awareness Camp conducted
- Breast Cancer Awareness Camp Conducted
- Swachatta Program conducted in nearby villages.
- Digital Payment Awareness camp Conducted.
- Open defecation survey.

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

- Blood Donation camps were conducted by NSS on campus in which the students took part in large numbers
- Student volunteers took out rallies to generate awareness on traffic safety, unmanned railway crossing awareness, environment and other socially relevant issues.
- Voting awareness programme
- Rain water harvesting
- AIDS Awareness
- IPS/IAS Coaching

- NSS units of the college have adopted a village, where awareness and sensitization campaign are organised on issues like women empowerment, female infanticide, drug addiction, health and nutrition, sanitation and hygiene etc.
- The NSS students are undertaking special camps on cleanliness, beautification drives.
- Sadbhawana Diwas celebrated.
- Computer donated to Government School
- Saplings planted
- Red Ribbon Club Activities: Spreading awareness regarding HIV/Aids, Candle light March, Lectures, Street Play, organised Poster Competition, Rangoli Competitions, Quiz competition organised, Rally to create awareness regarding HIV/AIDS.
- Institution offers fee concessions for economically backward and marginalized students.
- In association with CEC “Voters Registration Drive” was conducted.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.09 Acre	-	-	5.09 Acre
Class rooms	51	3	-	54
Laboratories	10	1	Management	11
Seminar Halls	3	0	Management	0
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	3	-	-	3
Value of the equipment purchased during the year (Rs. in Lakhs)	175	35	-	210

#### 4.2 Computerization of administration and library

Yes. Library has an exclusive E-Library facility. The operations of the Library are computerized. 25 Computers are in operation for the in-house activities of the Library. The Library had been using ERP – College Management System.

The Administrative and Accounts Offices have been using ERP – College Management System and Tally software with various modules for their various operations.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12041	3836581	626	191450	12667	4028031
Reference Books	486	263780	15	5060	501	268840
e-Books						
Journals	40		5		45	
e-Journals					2	19470
Digital Database						
CD & Video	947		34		981	
Others (specify)	-	-	-	-		

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	407	6	30 Mbps			6	40	34
Added	35	-	10 Mbps			-	5	8
Total	442	6	40 Mbps			6	45	42

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

The Technical department provides and manages internet access to all the departments in the college including library and hostel through both Wi-Fi and broadband connections. Secured and personal accesses to internet are provided to students and faculty members. They can access internet services on their personal devices including tablets, laptops and mobile phones thereby performing various computing tasks easily and efficiently.

The Department of Computer Science also conducted exhibitions on various innovative and useful software available as free or open source on the internet. Software which can be helpful in day to day life are showcased in the exhibition and interested faculty members were provided copies of these software, free of cost. Also the department of computer science conducted a Faculty development programme on the usage of Google Apps for Class room administration and Paper less office administration.

The faculty members of the Department of Computer Science are encouraged to help students and faculty members of other departments in their endeavour to update their technical and computing skills.

The faculty members of other departments were apprised of various time saving techniques and tools which can be very helpful in their research and publication related activities.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.6.5
ii) Campus Infrastructure and facilities	Rs.30.5
iii) Equipments	Rs.55.45
iv) Others	Rs. 5.36
<b>Total :</b>	<b>Rs.97.81</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- During Orientation, students were familiarized with the rules and regulations given in students handbook
- IQAC gave maximum publicity about Student Grievance Redressed Cell.
- Updating the information of support services in the college prospectus.
- Arranging interactive session with the students to familiarize them about the student support services provided by the College.
- Receiving the feedback from the students on the utility of these services and making them more efficient.
- Student charter board has been displayed in the prominent positions to provide awareness to the students.
- Class committee meeting conducted every month to get the grievance and explained the facilities available in the campus.
- Student representative meeting conducted to resolve the grievances.

#### 5.2 Efforts made by the institution for tracking the progression

- All students are a part of the Mentoring Program. Individual mentor tracks the progress of the students during their stay in college. Academic and personal issues of the students are sensitively handled by the mentors.
- Departments have been instructed to maintain a database of students once they leave the alma mater
- Alumni Association also tracks the students progression
- Holding regular Class Tests for undergraduate classes and analysing the progress of the students.
- Distributing updated assignments and projects on different subjects.
- Discussing the assignments in the tutorials.
- Remedial classes in the evening for slow learners.
- Test marks and attendances are sent regularly to parents through E – post and bulk SMS.
- Continuous Internal Assessment marks and End Semester Marks are tracked for the progression of students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2299	217	24	20 (M.Phil)

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	1303	51		1257	49

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
259	396	12	1904	4	2571	359	289	25	1882	5	2560

Demand ratio 1:1      Dropout % 1.95

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

- Added more books on various subjects for competitive examinations.
- Arranged lectures by the experts in communicative skills and personality development.
- Banking Exams coaching is provided by the Centre for Extended Education
- CAT Coaching
- NET Coaching

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET       SET/SLET       GATE       CAT

IAS/IPS etc       State PSC       UPSC       Others



### 5.6 Details of student counselling and career guidance

- Departments organize for interaction with alumni and industry representatives to enlighten students about career options
- Placement Cell and Career Guidance cell conduct Campus Recruitment Training for students who have enrolled for Placement
- For each stream Guest speakers are invited to counsel students about higher studies and career options

No. of students benefitted

235
-----

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
75	589	398	135

### 5.8 Details of gender sensitization programmes

The College has held gender sensitisation sessions for both Teaching and Non-Teaching staff on campus, given the present situation of gender discrimination in society and the sensitivity of such relationships. The college has given equal importance to both men and women in staff recruitment and no special gender sensitization programmes are conducted.

The students are sensitized towards gender bias and made aware of their rights through a series of sensitization programme.

### 5.9 Students Activities

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

State/ University level

186
-----

National level

02
----

International level

03
----

No. of students participated in cultural events

186
-----

23
----

State/ University level

National level

International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	953	Rs.125,62,790/-
Financial support from government	175	Rs.6,85,750/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Regular cleaning of toilets/washrooms
- Air Conditioning of library
- Parking lots

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The graphic consists of three horizontal bars stacked vertically, each with a decorative scroll-like edge on the left. The top bar is orange and contains the text for the Vision. The middle bar is blue and contains the text for the Mission. The bottom bar is green and contains the text for the Motto.

**Vision**  
To develop a world renowned Institution of credit which is **integrated to Industry** in an international manner to produce knowledge, skill and character in young men and women to suit emerging young India.

**Mission**  
To provide quality education at an **affordable cost** and to maintain academic and research excellence with a keen focus on **Industry Integrated Research and Education.**

**Motto**  
**“Meaningful Industry Ready Education and Research by all means”**

6.2 Does the Institution have a management Information System?

Yes. The college functions on an ERP smart campus and CRM for marketing.

Also the institution has Vavee – Alumni Management and Interaction.

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

6.3.1 Curriculum Development

- Curriculum development has been the prime focus in the post autonomy period.
- Regular review of the syllabi is done by taking feedback from the students, alumni, industry experts and academic experts.
- Faculties are also encouraged to upgrade their subject knowledge by attending research

conferences/seminars.

- On the basis of the feedback received and latest updates in the subject, Departments have brainstorming sessions.
- The revision/new syllabi is prepared by the Department members and put before the Board of the Studies. The BOS undertakes a complete evaluation of the syllabus, evaluation scheme and references.
- The recommendations of the Board of Studies of all the Departments are placed before the Academic Council for its approval.
- The recommendations of the Academic Council are placed for final approval before the highest decision making body – the Governing Council.
- In curriculum design the UGC norms and University regulations are strictly abided with.

### 6.3.2 Teaching and Learning

- Live Project as a part of continuous internal assessment
- Experiential learning like Entrepreneurial ventures to raise funds for social causes
- Online submissions of assignment
- Internships
- Guest Lectures
- Industrial Visits
- Encouraging students to write research papers/photo essays to be published

### **Teaching**

- The College has highly qualified and dedicated faculty with many of them possessing doctoral degrees in their respective subjects.
- To make teaching more effective and useful to the students, teachers are continuously encouraged to use innovative methods.
- They are facilitated in the use of technological audio-visual aids like the LCD by providing smart classrooms
- The faculty members are provided with ample opportunities to do online courses.
- Teachers are also encouraged to brush-up their knowledge by attending conferences, seminars and workshops organised by the various educational institutions.
- The class room teaching is supplemented by organising lectures by the experts in the various fields.

## Learning

- To inculcate the habit of learning among the students, student centric participating methods are encouraged. These includes group discussion (in the tutorials) home assignments, seminars, project work etc.
- Participative learning is also promoted by self learning through books, journals, internet and other such services. Students are provided free internet access.
- The college exposes the students to outdoor learning through educational trips excursions and camps etc.
- The college holds free remedial classes for weaker students in the evening.

### 6.3.3 Examination and Evaluation

- Annual and Semester Examination is conducted by the Bharathiar University/College. These include theory, practical, viva voce and project work.
- During the academic session, the college holds two internal examinations. The progress of the students is monitored through continuous internal assessment, which is based on attendance, internal examinations, seminar and assignments.
- In order to ensure transparency students are shown their answer books of house examinations/tests. Teachers point out the short coming and suggest improvements. Internal assessment is displayed on the notice board before submitting it to the university.
- Students and parents are informed about the Continuous Internal Assessment and End Semester marks break up and evaluation methods during orientation and through student handbook.
- Weightage is given to CIA and ESE so that learning is a continuous process.
- Evaluation is centralized.
- Entire exam process is online

### 6.3.4 Research and Development

- A research committee has been established to promote research among the faculty members.
- Research centres in the subjects of Tamil, English, Computer Science, Visual Communication, Commerce and Management have been in process of establishing for improving the research climate in the college.

- Teachers are motivated to participate in conferences, seminars and workshops held at this college and other institutions. For this purpose they are provided On duty.
- Faculty were made aware of the need to pursue research which resulted in more number applying for minor research projects and Major Research Projects.
- Faculty were provided financial aid for attending seminars and presenting papers.
- Publication fees for research article/paper is borne by the management for publishing the papers of the faculties in journals with ISSN numbers

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Our Library has recently undergone flooring. To give our readers best of comfort and encourage relaxed reading new furniture has been replaced.
- A digital library has been established with 25 Computers.
- DELNET is subscribed.
- National Digital Library is provided to all the students and staffs.
- Our library continuous provides access to e-resources to its members through N-LIST Programme of INFLIBNET UGC. Under this Programme the faculty members have been provided with Log in Ids and Passwords for accessing the e-resources anytime and anywhere.
- Our Stack Areas are well stocked and flexible to accommodate the latest reading and research material on various faculties.
- Reference Section is also well equipped with all possible reference material ranging from Encyclopaedias on various faculties to year books and books for competitive examinations like CAT/IAS, TNPSC and UPSC and so on.
- Section of the Library is devoted to Periodical Section. Multi faculty Journals, knowledge based and general magazines, newspapers in various languages are housed in this section.
- CD ROMs covering literature and various other subjects are also provided in the Periodical Section of the Library.
  - Giving user orientation to the students stressing the importance of the Library.
  - Giving presentations to the students about various resources available in the library and by giving them training to make use of these resources.
  - Live Demonstrations given to the students to access e-resources.

### 6.3.6 Human Resource Management

#### **Teachers Quality:**

- As an educational institution the main Human Resource is Faculty, therefore the faculty quality is given the topmost priority by the management.
- To maintain quality performance based incentives in the form of appreciation letters/certificates and awards are given to the employees.
- The faculties are encouraged to do research work, publish paper in reputed journals and apply for projects in different agencies.
- To meet the changing requirements of the curriculum the college encourages its teachers to enrol for various faculty development programmes like Refresher Courses conducted by Academic Staff College, Bharathiar University.
- At the beginning of every academic year, induction programme is organised for newly appointed teachers.
- Salaries were upgraded for every year.
- EPF was extended to the staff after minimum years of service
- Staff picnic was organized
- Separate HR policy is devised

### 6.3.7 Faculty and Staff recruitment

- The recruitment of faculty and non-teaching staff is done strictly by following the rules and regulations laid down by the UGC, Tamil Nadu Government and Bharathiar University
- Advertisements were placed in the leading newspapers and on college website about vacancies.
- Management has also taken the decision to recruit more of staff with PhD degree and SET and NET Eligibility.

### 6.3.8 Industry Interaction / Collaboration

- To provide practical knowledge, experts from the industry are invited to deliver talks and interaction with the students.
- The College arranged visits of the students to the industries and scientific institutions to get first hand information.
- Company executives are also invited to train the students.
- We at Rathinam, is surrounded by the Technical industries.
- We are present amidst IT/ITES companies, who are MNCs present worldwide.

- Rathinam Groups have tied up with industry associations like CII, ICT academy and MNCs like VWR, Reliance, and companies present near us like Indoshell, MAS Solar systems, Bezalel Solutions, Prologic, Mazenet, which are committed to provide opportunities and training for our students studying various courses at our college.
- There is a mutual interactions planned with the support of the Industry Interactions through Guest lectures, Internships, Placements, Visits and other projects, FDPs etc.
- We have collaborated through the ITEZ zone, which has ICICI training division, L&T training division, to serve the students and the society in a better way, by imparting knowledge and skill-sets to the needy.

#### 6.3.9 Admission of Students

- The College is one of the pioneer institutions in this part of the country. For admission process, the publicity is multipronged and well planned.
- The process is advertised in daily News papers and is also put on the website of the College.
- The prospectus contains all the necessary information on admission related topics.
- The admissions are centralised and are made at the University level.
- The college follows the Government of Tamil nadu /Bharathiar University reservation policy for all classes with regards to various categories such as SC/ST/OBC/ Freedom Fighters/ Defence Personal and Ex-Servicemen/Kashmiri Migrants /differently abled, sports persons, Single Girl Child etc.
- Date of issue of application forms, submission, fees, reservations etc are displayed on college website and made available through Prospectus.

#### 6.4 Welfare schemes for

Teaching	Salary Structure Revamped and EPF was introduced
Non teaching	Salary Structure Revamped and EPF was introduced
Students	Medical Insurance

#### 6.5 Total corpus fund generated

-

#### 6.6 Whether annual financial audit has been done

Yes  No



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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	-	Yes	Principal
Administrative	yes	-	Yes	Principal

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

For UG Programmes      Yes  No

For PG Programmes      Yes  No

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

- The exam process is computerized
- Photo copying facility of answer script is made available for students
- Computerised seating arrangement for end semester exams
- Students are able to get the results via SMS.

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

N/A

6.11 Activities and support from the Alumni Association

- Alumni are members of Board of Studies
- Alumni are guiding students as mentors
- Alumni Association had its annual get together every year
- Alumni meet conducted and best alumni students are honoured with special award.
- Alumni contributed a fund of 3 lakhs for the student welfare through Edudharma.

6.12 Activities and support from the Parent – Teacher Association

- There is periodic interaction between faculty and parents, whereby feedback is reciprocated.
- Orientation for parents of first year degree students is conducted on the first day of the academic year to familiarize them about rules and regulations, exam pattern, placement opportunities etc.

- Class tutors maintain regular contact with the Parents.

#### 6.13 Development programmes for support staff

The following activities have been introduced for the support staff:

- Participation in the computer related training programmes.
- Distressing them through regular yoga classes.
- Interest free loans in case of emergency
- Get together of staff along with their families on important festivals.
- Health Check up organized

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

- Networking in the college, for internal communication and circulating official notices, circulars and orders have saved papers.
- Planting more trees in the campus.
- Sensitizing the students on environmental issues through talks, posters.
- The Eco Club actively campaigned for Water Conservation
- Rain water harvesting
- Campus cleaning done by NSS volunteers

## Criterion – VII

### 7. Innovations and Best Practices

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

- Digitisation of college library.
- Focus on offering internships for students.
- Increase in number of faculty registered for Ph.Ds.
- Corporate Recruitment Training to enhance placement opportunities
- English Fluency

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

Plan of Action	Achievements
<ul style="list-style-type: none"><li>• To introduce online course as part of Curriculum</li></ul>	<ul style="list-style-type: none"><li>• For each subject 5 marks in the internal mark has been assigned to the completion of online course.</li></ul>
<ul style="list-style-type: none"><li>• Participation in External Conference / Seminar / Workshop will be considered for internal Evaluation</li></ul>	<ul style="list-style-type: none"><li>• During the regulation 2017, it is proposed to give 5 marks in the internal marks for the participation in External conference / Seminar / Workshop.</li></ul>
<ul style="list-style-type: none"><li>• Out Come based education will be followed</li></ul>	<ul style="list-style-type: none"><li>• Regulation 2017, which follows the Out Come based education.</li></ul>
<ul style="list-style-type: none"><li>• Industry Collaboration to create centre of Excellence</li></ul>	<ul style="list-style-type: none"><li>• Tie-up with DELL EMC was done to create a Data Science Laboratory. Signed MoU with Tukad for providing the industry based training to the students in Designing.</li></ul>
<ul style="list-style-type: none"><li>• Management Scholarship to top 3 students of each class</li></ul>	<ul style="list-style-type: none"><li>• From the November 2017, the top 3 performers in the End Semester Examination are given a cash reward / management scholarship.</li></ul>

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

(\**Provide the details in annexure – Annexure – III*)

7.4 Contribution to environmental awareness / protection

- The Eco club / Nature Club organised a talk and held poster making competition on environment day.

- Contribution environment society organised talks, poster making competitions environment day.
- Earth day celebrated by switching of lights in the college campus and the hostels.
- Creating awareness on energy saving drives.
- Environmental Science is a compulsory credit course for all the 2 year students
- Projects/assignments focused on sensitizing students on community/environment issues
- Environmental Exhibitions are conducted by students to create awareness about environmental issues
- Nature Club conducted special awareness program on saving tree, global warming, save elephant, save river.

7.5 Whether environmental audit was conducted?    Yes     No

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

### **Strengths**

#### **IT PARK & INCUBATION CENTER**

- Rathinam Technopark
- Embassy Techzone IT/ITES-SEZ

#### **INFRASTRUCTURE, SERVICES, & ENTERTAINMENT**

- Rathinam Housing
  - Fine Stay Hotel
  - Rathinavani 90.8 Community Radio
- Infrastructure
- Incubation Center to Help Student Start ups
  - Entrepreneur Development Cell
  - Free International Business Internship to MBA students
  - Free advanced Tablet PC for MBA students
  - Science Exhibition
  - Guest Lecture Programs from Industry
  - CEO meets
  - Industrial Visits

- Internships
- Soft skills training
- Front line self-supporting college.
- Institute has 5.09 acres of sprawling land.
- Placement of students in reputed companies like TCS, WIPRO, INFOSYS, CTS etc.,
- Rendering assistance to the people in surrounding areas for their social and economic upliftment.
- Having excellent greenery so as to have pollution free and eco-friendly environment.
- Alumni well settled in variant areas.
- Impressive and appreciable Teacher-Student Interaction.
- Co-curricular activities in a time bound framework.
- Regular Teacher evaluation by the students.
- Research Publications are encouraged with cash award.
- Adequate infrastructure.
- Well Qualified, dedicated and devoted faculty.
- Strong concern to impart quality education.
- Constant endeavours to acquire skills in teaching and learning practices.
- Team spirit to achieve organizational objectives.
- Faculty available and accessible to students round the clock.
- Well-developed laboratories to pursue project works.
- Regular industrial visits.
- Round the clock internet facility.
- Clubs for curricular and co-curricular activities
- Department associations.
- Departmental library facility.
- Spacious hostels for boys and girls.

### **Weaknesses**

- It attracts average quality students.
- Performance in competitive examinations is not up to the mark.
- Poor communications skills of the students.
- Consultancy is limited

## Opportunities

- Our students can be employed in large number in the industry annexed in our campus.
- Several small scale industries are around the college and nearby SIDCO (Small Industries Development Corporation) of Tamilnadu government is in Kurichi area 2 KM away from college and we can have interaction with them to impart training and placement for students.
- As the industries are in and around the college there is a great scope for taking up consultancy works, Counselling, Guest lecturers etc.,
- Scope to introduce new courses.

## Challenges

- In view of mushrooming of colleges in the Coimbatore city, Competition is heavy with the surrounding Institutions.
- Opening of more interdisciplinary programmes
- Organization of International conference
- Drift of students from Conventional courses to the Non- Conventional courses
- Imparting knowledge of English to the students of vernacular medium.

Admitting students at lower percentages at entry point & improve their percentages at maximum extent.

## 8. Plans of institution for next year

- To implement Outcome based education through technology enablement
- To introduce a new regulation 2019 with full utilization of Choice Based Credit system.
- To impart practical based teaching.
- Introducing new courses for the year 2018-2019.
- Enhancement of Psychology lab with new equipments
- Upgrading the Media Lab
- 

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_\*\_\*\_\*\_\_\_\_\_  
\*\*\*

RATHINAM COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)  
COIMBATORE-641 021

Academic Calendar

JUNE 2017

DATE	DAY	PARTICULARS	WORKING DAYS
1	THU		
2	FRI		
3	SAT	HOLIDAY	
4	SUN	HOLIDAY	
5	MON	Reopening for students ODD semester 2017	1
6	TUE		2
7	WED		3
8	THU		4
9	FRI		5
10	SAT	WORKING DAY (STAFF)	
11	SUN	HOLIDAY	
12	MON		6
13	TUE		7
14	WED		8
15	THU		9
16	FRI		10
17	SAT	HOLIDAY	
18	SUN	HOLIDAY	
19	MON		11
20	TUE		12
21	WED		13
22	THU		14
23	FRI		15
24	SAT	WORKING DAY (STAFF)	
25	SUN	HOLIDAY	
26	MON	RAMZAN-HOLIDAY	
27	TUE		16
28	WED		17
29	THU		18
30	FRI		19

JULY 2017

DATE	DAY	PARTICULARS	WORKING DAYS
1	SAT	Working Day (Staff)	
2	SUN	HOLIDAY	
3	MON	COMMENCEMENT OF 1 YEAR	
4	TUE		
5	WED		
6	THU		20
7	FRI		21
8	SAT	WORKING DAY (STAFF)	
9	SUN	HOLIDAY	
10	MON		22
11	TUE		23
12	WED		24
13	THU		25
14	FRI		26
15	SAT	HOLIDAY	
16	SUN	HOLIDAY	
17	MON		27
18	TUE		28
19	WED		29
20	THU	CIA-I	30
21	FRI	CIA-I	31
22	SAT	CIA-I	32
23	SUN	HOLIDAY	
24	MON		33
25	TUE		34
26	WED		35
27	THU		36
28	FRI		37
29	SAT	WORKING DAY ( STAFF)	
30	SUN	HOLIDAY	
31	MON		38



AUGUST 2017

DATE	DAY	PARTICULARS	WORKING DAYS
1	TUE		39
2	WED		40
3	THU	AADI-18(LOCAL HOLIDAY)	
4	FRI		41
5	SAT	WORKING DAY (COMP OFF TO AADI -18)	42
6	SUN	HOLIDAY	
7	MON		43
8	TUE		44
9	WED		45
10	THU		46
11	FRI		47
12	SAT	WORKING DAY (STAFF)	
13	SUN	HOLIDAY	
14	MON		48
15	TUE	INDEPENDENCE DAY-HOLIDAY	
16	WED		49
17	THU		50
18	FRI		51
19	SAT	HOLIDAY	
20	SUN	HOLIDAY	
21	MON		52
22	TUE	<b>Exam Fees Without Fine Last Date</b>	53
23	WED		54
24	THU		55
25	FRI	VINAYAGAR CHATURTHI-HOLIDAY	
26	SAT	WORKING DAY (STAFF)	
27	SUN	HOLIDAY	
28	MON		56
29	TUE		57
30	WED	<b>Exam Fees with Fine Last Date</b>	58
31	THU		59

SEPTEMBER 2017

DATE	DAY	PARTICULARS	WORKING DAYS
1	FRI		60
2	SAT	BAKRID-HOLIDAY	
3	SUN	HOLIDAY	
4	MON		61
5	TUE		62
6	WED		63
7	THU	CIA-II	64
8	FRI	CIA-II	65
9	SAT	CIA-II	66
10	SUN	HOLIDAY	
11	MON		67
12	TUE		68
13	WED		69
14	THU		70
15	FRI		71
16	SAT	HOLIDAY	
17	SUN	HOLIDAY	
18	MON		72
19	TUE		73
20	WED		74
21	THU		75
22	FRI	<b>Dispatch of END Semester</b>  <b>Examinations Time Table</b>	76
23	SAT	WORKING DAY (STAFF)	
24	SUN	HOLIDAY	
25	MON		77
26	TUE		78
27	WED		79
28	THU		80
29	FRI	SARASWATHI POOJA-HOLIDAY	
30	SAT	VIJAYADHASAMI-HOLIDAY	

OCTOBER 2017

DATE	DAY	PARTICULARS	WORKING DAYS
1	SUN	HOLIDAY	
2	MON	GANDHI JAYANTHI-HOLIDAY	
3	TUE	COMMENCEMENT OF MODEL EXAM	81
4	WED		82
5	THU		83
6	FRI	<b>ODD SEMESTER PRACTICAL STARTS</b>	84
7	SAT		85
8	SUN	HOLIDAY	
9	MON	END OF MODEL EXAM	86
10	TUE		87
11	WED		88
12	THU		89
13	FRI		90
14	SAT		
15	SUN	HOLIDAY	
16	MON		
17	TUE		
18	WED	DIWALI-HOLIDAY	
19	THU	DIWALI-HOLIDAY	
20	FRI		
21	SAT	PRACTICAL END	
22	SUN	HOLIDAY	
23	MON	END SEMESTER EXAM STARTS	
24	TUE		
25	WED		
26	THU		
27	FRI		
28	SAT		
29	SUN	HOLIDAY	
30	MON		
31	TUE		

NOVEMBER 2017

DATE	DAY	PARTICULARS	WORKING DAYS
1	WED		
2	THU		
3	FRI		
4	SAT		
5	SUN	HOLIDAY	
6	MON		
7	TUE		
8	WED		
9	THU		
10	FRI		
11	SAT		
12	SUN	HOLIDAY	
13	MON		
14	TUE	END SEM EXAM ENDS	
15	WED		
16	THU		
17	FRI		
18	SAT	HOLIDAY	
19	SUN	HOLIDAY	
20	MON	REOPEN FOR EVEN SEMESTER	1
21	TUE		2
22	WED		3
23	THU		4
24	FRI		5
25	SAT	WORKING DAY (STAFF)	
26	SUN	HOLIDAY	
27	MON		6
28	TUE		7
29	WED		8
30	THU		9

DECEMBER 2017

DATE	DAY	PARTICULARS	WORKING DAYS
1	FRI	MILAD-UN-NABI-HOLIDAY	
2	SAT	WORKING DAY (COMP OFF FOR MILAD-UN-NABI)	10
3	SUN	HOLIDAY	
4	MON		11
5	TUE		12
6	WED		13
7	THU		14
8	FRI		15
9	SAT	WORKING DAY (STAFF)	
10	SUN	HOLIDAY	
11	MON		16
12	TUE		17
13	WED		18
14	THU		19
15	FRI		20
16	SAT	HOLIDAY	
17	SUN	HOLIDAY	
18	MON		21
19	TUE		22
20	WED		23
21	THU		21
22	FRI		25
23	SAT	WORKING DAY (STAFF)	
24	SUN	HOLIDAY	
25	MON	<b>CHRISTMAS-HOLIDAY</b>	
26	TUE		26
27	WED		27
28	THU		28
29	FRI		29
30	SAT	WORKING DAY (STAFF)	
31	SUN	HOLIDAY	

JANUARY 2018

DATE	DAY	PARTICULARS	WORKING DAYS
1	MON	NEW YEAR-HOLIDAY	
2	TUE	CIA -I	30
3	WED	CIA -I	31
4	THU	CIA -I	32
5	FRI		33
6	SAT	HOLIDAY	
7	SUN	HOLIDAY	
8	MON		34
9	TUE		35
10	WED		36
11	THU		37
12	FRI		38
13	SAT	WORKING DAY (STAFF)	
14	SUN	HOLIDAY	
15	MON	PONGAL-HOLIDAY	
16	TUE	PONGAL-HOLIDAY	
17	WED		39
18	THU		40
19	FRI		41
20	SAT	WORKING DAY (STAFF)	
21	SUN	HOLIDAY	
22	MON		42
23	TUE		43
24	WED		44
25	THU		45
26	FRI	REPUBLIC DAY-HOLIDAY	
27	SAT	WORKING DAY (STAFF)	
28	SUN	HOLIDAY	
29	MON		46
30	TUE		47
31	WED		48

FEBRUARY 2018

DATE	DAY	PARTICULARS	WORKING DAYS
1	THU		49
2	FRI		50
3	SAT	<b>HOLIDAY</b>	
4	SUN	<b>HOLIDAY</b>	
5	MON		51
6	TUE		52
7	WED		53
8	THU		54
9	FRI		55
10	SAT	<b>WORKING DAY (STAFF)</b>	
11	SUN	<b>HOLIDAY</b>	
12	MON		56
13	TUE		57
14	WED		58
15	THU		59
16	FRI	<b>Exam Fees Without Fine Last Date</b>	60
17	SAT	<b>HOLIDAY</b>	
18	SUN	<b>HOLIDAY</b>	
19	MON		61
20	TUE		62
21	WED		63
22	THU	<b>CIA-II</b>	64
23	FRI	<b>CIA-II</b>	65
24	SAT	<b>CIA-II</b>	66
25	SUN	<b>HOLIDAY</b>	
26	MON	<b>Exam Fees with Fine Last Date</b>	67
27	TUE		68
28	WED		69

MARCH 2018

DATE	DAY	PARTICULARS	WORKING DAYS
1	THU	<b>Dispatch of END Semester Examinations Time Table</b>	70
2	FRI		71
3	SAT	HOLIDAY	
4	SUN	HOLIDAY	
5	MON		72
6	TUE		73
7	WED		74
8	THU		75
9	FRI		76
10	SAT	WORKING DAY (STAFF)	
11	SUN	HOLIDAY	
12	MON		77
13	TUE		78
14	WED		79
15	THU	COMMENCEMENT OF MODEL EXAM	80
16	FRI		
17	SAT		
18	SUN	HOLIDAY	
19	MON		
20	TUE	<b>SEM PRACTICAL EXAM STARTS</b>	
21	WED		
22	THU		
23	FRI		
24	SAT		
25	SUN	HOLIDAY	
26	MON		
27	TUE		
28	WED		
29	THU		
30	FRI		
31	SAT		



APRIL 2018

DATE	DAY	PARTICULARS	WORKING DAYS
1	SUN	HOLIDAY	
2	MON	COMMENCEMENT OF END SEM EXAM	
3	TUE		
4	WED		
5	THU		
6	FRI		
7	SAT		
8	SUN	HOLIDAY	
9	MON		
10	TUE		
11	WED		
12	THU		
13	FRI	GOOD FRIDAY-HOLIDAY/UGADI	
14	SAT		
15	SUN	HOLIDAY	
16	MON		
17	TUE		
18	WED		
19	THU		
20	FRI		
21	SAT		
22	SUN	HOLIDAY	
23	MON		
24	TUE		
25	WED	END SEM EXAM ENDS	
26	THU		
27	FRI		
28	SAT	WORKING DAY (STAFF)	
29	SUN	HOLIDAY	
30	MON		

MAY 2018

DATE	DAY	PARTICULARS	WORKING DAYS
1	TUE	LABOURS DAY-HOLIDAY	
2	WED		
3	THU		
4	FRI		
5	SAT	HOLIDAY	
6	SUN	HOLIDAY	
7	MON		
8	TUE		
9	WED		
10	THU		
11	FRI		
12	SAT	WORKING DAY (STAFF)	
13	SUN	HOLIDAY	
14	MON		
15	TUE		
16	WED		
17	THU		
18	FRI		
19	SAT	HOLIDAY	
20	SUN	HOLIDAY	
21	MON		
22	TUE		
23	WED		
24	THU		
25	FRI		
26	SAT	WORKING DAY (STAFF)	
27	SUN	HOLIDAY	
28	MON		
29	TUE		
30	WED		
31	THU		

## Annexure II

### **Analysis of the feedback from stakeholders**

#### **Parents Feedback:**

It serves a link between the parents and the college. Through parents feedback the requirements of parents is assessed and the students are mentored and oriented. Also the feedback helps to career plan the students successfully. During 2017-2018, Parents Teacher Association Meeting was conducted 3 times. During the PTA meeting, the performance of the students and institution activities were briefed to the parents. The parent's suggestion and feedback were obtained.

#### **Employer Feedback:**

The feedback from the employer provides us an impetus in our efforts to serve the students community and the society. It also guides us in our pursuit of excellence. The feedback from the employer is acting as a scale to measure the efficiency of the students and the benchmark of the curriculum. Also with the help of feedback the necessary changes in curriculum is made in few departments.

#### **Alumni feedback:**

The feedback from the Alumni, speaks the contribution made by the college and the efforts put up by the faculty members in shaping their careers. Also their feedback helps the management to improve infrastructure and requirements of the students. Their feedback gives the current need of industry. The same is implemented in the

**Students' feedback:** The analysis of student feedback helps us to continuously improve our teaching methods and make students friendly. It also helps in improving the various facilities being provided to the students.

<b>Overall Feedback Summary</b>		
<b>Staff Code</b>	<b>Faculty name</b>	<b>Total Avg.</b>
1	RCAS00003 Uthira Moorthy A	76.52
2	RCAS00004 Raja S	80.08
3	RCAS00006 Kiruthika R	69.52
4	RCAS00007 Veera Kumaran V	70.72

5	RCAS00008	Renuka K	70.01
6	RCAS00012	Raj Balaji D	84.52
7	RCAS00018	Kathirvelkumaran L	90.13
8	RCAS00027	Hemalatha T M	77.33
9	RCAS00034	Harikaran S	67.98
10	RCAS00039	Singu B H	77.59
11	RCAS00071	Dhanaraj V T	68.96
12	RCAS00085	Parameswari N	67.26
13	RCAS00087	Arockiam S	80.54
14	RCAS00388	Richard Robert Raa M	63.43
15	RCAS00630	Sargurunathan K	70.91
16	RCAS00663	Shylaja S	82.20
17	RCAS00690	Anand Kumar B	71.91
18	RCAS00691	Priyadharshini A	71.78
19	RCAS00694	Vasanthi V	63.81
20	RCAS00698	Manimegalai R	74.58
21	RCAS00706	Raju T J	78.89
22	RCAS00714	Poongothai T	76.97
23	RCAS00754	Santhiya A	72.37
24	RCAS00758	Uma Maheswari D	73.70
25	RCAS00793	Panbuselvan P	70.54
26	RCAS00796	Dinesh S	76.75
27	RCAS00812	Swathi S	66.56
28	RCAS00848	Geethpriya B	77.59
29	RCAS00850	Hemalatha T	80.55
30	RCAS00858	Nithya A	77.85

31	RCAS00861	Sathyakala S	68.74
32	RCAS00874	Ruby V	76.91
33	RCAS00887	Rekha P	71.74
34	RCAS00891	Arul Mozhi Arasu K	73.98
35	RCAS00898	Vennila N	62.33
36	RCAS00908	Jamuna V	70.15
37	RCAS01300	Karthika M	63.71
38	RCAS01312	Santhosh Kumar B	72.48
39	RCAS01316	Jeshi M	83.21
40	RCAS01320	Jayakumar K	71.51
41	RCAS01340	Gnanadevan J	70.94
42	RCAS01342	Mary Diana A	59.07
43	RCAS01343	Gnanasekar M	72.05
44	RCAS01344	Prabhuraja S	77.33
45	RCAS01346	Uthayageetha D	70.10
46	RCAS01347	Brindha Devi S	76.36
47	RCAS01348	Hari Prasath S	77.40
48	RCAS01350	Hariram M	77.59
49	RCAS01351	Kavitha S	81.56
50	RCAS01354	Vigneshwari S	78.61
51	RCAS01355	Girija P	76.90
52	RCAS01356	Nikila Lochani S	85.33
53	RCAS01359	Meena R	71.33
54	RCAS01362	Induji R T	74.92
55	RCAS01366	Kalaivani R	69.60
56	RCAS01384	Renuka K	75.37

57	RCAS01395	Raman V	70.89
58	RCAS01398	Saranya K	75.12
59	RCAS01417	Janani B	75.99
60	RCAS01418	Saranya S	66.79
61	RCAS01419	Sathiya M	71.42
62	RCAS01421	Maheswari S	68.93
63	RCAS01422	Athisayamani S	77.07
64	RCAS01425	Karthika S	68.14
65	RCAS01426	Mercy Rani J	70.91
66	RCAS01427	Vijayalakshmi P S	70.80
67	RCAS01429	Mohamad imranul hasan S	69.98
68	RCAS01430	Arunambika T	59.93
69	RCAS01431	Chandra Devi D	74.30
70	RCAS01432	Lakshmi Devi S	76.38
71	RCAS01433	Juliana Gnanaselvi K	75.27
72	RCAS01435	Nandhini R	73.78
73	RCAS01436	Bhuvaneswari M	66.08
74	RCAS01438	Indirani T	76.58
75	RCAS01439	Priyadharshini S P	74.47
76	RCAS01446	Shyam Sharma S	79.47
77	RCAS01462	Padmavathi J	83.60
78	RCAS01463	Kalaivani R	74.72
79	RCAS01465	Salmaan alem N	82.42
80	RCAS01467	Saranya K K	76.43
81	RCAS01468	Jency K	82.38
82	RCAS01479	Ganesan M	65.76

83	RCAS01483	Saravana Kumar A	65.91
84	RCAS01485	Parimala devi V	68.07
85	RCAS01493	Karthik R	78.67
86	RCAS01511	Srividhya S	73.62
87	RCAS01519	Meenakshi R K	70.57
88	RCAS01525	Divya S	59.44
89	RCAS01532	Emima Priscilla	71.41
90	RCAS01533	Mayuri S	71.01
91	RCAS01539	Anjali Kuruvilla	88.62
92	RCAS01548	Thilagavathi K	61.46
93	RCAS01549	Subhashini S	75.91
94	RCAS01551	Arut Geevitha G	69.20
95	RCAS01552	Saranya M	68.12
96	RCAS01553	Joseline Steffi I	68.25
97	RIM00827	Padmaavathy PA	73.93
98	RIM01327	Vinu Charles T	55.29
99	RIM01494	Nithya M	72.87
100	RIM01521	Rajesh M	59.04
101	RIM01524	Mahesh Bhalakrishnan	58.72
102	RIM01568	Kiruthika M	76.65
103	RTC00810	Arun kumar M	74.50

### Annexure III

#### **Best Practice: 1**

1. Title of the Practice

Practical oriented Teaching learning process.

2. Goal

To make the students to be fluent in speaking English.

3. The Context

Department is actively involved in inculcating knowledge and need based work skills to facilitate the students to find themselves prepared for employment and entrepreneurship avenues as and when required. By giving practical oriented classes beyond the classroom teaching, students are interested to learn the concepts in practical manner. The aim is to improve the skill based performance of students.

4. The Practice

1. Practice on Excel operations.
2. Hand on training on Tally with GST.
3. work shop on Capital market operations
4. Training on IFRS.
5. Research projects

- **Practice on Excel Operations.**

Excel is an incredibly powerful tool for accountants. In order to enhance the Knowledge on excel, the practical session is handled regularly. It is useful for better employment opportunities.

- **Hands on Training on Tally with GST.**

As per the current demand, the tally with GST is introduced in our curriculum and training has been given for enriching the practical knowledge on Tally as well as revised Taxation concepts.

- **Work Shop on Capital Market Operations**

It is significant aspect in all financial perspective. Seminars and workshop have organized to have practical exposure.

- **Training on IFRS.**

Training on IFRS provides global knowledge on Accounting transaction and cross-border transactions. Guest lecturers is organized.

- **Research Projects**

Survey audit may conduct for understanding of Real time issues faced by the industry.

5. Evidence of Success



Relevant academic events have been organized for attaining the best practice of the department.

Online Test conducted and practical assessment conducted to justify the success.

## Best Practice: 2

### 1. Title of the Practice

#### **Enhancing Communicative English through Practical Approach**

### 2. Goal

English is a language which is mandatory for each and every sector. We the Rathinam College of Arts and Science have taken initiative to teach English in 'Play-way method'.

### 3. The Context

Teaching any language is complicated because a language cannot be learnt or taught, it is the skill acquired individually. In order to achieve that we have taken new ASTRA to prove the students that anything can be learnt easily if there is an interest and aesthetic sense. With the help of Communicative English practice students have good interaction, involvement and activity based learning. Because of this method student came to know their ability, capacity and language skill.

### 4. The Practice

Following tasks are conducted in our institution during Communicative English classes:

- PLAN AN EVENT - To improve the Speaking skill of the student  
Drive away stage fear, hesitation and nervousness.
- TRANSLATION - To improve the thinking from vernacular language to English language
- Tongue Twister - To improve the fluency of the student.
- Make the student to know the word stress, pause and meaning.
- Word Game - To strengthen the vocabulary of the student.

### 5. Evidence of Success

- Students have started to write their own blog and content.
  - ❖ <https://priyadarshinikannawordpress.com/2018/01/11/celebrate-life/>
  - ❖ <https://wp.me/p9xp5y-w>
  - ❖ <https://wp.me/p9xp5y-g>
  - ❖ <https://wp.me/p9xuhk-h>
  - ❖ <https://preethi424.wordpress.com/2018/02/03/did-you-know/>
  - ❖ <https://thilak0404.wordpress.com/2017/12/14/21/>

- ❖ <https://thilak0404.wordpress.com/2017/12/05/hate/>
  - ❖ <https://dhanvinraj.wordpress.com/2017/12/05/white-angel-in-the-dark-background/>
  - ❖ <https://arcliks.wordpress.com>
  - ❖ <https://hpclickz.wordpress.com>
  - ❖ <https://jesicandy.wordpress.com/2017/12/03/>
  - ❖ <https://wp.me/p9qLIV-g>
  - ❖ <https://wwwmashcom.wordpress.com>
- Initiated to read fables and give review about daily news clipping.
  - Students are involving themselves in producing individual projects and based on the project they are giving awareness through You-tube.
    - ❖ ELECTIONS IN INDIA (**Project**)
    - ❖ BITCOIN (**Project**) - <https://youtu.be/4QzmQe4KrQY>