

# Annual Quality Assurance Report (AQAR 2016 - 17)



Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
Bangalore – 560 072.



By

**Internal Quality Assurance Cell (IQAC)**  
**SENGAMALA THAYAR EDUCATIONAL TRUST**  
**WOMEN'S COLLEGE**

(Affiliated to Bharathidasan University, Tiruchirappalli)

Recognized by UGC under section 2(f) & 12(B)

(NAAC accredited 'A' Grade with CGPA 3.45 / 4.00)

**SUNDARAKKOTTAI, MANNARGUDI– 614 016.**

**TIRUVARUR DISTRICT, TAMIL NADU.**

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

### Part – A

**AQAR for the year**

2016-2017

**1. Details of the Institution**

**1.1 Name of the Institution**

SENGAMALA THAYAAR EDUCATIONAL TRUST WOMEN'S COLLEGE

**1.2 Address Line 1**

Main Road

**Address Line 2**

Sundarakkottai Village

**City/Town**

Mannargudi

**State**

Tamil Nadu

**Pin Code**

614 016

**Institution e-mail address**

stetwc@gmail.com / stet@stet.org.in

**Contact Nos.**

04367-255405

**Name of the Head of the Institution**

Dr.S.Amudha, M. Com., M.Phil., M.B.A., Ph.D.

**Tel. No. with STD Code**

04367- 255405

**Mobile**

9443703331

**Name of the IQAC  
Co-ordinator**

Dr. R. Saravanamuthu M.Sc., M.Phil., Ph.D.

**Mobile**

9842618181

**IQAC e-mail address**

stetiqac@gmail.com

**1.3 NAAC Track ID**

TNCOGN19382

OR

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

EC (SC)/05/A&A/085 dated 03.03.2015

**1.5 Website address**

www.stet.edu.in

**Web-link of the AQAR**

<http://stet.edu.in/AQAR/AQAR16-17.pdf>

**1.6 Accreditation Details**

Sl. No.	CYCLE	GRADE	CGPA	YEAR OF ACCREDITATION	VALIDITY PERIOD
1	1 <sup>st</sup> Cycle	A	3.45	03.03.2015	02.03.2020
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

**1.7 Date of Establishment of IQAC: DD/MM/YYYY**

20.06.2011

**1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC**

- i. AQAR \_\_\_\_\_08/07/2016\_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_NIL\_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_NIL\_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_NIL\_\_\_\_\_ (DD/MM/YYYY)

**1.9 Institutional Status**

<b>University</b>	<b>State</b>	<input checked="" type="checkbox"/>	<b>Central</b>	<input type="checkbox"/>
	<b>Deemed</b>	<input type="checkbox"/>	<b>Private</b>	<input type="checkbox"/>
<b>Affiliated College</b>	<b>Yes</b>	<input checked="" type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
	<b>Constituent College</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
<b>Autonomous college of UGC</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input checked="" type="checkbox"/>
	<b>Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)</b>	<b>Yes</b>	<input checked="" type="checkbox"/>	<b>No</b>
<b>Type of Institution</b>	<b>Co-education</b>	<input type="checkbox"/>		
	<b>Men</b>	<input type="checkbox"/>	<b>Women</b>	<input checked="" type="checkbox"/>
	<b>Urban</b>	<input type="checkbox"/>	<b>Rural</b>	<input checked="" type="checkbox"/>
	<b>Tribal</b>	<input type="checkbox"/>		
<b>Financial Status</b>			<b>Grant-in-aid</b>	<input type="checkbox"/>
			<b>UGC 2 (f)</b>	<input checked="" type="checkbox"/>
			<b>UGC 12B</b>	<input checked="" type="checkbox"/>
			<b>Grant-in-aid + Self Financing</b>	<input type="checkbox"/>
			<b>Totally Self - Financing</b>	<input checked="" type="checkbox"/>

**1.10 Type of Faculty / Programme**

<b>Arts</b>	<input checked="" type="checkbox"/>	<b>Science</b>	<input checked="" type="checkbox"/>
<b>Commerce</b>	<input checked="" type="checkbox"/>	<b>Law</b>	<input type="checkbox"/>
<b>PEI (Phys. Edu.)</b>	<input type="checkbox"/>	<b>TEI (Edu.)</b>	<input type="checkbox"/>
<b>Engineering</b>	<input type="checkbox"/>	<b>Health Science</b>	<input type="checkbox"/>
<b>Management</b>	<input checked="" type="checkbox"/>	<b>Other (Specify)</b>	<input type="checkbox"/>

**1.11 Name of the Affiliating University**

Bharathidasan University, Tiruchirappalli, Tamil Nadu
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**1.12 Special status conferred by Central/ State Government—****UGC/CSIR/DST/DBT/ICMR etc****Autonomy by State/Central Govt. / University**

-

**University with Potential for Excellence**

-

**UGC-CPE**

-

**DST Star Scheme**

-

**UGC-CE**

-

**UGC-Special Assistance Programme**

-

**DST- FIST**

-

**UGC-Innovative PG programmes**

-

**Any other (Specify)**

-

**UGC-COP Programmes**

-

**2. IQAC Composition and Activities**

<b>2.1</b>	<b>No. of Teachers</b>	11		
<b>2.2</b>	<b>No. of Administrative/Technical staff</b>	2		
<b>2.3</b>	<b>No. of students</b>	2		
<b>2.4</b>	<b>No. of Management representatives</b>	2		
<b>2.5</b>	<b>No. of Alumni</b>	2		
<b>2.6</b>	<b>No. of any other stakeholder and Community representatives</b>	2		
<b>2.7</b>	<b>No. of Employers/ Industrialists</b>	2		
<b>2.8</b>	<b>No. of other External Experts</b>	2		
<b>2.9</b>	<b>Total No. of members</b>	25		
<b>2.10</b>	<b>No. of IQAC meetings held</b>	11		
<b>2.11</b>	<b>No. of meetings with</b>			
	<b>Various stakeholders:</b>	6	<b>Faculty</b>	12
	<b>Non-Teaching Staff</b>	4	<b>Alumni Students</b>	3
	<b>Others</b>	2		
<b>2.12</b>	<b>Has IQAC received any funding from UGC during the year?</b>		<b>No</b>	✓
	<b>Yes</b>	<input type="checkbox"/>		
	<b>If yes, mention the amount</b>	-		

**2.13 Seminars and Conferences (only quality related)****(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC**

<b>Total Nos.</b>	43	<b>International</b>	-	<b>National</b>	2
		<b>State</b>	1	<b>Institution Level</b>	40

**(ii) Themes**

Enrichment of academic enhancement and promotion of Research

**2.14 Significant Activities and contributions made by IQAC**

IQAC is actively involved in enhancing the infrastructure facilities and teaching and learning resources and practices. The initiatives of the IQAC is summarized below

- Introduction of one year post graduate Diploma Programme on “Big Data Analytics” has been Approved by the Parent (Bharathidasan) University and was launched in the academic year 2016-2017
- Introduction of new UG/PG programmes were proposed by the IQAC. BCA has been approved and is to be commenced from the academic year 2017-2018
- IQAC proposed to upgrade the Departments of Humanities. Commission appointed by the parent University visited the Departments of Economics and Commerce. The Department of Economics has been approved to start M.Phil., and Department of Commerce has been approved to start Ph.D., programme. They are to be commenced from the academic year 2017-2018
- Departments organized National Conferences/Seminars/Workshops/ hands on training and Faculty Development programmes
- Two class rooms are constructed to satisfy the requirements of the new programmes
- Value Added Programme/Career oriented technical training programmes are conducted for the students to improve their technical acquaintance
- Departments effectively used ICT gadgets for the enhancement of quality of teaching learning processes
- Regular interactions with class coordinators and subject incharges of each and every department are made to maintain and sustain quality education
- Constant evaluation of teaching learning processes is done through feedbacks from students and stakeholders
- Management extends support for Research Projects and encourages research collaborations
- Six Minor Research Projects have been sanctioned by the UGC, New Delhi

- Research work entitled “Fungal parasites on medicinal plants in Thiruvananthapuram District of Kerala State” leading to Ph.D. Degree was carried out by A. Sabeena. She has completed the research work. She discovered 127 New species of foliicolous fungi; 16 New varieties and 18 New records to India; 2 New genera, 3 New generic records; and 3 rare fungi under the guidance of Dr. V. B. Hosagoudar, Honorary research Advisor of this institution
- The Department of Microbiology has submitted the gene sequences of *Lactobacillus*, *Rhodopseudomonas sp.*, *Saccharomycetes sp.*, *Aspergillus niger* and *Penicillium citrinum* to the Gen Bank and NCBI, USA and the accession numbers have been obtained
- Senior Research Fellowship (SRF) has been awarded by the Indian Council for Medical Research (ICMR), New Delhi to a Research Scholar of the Department of Biochemistry
- Departments took initiatives for effective activation with the MoUs forged organizations to carryout research and extension activities
- Members of the staff/scholars/PG students published their research findings in reputed Journals, and carried out intensive research
- Members of the staff/scholars/PG students attended and presented research articles in National/International Seminars/Conferences/Workshops
- The institution received the certificate of recognition from the ICTACT, Chennai for “Best practices- Higher education, in Tamil Nadu, for empowering local schools” and the best practices were published in the 25<sup>th</sup> edition of “BRIDGE 2017”
- Training programme was conducted to the student for applying statistical tools and techniques using SPSS packages
- STET social forestry has been launched with the objective of “Green India Mission” and “Grow more trees”
- As a measure to conserve electrical energy CFL bulbs have been replaced with LED bulbs
- Rallies and awareness programmes were conducted to activate STET Clean India mission
- Extension and consultancy services were conducted on cultivation of Edible mushroom, Vermicomposting and Micronutrient mixtures preparation
- Strengthening the campus placement process has been made through career guidance and placement cell to enable the students to get job opportunities in reputed organizations
- Best practices for this year include “Empowering local rural schools” and communities, “Facilitating and ensuring employment opportunities” and “Faculty Development Programme for continuous improvement of teaching process”



## 2.14 Plan of Action by IQAC/Outcome

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

Plan of Actions	Achievements
Infrastructure	<ul style="list-style-type: none"> <li>Two classrooms were constructed to cater the need</li> </ul>
Launching new programmes	<ul style="list-style-type: none"> <li>Proposal for introduction of one year post graduate Diploma Programme on “Big Data Analytics” was Approved by the Parent (Bharathidasan) University, and this was launched in the academic year 2016-2017</li> </ul>
	<ul style="list-style-type: none"> <li>Introduction of new UG/PG programmes was proposed by the IQAC. BCA has been approved, and is to be commenced from the academic year 2017-2018</li> </ul>
	<ul style="list-style-type: none"> <li>A Diploma Programme on Entrepreneurship and career development is being conducted, and certificate programme on Office automation with Tally is being conducted in collaboration with IECD by the Department of Commerce</li> </ul>
	<ul style="list-style-type: none"> <li>Certificate course on “Tailoring” was launched as skill development programme during the academic year 2016-2017 in which more than 100 students are undergoing the training</li> </ul>
Effective implementation of ICT based teaching- learning processes	<ul style="list-style-type: none"> <li>Power Point Presentation, Educational CDs and e-contents, etc., prepared by the teachers, are used for teaching</li> <li>NPTEL resources are effectively used to improve the teaching and learning outcome</li> </ul>
Promotion of Research Activity	<ul style="list-style-type: none"> <li>Steps have been taken to promote the Departments. Commissions appointed by the parent University have visited the Department of Commerce and Economics and accorded necessary approval for the commencement of Ph.D., and M.Phil., respectively, which are to be commenced from the academic year 2017-2018</li> </ul>
Publication of conference proceeding	<ul style="list-style-type: none"> <li>A conference proceedings with ISBN Number has been published by the Department of English : Recent trends in Language and literature (ISBN No. 978-93-85895-03-6)</li> <li>Glossary prepared by the Department of Business Administration has been revised with ISBN No. (ISBN No. 978-93-84008-15-14)</li> <li>The Glossary prepared by the Department of Computer Science and Economics is revised (ISBN No. is awaited)</li> </ul>

Publication of Research articles	<ul style="list-style-type: none"> <li>• 134 research articles have been published in National and International journals, proceeding and books</li> </ul>
Research Projects	<ul style="list-style-type: none"> <li>• Senior Research Fellowship (SRF) has been awarded by the Indian Council for Medical Research (ICMR), New Delhi to a Research Scholar of Biochemistry Department.</li> <li>• Six Minor Research Projects have been sanctioned by the UGC, New Delhi</li> <li>• Twenty Ph.D., theses and two synopsis have been submitted to Bharathidasan University, Tiruchirappalli, by the Research Scholars and faculty members of various Departments</li> <li>• Totally five faculty members have been awarded the Doctorate in their respective subject</li> <li>• Research work entitled “Fungal parasites on medicinal plants in Thiruvananthapuram District of Kerala State” leading to Ph.D. Degree was carried out by A. Sabeena. She has completed the research work. She discovered 127 New species of foliicolous fungi; 16 New varieties and 18 New records to India; 2 New genera, 3 New generic records; and 3 rare fungi under the guidance of Dr. V. B. Hosagoudar, Honorary research Advisor of this institution</li> <li>• The Department of Microbiology has submitted the gene sequences of <i>Lactobacillus</i>, <i>Rhodopseudomonas sp.</i>, <i>Saccharomyces sp.</i>, <i>Aspergillus niger</i> and <i>Penicillium citrinum</i> to the Gen Bank and NCBI, USA and the accession numbers have been obtained</li> <li>• Department of Microbiology has ventured into the process of conversion of plant lignocellulosic organic wastes into value added products. The ultimate bioconversion of the lignocellulosic waste leads to conversion of organic waste into value added products such as composts and organic manures.</li> </ul>
Organizing of Conferences / Seminars / workshops	<ul style="list-style-type: none"> <li>• Department of Computer Science and Master of Computer Applications Jointly organized an Intercollegiate National level technical meet “STET COMPUTERA- 2K17” in collaboration with ICTACT, Tamil Nadu</li> <li>• Department of Tamil along with Sahitya Akademi, New Delhi organized a one day symposium on “Women’s Writing on pain and vision”</li> </ul>

	<ul style="list-style-type: none"> <li>• An Exhibition under the title “ STET EXPO 2017” was conducted by all the Departments</li> <li>• Department of Computer Science and Master of Computer Application attended a Faculty Development Programme entitled “ Introduction to Big data analytics” organized by ICTACT</li> <li>• The departments of life science of our college, provide hands on training in the modern instrumentation techniques like Gas Chromatography, HPLC, Semi Auto Analyser, Atomic Absorption Spectroscopy, UV-VIS Spectroscopy and Bioreactor to make the students readily employable in various private and public industrial and academic institutional laboratories</li> </ul>
Publication of Books and News Letters	<ul style="list-style-type: none"> <li>• Books were published by the members of the Department of Tamil (ISBN NO: 978-93-82133-21-6, 978-93-82133-29-2, 978-93-82133-28-5, 978-93-82133-30-8)</li> <li>• Biannual news letters are published by each and every department</li> </ul>
Participation in Seminars / Conferences / Workshops	<p>Teachers, scholars and students participated in Seminars / conference / workshops and presented papers</p> <p><b>Presentation</b></p> <ul style="list-style-type: none"> <li>• Students / scholars – 127</li> <li>• Faculty – 93</li> </ul> <p><b>Participation</b></p> <ul style="list-style-type: none"> <li>• Students / scholars –402</li> <li>• Faculty – 85</li> </ul>
Initiation of MoUs	<ul style="list-style-type: none"> <li>• Department of Commerce has forged MoU with Indian Academic Researcher’s Association, Trichy</li> <li>• Department of Microbiology has signed MoU with Dr. V.B. Hosagoudar Research Foundation, Bilagu, Bagalkot District, Karnataka</li> <li>• Department of Computer Science and MCA has forged MoU with ISYSWAY Technologies, Thanjavur</li> </ul>
Activation of MoUs	<ul style="list-style-type: none"> <li>• Students undertook internships/training/industrial visits/ projects with organization with which MoUs signed.</li> </ul>
Extension Service	<ul style="list-style-type: none"> <li>• Extension service activities were carried out in different villages for the school students/ villagers/ SHGs</li> </ul>
Consultancy Services	<ul style="list-style-type: none"> <li>• Revenue generated through consultancy Rs. 35949/-</li> </ul>
Initiation of community activities	<ul style="list-style-type: none"> <li>• Community activities are initiated through NSS, YRC, RRC, Rotaract, EXNORA, etc.</li> </ul>

<p>Initiation of women Entrepreneurship Development Activities</p>	<ul style="list-style-type: none"> <li>• Women entrepreneurship development activity was initiated by the management on women's day</li> <li>• "Mrs. Hemalatha Dhivaharan financial assistance scheme" with a sum of Rs. 1,00,000/- as seed money has been launched to promote and support each student who demonstrates the entrepreneurial skill</li> </ul>
<p>Practices to reform and improve the student's success rate.</p>	<ul style="list-style-type: none"> <li>• Institute of Entrepreneurship and career development sanctioned sum of Rs. 10000/- as an initial fund to identify and motivate the students to promote youth entrepreneur</li> </ul>
<p>Recruitment of students (Placement)</p>	<ul style="list-style-type: none"> <li>• Alumni of the college conducted Skill development programme entitled "Organic farming"</li> </ul>
<p>Sports and Cultural Activities</p>	<ul style="list-style-type: none"> <li>• Arrangement for daily class test, preparation of question bank for slow and advanced learners, assignment, remedial classes, student seminar supported by power point presentation has been made</li> <li>• 159 students of our College are well placed in the recruited organization such as Infosys, Matrix Business India Pvt. Ltd., Footprints Collaperals and TCS, Chennai</li> </ul>
<p>Best Practices</p>	<ul style="list-style-type: none"> <li>• Students have actively participated in Sports and cultural activities conducted by University and other Inter-collegiate competitions.</li> <li>• Students won many prizes and medals in various competitions, and honored the institution</li> <li>• Students are trained in Karate and Yoga, and they won many prizes</li> <li>• "STET FIESTA" and "STET EUPHONIES" give platform for the students to showcase their talents in various activities of Fine arts</li> <li>• Drama plays organized by the Department of Tamil and English give the students an opportunity to demonstrate their acting skills</li> </ul>
	<ul style="list-style-type: none"> <li>• Energy conservation measures have been taken up to replace the lights with LED bulbs. This resulted in the conservation approximately 2200 units of electrical energy per month</li> <li>• Empowering local rural schools and communities</li> <li>• Facilitating and ensuring employment opportunities</li> <li>• Faculty Development Programmes for continuous improvement of teaching practices</li> </ul>

2.16. Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Another Body

Provide the details of the action taken

AQAR has been prepared and submitted by the IQAC to the Staff Council and the Management for approval. The Management and Staff Council scrutinized the entire report and appreciated the various activities, and approved the AQAR. They have also suggested measures for further improvement and promised to extend the support and patronage for training and placement of students.

**PART - B**  
**CRITERION – I**  
**1. CURRICULAR ASPECTS**

**1.1 Details about Academic Programmes 2016-2017**

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
Ph.D.	03	---	03	---
M.Phil	04	---	04	---
PG	13	---	13	---
UG	11	---	11	---
PG Diploma	---	01	01	---
Advanced Diploma	---	---	---	---
Diploma*	04	---	04	---
Certificate*	10	---	10	03
Others	---	---	---	
<b>Total</b>	45	01	46	03

Interdisciplinary	14	---	14	---
Innovative	Skill Development Programmes such as Tailoring, Yoga and Karate			

**1.2 (i) Flexibility of the Curriculum** : Choice Based Credit System

**(ii) Pattern of programmes** :

Pattern	Number of programmes
Semester	29
Trimester	-
Annual	-
On Campus Programmes*	14

**1.3 Feedback from stakeholders\* Alumni**  
(On all aspects)

Parents  Employers  Students

**Mode of feedback** :

Online

Manual

Co-operating schools  
(for PEI)

Our institution is receiving feed backs from various stake holders viz., Alumni, Parents, Employees and Students in which the parents and Students have suggested to conduct the coaching classes for competitive examinations to meet needs of the global market. The Students and Parents are satisfied by the revised curriculum. The curriculum content and the syllabi for various programmes have been revised and modified by the parent University from the academic year 2016-2017. The certificate and the diploma courses conducted by the institution helps the Students to develop their skills and talents. The fleet operation is made by the management at the concessional rate for the students and at free of cost for the teachers, which makes the parents affordable to send their wards at less cost.

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

Yes, the curriculum content and the syllabi have been revised for the First UG and PG courses and approved by the Parent University which is being followed by the institution. The same for the subsequent years of the different programmes will be made during the academic year 2017-2018.

- i. Each curriculum is framed with sound objective
- ii. Curriculum is designed to face National level Competitive examinations like – SET, NET, CSIR & GATE
- iii. Mandatory industrial and institutional visits included in the regular curriculum

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

PG Diploma in Big Data Analytics Programme has been started in the Academic year 2016 – 2017 with Strength of 40. The basic qualification to join the Programme is any UG degree of Science & Commerce discipline. The expert committees visited the Department of commerce, Economics and Computer Applications and the programmes Ph.D., in commerce, M.Phil. in Economics and B.C.A. have been recommended and approved, which are to be offered from the academic year 2017 – 2018.

**CRITERION – II****TEACHING, LEARNING AND EVALUATION****2.1 Total No. of permanent faculty**

Total	Asst. Professors	Associate Professors	Professors	Others
161	155	-	3	3

**2.2 No. of permanent faculty with Ph.D.**

30

**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
16	-	-	-	-	-	-	-	16	-

**2.4 No. of Guest and Visiting faculty and Temporary faculty**

28

29

-

**2.5 Faculty participation in conferences and symposia:**

No. of Faculty	International level	National level	State level
Attended Seminars/	14	37	25
Presented papers	57	36	-
Resource Persons	-	-	06

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

- Smart class
- Group projects
- Mini research
- Online quiz
- Debate
- Poster presentation
- Role play
- Field based learning
- Working model display
- Speech language and hearing assessment
- Assignments and albums



- Internship, exposure visit
- Intra-class competitions
- Assignment based field works for life science
- e content development
- Question banks
- Online assignments

Identification of slow learners was made by concerned tutor of each Department and corrective measures are taken through remedial and coaching classes.

Brainstorming sessions and preparation of mathematical models, showing visuals of Shakespeare plays in the classroom, Spoken English classes for all first year students in order to improve the communication skills, language laboratory for the first year PG students and training of communication skills for II-PG students so as to enable them to compete in the job market.

2.7	<b>Total No. of actual teaching days during this academic year</b>	195		
2.8	<b>Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)</b>	Examination and evaluation are carried out as per the norms of the parent University		
2.9	<b>No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/ Curriculum Development workshop</b>	02	02	-
2.10	<b>Average percentage of attendance of students</b>	95.08		

**2.11 Course/Programme wise Distribution of pass percentage :****UG PROGRAMME**

Title of the Programme	Total No. of Students appeared	Division (%)				
		Distinction	I	II	III	Pass
Economics	43	-	100	-	-	100
English	75	-	80	17.3	-	97.3
BBA	115	21.74	78.26	-	-	100
B.Com.	157	5	92	2	-	99
Computer Science	177	77.97	18.64	-	-	96.61
Mathematics	160	51	49	-	-	100
Chemistry	63	23.8	63.5	-	-	87.3
Physics	50	56	40	-	-	96
Microbiology	62	65	35	-	-	100
Biochemistry	59	22	78	-	-	100
Nutrition and Dietetics	40	25.0	72.5	-	-	97.5

**PG PROGRAMME**

Title of the Programme	Total No. of Students appeared	Division (%)				
		Distinction	I	II	III	Pass
Economics	15	02	98	-	-	100
English	08	12	88	-	-	100
M.Com.	50	24	76	-	-	100
Computer Science	33	100		-	-	100
M.Sc., IT	30	98	02	-	-	100
Mathematics	44	57	43	-	-	100
Chemistry	21.	33.3	66.7	-	-	100
Physics	27	44	45	-	-	89
Microbiology	29	83	17	-	-	100
Biochemistry	28	17.85	64.28	-	-	95.45
Nutrition and Dietetics	25	32	68	-	-	100
MBA	39	12.82	84.61	-	-	97.43
MCA	46	70	30	-	-	100

## RESEARCH PROGRAMME

Title of the Programme	Total No. of Students appeared	Division (%)				
		Distinction	I	II	III	Pass
M.Phil., Commerce	07	100	-	-	-	100
M.Phil., Computer Science	11	100	-	-	-	100
M.Phil., Biochemistry	06	33	67	-	-	100
M.Phil., Microbiology	04	100	-	-	-	100

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

The IQAC discusses the issues related to introduction of new programmes and the additional need of infrastructure facilities. The final resolution is forwarded to the management through the Principal, and appraises the management regarding the need of introduction of new programmes and the required additional infrastructure facilities.

The IQAC is conscious of the teaching and learning outcomes. The HoDs of the concerned departments are motivated to see that the teaching plan is effectively executed with strict adherence to the time schedule in order to achieve the teaching and learning outcomes.

Teachers are motivated to update their teaching skill through attending FDP/refresher/orientation programmes. IQAC facilitated to organize Faculty Development Programmes in the institution, and to participate in such programmes organized by other institutions.

Independent and interactive learning of the students are promoted through exposure of the students to various Search Engines and NPTEL resources.

Research involves the active participation of teachers and students. Students' projects enhance the creativity, innovation and practical oriented interactive learning. So, students' projects are made intensive and as a continuous process. Collaborative and interdisciplinary researches are motivated and encouraged. Publication of the research findings has been made mandatory in peer reviewed journals. Participation of teachers and students in the National/ International conferences/ workshops and presentation of research finding are encouraged.

Departments are motivated to introduce new value added programmes. Extension activities are made the curriculum practices roping local communities. Consultancy services have been encouraged wherever possible. Mushroom cultivation, Vermicomposting, Micronutrient mixture preparation, are some of the consultancy services.

### Monitoring

Heads of the Departments convene meeting of the concerned Department and assess the execution of the teaching plan and adherence of time schedule. The performance of the

students is monitored through the tutorial system and parents are duly informed. Advanced and slow learners are identified and corrective measures are taken accordingly. Principal convenes meeting of the Heads of the Departments every month and monitor the day to day affairs of the department and also motivate the departments to organize Faculty Development Programmes/ workshops/conferences/seminars and bring out the proceeding. The principal also takes care to see that the syllabi are completed as per the teaching plan and time schedule.

The management fulfills the requirements of teaching and infrastructure facilities. The overall functioning of the institution is monitored by the management through interaction with IQAC and Principal.

## Evaluation

- The parent university classifies the final results of the summative examination as follow
  - The candidates who earn the CGPA 9.00 and above shall be declared to have qualified for the degree as “Outstanding”
  - The candidates who earn the CGPA between 8.00 and 8.99, 7.00 and 7.99, 6.00 and 6.99, 5.00 and 5.99 shall be declared to have qualified for their degree in the respective programmes as “Excellent”, “Very Good”, “Good”, and “Above Average” respectively
- Learning outcomes are evaluated by analyzing the regularity through monitoring the attendance and performance in the cycle tests, assignments and summative examination.
- Teaching outcome are monitored by the concerned Head of the department through assessing method of teaching and application of tools of teaching (PPT, preparation of models, mini projects, use of e-resources etc). Teachers’ performances are also evaluated through self appraisal forms and feedbacks from the stake holders.
- Teaching and learning outcomes are evaluated on the basis of feedbacks from the stake holders, results in the terminal examinations and placement.

### 2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	699
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	05
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	13	-	-	-
Technical Staff	75	-	-	-

## CRITERION – III

### 3. RESEARCH, CONSULTANCY AND EXTENSION

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

- Faculty development Programmes on ‘Effective Scientific Paper Writing’, and How to Plan, Draft and complete the research problem? were organized
- Teachers are motivated and encouraged to attend refresher/orientation/FDP organized by other institutions. Participation of teachers in such programmes has been recorded
- A two day Faculty Development Programme on ‘Introduction to Big Data Analytics’ was sponsored by ICT Academy, Chennai and conducted by the Department of Computer Applications and Computer Science
- Members of the staff with Doctorate Degree are motivated and facilitated to get Research Advisorship from the parent university
- Department of Economics and Commerce have introduced research programmes such as M.Phil and Ph.D., respectively from the academic year 2017-2018
- Special lectures/Workshops were organized with eminent persons in the concerned subjects
- Students of UG Computer Science undertake group projects and submit their project reports at the end of the final semester, every year
- Every student of PG programmes has to undertake individual project and submit their dissertation at the end of final semester. 363 PG projects, 28 M.Phil dissertations and 39 PG Diploma dissertations were submitted to the Bharathidasan University during the academic year 2016-17
- IQAC motivates and facilitates the members of the faculty to register for the Ph.D Programmes
- Encourages the teachers to present papers in international, national and state level seminars and conferences.
- Encourages the teachers to undertake major/minor research projects sponsored by UGC and other funding agencies
- Encourages the teachers to publish papers in peer reviewed journals, SCI journals and journals with high impact factor and book writing
- Students are encouraged to write Scientific Review Articles
- One of the best practices – Empowering local schools through extension activities’ is awarded by ICTACT, Chennai in 2017
- 5 faculty members have been awarded Doctorate degree in their respective disciplines, 20 faculty members from various disciplines have submitted their Ph.D theses and 3 faculty members have submitted their synopsis for Ph.D
- 10 faculty members from various disciplines have successfully qualified through SET examination
- Research Scholar of the Department of Biochemistry has been awarded the Senior Research Fellowship (SRF) by Indian Council for Medical Research (ICMR), New Delhi
- 6 Minor Research projects have been sanctioned by UGC-SERO, Hyderabad to the faculty members of the Departments of Business Administration, Management Studies, Microbiology, Biochemistry and Nutrition & Dietetics

- Research work entitled “Fungal parasites on medicinal plants in Thiruvananthapuram District of Kerala State” leading to Ph.D. Degree was carried out by A. Sabeena. She has completed the research work. She discovered 127 New species of foliicolous fungi; 16 New varieties and 18 New records to India; 2 New genera, 3 New generic records; and 3 rare fungi under the guidance of Dr. V. B. Hosagoudar, Honorary Research Advisor of this institution
- The Department of Microbiology has submitted the gene sequences of *Lactobacillus*, *Rhodopseudomonas sp.*, *Saccharomyces sp.*, *Aspergillus niger* and *Penicillium citrinum* to the Gen Bank and NCBI, USA and the accession numbers have been obtained
- Department of Microbiology has ventured into the process of conversion of plant lignocellulosic organic wastes into value added products. The ultimate bioconversion of the lignocellulosic waste leads to conversion of organic waste into value added products such as composts and organic manures
- A Training of Trainer (ToT) programme on Gender sensitization “Training for a civil society: Human rights and Issues” was organized from 3<sup>rd</sup> to 7<sup>th</sup> October 2016 in collaboration with Department of Gender studies, Rajiv Gandhi National Institute of Youth Development Chennai, and it granted an amount of Rs 2, 08,735 /- as a fund to organize the programme
- An exhibition under the title ‘STET EXHIBITION (STET EXPO 2017)’ was conducted in which students exhibited their creations
- Sahitya Akademi and Department of Tamil jointly organized a one day Symposium on ‘Women writing: Pain and Vision’
- Department of Commerce forged MoU with Indian Academic Researcher’s Association, Tiruchirappalli
- Department of Microbiology signed MoU with Dr. V.B. Hosagoudar Research Foundation, Bilagu, Bagalkot Dist. Karnataka
- Department of Computer Science and MCA signed MoU with ISYSWAY Technologies, Thanjavur
- Three students from PG Department of Physics have applied for TNSCST Students Project Scheme
- The departments of life science of our college, provide hands on training in the modern instrumentation techniques like Gas Chromatography, HPLC, Semi Auto Analyser, Atomic Absorption Spectroscopy, UV-VIS Spectroscopy and Bioreactor to make the students readily employable in various private and public industrial and academic institutional laboratories
- The department of Microbiology offers consultancy services to farmers and rural people in soil testing, edible mushroom cultivation, vermicomposting
- The departments of Biochemistry offers consultancy services to rural people in Food Adulteration and Health Care, Blood Grouping and Anaemia Check Up, The impact of Herbal Medicine and Clinical Instrumentation Training
- The department of Nutrition and Dietetics offers consultancy services in post menopausal management, cancer diet therapy, obesity risk assessment and food preservation
- Consultancy services provided by the Computer Science and MCA departments include software development, e-content development, etc.
- Most of the consultancy services are provided at free of cost and the products developed are marketed at the subsidized price. The revenue generated through these consultancy services is maintained as corpus fund and would be utilized for the further development of research and extension activity

## 3.2 Details regarding major projects

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

## 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	6	-
Outlay in Rs. Lakhs	3.8	-	13.235	-

## 3.4 Details on research publications

	International	National	Others
Peer Review Journals	99	01	-
Non-Peer Review Journals	27	07	-
e-Journals	74	-	-
Conference proceedings	-	54	-

## 3.5 Details on Impact factor of publications:

Range	0.28-7.52	Average	2.30	h-index	8	Nos. in SCOPUS	22
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## 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration (in Yrs)	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2	UGC SERO, Hyderabad	3,80,000	3,20,000
	2	UGC SERO, Hyderabad	13,23,500	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other (Specify)	2	ICMR, New Delhi	3,56,000	-
	1	Sahitya Akademi, New Delhi	1,20,000	1,20,000
	1	Rajeev Gandhi National Institute of Youth Development, Sriperumbudur, Chennai	2,08,735	2,08,735
	1	NSDC, CSC, Chennai	2,00,025	2,00,025
	1	IECD-Trichy	10,000	10,000
<b>Total</b>			<b>25,98,260</b>	<b>8,58,760</b>



## 3.7 No. of books published

i) With ISBN No.

6

Chapters in Edited Books

54

ii) Without ISBN No.

37

## 3.8 No. of University Departments receiving funds from

UGC-SAP

—

CAS

—

DST-FIST

—

DPE

—

DBT Scheme/funds

—

## 3.9 For colleges

Autonomy

—

CPE

—

DBT Star Scheme

—

INSPIRE

—

CE

—

Any Other (specify)

—

## 3.10 Revenue generated through consultancy

Rs. 35949/-

## 3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	2	1	-	35
Sponsoring agencies	-	Management, Sahitya Akademi, New Delhi	-	-	Management

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

27

## 3.13 No. of collaboration

International

1

National

26

Any other

—

## 3.14 No. of linkages created during this year

3

## 3.15 Total budget for research for current year in lakhs:

From funding agency

25.982

From Management of University/College

10.00

Total

35.982

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	1
	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
-	4	8	-	8	-	82

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

6

24

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

1

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	<input type="text" value="-"/>	College forum	<input type="text" value="50"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="9"/>	Any other	<input type="text" value="-"/>

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

**The college organized extension activities to improve the practical knowledge and to inculcate social responsibilities among the students.**

- Extension Activity Programme was conducted on “Vision of Chemistry in Society” at Govt. Hr. Sec. School, Alathur by the Department of Chemistry
- Department of Microbiology conducted an extension activity programme on ‘Demonstration on Vermicompost Production and Mushroom Cultivation’ at Dharani Matriculation Hr. Sec. School, Mannargudi in which 60 students were benefitted. They also conducted ‘Blood Group Testing’ at Govt. Hr. Secondary School, Ullikkottai village as an extension activity in which 256 students were benefitted
- Department of Biochemistry conducted ‘Haemoglobin screening’ at Govt. Hr. Secondary School, Ullikkottai village as an extension activity in which 210 students were benefitted.
- Department of Nutrition and Dietetics conducted an Extension activity ‘Adolescent Nutrition’ at Govt. Hr. Secondary School, Ullikkottai in which 350 students were benefitted
- The Department of English conducted an extension activity on “Importance of Grammar” to the students of Government Higher Secondary School, Pattukottai for 50 Students
- Department of Mathematics conducted an extension programme on ‘Vedic Mathematics’ to the students of Nava Bharat Matriculation Higher Secondary School, Ullikkottai to learn short cut methods to solve mathematical problems
- Department of Economics conducted ‘Career Guidance on Higher Studies’ to the students of Government High School at Moovanallur and Urban Bank Higher Secondary School, Mannargudi as an extension activity programme
- The Department of Commerce conducted “Physical Fitness Programme” to the students of Manba-UI- Ula- Hr. Sec. School, Koothanallur in which 150 students were benefitted. Extension activity on “Enhancement of Economic Independence through Skill Development” was conducted at Govt. Hr. Sec. School, Ullikkottai by the department of Commerce in which 138 students were benefitted. Extension activity on “Consumer Awareness” was conducted by the commerce department to the Self Help Group people at Melathiruppalakudi in which 50 women were benefitted
- Department of Physics organized an Extension Programme on ‘Innovative Physics’ to the students at Government Higher Secondary School, Edamelaiyur.
- Department of M.B.A. conducted an extension activity programme on “Awareness Programme on Entrance examinations” at Enathi Rajappa College, Enathi
- “Nature Conservation” an extension activity was conducted by the Business Administration department to the students of Devi Matriculation Higher Secondary School at Melamaravakkadu

- Department of Computer science conducted a programme on ‘How to surf Internet’ to the students of STET college of Education, Mannargudi as an extension activity
- ‘A Digital Literacy Programme’ to the school teachers of Government Panchayat Union elementary school, Sekal, Madappuram, and Thiruthuraipoondi was conducted
- A training programme on ‘Fundamentals of Computer’ was conducted at Government Higher Secondary School, Ullikkottai by the members of the staff of Computer Science
- N.S.S. unit carried out weed eradication in a one day camp at Arulmigu Ramanadhaswami temple at Thirurameswaram and Arulmigu Naganadhaswami temple at Pamani. International Yoga day was celebrated in which Ms. S. Kalavathi, Assistant Professor; (Manavalakkalai Mandram, Mannargudi) delivered a lecture on Yoga for Youth Empowerment. Along with the Rotary club of Mannargudi awareness programme on “Clean India” was conducted which was inaugurated by Dr. S. SelvaSurabi R.D.O Mannargudi. The 70<sup>th</sup> Independence Day was celebrated in the adopted village of Sundarakottai and distributed sweets. They also celebrated the birthday of Rajiv Gandhi Former, Prime Minister of India and communal harmony pledge was taken by the students. N.S.S. and WISH jointly donated an incinerator and explained the technical use of the incinerator. NSS along with the Department of Nutrition and Dietetics conducted an awareness programme on ‘Nutritional Awareness for Lactating Women’ to the people of Keelathirupalakudi. During the Pongal Festival N.S.S. students donated dresses to the villagers at Rishiyur. Students organized Voters day Rally to bring awareness on right to vote and the significance of exercising the franchise
- The installation function of Rotaract club was held in the month of September 2016 in which Dr. S. Neelakandan, Assistant Professor in Tamil, National College, Tiruchirappalli gave an enlightening and inspiring talk. The Rotaract students donated dresses to the underprivileged school students in the villages of Pamani, Painganadu, Karuvakurichi, Sundarakkottai, Keelathirupalkudi, Melanatham, Alangottai and Pentland School, Mannargudi during Deepavali festival. Along with the Rotary Club of Mannargudi the Club organized Blood donation camp and our students donated blood. Students of our college contributed an amount Rs. 22,010 /- to the Rotary foundation, New Delhi, towards Polio eradication programme
- Red Ribbon club conducted an Essay competition on “AIDS Awareness in Youth” and a drawing competition under the title “AIDS Free Society” to the UG students. The club conducted a guest lecture on “Fight against AIDS” in which Dr. U. Pugal, Deputy Director of District TB Centre, Thiruvarur, Ms. S. Sumathi, District supervisor of TANSACS and Mr. S. Ramajeyam, ICPC counselor, GH Vaduvur delivered lectures
- Youth Red Cross conducted a one day work shop on First Aid Training programme in which First Aid Trainers of Indian Red Cross Society created awareness on the importance of first aid. This club donated an amount of Rs. 8000/- to the Indian Association for the blind to provide best education and rehabilitation to visually challenged people and the club received “IAB Blind Empowerment champions – 2017” award and “Silver Zone Award”. The club also donated an amount of Rs. 3500/- to National foundation and Communal harmony. The club members participated in the International Geneva convention rally at Tiruvarur

- EXNORA club resumed its activities and played a vital role in maintaining the herbal garden and clean and green campus. The club cleaned the temple and pond, planted saplings and conducted a programme on ‘Environmental Awareness’ at Government Middle School, Kandithampettai village. They also donated saplings to the village folks of Sundarakkottai, Vallankudikadu, and Paravakkottai. The club members participated in a rally to create environmental awareness at Paravakkottai. Guest lecturers under the titles “Waste water recycling”, “Rain Water Harvesting”, and “Water Resource Management” were arranged to educate the students
- The consumer citizen club along with Consumer Protection Department, New Delhi and CONCERT, Chennai organized a training programme for 100 rural consumers regarding consumer awareness. A training programme on ‘Food and Product Adulteration’ was conducted to the students of all the departments. A workshop entitled ‘Consumer Redressal Forum Activities’ with D. Jayachandran, District Consumer Redressal Forum, Tiruvarur and K. Sivasankari, Member, District Consumer Redressal Forum as resource persons was conducted for the benefit of the students
- “Pongal Carnival – 2017” was celebrated in our college premises to enhance the communal harmony
- ‘International Women’s Day’ was celebrated on 8<sup>th</sup> March 2017 in a grand manner in the college premises. A new scheme for women entrepreneurs was initiated by Mrs. Hemalatha Dhivaharan on women’s day. A sum of Rs. 1,00,000/- has been sanctioned for each candidate who demonstrate the entrepreneurial skill as “ Seed Money” in order to motivate and make them to venture into their trade

## 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	Total Area 2,73,162.8 Sq. m.	-	Management	Total Area 2,73,162.8 Sq. m.
Class rooms	86 Classrooms 51,596 Sq. ft.	2 Classrooms 1,170 Sq. ft.	Management	88 Classrooms 52,766 Sq. ft.
Laboratories	22 Laboratories 26,483.25 Sq. ft.	-	Management	22 Laboratories 26,483.25 Sq. ft.
Seminar Halls	2 Seminar Halls 4,580 Sq. ft.	-	Management	2 Seminar Halls 4,580 Sq. ft.
No. of important equipments purchased ( $\geq$ 1-0lakh) during the current year.	20	3	Management	23
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.69,05,532/-	Rs.8,35,000	Management	Rs.77,40,532
Others	Batteries	Rs.1,30,000	Management	Rs.1,30,000

#### 4.2 Computerization of administration and library

- 30 Mbps “BSNL” dedicated leased line network with Wi-Fi connectivity throughout the campus is maintained. This also enables and facilitates the ICT enabled teaching learning processes
- Management Information System (MIS) has been implemented for Admission, Term Fee Collection, Scholarship, student data, feedback system, pay roles.
- Students monitoring and management system software with Cell Adpay SMS Gateway (Website: Celladpay.com) to parents (Regularity, Test marks, End semester marks, discipline and health has been introduced)
- Library learning resources such as books, journals e-resources, etc., and accessing, issue and return are managed through software package (OPAC)
- Circulars are transmitted through internet towards paperless information initiative

### 4.3 Library services

	Existing Upto 2016		Newly added 2016-2017		Total	
	No.	Value	No.	Value	No.	Value
<b>Text Books</b>	29,165	56,11,286.52	10,757	8,93,489	39,922	65,04,775.52
<b>Reference Books</b>	6,799	66,34,727.82	4,515	2,43,372	11,314	68,78,099.82
<b>e-Books</b>	791	-	-	-	791	-
<b>Journals</b>	179	2,86,362	04	8,700	183	2,95,062
<b>e-journals</b>	16	-	-	-	16	-
<b>Digital Database</b>	-	-	-	-	-	-
<b>CD &amp; Video</b>	2,145	-	73	-	2,218	-
<b>Others (specify)</b>	-	-	-	-	-	-

### 4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
<b>Existing</b>	500	395	40	15	10	40	-	
<b>Added</b>	-	-	-	-	-	-	-	
<b>Total</b>	500	395	40	15	10	40	-	

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

- 500 systems are connected through LAN and wi-fi network. LAN is established by **star** and **hyper net topologies**
- 30mbps wi-fi facility is provided with high and wireless networking device with few access points in the college campus. Each access point covers a range of 5km radius. The two D-Link DWL-3000 have been installed in the conference hall and general library
- CC TV has been established in the library and entire administrative block for security purpose
- Every department has been provided with computers, LCD and internet system. Expansion of e-technology has enhanced the use of computers in curriculum development, teaching-learning, evaluation and research
- Students are encouraged to make use of computers for Power Point Presentations of their seminar and projects

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

(i) ICT

15,06,004

(ii) Campus Infrastructure and facilities

1,98,50,455

(iii) Equipments

7,64,040

(iv) Others

4,06,06,444

**Total**

6,27,26,943



## CRITERION – V

### 5. STUDENT SUPPORT AND PROGRESSION

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

The IQAC with the help of Principal and Management takes steps to create awareness regarding the Student Support Services through various sources such as prospectus, handbooks, posters, websites, Brochure etc.,

- Students of the first year Under Graduate and Post Graduate programmes are well informed regarding the various academic activities carried out in the college and student support services through Power Point Presentation
- One day seminar was organized for the Part V activity co-ordinators to enlighten them to programme their activities in order to make the curricular practices community oriented and to facilitate the students to make avail the Student Support Services
- Various student support services such as English Language Laboratory, Soft Skill Development Cell, Career Guidance and Placement Cell, Entrepreneurial Development Cell, Target CE, Research and Development Cell, Fine Arts Association, Sports and Games Committee, Library Committee, Magazine Committee, Anti Ragging Committee, Committee for Differently abled persons, WECAN, Alumni Association, Grievance Redressal Cell, Counselling Committee, Consumer Citizen Club, Discipline Committee, Transport Committee, Hostel Committee, Health Centre, Quiz club, National Service Scheme, Rotaract, Youth Red Cross, Red Ribbon Club, Student EXNORA and other Allied Associations are duly made aware of the students through College Handbook and Orientation programme at the entry level and schedule of the programmes through circulars
- IQAC also provides information about various courses offered, Student Support Services available in the institution and other sources through college website, Handbook, Prospectus, Brochure etc., The handbook helps the members of the staff and students to carry out the academic activities within the stipulated period of time
- Scholarships (SC/ST, BC, Minority, ‘Uzhavar Paathukappu Thittam’ (Farmer’s protection scheme), Single Girl Child, Private Firms, Alumnae, Merit scholarships, etc.), Bank Loans and Freeships by the Management including mess fee, tuition fee and bus fare are provided. Updated information on scholarship and Government schemes are also provided to the students
- Platforms to hone the skills both in the academic and non-academic arena through Certificate Courses, Career Oriented Programmes, preparation for competitive Examinations and Employment information and placement services are provided
- Orientation and Bridge courses to the freshers are conducted. Daily newspaper (The Hindu – English edition) supplied to all the classes, Take off with Spoken English offered for the first year UG students, and Communicative English classes are provided for the second year PG students

- Remedial coaching and peer teaching, Weekly Value Education classes, Mentor ward system, Staying in touch with the parents of the wards, Psychiatric counselling and periodic health check up are conducted
- Study hours and ward system are implemented for hostel students to improve their academic performance and to maintain discipline
- Recreational facilities and Gymnasium are provided in the hostel
- Intercollegiate symposium and quiz competitions, Industrial visit , internship programmes and field visit are arranged
- “WECAN” has been adopted to make the students to earn while learning.

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

- Regular periodical class tests and Cycle tests are conducted by the College for evaluating the academic progress of the students
- The academic performance of the students such as regularity, conduct and CIA Test marks are informed to the parents periodically
- The process of analyzing the internal assessment is informed well in advance to the students and parents
- Tutorial system is followed. Each student is assigned to a member of the staff (tutor) who monitors the progress of the student. The Heads of the Departments, class in-charges and tutors offer counselling and guidance to the student those who are at the risk of failure or dropout. Each tutor maintains the record of the assigned students including Bio-data, all activities and marks
- Student Management and monitoring system is initiated to monitor students’ progression through “CellAdpay” SMS Gateway
- The suggestions and feedback from the stake holders (students, parents, faculty, External members and officials) help the college in policy decisions and in amending a suitable system to assure and enhance academic performance of the students in each and every semester
- Laptops are provided for M.B.A., M.C.A., M.Sc. C.S., and M.Sc. I.T., students with Wi-Fi Facility to promote independent learning of the student
- Certificate courses and Diploma courses are conducted by various Departments as value added programmes
- Software Development Council conducts hands on training to the PG Students on software development
- The guidance and counselling are given to the students regarding the methods of preparation for examinations, time management, presentation skills, etc., prior to University examinations
- Students are given all the required support to improve the academic performance and self confidence by member of the faculty of the respective courses
- Encouragement for creativity among the students to bring out their latent talents through competition, elocution, essay writing, management games, quiz, aptitude tests, Vedic Mathematics, Newspaper reading, Novels reading, grammar class, spoken English class, online tests, Language laboratory, assignments, seminars, etc., are provided. The institution monitors and ensures the achievements of the learning outcome through analysis of examination results and the pass percentage

- IQAC provides suggestions to the departments to keep track on the progress of the students
- Career guidance and Placement Cell also helps students to improve their skill of competency and provide guidance and counselling to the final year UG and PG students. The prospects and employment opportunity are highlighted and each concerned department motivates the students to pursue higher education available in the institution. Placement opportunities are also extended to college Alumnae
- On-campus and Off-campus interviews are arranged to facilitate the students to get employed in well reputed concerns
- The institution offers Post Graduate programmes in all the departments and M.Phil., and Ph.D. programmes in four departments. Display of brochure regarding the various programmes offered by this institution and other reputed institutions in the college notice board, and the motivation extended by the faculties also facilitate the progression of students' higher learning
- ICT enabled gadgets such as NPTEL resources, smart class room for each department have been provided to improve the knowledge of the students
- Books are issued through Bar Coding System in the Library (OPAC facility)
- Department Library is maintained by the Departments
- INFLIBNET/N-LIST facilities are provided
- Bridge Courses and Periodical Remedial Courses are conducted
- The college annual magazine gives an opportunity to the students to show case their creativity, products and innovative skills
- The college also publishes a quarterly international journal entitled “**International Journal of Scientific Transactions in Environment and Technovation**” to facilitate the publication of research findings of the teachers and scholars
- Each Department has a club (‘Painthamizh Sangam’, Literary club, Economists club, Parkers club, Commerce association, Biodia club, Curie club, Nutraplex club, Opal club, Opto club, Hypatia club, Robert Koch club, IT Park, Oriontech club) to create awareness on the recent developments to train them to acquire leadership qualities and to enhance community and social responsibility
- Half yearly newsletters ‘**Thellu Thamizh**’ (Tamil), **Damsels’ Views** (English), **Path Finder** (Economics), **Espousal** (BBA), **Nexus** (Commerce), **Aryabhata** (Mathematics), **CSLILO** (Computer Science), **Galaxy** (Physics), **Chem Views** (Chemistry), **Invisible** (Microbiology), **Biogenesis** (Biochemistry), **Nurture** (Nutrition and Dietetics), **The First Step** (MBA) and **CAN** (MCA) are published by the students of science and humanities and language departments which give them an opportunity to publish their creative articles
- Glossary (Subject Dictionary) is published by various Departments. It helps the students at entry level to become familiar with technical terms and makes them to understand the subjects during the learning process
- Periodical meetings of the students’ representative and office bearers are conducted to assess the requirements and grievances

- Training programmes and Skill oriented programmes are conducted to Elite students to improve their knowledge
- Individual Personality Development programme is conducted through Target CE cell
- Aptitude, Softskill, Communication, Interview skills and Resume preparation training programmes are conducted to the Final year UG and PG students by the members of the staff to face the interviews effectively
- Computer literacy classes are conducted during and after the college hours
- Students of Life Science attended Internship programmes in various laboratories
- Hands-on training are offered to Life science and science students
- Field visit to Coconut research station, Water recycling, Micronutrient, Vermicompost and Mushroom cultivation centers are arranged for Arts students
- Vocal music, Instrumentation, Baratham and Tailoring classes are conducted
- Endowment prizes are awarded to the student, who scores the highest mark in each department by the management
- The management of the institution is magnanimous enough to support the meritorious as well as the economically weaker section of the society by providing the following freeships
  - Free-ships of Rs.18,40,788/- to cover term fee, college bus fare and hostel mess fee
  - Free-ships to the students who excelled in sports and games and other extra-curricular activities
  - WECAN is the scheme run by the institution to facilitate the students to “Earn while Learn”. This academic year the total amount earned by the students is Rs.75,000/-
- The institution facilitated the students to get the following scholarships from the government.
  - Merit scholarship from the Government
  - SC/ST, BC, MBC, Minority Scholarship
  - Scholarship for single girl child
  - Scholarship for physically handicapped
  - Scholarships from the service organizations and foundations
  - State ‘Uzhavar Paathukaappu Thittam’ Scholarship
  - Bank Loans
  - Others

**5.3 (a) Total Number of students**(b) No. of students outside the state (c) No. of international students 

Men	No.	%	Women	No.	%
	Not Applicable	-		3901	100

Last Year (2015-2016)						This Year (2016 -2017)*					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
20	123	02	1299	08	1444	21	108	02	1381	04	1512

\*Refer Annexure-II

Demand ratio: 1:1.3

Dropouts: 1.8%

**5.4 Coaching for competitive exams**

- The college conducts coaching classes/training programmes and online tests to prepare students for the competitive examinations (Banking Services, TNPSC, UPSC, GATE examinations, etc.,) through Career Guidance and Placement Cell and Target CE
- Coaching classes for UGC NET/SET examinations are conducted for both the staff members and students
- Coaching classes are conducted for the final year UG students appearing for TANCET entrance examination. Training for TANCET Examination, group discussions, written/online tests and mock interviews, campus interviews and guiding the students to attend off campus interviews also support the students to get employment

No. of student beneficiaries **5.5 No. of students qualified in these examinations**

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="9"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="1"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="99"/>

## 5.6 Details of student counselling and career guidance

- The students counselling, Career guidance and Placement cell offer counselling and assistance to the students. These cells also help the students to undergo internship and training programme
- Self defense programmes to face the life's challenges are conducted
- Students are monitored regularly on personal problems such as
  - Depression
  - Confusion or stress
  - Difficulty in making decisions
  - Lack of communication
  - Poor academic performance
  - Irregular attendance
  - personal psycho-Sociological
  - Arrangement of Marriage, a cause of dropout is identified and necessary counseling is being provided to the student and the parents to overcome this problem
- The physician of the college periodically assesses the personal (psychological) problem and counsels them accordingly
- Target CE organized SET/NET Coaching classes for the final year PG students and M.Phil., scholars
- Career Guidance and Placement Cell conducted 'Soft Skill Training Programme' and Training for 'communication skills', 'Aptitude', 'Interview skills' and 'Resume Preparation'
- Guidance and coaching to face competitive examinations were offered for the final year UG and PG students

No. of students benefitted 2606

## 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
05	2753	154	54

## 5.8 Details of gender sensitization Programmes

- Organized Essay writing competition on “AIDS Awareness in Youth” and Drawing competition on “AIDS Free Society” and a guest lecture on “Fight against AIDS”
- Organized “Breast feeding Week Celebration” and “Adolescent Nutrition”
- Celebration of Women’s day
- Training on Self defence (Karate) and Yoga
- Identified the Blood group for the public
- Nutritional awareness for adolescent girls
- Hemoglobin Screening (Anaemia checkup) for adolescent girls, pregnant and Lactating women to detect Anaemia

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

State/ University level  National level  International level

### No. of students participated in cultural events

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 (Rs.)
Financial support from Institution	2901	19,32,788.00
Financial support from Government	322	22,80,300.00
Financial support from other sources	32	49,300.00
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level	3*	National level	1**	International level	-
Exhibition: State/ University level	14#	National level	-	International level	-

\* “**Computer Quiz**” was conducted by the Department of Computer Science and MCA

Debate on “**Impact of Demonetisation**” and Discussion on “**Budget 2017**” were organized by Department of Commerce

\*\* National Level Technical Symposium entitled “**STET COMPUTERA 2K17**” was conducted by the Department of Computer Science and MCA

# Students of 14 Departments organized STET Exhibition “**STET Expo 2017**” with the help and support of the members of the faculty and the management

### 5.12 No. of social initiatives undertaken by the students

69

S.No.	Social Initiative	Department	Venue	No. of Beneficiaries
1	Importance of Grammar	English	Govt. Girls Hr. Sec. School, Pattukkottai	50
2	Career Guidance on Higher Studies	Economics	Urban Higher Secondary School, Mannargudi	90
3	Career Guidance on Higher studies		Government High School Moovanallur, Mannargudi	30
4	Yoga Skills – Physical Fitness Programme	Commerce	Manba-UI-Ula Hr. Secondary School, Koothanallur	150
5	Enhancement of Economic Independence Through skill Development		Government Hr. Sec School, Ullikkottai	138
6	Consumer Awareness for Self Help Group		Sembaruthi kuzhu, Melathirupalakudi	50
7	Nature Conservation	BBA	Devi Matriculation School, Mannargudi	75
8	Hemoglobin Screening For UG first year students	Biochemistry	Biochemistry laboratory, STET Women’s College	1106
9	Hemoglobin Screening for school students		Government Higher Secondary School, Ullikkottai	245
10	Demonstration of vermicompost production and Mushroom cultivation	Microbiology	Dharani Matriculation Higher Secondary School, Mannargudi	60
11	Mushroom cultivation		Mushroom Unit, STET Herbal Garden, Sundarakkottai	98
12	Vermicompost production		Bioinin Laboratory, Sundarakkottai	98



S.No.	Social Initiative	Department	Venue	No. of Beneficiaries
13	Vision of chemistry in society	Chemistry	Govt. Girls Higher Secondary School, Alathur	62
14	Vedic Mathematics	Mathematics	Navbharath Higher Secondary School, Ullikkottai	51
15	Innovative Physics	Physics	Govt. Higher Secondary School, Edamelayur	122
16	Fundamentals of Computer	Computer Science	Govt. Higher Secondary School, Ullikkottai	50
17	A Digital Literacy Programme for School Teachers		Govt. Panchayat Union Elementary School, Thiruthuraipoondi	25
18	Computer Training Programme for B.Ed		S.T.E.T College of Education for Women	100
19	BMI Screening (underweight and overweight)	Nutrition and Dietetics	S.T.E.T Women's College	1106
20	Breast feeding Week Celebration		S.T.E.T Women's College	3841
21	National Nutrition Week celebration		Government Elementary School Students, Keelathirupalakudi	21
22	Adolescent Nutrition		Govt. Higher Secondary School, Ullikkottai	350
23	Pongal Carnival 2017		S.T.E.T Women's College	3841
24	Women's day celebration		S.T.E.T Women's College	3841
25	Fundamentals of C++ Programming		M.C.A.	Navbharath Metric Higher Secondary School, Ullikkottai
26	Awareness programme for Competitive Examination (TANCET,CET)	M.B.A.	Enathi Rajappa Arts and Science College,Pattukkottai	84
27	International Yoga Day Celebration	NSS	S.T.E.T Women's College	2000
28	Health, Public Sanitation and Personal Hygiene		S.T.E.T Women's College	300
29	Weed Eradication and Temple cleaning		Ramanathan Swami Temple Thirurameswaram	300
30	Independence Day Celebration		Government Middle School, Sundarakkottai	150
31	Our College Students taking Oath about nonviolence for Sadbhavana Diwas		S.T.E.T Women's College	300
32	Dress donation camp		Rishiyur	1000
33	Digital Payments		S.T.E.T Women's College	300
34	Rally was conducted to give awareness on Voter's day		Mannargudi Surrounding	1500

S.No.	Social Initiative	Department	Venue	No. of Beneficiaries
35	Tree Plantation	NSS	S.T.E.T Women's College	-
36	State Level Inter Collegiate intellectual and cultural competition		Bishop Heber College (Autonomous), Trichy	23
37	Rotary installation	ROTARACT	T.R.G Mahal, Mannargudi	20
38	Rotaract installation		S.T.E.T Women's College	300
39	Blood Donation camp		T.R.G Mahal Mannargudi.	1000
40	Campus Cleaning		College Campus	4000
41	Campus Cleaning		College Campus	4000
42	Polio fund collection (Rs. 22,010)		S.T.E.T Women's College	550
43	AIDS Awareness programme "Social Responsibilities of RRC members" & Drawing and Essay Competition	RED RIBBON CLUB	Thayaar Arangam, S.T.E.T. Women's College, Sundarakkottai	275
44	AIDS Awareness Programme on Facial Art competition entitled "Fight Against AIDS"		Conference Hall S.T.E.T. Women's College, Sundarakkottai	275
45	'Joined the Rally of World TB day' organized by District TB center		Thiruvarur Railway Station	500
46	International Geneva convention Rally	YOUTH RED CROSS	Near Railway station, Tiruvarur	10
47	Speech Competition		Nethaji subash Chandra bose College, Tiruvarur	2
48	Workshop on First Aid Programme		S.T.E.T Women's college	308
49	Collected fund (Rs.8,000) for visually challenged people by selling flags		S.T.E.T Women's college	-
50	Collected fund (Rs.3,500) for Orphange people by selling flags		S.T.E.T Women's college	-
51	First Aid on Sports day		S.T.E.T Women's college	40
52	First Aid on Convocation day	S.T.E.T Women's college	40	
53	One Day Camp- Donate Saplings and Planted, Cleaned the lake, Temple, Pond and puddle	EXNORA	Kandithampettai	40

S.No.	Social Initiative	Department	Venue	No. of Beneficiaries
54	Planting of Saplings	EXNORA	Sundarakkottai	41
55	Donate Saplings		Vallankudikadu	36
56	Donate Saplings		Paravakkottai	37
57	Environmental Awareness		Govt. Middle School, Kandithampettai	38
58	Campus Cleaning		S.T.E.T Women's College	47
59	Glass Painting		S.T.E.T Women's College	35
60	Rally for creating Environmental Awareness		Paravakkottai	40
61	Programme on Waste Water Recycling and Rain Water harvesting		S.T.E.T Women's College	45
62	Environmental Awareness		S.T.E.T Women's College	45
63	Blood Donation Camp		NSS,YRC & RRC	S.T.E.T Women's College
64	Blood group testing	Microbiology & RRC	S.T.E.T Women's College	1085
65	Blood group testing	Microbiology & RRC	Govt. Higher Secondary School, Ullikkottai	245
66	Special Swachhta Campaign	ROTARACT & NSS	From ICICI Bank to Rajagopalasamy Temple (Big Bazaar Street), Mannargudi	15000
67	Dress Donation camp	NSS & ROTARACT	Pamani,painganadu, Karuvakuruchi, Keelathirupalagudi, Melanattam, Alangottai, Pentland School and, Sundarakkottai.	595
68	Seminar on Water Resource Management	NSS & EXNORA	S.T.E.T Women's College	500
69	Nutritional awareness for lactating women	N&D & NSS	Keelathirupalakudi	80

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

- Laboratory facilities were enhanced
- Existing hostel facilities enhanced
- Wi-Fi facility has been extended to the hostel students
- Periodical annual maintenance of RO systems is being undertaken
- Certificate and Diploma courses are added
- Improvement in bus facility offered by the institution
- Students those who have scored low marks/fail marks in the University examination are guided and facilitated apply for revaluation and necessary steps are taken to improve their performance
- SDC (Software Development Council) looks after the problems encountered during the project works of the computer science student, and guides the students to develop application oriented softwares

## **CRITERION – VI**

### **6. GOVERNANCE, LEADERSHIP AND MANAGEMENT**

#### **6.1 State the Vision and Mission of the institution**

##### **Vision**

To blossom into a Centre of Excellence in Higher Education and Research, targeting the women students of the downtrodden and economically weaker section of the society, so as to enlighten, empower and make them instrumental in creating a par excellent society

##### **Mission**

- Creating an academic environment by providing modern infrastructure facilities and current advancement in Humanities, Science and Technology
- Providing not only quality education but also inculcating discipline and moral values

#### **6.2 Does the Institution has a Management Information System**

- Management Information System (MIS) has been implemented for admission, term fee collection, scholarship, student data, feedback system, pay roles, etc.
- Library learning resources such as books, journals, e-resources, etc., and accessing, issue and return are managed through the software package (OPAC)
- Public Address System (PAS) has been established for the transmission of information to the students
- Circulars are transmitted through internet towards paperless information initiative

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

##### **6.3.1 Curriculum Development**

- The institution is affiliated to the Bharathidasan University, Tiruchirappalli. So the institution follows the curriculum content and syllabi designed and developed by the parent university. Two members of the staff of the institution are members of the Board of Studies of the University. They involve in the process of curriculum development of the university in their respective subjects
- However, the institution designs the value added diploma and certificate programmes to suit the needs of the students
- The institution offers 4 diploma, 10 certificate and a PG diploma programmes designed by the department concerned
- The institution has adopted the following strategies to improve the curriculum with specific course contents
  - Intensive bridge course and Spoken English classes by the English department is conducted by the respective departments, for the First year UG Students
  - Communication skill development programme is conducted through Language Laboratory for the First Year PG students
  - Preparation of Laboratory manuals

- Curriculum contents have been prepared by the institution for the Part V activities
- Edible mushroom cultivation, vermicomposting, and biofertilizers production training are conducted by the department of Microbiology as entrepreneurship and value added programmes

### 6.3.2 Teaching and Learning

- The institution adopts innovative teaching methods such as Power Point Presentation (PPT) , ICT enabled teaching practices using computers, internet e-contents and ‘Smart Boards’ to enhance the teaching –learning processes
- Students of UG Computer Science are assigned with group projects, and the students of PG are assigned with individual projects as part of the requirements for the programme. The project works give them practice on understanding, designing, planning, budgeting, analytical skills and implementation. The students are taken for field trips/industrial visits/internships
- Teaching outcomes are enhanced through Faculty Development Programmes. Faculty Development Programmes were frequently organized by the IQAC of the institution. The members of the faculties were also encouraged and permitted to attend FDP organized by other institutions. LSRW skill development programmes, and communication skill development programmes are conducted, which enhance the learning skills of the students. Teaching- learning outcomes are determined on the basis of the performance of the students in the university examinations. Periodic assessments are made, slow learners are identified and their learning skills are improved by conducting remedial and coaching classes. ICT enabled teaching learning process enhance the learning outcomes
- Glossaries prepared by the Department of Business Administration, Computer Science and Economics are revised

### 6.3.3 Examination and Evaluation

#### Examination

- The examinations are conducted as prescribed by the parent university, and formative and summative evaluations are made as per the guidelines of the university
- Two tests, five assignments and seminar (PG)/Group activities such as quiz discussion debate, etc., for UG are conducted throughout the semester, and attendance of the student per semester is used as yardstick to assess the regularity and performance of the students as continuous process. Summative examination of the students is conducted at the end of the semester as per the schedule of the parent university and the question papers are supplied by the university
- The answer papers are evaluated by examiners appointed by the university
- The institution takes extra efforts to improve the performance of the students in the summative examination by conducting periodic tests, remedial classes and online tests and quiz

## Evaluation

- The parent university classifies the final results of the summative examination as follow
  - The candidates who earn the CGPA 9.00 and above shall be declared to have qualified for the degree as “Outstanding”
  - The candidates who earn the CGPA between 8.00 and 8.99, 7.00 and 7.99, 6.00 and 6.99, 5.00 and 5.99 shall be declared to have qualified for their degree in the respective programmes as “Excellent”, “Very Good”, “Good”, and “Above Average” respectively
- The learning outcome of the students is periodically assessed on the basis of their performance in the tests conducted by the institution. Periodic tests help to evaluate and to identify the slow learners. The performance of the slow learners is improved in the summative examination through coaching and remedial classes.
- The performance of the students in the summative examination is evaluated by the external examiners appointed by the parent university. The practical skill and the projects are evaluated by the external examiners appointed by the parent university. The practical skill and the involvement of the students in designing, planning, adherence, implementation and drafting are also assessed by the staff-incharge as continuous process
- The students of the Post Graduate programmes present their project finding with the help of power point presentation, which is also evaluated.
- The programmes enhanced the knowledge base in the subject, teaching and learning processes, skill and outcomes

### 6.3.4 Research and Development

The Research and Development cell organized programmes to create awareness, promote and motivate the members of the faculty and students to undertake research as intensive and socially relevant one.

- i. The departments were directed to identify thrust areas in the concerned subject and the students projects are assigned in various aspects of the thrust areas,
- ii. The students and teachers are practised and motivated to write research articles in the indexed journals with high impact factor,
- iii. The Departments are motivated to organise International/ National conferences/ seminars/ workshops and to bring out proceedings with ISBN number, Training on biocomposting, vermicomposting, edible mushroom cultivation and micronutrients are conducted by STET Bio-Floral Products Development and Research Centre and Tissue culture and Biominin laboratory
- iv. Hands on training in the modern instrumentation techniques such as Gas Chromatography, HPLC, Semi Auto Analyser, Atomic Absorption Spectroscopy, UV-VIS Spectroscopy and Bioreactor to make the students readily employable in various private and public industrial and academic institutional laboratories

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

#### Library

	Existing Upto 2016		Newly added 2016-2017		Total	
	No.	Value	No.	Value	No.	Value
<b>Text Books</b>	29,165	56,11,286.52	568	2,18,354	29,733	58,29,640.52
<b>Reference Books</b>	6,799	66,34,727.82	165	1,13,372	6,964	67,48,099.82
<b>e-Books</b>	791	-	-	-	791	-
<b>Journals</b>	179	2,86,362	04	8,700	183	2,95,062
<b>e-journals</b>	16	-	-	-	16	-
<b>Digital Database</b>	-	-	-	-	-	-
<b>CD &amp; Video</b>	2,145	-	73	-	2,218	-
<b>Others (specify)</b>	-	-	-	-	-	-

#### ICT

- Learning resources such as library facilities, book banks, laboratory equipments, well furnished laboratories, NPTEL, INFLIBNET/N-LIST membership, etc., are provided
- 30 Mbps BSNL dedicated leased line network with Wi-Fi connectivity throughout the campus is maintained
- Reprographic facility is provided for the use of the staff and students, which are also periodically maintained
- Computers are made available with uninterrupted internet and WiFi facility
- Smart class rooms are properly maintained and upgraded
- English Language Laboratory is maintained to improve LS (Learning, Speaking) skill development

#### Physical Infrastructure

- During the academic year 2016-17 two class rooms with required furnitures have been added

#### Instrumentation

- Computer systems have been repaired and upgraded

### 6.3.6 Human Resource Management

#### Management

- The Managing Trustee who is the correspondent of the institution monitors the whole state of affairs and execution of all welfare measures, infrastructure and implementation of the suggestion of the IQAC



## Faculty

- Teacher, Student ratio is maintained as per the norms
- Teachers are appointed on the basis of their merit, experience and expertise
- Retention of the teachers is taken care of by the Management through welfare measures
- Teachers enjoy freedom in discharging their duties and responsibilities and to keep up and maintain the learning outcome of the students
- Teachers have freedom to design their teaching practices, research, participate in seminars/conferences/workshops, publish research articles, etc., so as to increase the teaching outcome
- Teachers enjoy welfare measures such as employers contribution provident fund, management Loan Schemes, Maternity leave, Transport facility, etc.,
- Free transport facility is extended to the teachers
- Individual achievements of the teachers are recognized, appreciated and suitably rewarded by the Management
- Adequate opportunities are extended to the members of the faculty for their individual accomplishments. Necessary concessions and provisions are made available to the members of the faculty, so as to encourage them to improve their qualifications and quality of teaching
- Capacity building training programme and Faculty Development Programmes are organized for the faculty and non-teaching staff to enhance the work efficiency

## Students

- Student's records including biodata, and performance are maintained in each department. Each and every student's performance and progress are monitored through tutorial system
- Slow learners and advanced learners are identified, and necessary corrective measures such as coaching classes and counselling are conducted especially for the slow learners
- Students skills and talents in sports, games, fine arts, etc., are identified and nurtured
- Self defence training such as 'Karate', and yoga are practised
- Meeting of the student and representative are regular features, and their grievances, if any, are duly addressed
- Special training programmes such as spoken English, imparting and enhancing employability skills were carried out for both Undergraduate and Postgraduate Students
- Self development, Student's empowerment, Health and Hygiene awareness programme were also organized for the students. The counselling centre extends its counselling to the students at the time of need and special lectures for the students in the neighbouring schools and the village people were organized

- Students council has been established to develop the leadership quality
- Students adhere to the strict discipline, dress code and regularity
- Students have freedom to organize various activities, which paves the way to nurture their leadership qualities

#### **Non-Teaching Staff**

- The Non-Teaching staff include administrative, technical and supportive members of the staff. Meetings of the principal with them enable to identify their needs, problems and grievances. They also help to solve the problems and to maintain the campus clean, green and peaceful
- They have acquired the knowledge of application of computers and information Technology
- The Management and Principal conduct periodic review meetings to assess the functioning of the office
- Refresher programmes are periodically conducted to update their knowledge
- Administrative staff collect the fee from students, maintenance of accounts, dispersal of salary and scholarship, maintenance of infrastructure, etc.,

#### **Technical Staff**

- Technical staff assist in book keeping and maintenance of office

#### **Supportive Staff**

- Members of the supportive staff help in the maintenance of clean and green campus, fleet operation, cooking and other services in the hostel

#### **Parents**

- Parents, as the stake holders are encouraged to meet the management and the principal, concerned HOD's and the tutors to get up to date information regarding their wards. Parents meetings are also periodically arranged. Feedbacks obtained from the parents are duly analysed and necessary actions are taken

### **6.3.7 Faculty and Staff Recruitment**

- Number of required teachers is maintained as per the norms. Teachers requirement, if any, on the basis of workload, is collected from the concerned Head of the Departments at the time of staff council meeting, and forwarded to the management. Applications are invited from the qualified candidates through advertisements. Applications are scrutinized and eligible candidates are called for interview. The selection panel consists of Correspondent, Principal, Head of the Department, IQAC coordinator and subject experts. Selected candidates are appointed on a permanent basis with one year probation.

### 6.3.8 Industry Interaction / Collaboration

- The institution has MoU's with Indian Academic Researcher's Association, Tiruchirappalli; Dr.V.B.Hosagoudar Research Fountation, Bilagu, Bagalkot Dist. Karnataka; and ISYSWAY Technologies, Thanjavur
- MoUs facilitate training, internship, project and placement. Exposure to industry offers work environment, hands-on-experience, team work and real time projects as industry – institution interface and enhance the learning process

### 6.3.9 Admission of Students

The Admission Committee functions with the Principal, Head of the Departments and the University representative as members. Computerized rank list of applications for UG admission is prepared on the basis of the marks obtained by the applicants in Higher Secondary Examination. 50% of the sanctioned seats are filled as per the norms of the state government and university and the remaining 50% of the seats are under the management quota, which are also filled on the basis of merit

### 6.4 Welfare schemes for teaching, non teaching and students

Teaching staff	<ol style="list-style-type: none"> <li>1. Members of the staff are supported and honoured for their respective roles at the college functions such as College Day and Sports Day</li> <li>2. The teachers are permitted to travel in the buses operated by the management without charging any amount as fare, which involves the expense of Rs.6,07,400/- per year for the management</li> <li>3. Medical / Maternity leave with salary</li> <li>4. Free Wi-Fi connectivity</li> <li>5. Employees Provident Fund facility</li> <li>6. Loan facility</li> <li>7. Coaching classes were conducted for UGC NET / SET examinations</li> <li>8. INFLIBNET/N-LIST facility</li> <li>9. Reprographic and book loan facility</li> </ol>
Non teaching staff	<ol style="list-style-type: none"> <li>1. Medical / Maternity leave with salary</li> <li>2. Free Wi-Fi connectivity</li> <li>3. Employees Provident Fund facility</li> <li>4. Free transport</li> </ol>
Students	<ul style="list-style-type: none"> <li>• Bridge intensive course gives orientation to the college environment at the entry level</li> <li>• Spoken English classes are conducted on alternate Saturdays for the freshers and weekly once for the final year PG students</li> <li>• Language laboratory classes are conducted for the first year PG students to develop LS (listening, speaking) skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Full Term fee concession, and 50% term fee concession are extended to the deserving students</li> <li>• Bus fare free-ship scheme</li> <li>• Mess bill free-ships scheme for deserving students</li> <li>• The Management extends transport facility to the students at the subsidized cost which involves the sum of Rs.12,92,698/-</li> <li>• Facilities to pay the term fee in installment</li> <li>• Facilitation of Education loan from the Nationalized Banks</li> <li>• Providing Laptop for M.Sc. Information Technology, Computer Science, M.C.A. &amp; M.B.A. students, to be returned after use at the end of the academic year</li> <li>• Free Wi-fi connectivity</li> <li>• Extended library hours</li> <li>• Department library</li> <li>• INFLIBNET/N-LIST facility</li> <li>• OPAC facility</li> <li>• Computer literacy classes are conducted during and after the college hours</li> <li>• Field/industrial visits/Hands on Training</li> <li>• Tutorial system</li> <li>• Apart from the University instruction hours, extra one hour is utilized for tutorial classes every week to support the slow learners</li> <li>• Remedial classes are conducted to help slow learners for two hours on alternate Saturdays</li> <li>• Special training programmes are organized for Elite group students of all the departments on different aspects</li> <li>• Coaching classes are conducted for the final year UG students for TANCET entrance examination</li> <li>• Coaching classes are conducted for UGC NET / SET examinations</li> <li>• Online tests are conducted to the final year UG and PG students on various topics to develop aptitude skills and to get an idea about the competitive examinations</li> <li>• ‘WECAN’ is functioning to make the students earn while learning</li> <li>• Anti-Ragging Committee</li> <li>• Quiz Club</li> <li>• STET FIESTA (Fine Arts Week)</li> <li>• STET EUPHONIES (Music Day)</li> <li>• Entrepreneurship Development Cell</li> <li>• Health Centre</li> <li>• Counselling Cell</li> <li>• Career Guidance and Placement Cell</li> <li>• Students’ co-operative stores for supply of note books and</li> </ul>
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	<p>stationeries at concessional prices to the students</p> <ul style="list-style-type: none"> <li>• Endowment prizes are awarded to the student who scores the highest mark in each department by the management.</li> <li>• Grievance and Redressal Cell</li> </ul>
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**6.5 Total corpus fund generated**

Rs. 6,09,908.

**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	Triennial Commissions, appointed by the parent University & Eminent Professors	Yes	Staff Council
Administrative	Yes	A. Krishnamoorthy & Co, Chartered Accountants, Chennai.	Yes	Correspondent & M. Senthil Kumar, MMS Associates, Auditors, Mannargudi

**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 institution is affiliated one. Hence all the reforms put forth by the parent university (Transparency – photocopies of the answer scripts and Revaluation) are adopted then and there. Students are prepared by the institution through online tests. Remedial and coaching classes are conducted for the slow learners.

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

University encourages the institution to get an autonomous status

### **6.11 Activities and support from the Alumni Association**

- Expert lectures are given by the alumnae
- The association gives scholarships to the underprivileged students every year
- Endowment prizes are awarded to the student who scores the highest mark in Part II English in the University Examinations
- ‘Graduation Day’ advertisement in the news paper is made by the alumnae
- Donation of books to the library and instruments to the laboratory
- They give entrepreneurship training
- Providing feedbacks on curriculum / campus life
- The alumni also supports the students by way of providing the information regarding the higher education facilities, employment opportunities, helping to get job opportunities, etc.

### **6.12 Activities and support from the Parent – Teacher Association**

Rapport of the parents with the institution is well maintained. Parent Teacher association helps in the functioning of the institution in right direction. Parents meet the principal, HODs and Tutors and get information regarding the progress of their wards. In most of the cases the parents appreciated the safety of the students, learning outcome and welfare measures offered by the Management. Feedbacks from the parents help to improve the system of the institution. They help to prevent the drop out of the students in the middle of the programme. Their participation and cooperation help to enhance the quality of teaching learning processes.

### **6.13 Development programmes for support staff**

The members of the support staff help in the management and smooth functioning of the institution. They keep track of the maintenance of infrastructure and keeping the campus clean and green. They are provided periodical training. They maintain the fleet operation and smooth running of the hostel.

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

- Polythene free campus
- Green initiatives through e- governance
- Energy conservation
- Rain water harvesting
- Use of renewable energy
- Water recycling
- Plantation
- Solid waste management (segregation of biodegradable and non-biodegradable) such as conversion of organic wastes into biocomposts and Vermicomposts. The concept of 5 'R' s is followed (Refuse-Reduce-Reuse- Recycle -Recovery)
- Green campus and carbon audit (Green Audit)
- Replacement with LED lights
- Street lights with solar panels
- Environment awareness programme by STET Students' EXNORA
- Recycling of waste water and usage for irrigation
- Botanical Arboretum and Herbal Garden
- Clean India Mission
- STET Social Forestry initiative

## 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

##### **Innovations**

Mini projects are introduced for the PG students. Thrust area based research and long term continuity in the execution of the students projects is planned so as to make the project as intensive research. Teaching, learning, research and extension are made outcome based activities. Ph.D. and M.Phil. scholars have to present their research activities (PPT) at regular intervals (monthly) so as to assess the progress and stream line the research. PG students have to make PPT presentation at the time of project viva voce examination. Value added programmes such as certificate programmes on Tally and Diploma programme on Big Data Analytics have been introduced to enhance the employability. Roping Curricular practice and execution with the community through extension service activities. Institution-Industry-Interface and community participation in the curricular practice are targeted. Research is one of the essential components of the higher education. Financial support is essential part in the success of the research activities. Hence the teachers of different faculties are motivated to mobilize financial assistance from funding agencies. Faculty Development Programmes (FDP) throw new light into the knowledge base and teaching skill of the teachers. Hence Faculty development programmes were frequently organized, and the teachers were motivated to participate in the FDPs organized by other institution. Student monitoring and management system software with Cell Adpay SMS Gateway (Website: [www.stet.edu.in/celladpay.com](http://www.stet.edu.in/celladpay.com)) to parents (Regularity, Test marks, end semester examination marks, discipline and health) has been introduced.

**STET Social Forestry Initiative:** Tree plantation is one of the targeted objectives of the institution. Nurseries are developed and seedlings of social forestry plant species are developed and distributed to the neighbouring villages to satisfy the motto of ‘Grow more Trees’.

STET Skill India mission has been launched.

STET Digital India Mission has been launched.

Energy conservation and clean environment through alternative (Green Energy) sources.

##### **Positive Impact**

- Students developed models/designs /objects on the basis of curriculum content and exhibited at the Exhibition held at STET Women’s College, Sundarakkottai
- Six minor research projects have been got sanctioned from the UGC, New Delhi
- Teachers use power point presentation and e-contents in teaching, which enhance the teaching and learning outputs



- FDP on effective English writing and communication skills have enhanced the standard of writing skill
- Teachers and PG Students apply statistical tools to arrive at suitable conclusion of their research (project) findings, and are exposed and trained in SPSS packages through workshop
- Thrust area based research and continuity in the execution of the students project will definitely promote intensive research

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

- Post Graduate Diploma programme on “Big Data Analytics” has been introduced from the academic year 2016-17
- Certificate programme on Office Automation with Tally has been introduced by the department of Commerce for the students admitted during the academic year 2016-17
- Energy conservation measures have been taken up to replace the lights with LED bulbs. This resulted in the conservation of *approximately 2200 units* of electrical energy per month
- Four *solar power plant (5kwh each) units* have been established and this resulted in the yield of (Green Energy/ alternate source of energy) *2030 KWh per month*
- Four books with ISBN (Number: 978-93-82133-21-6, 978-93-82133-29-2, 978-93-82133-28-5, 978-93-82133-30-8) have been published by the members of the faculty of Tamil
- Tree plantation scheme was launched and the students distributed seedlings to the villagers of Keelathirupalakudi, Kandithampettai, Karuvakurichi and other villages
- Two new class rooms have been constructed
- Six UGC minor research projects are sanctioned
- One Senior Research Fellowship has been awarded by the Indian Council of Medical Research (ICMR) for the research scholar of the Department of Biochemistry
- Members of the staff are provided with free transport facility
- Students are provided with transport facility at a subsidized cost
- Frequent faculty Development programmes were organized
- Three glossaries are revised by the department of Business Administration (ISBN: 978-93-84008-15-14), Computer Science and Economics
- A Seminar Proceeding has been published by the Department of English (ISBN:978-93-85895-83-6)
- Teachers and Students published research articles in journals/proceeding and participated and presented research articles in seminars and conferences
- The practices of the institution to the neighbouring school has been recognized and awarded as one of the best practices by the ICTACT, Chennai

- Research work entitled “Fungal parasites on medicinal plants in Thiruvananthapuram District of Kerala State” leading to Ph.D. Degree was carried out by A. Sabeena. She has completed the research work. She discovered 127 New species of foliicolous fungi; 16 New varieties and 18 New records to India; 2 New genera, 3 New generic records; and 3 rare fungi under the guidance of Dr. V. B. Hosagoudar, Honorary Research Advisor of this institution
- The Department of Microbiology has submitted the gene sequences of *Lactobacillus*, *Rhodopseudomonas sp.*, *Saccharomyces sp.*, *Aspergillus niger* and *Penicillium citrinum* to the Gen Bank and NCBI, USA and the accession numbers have been obtained
- Department of Microbiology has ventured into the process of conversion of plant lignocellulosic organic wastes into value added products. The ultimate bioconversion of the lignocellulosic waste leads to conversion of organic waste into value added products such as composts and organic manures
- The departments of life science of our college, provide hands on training in the modern instrumentation techniques like Gas Chromatography, HPLC, Semi Auto Analyser, Atomic Absorption Spectroscopy, UV-VIS Spectroscopy and Bioreactor to make the students readily employable in various private and public industrial and academic institutional laboratories

### 7.3 Give two Best Practices of the institution

#### Best Practice I

##### Title of the practice

“ Empowering local rural schools and community”

##### Goal

Empowering the rural schools with partial support of infrastructure, resources, needed skill and knowledge.

##### Context

This institution is not only a source of higher education for women students but also it acts as the centre for creating awareness regarding the need of higher education to women, besides discharging the duties of social responsibility by empowering the women with knowledge of day to day development, hygiene and health, self employment, etc., through awareness and training programmes.

The institution has rightly recognized the education, especially women education, as a tool to empower the nation. Hence the mission of the institution is centering around the motto of “**Empowering the women, Empowering the nation**”. The education becomes reality only when the economy of the villages improves. Keeping this view the institution has taken initiatives to improve the economic standards of villages through self employment training programmes and various awareness programmes.

## Practice

The schools located in the villages around the institution have been targeted by various departments of the institution to sensitise the students of rural areas on the following aspects

- Computer literacy
- Environmental degradation and its impact on health and agricultures,
- Significance of nutrition and impact of malnutrition
- Awareness on health and hygiene
- Alternative energy sources and energy conservation
- Conservation of soil and water management
- Career guidance for higher education and employment
- Women and economic independence
- Polythene menace
- Water conservation and Rain water harvesting

Thus the schools in the rural areas are not only motivated towards higher education but also sensitized and addressed various socially relevant issues and achieved success in the objectives and goals, to certain extent.

The locality of the college is village, and the institution is also surrounded by villages. The schools in the villages are mostly either middle schools or elementary schools. Most of the schools were not filled with sanctioned strength. The institution has played a vital role in enhancing the admission status of the schools through extension activities, awareness programmes and other activities.

Extension is the application of the content of course for the betterment of the society. Extension services are provided to the villages in and around Sundarakkottai. The institution has achieved in its goal of improving the teaching and learning standards of the village schools.

### **Establishment of infrastructure in schools**

Laboratories with computers and other needed infrastructures were established in St. Joseph's Girls Higher Secondary School and National Higher Secondary School, Mannargudi, which helped the students to get hands on training in computer literacy.

### **Extension of the Laboratory facilities of the institution to the schools**

The Department of Physics extended its laboratory facilities and human resource for conducting practicals to the students of National Higher Sec School, Mannargudi; Department of Chemistry, Microbiology and Nutrition and Dietetics to the Schools of Ullikkottai Village; and Department of Computer Science to the schools at Mannargudi, Thiruthuraipoondi, Pamani, Vadaseri and Paravakkottai.

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## **Computer and Digital Literacy**

Computer literacy programmes such as hardware training, overview of programming languages, Internet and usages of e-banking practices, etc., were conducted by the Departments of Computer Science, Information Technology and Computer Applications in the schools at Thiruthuraipoondi, Pamani, Vadaseri, Sekal, Paravakkottai and Ullikkottai.

Member of the faculty of the Department of MCA conducted basic computer training to the students of ARC Public School, Mayiladuthurai, and Government IIT, Thirukkuavalai sponsored by the ICT Academy of Tamil Nadu, Chennai.

## **Exhibition**

Awareness of developments in Science and Technology was created through exhibition involving various Departments. Schools in and around Mannargudi are benefitted through our exhibition.

## **Environmental Awareness Programmes**

Programmes on tree plantation and importance of green cover, creation of awareness of polythene menace, rain water harvesting and water conservation and soil testing and conservation were conducted at Rishiyur, Sundarakkottai and Painganadu.

## **Health and Hygiene**

Blood group analysis and Anaemia screening were done by the department of Microbiology and Biochemistry in Sundarakkottai, Mannargudi and Ullikkottai.

Importance of nutrition and balanced diet were highlighted as extension programmes by the Department of Nutrition and Dietetics, Anemia detection and counseling were conducted at Keelathirupalakudi, Sundarakkottai, Mannargudi and Ullikkottai.

## **Energy Conservation in programmes**

Energy conservation through use of LED and use of alternate energy sources such as solar energy and Wind Energy was explained at the schools of Sundarakkottai, Mannargudi, Ullikkottai and Edamelaiyur.

## **Economic Upliftment through Self Employment**

The villagers (Self help groups, Farmers and Students) were trained on Edible mushroom cultivation, spawn production, composting and vermicomposting, etc., at the village of Karuvakkurichi, Ullikkottai, Rishiyur, Sundarakkottai and Mannargudi.

## **Career Counseling**

Career Counseling regarding the various Higher education programmes, for vertical mobility of school students and employment opportunities are conducted for the school students at Pattukkottai, Mannargudi, Moovanallur, Paruthikkottai, Ullur and Painganadu.

### **Community Services**

Women Self help Group of Rishiyur, Painganadu, Keelathirupalakudi, Sundarakkottai, Mannargudi and Ullikkottai are trained in self employment programmes such as Edible mushroom cultivation, vermicomposting, micronutrient preparation, etc., Blood grouping, Anemia detection and Food adulteration and its impact were conducted and counselling was also made.

### **Evidence of success**

- Enrolment in schools is enhanced
- The infrastructure facility has been enhanced
- Teaching – Learning processes have been supplemented
- The number of graduates has been progressively increased
- Mushroom units and vermicomposting units have been implemented
- People have shifted from fire wood to LPG gas for cooking
- CFL bulbs for lighting is decreased and use of LED bulbs is increase
- Awareness has been created regarding the polythene menace
- Awareness was created regarding availability of scholarship facilities and fee concession for higher education

### **Problems encountered and Resource required**

- Though we offer frequent training programmes on various self employment aspects the involvement and followup action of them are not encouraging
- Mobilizing financial assistance from the banks is not so encouraging for the establishment of such units

## **Best Practice II**

### **Title of practice**

Facilitating and Ensuring Employability

### **Goal**

Employment after graduation instills confidence in the young minds. Facilitating for employment opportunity and ensuring employment through guidance, training and counseling.

### **Context**

The students of this institution mostly hail from the rural and economically weaker section of the Society. The job opportunities in the surrounding area are very less and the students have to migrate to the cities like Chennai, Tiruchirappalli, Coimbatore in Tamilnadu. In most of the cases parents arrange marriage for their wards after graduation. Keeping these points in view the institution motivates the students through Career Guidance, Counseling and Campus interviews. Financial independence makes the women self confident and economic upliftment of the faculties. These aspects are rightly educated and the students are trained in soft skills, personality development and interview skills.

## **Practice**

Career Guidance and Placement Cell of the College is carrying out various programmes, as institutional arrangement, primarily aimed to train and place the final year U.G. and P.G students in the best known corporate entities all over India. It develops interest in one's career, creative thinking and innovative attitude and aptitude among the students. The cell organizes seminars, group discussions, mock interviews and training programmes from which students develop their personal interview skills, soft skills and aptitude. The placement cell also gathers information and displays the career opportunities for Arts and Science students in local, regional and national job providers.

The cell organized a **Career Training Programme** on Soft skill and Aptitude for the final year UG and PG students.

The cell also arranged a pre-placement training for the Final year UG and PG Students on aptitude, communication skills and interview skills by the members of faculty of the Departments of Mathematics, English and MBA. The placement Cell conducted special training programmes to improve the interview skills in accordance to face the interviews of various organizations for final year Elite group students. On-campus interview was arranged in which companies such as Polaris, Hexaware, Xlokk soft technologies, Orpick tours and events and Vee Technologies visited our college and selected the students. The students have been selected for appointment in various reputed firms such as Infosys, TCS, Matrix Business India Pvt. Ltd.etc.

## **Evidence of Success**

The Placement cell of our college arranged for campus interview. Polaris, Hexaware, Xlokk soft technologies, Orpick Tours & Events and Vee Technologies participated and conducted interviews. The Career Counselling cell conducted Coaching and Training programmes for Soft Skill Development, Communication Skill and Personality Development. 610 final year Undergraduate students and 260 Postgraduate students participated in the Campus recruitment drive and among them 159 students got selected for placement in various companies.

## **Problems encountered and Resource required**

Most of the Students of this institution hail from rural areas. In most of the instances the first priority of the parents is to get their daughter married soon after the completion of the degree. Most of them do not prefer job. However, they are motivated to go for job after marriage. Management is magnanimous enough to support the training programmes and also facilitate to arrange for campus interviews.

## Best Practice III

### Title of the practice

Faculty Development Programme for continuous improvement of faculty in Teaching process.

### Aim

To improve the teaching skill and teaching outcome, and to improve the learning outcome.

### Context

The expectation of the outcome of the education offered by the institution is increasing day by day. The outcome of the education should meet the challenges of the job market and the society. In this context the knowledge base of the teachers and tools of teaching are to be updated to satisfy the periodic changing needs. So faculty development programmes are organized on the initiative and patronage of the Management. The members of the faculties are also encouraged and permitted to attend such programmes organized by other institutions.

### Practice

Faculty members are enriched with a number of faculty development programmes every year. In this academic year, they attended seven programmes organized by the institution and also the programmes organized by other institutions. Totally 699 participation of teachers in various faculty Development programmes organized during this academic year.

Seminars on “Effective Scientific Paper Writing” and “How to Plan, Draft and complete the Research problem” were organized in the institution, which enhanced the planning and skill of writing the research articles

### Evidence of Success

- Teaching methodology has been enhanced
- Communication skill has been increased
- Teachers are motivated to write research articles
- Motivated to design the research work in a proper way
- Logics of research article writing have been developed which improved the reasoning and logical argument in the writing of research articles

### Problems encountered and Resource required

- Conduct of Faculty Development Programmes by other institutions is comparatively less. The Faculty Development programmes conducted by the institution is mostly under the patronage of the management. The management is magnanimous enough to allow the members of faculties of other institutions. Consistency of this aspect needs financial support, and hence the financial support may be extended by the Government

- Refresher and orientation Programmes will also satisfy the requirements. But such programmes organized by the universities (Academic staff colleges) are usually once in a semester. In such instances also the teachers of self financed institution are not preferred. Hence opportunities may be provided for such teachers

#### 7.4 Contribution to environmental awareness / protection

- STET Clean India Mission was inaugurated by the RDO, Mannargudi. Rallies and awareness programmes were conducted
- Biodegradable and Non-Biodegradable wastes are collected separately and disposed off
- Organic wastes are recycled as organic manures (composts )
- Waste water of the hostel is recycled after treatment and used for irrigation
- Five 'R's (Refuse, Reduce, Recycle, Reuse and Recovery) are practiced
- Rain water harvesting is made as a continuous process
- Awareness programmes regarding polythene menace, effect of anthropogenic pollutants, etc., have been made as a continuous process
- Energy conservation measures have yielded successful results. The institution is capable of conserving approximately 2200 units/month of electrical energy, through replacement with LED bulbs in the hostel and capable of generating 2030 Kwh / month solar energy
- The campus is maintained green through implementation of the concept of 'Grow more Trees'
- Campus is maintained as polythene free campus

7.5 Whether environmental audit was conducted? Yes  No

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

##### Strength

- Management has prospective and yonder vision
- Direct involvement of management in teaching, research and development
- Publication of both printed and e-version of the International quarterly journal
- Introduction of one year Post Graduate Diploma in 'Big Data Analytics' as value added programme
- Effective teaching – learning processes through ICT gadgets, besides conventional practices
- Besides university allotted hours, additional one working hour on all day orders, and the accrued hours are use for tests, GD, Coaching classes, soft skill development, etc.,



- Introduction of mini projects
- Dedicated, well qualified and experienced teachers
- Twenty six MoUs facilitate teaching / research / internships / industrial visits
- Thrust area based students' research projects for intensive research
- Biofloral Product Development and Research Centre, and Biominin Laboratory to promote extension and consultancy services, and hands on training
- Extended financial support for the students hail from economically weaker section of the society by the management
- Transport facility at subsidized cost for the students and free of cost for the teachers
- Facility for vertical mobility up to research degree (M.Phil., Ph.D.,)
- Value added and skill development programmes

**Weakness**

- Since the institution is a self financed one, mobilizing extended finance is a constraint
- Lack of financial support from the funding agencies

**Opportunities**

- Field visits/Industrial visits/internships are the opportunities extended through MoUs
- Members of the staff/scholars/students can publish their research findings in the journal published by the institution
- Easy mobility of the students from home to the institution with the help of transport facility extended by the management

**Challenge**

- Since most of the students hail from rural areas and depend on the transport facility extended by the management, they could not work beyond the scheduled time
- Most of the parents prefer their wards to get married rather than go for a job

## 8. Future plan (Detailed planning schedule of 2017-18 in Annexure-III)

- All the Departments will be promoted as research departments with M.Phil. and Ph.D. programmes
- New value added Diploma and Certificate programmes will be introduced
- Summer and Winter internships will be arranged
- STET skill mission will be activated to introduce skill oriented programme
- More infrastructure facilities will be added
- Efforts will be made to publish the research articles with high impact factor
- National Cadet Corps (NCC) Women's wing will be established
- Extension service activities will be made community oriented and socially relevant
- Renewal and extension of MoUs will be made to enhance the entrepreneurial skills among the students and among the public of the neighbouring village
- The journal will be made as one of the indexed journals, especially from Scopus
- Faculty Development programmes will be organized to update and enhance the teaching learning processes
- The Departments will be motivated to organize National /International Seminars / Conferences /Workshops
- Energy conservation measures will be activated and further promoted
- STET Social Forestry Initiative will be made vibrant to achieve the Target of Grow more trees
- Glossaries published by the institution will be revised and published with ISBN- number
- More number of job fairs will be conducted

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Signature of the Chairperson, IQAC  
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**ANNEXURE-I****ACADEMIC CALENDER**

Month	Date	Activity	Remarks
May	09.05.16	Admission Committee Meeting	
	20.05.16	Management Council Meeting	
June	13.06.16	Transport Committee Meeting	
	13.06.16-23.06.16	Internship II-PG Students of Microbiology - Meenakshi Hospital, Thanjavur	
	15.06.16	College reopens for II,III year UG and II PG	
		Library Advisory Committee Meeting	
	18.06.16	IQAC Meeting	
	21.06.16	International Yoga Day Celebration by NSS	
	22.06.16	Ph.D. Synopsis Submission by Ms. R. Managalanayaki- Department of Microbiology	
	23.06.16	Fine Arts- I Meeting	
	24.06.16	Soft Skill Development Cell Meeting	
		Ph.D. Synopsis Submission by Ms.H.Vajiha Banu- Department of Microbiology	
	27.06.16-10.07.16	Internship II PG students of Biochemistry - Meenakshi Hospital, Thanjavur	
30.06.16	Discipline Committee Meeting		
July	01.07.16	Grievance Redressal Meeting	
	04.07.16	Commencement of Classes for I UG students	
		Target CE meeting	
		Fine Arts- II meeting	
		RRC Meeting	
	04.07.16	Bridge Course	
	06.07.16	EDC Meeting	
	07.07.16	Anti-Ragging Meeting	
	08.07.16	Differently Abled Person Meeting	
	09.07.16	Rotary Installation Function in T.R.G Mahal, Mannargudi	
	11.07.16-13.07.16	Workshop on “Frontiers in Biosciences”-Department of Microbiology	
	13.07.16	Consumer Citizen Club Committee Meeting	
		Identification of Blood Group for I year students - Department of Microbiology and RRC	
	14.07.16	NSS meeting	
		“BMI SCREENING” for all I year UG students -Department of N & D	
		“Haemoglobin screening” for all I year UG students -Department of Biochemistry	
College reopens for all I PG students			
15.07.16	Research and Development Cell Meeting		
	Hostel Committee Meeting		
	EXNORA Meeting		
	YRC Meeting		

Month	Date	Activity	Remarks
July	15.07.16	Management Event “M-pulse2016” -Department of BBA	
	16.07.16	Alumni Meeting	
		IQAC Meeting	
		Enrollment of 148 first year students in Red Ribbon Club.	
		Submission of Assignment No-I	
		Workshop on Financial Planning- Department of Commerce	
	18.07.16	Counseling Cell Meeting	
		Health Club Meeting	
		Weed Eradication and Temple Cleaning at Ramanatha Swami Temple By NSS	
	20.07.16	STET Placement Cell Meeting	
	23.07.16	Industrial Visit to TNPL- Karur for PG Students – Department of Commerce	
	26.07.16	Management Meet “Concept Makerz”- Department of BBA	
	26.07.16	Talent Show-Department of economics	
	27.07.16	Sports Committee Meeting	
	28.07.16	WECAN Meeting	
	28.07.16	Online Aptitude Test	
29.07.16			
30.07.16			
30.07.16	ROTARACT Meeting		
	Submission of Assignment No-II		
August	04.08.16	Extension Activity on Yoga Skill- Commerce	
	05.08.16	Celebration of World Breastfeeding Week by NSS	
		One day seminar- Department of Tamil	
	08.08.16	Group discussion on “Laws and Principles of Physics”- Department of Physics	
	08.08.16	“BREAST MILK;A PANACEA FOR LIFE 2016”Poster Presentation –Department of N&D	
	09.08.16	Seminar on “Big Data Job Opportunities”-PGDBDA	
	10.08.16(FN)	Blood Donation Camp by RRC,YRC,EXNORA	
		Guest Lecture on “An Interview of Automat Theory” -Department of MCA	
	10.08.16(FN)	Seminar on “Network security”	
	12.08.16	Submission of Assignment No-III	
		Special Swachhta Campaign by RRC,NSS	
		International Geneva Convention Rally by YRC	
	14.08.16	Training Programme on Clinical Instrumentation Techniques	
	17.08.16	Cycle test	
	19.08.16	A workshop on “Memory Training on Behavioural Accepts” by Dr. C. Lakshmi Perumal –Department of BBA	
	20.08.16	IQAC Meeting	
22.08.16	Industrial Visit to “Suja Shoei Industries Private Limited” Kuttalam, Mayiladuthurai for final year BBA Students		

Month	Date	Activity	Remarks
August	29.08.16	Synopsis Presentation by Ms. G. Prasanna, Ms. R. Sumathi - Department of Biochemistry	
September	01.09.16	Training Programme on “Instrumentation in Analytical Techniques”-Department of Chemistry	
	03.09.16	AIDS Awareness Programme by RRC Drawing and Essay Competition by RRC	
	05.09.16	Grievance Redressal Meeting	
	06.09.16	RRC Meeting	
	07.09.16	Discipline Committee Meeting	
	09.09.16	Extension activity “Awareness Programme on Entrance Examinations”-Department of MBA	
	09.09.16	Extension activity on “Awareness on Junk Foods” at Govt. Elementary School, Keelathirupalakudi-Department of N&D	
	11.09.16	YRC Meeting	
	12.09.16	Anti-Ragging Meeting	
	14.09.16	Magazine Committee Meeting Counseling Cell Meeting	
		Differently Abled Person Meeting	
	15.09.16	Library Advisory Committee Meeting	
	16.09.16	NSS Meeting	
	17.09.16	IQAC Meeting Installation Function of Rotaract Club in College Campus	
	19.09.16	Health Club Meeting	
	21.09.16	STET Placement Cell Meeting	
	21.09.16	Extension activity on “Demonstration of Vermicompost Production and Mushroom Cultivation at Dharani Hr. Sec. School, Mannargudi- Department of Microbiology	
	22.09.16	Soft Skill Development Cell Meeting	
		Transport Council Meeting	
	28.09.16-05.11.16	Internship for M.Phil Biochemistry students to Meenakshi Hospital, Thanjavur	
	29.09.16	Hostel Committee Meeting	
		One Day Camp by EXNORA	
	30.09.16	One Day Workshop on First Aid Training Programme by YRC	
October	01.10.16	Organised Proficiency Test and Creative Writing Sponsored by Shakespeare Institute, Chennai- Department of English	
	03.10.16-07.10.16	ToT (Training of Trainers) Programme “Training for a Civil Society; Human Rights and Issues”-Department Of MBA	
	03.10.16	Quiz contest was conducted on English Literature- Department of English	
	04.10.16	Examination Committee Meeting	
Career Guidance at Urban Bank Higher Secondary School, Mannargudi- Department of Economics			

Month	Date	Activity	Remarks
October	05.10.16	Planting of Saplings by EXNORA	
	06.10.16	Guest Lecture on “Cloud computing”- Department of Computer Science	
		Seminar on “Network Security”- Department of MCA	
		Extention Activity on “Nature Conservation”- Department of BBA	
	10.10.16	Magazine Committee Meeting	
		Sports Committee Meeting	
	13.10.16	Model Examination	
	14.10.16	WECAN Meeting	
		Youth Awakening Day Celebration by NSS	
		Workshop on “Wealth from Wastes Edible Mushroom Cultivation and Biofertilizer Production”- Department of Microbiology	
	15.10.16	IQAC Meeting	
	20.10.16	EDC Meeting	
	24.10.16	Dress Donation Camp by Rotaract	
Planting of Sapling by EXNORA, Sundarakkottai			
26.10.16	Donated Sapling by EXNORA, Vallankudikadu		
November	01.11.16	Semester Examinations	
	03.11.16	Extension activity “Fundamental on C++ Programming” Navabharath Matriculation Higher Secondary School, Ullikkottai	
	04.11.16	Management Council Meeting	
	04.11.16	Environmental Awareness Programme by EXNORA at Govt . Middle School, Kandithempettai	
	19.11.16	IQAC Meeting	
	21.11.16	Library Advisory Committee Meeting	
	22.11.16	Guest Lecture by Dr.S.Sujapandiyani	
	28.11.16	Grievance Redressal Meeting	
		College Reopens for Even Semester	
30.11.16	Blood Donation Camp by Rotaract		
December	08.12.16	WECAN Meeting	
	09.12.16	NSS Meeting	
		Alumni Meeting	
		YRC Meeting	
	13.12.16	YRC Meeting	
	14.12.16	RRC Meeting	
	15.12.16	Discipline Committee Meeting	
Hostel Committee Meeting			
Consumer Citizen Club Meeting			
EDC Meeting			
15.12.16-29.12.16	Internship for III year students N&D to Meenakshi Hospital, Thanjavur		
December	15.12.16-17.12.16	Industrial visit to Coimbatore by II PG students-Department of Biochemistry	

Month	Date	Activity	Remarks
	17.12.16	Seminar on “ Software Development Life Cycle Project Preparation and Journal Publishing”-Department of MCA	
		“Hardware Training Programme ”- Department of Computer Science	
		Campus Cleaning by Rotaract	
		Submission of Assignment No-I	
	19.12.16	Soft Skill Development Cell Meeting	
	19.12.16-21.12.16	Industrial visit to Coimbatore for II PG students-Department of Microbiology	
	20.12.16	Transport Committee Meeting	
		Guest Lecture on Literature Review and Theoretical Frame Work - Department of Economics	
	21.12.16	Magazine Committee Meeting	
		STET Placement Cell Meeting	
		Guest Lectuer in Personality development &Leadership Quality by Dr. Anvar Ahamed – Department of Commerce	
	22.12.16	Planting of Saplings by EXNORA	
		Workshop on “Unique Identification Number System Implementation in India”- Department of MBA	
		Guest Lecture on “Diabetes –An Overview”- Department of N&D	
	22.12.16	Waste Water Recycling and “Rain Water Harvesting Programme by EXNORA	
	23.12.16	EXNORA Meeting	
	23.12.16	Interdiciplinary Awareness Programme-Department of Economics	
	24.12.16	Dress Donation Camp in Adopted Village by NSS	
Ilakkiya Virudhu Vizha			
27.12.16	Awareness Programme on “Save Environment”- Department of Chemistry		
	Ph.D Synopsis submission-Ms. A. Sabeena, Department of Microbiology		
December	28.12.16-29.12.16	Training Programme on“ Bioinstrumentation”- Department of Microbiology	
	28.12.16	IQAC Meeting	
		R&D Meeting	
	28.12.16	Guest Lecture on “An Eco Critical Approach to Indian Writing in English”- Department of English	
		Industrial Visit to Annai Velanganni Matha Ice Plant, Pattukkottai.- Department of Economics	
	28.12.16	Demo on “e-payment”- Department of BBA	
30.12.16	Guest Lecture on “Quality Assurance in Automotive Industry “by B. Neelananarayanan- Department of BBA		

Month	Date	Activity	Remarks
January	02.01.17	Water Resource Management Programme - NSS& EXNORA	
	03.01.17	Guest Lecture on Introduction to Integral Equations - Department of Mathematics	
	04.01.17	Guest Lecture by Dr. T. Malarvizhi-Department of Biochemistry	
	04.01.17	Career Guidance on Higher Studies at Govt. High school- Department of Economics	
	05.01.17	IQAC Meeting	
	06.01.17	Extension activity on “Innovative Physics” to Govt, Hr, sec, school, Edamelayur-Department of physics	
		Guest Lecture on “Managerial Skill” by Dr. S. A.Sirajudeen- Department of BBA	
		Guest Lecture on “Nuclear Chemistry and Applications of Radio Isotopes”- Department of Chemistry	
	07.01.17	Submission of Assignment No-II	
		National Level Technical Symposium “STETCOMPUTERA-2K17”- Department of Computer science	
	07.01.17	Intercollegiate National Level Teaching Meet	
		Extension activity “Hemoglobin screening” to Ullikkottai Govt. Higher Sec. School Students-Department of Biochemistry	
		Extension activity on “Blood Group Testing” to Ullikkottai Govt. Higher Sec. School Students –Department of Microbiology	
		Extension activity on “Adolescent Nutrition” to Ullikkottai Govt. Higher Sec. School Students-Department of N&D	
		Extension activity on “Vision of Chemistry in Society” to Govt. Hr. Sec. School, Alathur- Department of Chemistry	
		Guest Lecture in Company Law by Auditor. C.Rajagopal CA- Department of Commerce	
	10.01.17	Workshop on Emerging Issues on Public Finance by Dr.S.A.Sirajudeen- Department of Commerce	
		R&D Meeting	
		AIDS Awareness Seminar-RRC	
		Dress Donation Camp at Rishiyur by NSS	
		Guest Lecture on “Introduction to Molecular Spectroscopy” by Dr.S.Ramalaingam –Department Of Physics	
	12.01.17	“Pongal Carnival 2017”-Department of N&D	
	20.01.17	Training Programme on “Digital payment” - Department of MCA	
21.01.17	ROTARACT Meeting.		
24.01.17-25.01.17	Founders day celebration , Fine arts celebration entitled “STET FIESTA”		
25.01.17	Voter’s Day Rally by NSS		
26.01.17	Republic Day		
27.01.17	“STET FIESTA”		



Month	Date	Activity	Remarks
	30.01.17	RRC Meeting	
February	01.02.17	Submission of Assignment No-III	
		One Day Seminar- Department of Tamil	
		Guest Lecture on “Recent Updates in Microbiology/Biology Highlights”- Department of Microbiology	
		Training on “Big Data Technology”- Department of MCA	
	03.02.17	Extension activity “The importance of grammar”- Department of English	
		Debate on Impact on demonetization - Department of Economics, Commerce, BBA and MBA	
	06.02.17	Cycle test	
	17.02.17	Guest Lecture on “Adolescent Health” by Dr.Gladys kamaraj - Department of N&D	
	18.02.16	IQAC Meeting	
	22.02.17	NSS meeting	
	22.02.17	Extension activity on Consumer Awareness to Self Help Group-Department of commerce	
	22.02.17-23.02.17	STET Science Expo–IQAC,R&D	
	23.02.17	YRC Meeting	
	25.02.17	Campus Cleaning by Rotaract, EXNORA	
27.02.17-28.02.17	SPSS Workshop for all final year PG and M.Phil students		
March	02.03.17	Budget 2017 by C.J.Gobi CA,Chennai- Department of Commerce	
		World Mathematics Day Celebration –Department of Mathematics	
	04.03.17	Rally on Environmental Awareness by EXNORA	
		Extension activity for Self Help Group at Melathiruppalakudi- Department of Commerce	
	08.03.17	Tree Plantation by NSS	
	11.03.17	Guest Lecture On “An Introduction To Control Structure In C++ Program” by Dr .K. Ravichandran - Department Of Physics	
	13.03.17	Model examinations	
	20.03.17	Soft Skill Development Cell Meeting	
	22.03.17	IQAC Meeting	
		Rally of World Tuberculosis day by RRC	
25.03.17	Alumni Meeting		
28.03.17	FDP on “Introduction to Big Data Analysis”-Department of Computer Science and MCA		
April	01.04.17	Transport Council Meeting	
		Valediction Party	

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<b>Month</b>	<b>Date</b>	<b>Activity</b>	<b>Remarks</b>
	04.04.17	STET Euphonies(Music Day)	
	06.04.17	Graduation day	
	08.04.17	Summit 2017	
	11.04.17	IQAC Meeting	
May	10.05.17	Public Ph.D., Viva-Voce of Ms. T. Ananthi- Department of Biochemistry	
	20.05.17	Ph.D., Synopsis Presentation- Ms. R. Alamelu Mangaiyarkarasi, Ms. R. Dharani, Department of Computer science	

**ANNEXURE-II****STUDENTS ADMITTED IN VARIOUS UG, PG & M.Phil COURSES BELONGING TO DIFFERENT CATEGORIES DURING 2016-17**

Course	Subject	Sanctioned Strength	Additional seats Sanctioned for 16-17	Total	No. of Students Admitted	Vacant	OC	BC	MBC/DN C	SC/ST	Total	No. of Qualified Candidates Through	
												TN State Board	Other than TN
UG	Economics	60	5	65	65	-	-	47	8	10	65	65	-
	English	60	5	65	65	-	3	52	7	3	65	65	-
	Biochemistry	50	-	50	50	-	1	31	11	7	50	50	-
	Nutrition & Dietetics	40	10	50	50	-	-	36	8	6	50	50	-
	Chemistry	50	5	55	55	-	-	36	12	7	55	55	-
	Mathematics	180	10	190	190	-	4	144	37	5	190	190	-
	Physics	80	10	90	90	-	2	62	20	6	90	90	-
	Commerce	180	-	180	180	-	1	131	29	19	180	180	-
	BBA	120	-	120	120	-	-	88	23	9	120	120	-
	Computer Science	180	10	190	190	-	3	151	31	5	190	190	-
	Microbiology	50	5	55	55	-	1	33	14	7	55	55	-
PG	Economics	35	-	35	14	21	-	7	3	4	14	14	-
	English	35	-	35	14	21	-	11	3	-	14	14	-
	Biochemistry	30	-	30	28	2	-	18	9	1	28	28	-
	FSM&D	33	-	33	14	9	-	9	3	2	14	14	-
	Chemistry	25	-	25	22	3	-	15	4	3	22	22	-
	Mathematics	35	-	35	35	-	-	29	5	1	35	35	-
	Physics	25	-	25	25	-	1	17	6	1	25	25	-
	Commerce	40	-	40	40	-	-	23	8	9	40	40	-
	MBA	40	-	40	40	-	-	32	6	2	40	40	-
	MCA	40	8	53	45	8	-	40	5	-	45	45	-
	Computer Science	25	-	25	25	-	-	23	2	-	25	25	-
	Information Technology	40	-	40	39	1	1	30	6	2	39	39	-
	Microbiology	25	-	25	25	-	1	15	9	-	25	25	-
PGDBDA	40	-	40	40	-	2	25	12	1	40	40	-	
M.Phil	Biochemistry	10	-	10	5	5	-	4	1	-	5	5	-
	Commerce	15	-	15	4	11	-	2	2	-	4	4	-
	Computer Science	16	-	16	16	-	-	13	2	1	16	16	-
	Microbiology	12	-	12	7	5	1	6	-	-	7	6	1

**ANNEXURE – III**

<b>PLANNING SCHEDULE 2017 – 2018</b>					
<b>Dept./ Month</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>
<b>Tamil</b>		Extension Activity (Thirukkural Competition)	<ul style="list-style-type: none"> <li>Sahitya akademi programme</li> <li>Kavithai Arangam</li> </ul>	Sirukathai Pattari	Muthamizh Vizha
<b>English</b>		Extension Activity (School students)	Invited Lecture	Extension Activity (Empowering School Teachers)	Quiz contest through Literary club
<b>Economics</b>	Interdisciplinary Awareness Programme		<ul style="list-style-type: none"> <li>Invited Lecture</li> <li>Career Guidance</li> </ul>	Industrial visit	
<b>BBA</b>		<ul style="list-style-type: none"> <li>Workshop on Marketing Simulation,</li> <li>Extension Activity on Global Warming</li> </ul>	<ul style="list-style-type: none"> <li>Industrial Visit</li> <li>Group Discussion on GST in India</li> </ul>	<ul style="list-style-type: none"> <li>National Level Workshop</li> <li>Demo on Cash Free Payment</li> </ul>	<ul style="list-style-type: none"> <li>Group project</li> <li>Internship</li> </ul>
<b>Commerce</b>	<ul style="list-style-type: none"> <li>Internship</li> <li>Guest Lecture</li> </ul>	<ul style="list-style-type: none"> <li>Industrial Visit</li> <li>Invited Lecture</li> </ul>	International Seminar	Workshop on GST	Extension on Career Counseling
<b>Mathematics</b>	Competitive Exam Coaching Classes	Extension Activity on Vedic Mathematics	State Level Workshop on Mathematical Software	Exhibition using Mathematical Models	
<b>Computer Science</b>		<ul style="list-style-type: none"> <li>Coaching Class For Competitive Exam</li> <li>Workshop on Data Mining</li> <li>Extension Activity</li> </ul>	<ul style="list-style-type: none"> <li>National level seminar on Recent Trends in Big Data Analytics</li> <li>Industrial Visit</li> <li>Extension Activity</li> </ul>	<ul style="list-style-type: none"> <li>Seminar on E-Learning</li> <li>Quiz programme</li> </ul>	
<b>Bio-Chemistry</b>		Extension Activity - Haemoglobin Screening for First year UG Students	<ul style="list-style-type: none"> <li>Hands on Training Programme on Semiautoanalyzer</li> <li>Industrial Visit IICPT, Thanjavur</li> </ul>	National seminar on herbal medicine Consultancy services	Interactive talk of alumni members

Dept./ Month	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
<b>Microbiology</b>	Internship to Meenakshi Hospital, Thanjavur.	<ul style="list-style-type: none"> <li>Blood group testing for First year UG students</li> <li>Hands on training on Bioinstrumentation</li> <li>State level Intercollegiate Competition</li> </ul>	<ul style="list-style-type: none"> <li>Workshop on ‘Azolla cultivation’ to farmers and Self help group</li> <li>Industrial Visit to IICPT, Thanjavur</li> <li>Industrial visit to Biofarm, Coimbatore</li> </ul>	International Seminar	State Level Workshop on Edible Mushroom Cultivation
<b>Nutrition &amp; Dietetics</b>	Health Checkup for Hirelings in Collaboration with Meenakshi Hospital, Thanjavur	<ul style="list-style-type: none"> <li>BMI Screening For First year UG Students</li> <li>Regional Workshop (<b>Food Adulteration</b>)</li> </ul>	Lactation Week Celebration- <ul style="list-style-type: none"> <li>Poster Presentation</li> <li>Extension Activity</li> </ul>	Nutrition Week Celebration (Quiz) for Nearby School Students	Celebration of World Food Day
<b>Physics</b>		Invited talk	Workshop( Bread board soldering, Formation of small circuits)	<ul style="list-style-type: none"> <li>Group Discussion</li> <li>Field Visit, Kavalur</li> </ul>	National Seminar SCIFEST – 2017
<b>Chemistry</b>		<ul style="list-style-type: none"> <li>Instrument Training</li> <li>Industrial Visit</li> <li>Extension Activity</li> </ul>	National seminar	<ul style="list-style-type: none"> <li>ACT test-Competitive Test</li> <li>Workshop</li> <li>Invited Lecture</li> <li>Field Visit</li> </ul>	
<b>Management Studies</b>		<ul style="list-style-type: none"> <li>Industrial Visit</li> <li>Invited Lecture</li> </ul>		International Conference	Intercollegiate Meet
<b>MCA</b>			National Seminar on Research Trends in Information Technology	Guest lecture on “HOW TO FACE INTERVIEW”	Industrial Visit

Dept./ Month	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
<b>Tamil</b>		Speech Creativity	Seminar (National level)	Debate	Preparation of Kalaichoul Dictionary
<b>English</b>		Workshop on Functional Skills	Workshop on LSRW Skills (District Level)	Student Seminar	Group Discussion & Quiz Contest
<b>Economics</b>		<ul style="list-style-type: none"> <li>• Guest Lecture</li> <li>• Coaching class for competitive exams</li> </ul>	Regional Level workshop	Know your economy-Awareness Kindling test-2018	
<b>BBA</b>		<ul style="list-style-type: none"> <li>• Extension Activity</li> <li>• Demo on Online Marketing</li> </ul>	<ul style="list-style-type: none"> <li>• Invited Lecture</li> <li>• Demo</li> </ul>	Intercollegiate Management Meet	
<b>Commerce</b>		State Level Workshop on Managerial skill	DEMO on Banking Transaction	Working Model	Demonstration on Advertising Budget Discussion
<b>Mathematics</b>		Mathematics day celebration	National Seminar	Quiz Competition	
<b>Computer Science</b>			National level Conference on “NETWORK SECURITY”	<ul style="list-style-type: none"> <li>• Workshop on <b>HARDWARE AND NETWORKING</b></li> <li>• Extension Activity</li> </ul>	National level Workshop on “NETWORKING SIMULATORS”
<b>Biochemistry</b>	Workshop on Instrumentation techniques	Consultancy services	Industrial Visit <ul style="list-style-type: none"> <li>• Ponni Agro Farm,</li> <li>• Tropical Biosciences,</li> <li>• Biofarm, Coimbatore</li> </ul>	Extension Activity on “ <b>Haemoglobin Screening</b> ” on Alankkottai Hr. Sec. School.	

Dept./ Month	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
<b>Microbiology</b>		Hands on training on “ <b>BIOINSTRUMENTATION</b> ” to the U.G final year Life Science Students	<ul style="list-style-type: none"> <li>Industrial visit to Phytoproducts, Thiruthuraiipoondi</li> <li>Invited lecture</li> </ul>	Extension Activity	
<b>Nutrition &amp; Dietetics</b>		<ul style="list-style-type: none"> <li>National Seminar</li> <li>Internship to Meenakshi Hospital, Thanjavur.</li> </ul>	<ul style="list-style-type: none"> <li>Pongal Carnival Celebration</li> <li>Industrial Visit</li> <li>Internship to KMCH Hospital, Coimbatore</li> </ul>	Symposium	Women’s Day Celebration
<b>Physics</b>		<ul style="list-style-type: none"> <li>Group Discussion</li> <li>Invited talk (Disaster communication and Nobel Laureates)</li> <li>Exhibition</li> </ul>	<ul style="list-style-type: none"> <li>Invited talk (Fiber optic Communication)</li> <li>Industrial Visit</li> </ul>	Science day celebration	Extension Activity
<b>Chemistry</b>		<ul style="list-style-type: none"> <li>Student Symposium,</li> <li>Competitive Exam, Coaching Class</li> <li>Exhibition</li> </ul>	<ul style="list-style-type: none"> <li>Awareness Programme</li> <li>Quiz Programme</li> </ul>	<ul style="list-style-type: none"> <li>Invited Lecture</li> <li>Career Exposure from Aluminae students</li> </ul>	Extension Activity
<b>Management Studies</b>	Extension Activity		Invited Lecture	Management Development Programme	Social Survey
<b>MCA</b>			National level conference on “ <b>NETWORK SECURITY</b> ”	Guest lecture on “ <b>COMPUTER NETWORK</b> ”	National level workshop on “ <b>NETWORKING SIMULATORS</b> ”