

Yearly Status Report - 2018-2019

Part A		
Data of the Institution		
1. Name of the Institution	DR. ZAKIR HUSAIN COLLEGE	
Name of the head of the Institution	Dr. A. Abbas Manthiri	
Designation	Principal	
Does the Institution function from own campus	Yes	
Phone no/Alternate Phone no.	919384728201	
Mobile no.	6369316050	
Registered Email	drzhcily1970@yahoo.in	
Alternate Email	drzhciqac@gmail.com	
Address	Paramakudi Road Ilayangudi	
City/Town	Ilayangudi, Sivagangai District	
State/UT	Tamil Nadu	
Pincode	630702	
2. Institutional Status	•	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. A. Mushtaq Ahmed Khan
Phone no/Alternate Phone no.	04564265252
Mobile no.	9443895316
Registered Email	drzhcily1970@yahoo.in
Alternate Email	drzhciqac@gmail.com
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://drzhcily.com/agar-2017-18/
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink:	https://drzhcily.com/academic- calendar-2019-2020/

5. Accrediation Details

Cycle	Grade	CGPA	Year of			dity
			Accrediation	Period From	Period To	
1	B+	77.78	2004	03-May-2004	02-May-2009	
2	A	3.23	2010	28-Mar-2010	27-Mar-2015	
3	B+	2.70	2016	16-Sep-2016	15-Sep-2021	

06-Jan-2005

6. Date of Establishment of IQAC

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture			
Item /Title of the quality initiative by IQAC Date & Duration Number of participants/ beneficiaries			
Regular Meeting of IQAC	18-Jun-2018 1	17	

Regular Meeting of IQAC	24-Sep-2018 1	17	
Regular Meeting of IQAC	20-Dec-2018 1	17	
Regular Meeting of IQAC	03-Mar-2019 1	17	
AQAR submitted	30-Aug-2018 1	17	
Feedback from students	02-Apr-2018 1	550	
Academic Administrative Audit conducted for staff	28-Jun-2018 1	45	
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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Departmen t/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	0	Nil	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	<u>View File</u>
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<u>View File</u>
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

M.Phil Program in English and M.Com (C.A) courses were started Life Skill Training program was introduced Online students attendance was introduced Urgent the Management to build additional class rooms and common room for boys Workshops, National Seminars, Conferences and Social Welfare programs were organised

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To introduce online students attendance.	Online students attendance introduced and executed.
To take efforts to digitalise for fee remittance by the students.	Digitalisation process is in progress.
To introduce life skill training programs for all the students of our college by calling eminent from outside the campus to enhance their talents.	Life skill training was provided successfully by inviting expert trainees outside the campus to all the students of our college.
To upgrade the P.G Department of English as a Research Department (To introduce M.Phil. And Ph.D.)	M.Phil. And Ph.D courses were introduced in the department of English 4 students were admitted in M.Phil. And 2 scholars are doing part time Ph.D.
To start M.Com C.A. in the coming year (2018-19).	M.Com.(C.A) was introduced and students were admitted.
E - Learning computer centre for the use of all departments on specific days.	Separate wi-fi conncections are provided to all departments to enable E-Learning process.
To enchance participants in the study circel and motivate more number of sudents to participate competitive examinations coaching.	Study circle was widend and students were motivated to appear in competitive examination.
To widen Spoken tutorial program.	Spoken tutorial program is going on.
To motivate more number of students to participate isn Redington's career guidance program.	Since life skill training programs were introduced to all the students, Redington's career guidance program was given up.
To stimulate Golden Jubliee celebration (in 2020) plans of our college.	Programs were chalked out to celebrate Golden Jubilee year.
To appeal to the management for additional	Construction of additional class
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Management Committee	22-Jun-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

No

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	08-Jan-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 - Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college is affiliated to Alagappa University. The syllabus is revised by the University once in three years as per experts' suggestions. Some staff members of our college occupy the position of chair person and member in Board of Studies of our University. They gave their valuable contribution in curriculum designing. The University has revised its syllabus every three years and the new syllabus for the next three years will be introduced from year 2020 - 2021

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
	No Da	ata Entered/Not	Applicable	111	

1.2 - Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course Programme Specialization		Dates of Introduction	
MPhil	English	04/07/2018	
MCom Computer Application		04/07/2018	
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MCom	Computer Application	04/07/2018

1.2.3 - Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 - Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled		
Life Skill Training Programme	03/07/2018	2456		
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1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships		
MPhil Commerce		12		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Feedback is obtained from the students and alumni at the end of the year manually. A questionnaire containing twenty questions based on the infrastructure facility, library facility, teaching performance in the department, valuation of answer scripts for internal marks, bus facility, canteen facility are incorporated. based on the feedback obtained from the stakeholders a team of staff analyse it and remedial measures are taken accordingly then and there, the principal takes a note of feedback on teaching and learning especially and give a counselling to the department to enhance their department activities, a separate canteen committee monitors the hygiene and taste of the snacks, food and other items available in the canteen and carry out suggestions of students in the feedback, improvement in the infrastructure is carried out by the crew and supervisor, now college website modification is going on and steps are being taken to get feedback through our college website, any need for the college is brought to the notice of the management and the management resolve the problems then and there.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 - Student Enrolment and Profile

2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English	60	141	60
BA	Tamil	60	123	60
BA	Economics	60	83	60
BCom	Commerce	60	235	60
BSc	Maths	60	121	60
BSc	Physics	40	131	40

BSc	Chemistry	40	80	40
BSc	Zoology	40	68	40
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2.2 - Catering to Student Diversity

2.2.1 - Student - Full time teacher ratio (current year data)

Year	in the institution	Number of students enrolled in the institution	Number of fulltime teachers available in the		Number of teachers teaching both UG and PG courses
	(UG)	(PG)	institution teaching only UG courses	institution teaching only PG courses	and PG courses
2018	2260	212	53	0	57

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), Elearning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e- Resources)	ICT Toolsand resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
46	46	20	20	1	1

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. For every class a staff member is appointed as counsellor. The duty of the counsellor is to observe the students attendance, examination performance, informing result particulars of the university examination to the parents of the slow learners, counselling the students, conducting seminars, taking the students to the nearby colleges to participate workshop, conferences, seminars etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2472	46	1:53

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
4	3	1	3	3

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	
2019	Dr. S. Nazeer Khan	Assistant Professor	Grabs Best Teacher Award	
2018	Dr. M. Anisha Barvin	Assistant Professor	Best Teacher Award	
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2.5 - Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
BSc	128	Second	13/05/2019	06/07/2019
BA	103	First	13/05/2019	06/07/2019
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2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

For every subject in a semester Three internal assessment tests were conducted. out of three, the average of best two tests were considered for internal assessment. Moreover, assignments and seminar are being given to them to test their performance and same were considered for internal marks.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar is prepared at the beginning of every year. The calendar is distributed to the students on the first day of the academic year. In this the vision and mission of the college is mentioned clearly so that every student is able to know the aim and purpose of the college. It is followed by the pledge, our national anthem and its translation in local language to cultivate the sprit of integration among students. This is followed by college chronicle which completely the indicates main events occurred and history of our college from beginning. College Luminaries in the management and the present day management committee members are listed to inform about the administrators of our college. All the teaching and non teaching aided staff members are listed in the calendar for the understanding of various faculty present in the college. The various committees and the staff incharge for these committees are listed to know about the administrative setup of our college for this academic year. The college council consists of the Principal and all heads of the Departments. The various courses offered in our college and the fee for each course under various heads are listed for transparency. The various types of scholarships sanctioned by the director of Collegiate education are listed for the information of the students. General discipline, code of conduct to be followed by the student inside the campus, information about college library rule and regulations is clearly mentioned. For the information of the students the working days of our college as per rule and regulations of the state government is also printed.

2.6 - Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://drzhcily.com/result-particulars

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
103	BA	English	96	53	55.20
158	BA	Economics	40	36	90.00

151	BCom	Commerce	53	52	98.11
121	BSc	Maths	131	96	73.28
122	BSc	Physics	41	38	92.68
124	BSc	Chemistry	40	34	85.00
126	BSc	Zoology	39	35	89.74
128	BSc	Computer Science	60	24	40.00
152	BCom	Computer Application	101	78	74.21
301	MA	English	25	24	96.00
352	MA	Economics	4	3	75.00
351	MCom	Commerce	24	23	95.83
311	MSc	Maths	32	31	96.88
320	MSc	Zoology	13	12	92.31
315	MSc	CS & IT	5	4	80.00
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2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://drzhcily.com/sss/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	0	0	0
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3.2 - Innovation Ecosystem

3.2.1 - Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
One Day Seminar on "Awareness on online MOOCs courses and online training"	Computer Science	14/03/2019
Workshop on Internet of Things	Commerce with Computer Application	14/03/2019
Workshop on Computer utilisation in Employment Opportunities	Commerce	20/03/2019
Chemistry Day CHEMFEST 2019	Chemistry	24/03/2019

Forum valedictory function	English	01/04/2019
Commerce Day	Commerce	02/04/2019
Tamil Nadu State council for Science and Technology	College 15 days Programme, 80 School students participated	03/05/2019
State Level Triple Fete celebration	Commerce	10/10/2018
One day National workshop on "Academic Writing"	Commerce	20/01/2019
One day National workshop on "Watershed Programme and Agricultural Development"	Economics	03/02/2019
Exhibition of the Portraits of Artist Tamilarasan	Tamil	04/02/2019
Soft skill and self employment training	Commerce	07/02/2019

3.2.2 - Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
GRABS	Dr. S. Nazeer Khan	GRABS Educational Charitable Trust	23/02/2019	Best Teacher Award
Education	Dr. M. Aneesha Barvin	Kaviyarasar Kali Tamil Sangam	25/09/2019	Best Faculty Award
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3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start- up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Commerce	2

3.3.3 - Research Publications in the Journals notified on UGC website during the year

Туре	Department	Number of Publication	Average Impact Factor (if any)

National	Economics	4	2.0		
National	Physics	1	0.14		
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication			
English	3			
Tamil	6			
Economics	6			
Commerce	12			
Maths	1			
Physics	1			
Zoology	2			
Commerce with Computer Application	2			
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/Web of Science or PubMed/Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
GST and its Impact on Agricul ture	Dr.Mohamed Yasin	Roots, Int ernational Journal of Multidisci plinary research	2018	0	Dr.Zakir Husain College0	0
Dielectric properties and Fluid Structure of Binary mixtures of Dimethyl Phathalate	Dr.A. Mushtaq Ahmed Khan	Indian Journal of Applied Research	2018	203	Dr.Zakir Husain College	9
Economic P ercenptive ness of Tourism De velopment in Rameswaram	Dr.K.Mahen dren	Internatio nal Journal of Science and Research	2018	0	Dr.Zakir Husain College	0
A study on Sector Wise Capital inflow in India	Dr.Marimut hu	Internatio nal Journal of Science and Research	2018	0	Dr.Zakir Husain College	0

from201011 to 201718						
A study on sector wise Capital inflow in India from 201011 to 201718	Dr.A.Jahan gir	Internatio nal Journal of Science and Research	2018	0	Dr.Zakir Husain College0	0
E Commerce: Effect of network in frastructu re and mobile phone for Agricultur e in Inida	Dr.K.Naina Mohamed	Internatio nal Journal of Research and analytical Reviews	2019	0	Dr.Zakir Husain College	0
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3.3.6 - h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Dielectri propertie and Flui Structur of Binar mixtures of Dimethyl	s aq Ahmed d Khan	Indian Journal of Applied Research	2018	9	203	Dr.Zakir Husain College
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local			
Attended/Semina rs/Workshops	5	27	2	0			
Presented papers	9	18	0	0			
Resource persons	1	0	22	0			
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3.4 - Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

collaborating agency participated in such participated in such
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		activities	activities
Fever Awareness Program	nss	3	120
Eye Awareness Program	nss	3	120
Womens Day	College students	25	1500
Service to the Society	YRC	1	50
Pariksha Pe Charcha 2.0	nss	3	100
Swachh Bharath	NSS	3	120
International Yoga Day	Physical Education	2	100
Clean India Program	NSS and NCC	4	100
Voters awareness program	NSS and NCC	4	200
Cleanness in society	nss	3	50
Pongal Festival	Students Program with NSS	4	100
Voting awarenss Program	Ilayangudi Taluk Office	3	50
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited		
0 0		0	0		
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharath	NSS	Summer Internship Programme 2018 Two days camp	3	120
International Yoga Day	Physical Education	Yoga	2	100
Clean India	NSS NCC	Swatch Hi Seva	4	100
Voters Awareness Programme	NSS NCC	Voters Day	4	200
Cleanness in Society	NSS	Oath Taken Programme	3	50

Pongal Festival	Students Programme	Samathuva Pongal day celebration	4	100	
Voting Awareness Programme	Ilayangudi Taluk Office	Handbook Supply Programme	3	50	
Fever Awareness Programme	nss	Dengue Fever Awareness Programme	3	120	
Eye AWareness Programme	nss	Free Eye Campt	3	120	
Womens Day	College	Womens Day Celebration	25	1500	
Service to the Society	YRC	Blood Donation Campt	1	50	
Pariksha Pe Charcha 2.0	NSS	Prime Minister Interaction, UGC Broadcast	3	100	
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3.5 - Collaborations

3.5.1 - Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration			
0 0 0						
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant	
No Data Entered/Not Applicable !!!						
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs		
GV Solutions	06/08/2018	Website Automation	2500		
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development

3500000	3448000
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4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added	
Campus Area	Existing	
Class rooms	Existing	
Laboratories	Existing	
Seminar Halls	Newly Added	
Classrooms with LCD facilities	Newly Added	
Seminar halls with ICT facilities	Existing	

4.2 - Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Modern Library	Partially	2015	2015

4.2.2 - Library Services

Library Service Type	Exis	ting	Newly	Added	То	tal
Text Books	29077	0	501	28000	29578	28000
Reference Books	1253	0	32	12000	1285	12000
e-Books	19600	0	0	0	19600	0
Journals	9	0	2	4960	11	4960
CD & Video	205	0	0	0	205	0
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Teacher Name of the Module		Date of launching e- content		
No Data Entered/Not Applicable !!!					
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4.3 - IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Туре	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MGBPS)	Others
Existin g	0	0	0	0	0	0	0	0	0
Added	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

	15 MBPS/ GBPS	
4.3.3 – Facility for e-content		

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility	
No Data Entered/No	ot Applicable !!!	

4.4 - Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
700000	657000	3000000	2791000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Laboratory: All the science courses are provided with separate laboratory facility. Lab fees is collected from the students along with the tuition fees. This amount is utilized for paying electricity bill of the college and for purchasing new lab equipment. In addition to that the department of English has a " Language Lab" to train the students in spoken English. Computers in computer labs are equipped with updated software and internet facility. Commerce department has a separate computer lab for teaching Tally for their students. Sports: One of the important aspect of the students is fitness. In order to develop their physical fitness the College facilitates the following sports for the students. Considering the large number of girl student inputs two more women physical instructors and one male instructor were appointed by the college in addition to one physical director. The college is provided with 7 track 400 m lane for sports activities which is unique in this area. In addition to that the college has Basket ball Court, Ball badminton court, Table tennis court, volley ball court separately for boys and girls. A Gym is maintained for improving the physical fitness of the students. The college has a best Hall ball team and many students are selected as University players. Library: Automation was done in the college library. The students and staff identify cards are issued with bar code facility for easy accession in the library. A vast area is available in the library as reading room. Girl students are provided with a separate session in the reading room. Huge number of books, ebooks, journals, magazines and daily newspapers are available to enhance the knowledge of the stake holders. In Library separate section is available with nearly 30 computers with internet facility and INFLEBNET facility for eaccession. Computers: Three separate computer labs are available in the college for teaching computer related courses. All the labs are equipped with internet connection facilities. Almost all department have computers with internet and WiFi facility. One computer lab is maintained by the department of commerce to teach Tally for their students. In the college office, all work such as issuing conduct and transfer certificates and maintaining attendance are done through automation. Biometeric attendance is implemented for staff and students. CCTV cameras are fixed in the campus to monitor the movement of the students. Class rooms: The college has enough infrastructure. Nearly 55 well spaced ventilated class rooms are available with basic infra to cater the needs of the students. More than 20 class rooms are equipped with LCD facility. A smart class room is available for conducting students seminars. A big open auditorium with a capacity of 2000 students is available for conducting college functions. All the building equipped with ramp facility for Physically

challenged students. A big generator is available to avoid the interruption of class room teaching during power failure. Separate rooms for teaching tailoring for the female students. Separate canteen is available for boys and girls.

https://drzhcily.com/infrastructure

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 - Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees	
Financial Support from institution	scholarships (201819) SC, BCand Minority	449	1451024	
Financial Support from Other Sources				
a) National	Nil	0	0	
b)International	Nil	0	0	
<u>View File</u>				

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved	
Yoga	21/06/2018	100	External	
Life Skill Development Program	03/07/2018	2400	Mozhi Team	
English Language Lab	01/07/2018	400	English Department	
Personnel Counselling	02/07/2018	20	Given by Cousellors	
Study circle	01/08/2018	120	Alagappa University	
Mentoring	04/07/2018	2400	Teachers	
<u>View File</u>				

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	TamilNadu Public Service Commission	125	125	0	0
	<u>View File</u>				

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance
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		redressal
0	0	180

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	18	B.A. English	English	Dr. Zakir Husain College, St. Josephs College, Dr. Zakir Husain College of Education AV College of Education	M.A., B.Ed.,
2018	27	B.Sc., Maths	Maths	Dr. Zakir Husain College, St. Josephs College, Dr. Zakir Husain College of Education AV College of Education	M.Sc., & B.Ed
2018	8	B.Sc., Physics	Physics	Alagappa University, Yadava College, Dr. Zahir Husain college of Education & AV College of Education	M.Sc., & B.Ed.,
2018	7	B.Sc., Chemistry	Chemistry	Meenakshi College & Thiyagrajar College	M.Sc.,
2018	10	B.Sc., Zoology	Zoology	RDM College & Syeed Ammal	M.Sc.,

				College	
2018	2	B.Sc., Computer Science	Computer Science	Govt. Arts College, Paramakudi	M.Sc.,
2018	3	B.Com., Computer Applicaion	Commerce With Computer Applicaiton	Dr. Zakir Husain College	M.Com., CA
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5.2.3 - Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying	
Any Other	0	
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5.2.4 - Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants		
Foot Ball Tournament (Men)	Alagappa University Intercollegiate Level	216		
Foot Ball Tournament (Women)	Alagappa University Intercollegiate Level	108		
Table Tennis Tournament (Women)	Alagappa University Intercollegiate Level	30		
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5.3 - Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	0	National	0	0	0	0
2019	0	Internatio nal	0	0	0	0
27 643 3 3 - 3						

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5.3.2 - Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students play an important role in the development of the college. Election is not conducted for the students council. But students are nominated to represent various academic and administrative bodies of the institution such as anti ragging committee, Sexual harassment cell, NAAC steering committee. Meetings of these cells are conducted along with the student representative and their suggestions are taken for consideration. These committee members names are displayed in the college website also.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes. The association was established in the year 2007 as old boys association. It was registered in 2007 with 40 members. The association was registered with 10 executive members. Every year on 30th July the committee is renewed and the report has been sent to the register office for renewal.

5.4.2 - No. of enrolled Alumni:

4

5.4.3 – Alumni contribution during the year (in Rupees) :

3000

5.4.4 - Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Students online attendance was introduced. The absentees were informed to their parents through messages on daily basis. Faculty are permitted to participate Seminars, Conferences, Orientation, Refresher programs and all type of short term courses conducted by the recognised bodies to update their knowledge. Facilitating Tailoring especially for girls students which will be enable them to make their own sources of income after they completing the courses. Providing a well furnished GYM especially for boys students for their physical fitness Obtaining the feedback from the students and alumni and analysing it for the development of our institution.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 - Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Since our college is an affiliated college, we follow the syllabus prescribed by the University. Once in every three years, the University revises its syllabus by consulting the senior staff members of respective departments. Eight of our college professors hold the position as chair person and BOS member at Alagappa university, other autonomous colleges and other University and they contribute in revamping the curriculum.
Teaching and Learning	The management installed 20 LCD projectors in as many class rooms. So power point presentation is followed in addition to the old Chalk and talk method. The college is moving towards digitalisation and introduction of students app for uploading the study material to make the students to study

more effectively. Even though teaching and learning process up gradation is being done one side, since the college is situated in a rural backward area it is very difficult to drop the old chalk and talk method for effective learning of rural students. However we motivate our students to switch over digitalisation process in teaching and learning. resource persons are invited from various places in different field to enhance their knowledge learning new things. Similarly students are encouraged to participate seminars and symposiums accompanied by our staff members organised in nearby colleges to enrich their learning process. Examination and Evaluation University follows semester system and examinations are conducted during November and April of every year. The failed students are guided by the counsellor to go for revaluation if the students thinks that if the valuation is unjustified. The defaulters allowed to write the default paper in the successive semester. For that remedial coaching is given by the concerned department staff members. The defaulters are informed to their parents by counsellors. They are tutored and remedial test conducted for improving their performance if necessary. In the regular class hours staff conducts weekly tests at the class room level. The slow learners are brought to notice of the HOD. Every department conducts three internal test per semester to evaluate the students and award internal marks. In these tests, final test is conducted by the college in the university exam model. Poor performers are brought to the notice of HOD and Principal and remedies are carried out. Research and Development For promoting research activity the department of English was elevated as research department in addition to the already existing commerce department. This year M.Phil. English is being introduced. We have two research Departments. Under the guidance of Dr. A.Abbas Manthiri, Principal of our college two scholars were awarded Ph.D.

degree in the academic year 201819. 27 research papers were published by the staff at National and international level. 26 articles are presented by the

staff in the conferences and workshop conducted by the other colleges. 5 staff members attended International Seminar, 27 staff members attended National level and 2 attended state level seminars and conferences. During this academic year four staff members acted as external examiner and conducted Ph.D. viva in other colleges and 3 acted as external examiner to conduct M.Phil. Viva voce. Ten staff members have guide ship in various universities for guiding Ph.D. degree. Automated library is available with Library, ICT and Physical Infrastructure / Instrumentation more than 30,000 books and 19,600 EBooks. The library is equipped with INFLIBNET software facility. Bar coding facility is available. Separate reading sections for boys and girls are available with browsing centre facility. CCTv camera is fixed all around the campus. The college has three computer labs with ICT facilities. All departments are equipped with Computers, internet and WiFi facility. The college has 3 photo copying machine for the benefit of the students. The college has enough class rooms with adequate furniture to meet the growing of the students. Separate canteens are available for boys and girls. College buses are operated for the safety of female students from their resident area to the college to ensure safe travel. A coordinator to coordinate self Human Resource Management financing courses. One supervisor along with a crew for maintaining the infrastructure in the college. One supervisor for supervising bus crew. Two technicians take care of plumbing and wiring in the college campus. Separate Dean for boys and girl students. We have various cells to attend the needs of the students. A Tailoring unit is available for girls. Gym is also available and it is maintained by Physical Education department. Since our college is situated in rural Industry Interaction / Collaboration and remote area of Sivagangai district, there is no industry surrounding. So the possibility of industrial tieup unfeasible. However we are tieup with a driving school to teach driving for our students in driving while learning program. The college web site is

	updated with a collaboration with software company. Eminent personalities from outside are bonded with us for soft skill development of our students.
Admission of Students	Admission to the first year for the UG and PG degree courses are done by receiving the filled in applications which are sold by the office. The application is designed and sold as per the government norms. For SC/ST students the application is given free of cost. Since our college is a minority college, 50 of seats are filled by the merit and 50 of the seats are allotted for minority students. Based on the marks obtained in the 2 examination a merit list is prepared and first list is displayed. The students are given an ample time to admit themselves in the college. After the stipulated time, a second list is prepared. The students are then informed and they are allowed to pay their fees. The remaining 50 of seats are filled by the management under minority quota. Now our college is moving towards online admission process through its website.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The College has very good planing system since its inception. At the beginning of every academic year, a meeting of IQAC members conducted along with management committee for the further improvement of the institution and students ability to face job market. The required infrastructure facilities for students and staff members has also been discussed in the meeting. A note of requirements is brought to the knowledge of secretary and he will take care of fulfilling the requirements.
Administration	Administration of college office is carried out with adequate non teaching under a head clerk. The office is completely automated. The office is equipped with 5 computers with LAN and internet facility. Students certificate such as issuing Transfer certificate and conduct certificates are issued through the systems. Uninterrupted current back up facility is also available in case of power failure in addition to the generator facility.

Students scholarships are received from the government in time and distributed properly through office. The source of fund is categorised as Finance and Accounts aided fund and self finance fund. Financial statement is prepared for the aided fund every year and it is sent to Joint Director office. Based on the statement report a team of members from the joint director office verify the office records, cashbook, ledger, fee receipts, tuition fee receipts and daily fee collection receipt. For self finance fund, audit is done every year by external auditor. The statement of income and expenditure, Budget, payment and receipt are published in college annual report. Student Admission and Support Student admission is done manually. The time has emerged out to go for automated admission through college web site in the coming year. Since our college is an minority college, 50 of seats are filled by the on the basis merit and 50 of the seats are allotted for minority quota. First and second selection lists are prepared and students are informed by letter and phone. Adequate well ventilated class rooms. Students are permitted to participate in seminar, workshops, conferences and to compete in the various competitions conducted by the nearby colleges. Separate canteen facility for boys and girls. Women's hostel is available. A good number of books and ebooks are available in the college library. Dedicated teaching and non teaching staff. CCTV cameras are installed to monitor general discipline of learners. Our college is an affiliated aided Examination college, examinations are conducted by the university. Results are published by the university. With the good efforts taken by the staff, the college is maintaining an average pass percentage of 80. The reforms made by the university are intimated to the students then and there. The university is going to adopt on screen evaluation from the next year. Defaulters are identified and equipped to get degree with in the stipulated time. The defaulters with arrear in one subject in the final year semester examination is allowed to write the same paper

within one month after the publication of result by paying special examination fee to the university. First ten ranks holders in each subject are intimated by the university.

6.3 - Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
2019	0	0	0	0	
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher

Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	2	18/05/2018	14/06/2018	28
Orientation Programme	4	16/11/2018	06/12/2018	28
Refresher Course	1	28/08/2018	18/09/2018	21
Refresher Course	3	16/11/2018	06/12/2018	21
Refresher Course	1	08/06/2018	28/06/2018	21
Faculty Development Programme	1	24/09/2018	28/09/2018	5
Faculty Development Programme	2	12/07/2018	14/07/2018	3
Faculty Development	1	24/09/2018	28/09/2018	5

Programme		
	<u>View File</u>	

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teac	hing	Non-te	aching
Permanent	Full Time	Permanent	Full Time
46	64	17	10

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
Women staff are permitted to travel in college bus at free of cost	Arranged to buy loan from Hand loom society	Arranged to get Government Scholarships for SC and ST, MBC, BC and BCM students Scholoarships from private trusts are also arranged.

6.4 - Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Finance is handled by the college office. Every year financial audit is done by the auditor. The source of fund is categorised as aided fund and self finance fund. Financial statement is prepared for the aided fund every year and it is sent to Joint Director office. Based on the statement report members from the joint director office verify the office records, cashbook, Fees, Tuition Fees receipts and daily fee collection receipt. For self finance fund, audit is done every year by external auditor. The statement of income and expenditure, Budget, payment and receipt are published in college annual report.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose		
Building fund from Philanthropists Donations from Public	920000	Infrastructure Development		
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6.4.3 - Total corpus fund generated

6.5 - Internal Quality Assurance System

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

Audit Type	External		Internal		
	Yes/No Agency		Yes/No	Authority	
Academic	No		Yes	Senior Faculty Members	
Administrative	Yes	Government	No		

6.5.2 - Activities and support from the Parent - Teacher Association (at least three)

Under PTA, 16 staff are appointed and their salary is distributed through the

6.5.3 – Development programmes for support staff (at least three)

Staff member are allowed to participate the Orientation and Refresher programs conducted by the Universities. They are allowed to participate workshops, conferences and seminars for paper presentation and other purposes. Women staff are permitted to travel in college bus at free of cost. Arranged to get Hand loom cloths on loan. Staff are permitted to go for paper evaluation work.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Skill Development Programs are conducted for all the students of our college to enhance their talents by external agencies. B.A Tamil course is introduced Online students attendance introduced Entered into an MOU with GV solutions, in connection with digitalisation of students, staff details and college related information College web site is modified according to the new trend.

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Skill Development Programme	03/07/2018	03/07/2018	27/03/2019	2400
2018	Biometric Attendance	18/06/2018	18/06/2018	28/03/2019	2400
2018	Students Online Attendance	18/06/2018	18/06/2018	28/03/2019	2400
2018	LCD Projector	10/12/2018	10/12/2018	28/03/2019	1000
2018	College Website Development	10/10/2018	10/10/2018	15/04/2019	2400

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Thai Thirunal Vizha Samathuva Pongal Celebration by	12/01/2019	12/01/2019	100	30

Students				
Women's Day celebrations	07/03/2019	07/03/2019	1500	0
Driving while learning	01/07/2018	03/04/2019	39	29

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Nil

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

7.1.5 - Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct (handbooks) for various stakeholders	20/06/2018	Distributing College Calendar to the students which contains college rules and regulations. The students are strictly adhered to follow code of conduct of our institution.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2018	21/06/2018	100
72th Independence Day Celebrations	15/08/2018	15/08/2018	200

Swatch Hi Seva 2018	20/09/2018	20/09/2018	150
Pariksha Pe Charcha 2.0 Prime Minister interaction, UGC broadcast	29/01/2019	29/01/2019	100
Tamil Nadu State Council for Science and Technology	13/05/2019	28/05/2019	80

7.1.7 - Initiatives taken by the institution to make the campus eco-friendly (at least five)

Usage of plastic is completely banned in our college More number of trees are planted in the college area to make the campus green Participation of the students in the government cleanliness related programs Smoking and use of tobacco are banned in the campus Rain water harvesting is established and maintained properly Incinerator is maintained. Maintaining Herbal garden. Flower trees are planted in front of the administrative building to beautify the campus More number of menial staff are appointed to clean the campus periodically Organic garden is being maintained by the Department of botany

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

Tailoring is practised by professional to all girl students. Life Skill
Development Program Under 'Driving While learning' Program driving is being
thought to students including girls during free hours and also driving license
is obtained after practising. So far 29 boys and 39 girls obtained driving
licence through this program

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://drzhcily.com/best-practice/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

As mentioned in the vision of the college, it is trying to imparting education to the rural people of Sivaganga district. The college is identified by the Government of Tamil Nadu to conduct Young Scientist Program (a motivation program to the school students to become Scientist) for the school students of Sivaganga and Pudukottai District. In order to develop the skills of the rural students the institution is conducting Life skill Development Program to all students. Moreover a competition was conducted at the end of the semester 'Mozhi Mastry' and the activities of the students are available in the college website and Youtube also in order to encourage the students. Remedial classes were conducted for slow learners and special test were conducted for getting the degree which fulfil the vision of our college.

Provide the weblink of the institution

https://drzhcily.com/IOAC/distinctiveness

8. Future Plans of Actions for Next Academic Year

To Complete the digitalization process of our college website To Inaugurate the renovated A/C auditorium and additional class rooms at the earliest To Chalk out programs for Golden Jubilee celebrations To Request the management to build Golden Jubilee Building in this academic year. Steps to introduce "Students

Mobile App" which incorporates syllabus, Subject Materials, Model question papers, class time table, Attendance report, students profile, library books, bus routes, etc. To Introduce Centralized Campus Management System such as registration and admission, students administration, time table and students attendance etc. To Evaluate the Life Skill Training Program To Evaluate the academic achievements of the staff during 201819 through Academic Audit. To Seek from the management for additional class rooms for the commencement of III year B.A. Tamil literature class and II M.Com.(C.A) class To Provide common room for boys as well as indoor ball badminton ground To Construct extra rest rooms for girls