



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		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.		919842534040
Mobile no.		6369316050
Registered Email		drzhcily1970@yahoo.in
Alternate Email		drzhciqac@gmail.com
Address		Paramkudi Road, Ilayangudi
City/Town		Ilayangudi, Sivagangai District
State/UT		Tamil Nadu
Pincode		630702
<b>2. Institutional Status</b>		

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.	919842534040
Mobile no.	9443895316
Registered Email	drzhcily1970@yahoo.in
Alternate Email	drzhciqac@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.drzhcily.com/aqar-2018-19">http://www.drzhcily.com/aqar-2018-19</a>
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### 4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:  
Weblink :

<http://www.drzhcily.com/academic-calendar-2019-20>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				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

### 6. Date of Establishment of IQAC

06-Jan-2005

### 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	19-Mar-2020	17

	1	
Regular meeting of IQAC	07-Jan-2020 1	17
Regular meeting of IQAC	30-Oct-2019 1	17
Regular meeting of IQAC	22-Jun-2019 1	17
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Young Students Scientist Program	TNSCST	2019 15	300000
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	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	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

1. Inaugurated the renovated A/C auditorium and additional class rooms
2. Students Mobile App which incorporates Syllabus, Course Materials, Model question papers, class time table, Attendance report, students profile introduced
3. Centralized Campus Management System such as registration and admission, students administration, time table and students attendance introduced
4. Stay room for boys as well as indoor ball badminton ground were opened

5. Samathuva Pongal festival as a mark of communal harmony on 13th January 2020 celebrated

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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 evaluate the academic achievements of the staff during 2018-19 through Academic Audit.	Academic audit for staff conducted
To evaluate the Skill Training Program	Life Skill Training Program conducted
To introduce Centralized Campus Management System for registration and admission, students administration, time table and students attendance etc.	Centralized Campus Management System for registration and admission, students administration, time table and students attendance introduced
Steps to introduce "Students Mobile App" which incorporate syllabus, Course Materials, Model question papers, class time table, Attendance report, students profile, library books, bus routes, etc.	Students Mobile app introduced
Request the management to build Golden Jubilee Building in this academic year.	Golden Jubilee Building foundation stone laid
To renovate auditorium and build additional class rooms at the earliest	Inaugurated the renovated A/C auditorium and additional class rooms
To complete the digitalization process of our college website	Digitalization process of our college website completed

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**14. Whether AQAR was placed before statutory body ?**

No

**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. Some of our staff members occupy the position of chair person and member in Board of Studies in our University. They offers contribution in curriculum designing. The University revises its syllabus every three years. The new syllabus for the next three years has to be implemented from year 2020-2021, but due to the covid situation the syllabus revision is postpone by the university for the next academic year. Head of the departments share the syllabus among the staff members after their consent. Every month he will discuss with the staff and students about the completion of the syllabus. He also monitor, the class test and internal test conducted in the department and the outcome. Slow learners and fast learners are identified and they are taken a care accordingly.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
No file uploaded.		

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
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

#### 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	02/07/2019	2346
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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
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MPhil	Commerce	12
MPhil	English	3
MSc	Chemistry	12
MSc	Zoology	1
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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Nil

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

Feedback Obtained
<p>Feedback is obtained from students and alumni at the end of the year manually. A questionnaire containing 20 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 gives counseling 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 carryout the suggestions of students in the feedback. Improvement in the infra structure is carried out by a crew and supervisor. Now our 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.</p>

## 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	106	60
BA	Tamil	72	156	72
BA	Economics	72	83	62
BCom	Commerce	72	212	69
BCom	Computer Application	129	111	111
BSc	Maths	69	106	69
BSc	Physics	46	128	46
BSc	Chemistry	46	103	46
BSc	Zoology	46	75	46

BSc	Computer Science	88	88	88
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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2153	193	25	Nil	76

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
99	99	20	20	1	1
<a href="#">View File of ICT Tools and resources</a>					
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### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

For every class, counsellors are appointed by the head of the department at the beginning of the academic year. The duties of the counsellor is to monitor each and every student attendance, and examination performance. The irregular students are noted and they are brought to the notice of the head of the department and warned then and their. The long absentees students are noted by the counsellor and they are inquired about their irregularity. If there is any issue that will be brought to the notice of the principal and their issues are solved if possible with the concurrence of their parents. Students examination result is monitored in every semester and their performance is informed to their parents. Slow learners are identified and they are given counselling and many remedial tests were conducted for easy cracking of the exams. The duty of the counsellor is also motivating the fast learners and medium learners, conducting seminars, taking the students to the nearby colleges to participate workshop, conferences, seminars etc. The institution conducts three internal tests for each semester for award of internal marks. The outcome of the internal test marks are analysed by the counsellor. Advanced learners are appreciated and they are motivated to get university ranks. They are encouraged to write additional test during the lunch break time and home test are given, if they are interested in securing university ranks. Likewise, slow learners are also identified up and they are brought to the notice of the head of the department and Principal. The head of the department esquire about the difficulty for his slow learning and informed to their parents if necessary, with the concurrence of the Principal. For slow learners. proper guidance and more writing practice will be given help to pass the university examination for the award of degree to them.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2346	99	24:1

## 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
2	2	Nil	2	Nil

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
2020	NIL	Nil	NIL
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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
BA	101	April 2020	06/04/2020	06/04/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

University instructs the affiliating colleges to follow the following mechanism for internal assessment. For every semester, in each paper, three internal tests should be conducted for 25 marks for theory papers and 40 marks for practical papers. The average of the three tests along with assignments submission will be taken into account for awarding internal marks. The internal test will be conducted once in a month and the papers are valued within the stipulated time. Those students who have failed to write internal test on the particular date announced will be permitted to write the test on some other day if the reason for their failure is genuine. For transparency, the valued papers are handed over to the students for verification. Any corrections suggested by the students will be considered and corrections are made accordingly. An internal mark register is maintained by every department. Before the end of last working day of that particular semester, internal marks are displayed and students are asked to verify their internal marks obtained in each subject.

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

An academic calendar is provided to all the staff and students relating to the working days, day order, etc. The plan for the next semester like subject allocation to the staff, preparation of time table are discussed in the departments and communicated to the Principal. In the beginning of each semester the Principal instructs the HODs about timely completion of syllabus, taking of special care to advanced and poor learners and the like. The HODs conduct department level meetings and reminded of the duties of the staff of the departments concerned. Periodical meetings in the departments help to monitor and evaluate the subject handling and completion, conducting tests and the like. Absentees are watched, advised by the counselors and the regular absentees are warned in the departments and parents are informed by asking them to come over to the college to have a personal glimpse of the reality of the students status. Each semester two tests are conducted, one at department level and another at University exam pattern which is centralized. Every year each department takes the responsibility of organizing the centralized tests. They take care of preparing the schedule of the exam in consultation with the HODs and Principal, collecting question papers neatly typed, taking Xerox copies, preparing time table, providing seating arrangements, allotting invigilation



works to the staff, procuring papers and stationery from the office and giving away the answer scripts to the respective departments. The papers are valued and the marks statements are submitted to the office on or before the date stipulated. The marks are recorded and compared with the one obtained in the semester examinations.

## 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://www.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
101	BA	Tamil	63	63	100
103	BA	English	66	66	100
151	BCom	Commerce	66	66	100
152	BCom	Computer Application	99	99	100
121	BSc	Maths	139	139	100
122	BSc	Physics	38	38	100
124	BSc	Chemistry	48	48	100
128	BSc	Computer Science	71	71	100
126	BSc	Zoology	41	41	100
158	BA	Economics	46	46	100

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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://www.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)	00	NIL	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
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International seminar on impact of GST on Indian Economy	Economics	19/09/2019
International conference on Poem in Tamil Literature	Tamil	05/12/2019
National Level Seminar on Recent Trends in Applied Mathematics	Maths	08/09/2019
Latest Development in Industry and Management	Commerce	21/07/2019
National Level Seminar on Recent Trends in Raman Spectroscopic Techniques	Physics	09/03/2020
National Level Seminar on Recent Trends in Biological Nano Chemistry In collaboration with Tamilnadu Science and Technology	Chemistry	22/01/2020
Debate on "The success of former president Dr. A.P.J.Abdul Kalam	Tamil	04/08/2019
Workshop on "Employability Skills"	Commerce with Computer Application	10/06/2019
Quiz Competition	Maths	16/10/2019
Special Lecture on Point Groups	Chemistry	24/09/2019
Employment and skill development conference	Commerce with Computer Application	06/10/2019
Workshop on Tamil software, Mobile app and Web	Computer Science	02/02/2020
Animation Development and Execution Program	Computer Science	02/03/2020
Special Lecture on uses of computers in Education	Computer Science	22/09/2019

### 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
Dr. S. Nazeer Khan	Dr.Sarvapalli Radhakrishnan Lifetime Achievement Award for achievement in the field of teaching, research and publications	Dr.Sarvapalli Radhakrishnan Lifetime Achievement Award for achievement in the field of teaching, research and publications	11/10/2019	Dr. S. Nazeer Khan
Dr.S. Abideen	Dr.	Dr.	06/10/2019	Dr.S. Abideen

	A.P.J.Abdul Kalam Education Award, SYFA Organization Chennai	A.P.J.Abdul Kalam Education Award, SYFA Organization Chennai		
S. Nargees Begum	Ph.D.	Madurai Kamaraj University	16/12/2019	S. Nargees Begum
M.Shaik Abdullah	Ph.D.	Madurai Kamaraj University	20/11/2019	M.Shaik Abdullah
S.Murali Krishnan	Ph.D.	Bharathiar University	05/02/2019	S.Murali Krishnan
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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
NIL	NIL	NIL	NIL	NIL	Nil
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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
Tamil	1
Economics	1
English	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce	7	5.75
International	Economics	5	5.8
International	English	3	5.0
International	Maths	2	3.75
International	Tamil	1	0
International	Zoology	1	2.0
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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
Economics	1
English	1

Commerce	22
Tamil	7
<a href="#">View File</a>	

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
Social Media and its influence onTamilnadu	Dr. Marimuthu	International Journal of Emerging Technologies and Innovative Research	2019	0	Dr.Zakir Husain College	Nil
A Study on Buyer behavior to the Dynamics in Marketing Strategies of Mobile phone	Dr.A.Abbas Manthiri	International Journal of Research and Analytical Reviews	2019	0	Dr.Zakir Husain College	Nil
E-Commerce: Effect of network In frastructure and Mobile Phones for Agricultural in India - Overview	Dr.K.Naina Mohamed,	International Journal of Research and Analytical Reviews	2019	0	Dr.Zakir Husain College	Nil
Green Marketing is a tool of Developing	Dr.M.Marimuthu	Think India , UGC LIKE BODY approve	2019	0	Dr.Zakir Husain College	Nil
Struggle for Power in the world of Surveillance and Media in the Huger Games Trilogy	R.Syed Ali Fathima	Journal of Emerging Technologies and Innovative Research	2019	0	Dr.Zakir Husain College	Nil

Dilemma to be an Amphios	Dr.S.Ram anathan	International Journal of English Language, Literature Humanities	2019	0	Dr.Zakir Husain College	Nil
Sanga Il akiyathil Vaniga Mel anmayeal	Dr.P.Ibrahim	International Research Journal	2019	0	Dr.Zakir Husain College	Nil
Causes and Consequences of Logistic Operations with Reference to Hosiety Export Industry in India	Dr.K.Naina Mohamed,	The International Journal of Analytical and Experimental Model Analysis IJAME	2019	0	Dr.Zakir Husain College	Nil
Positive Impact of Real Estate Act, 2016 on Developers with reference to Sivagangai District	Dr.A. Abbas Manthiri	International Journal of Advanced Research in Management and Social Sciences	2019	0	Dr.Zakir Husain College	Nil
A Study on Customer Preference and Satisfaction towards Jewellery Marts in Dharmapuri Town	Dr. R.Abdul Muthalif,	International Journal of Scientific Research and Review	2019	0	Dr.Zakir Husain College	Nil
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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
NIL	NIL	NIL	2020	Nil	Nil	NIL
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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/Seminars/Workshops	30	39	15	Nil
Presented papers	15	27	3	Nil
Resource persons	5	11	11	20

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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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
International Yoga Day	NSS	4	100
Integrated Finance and Human resource development conference	Taluk of Ilayangudi	5	50
73rd Independence Day Celebrations	College students	90	150
Fit India	College NSS and NCC	6	200
Awareness Program for Dengue - Nilavembu Kasayam Distribution	NSS and NCC	10	1500
Training Program on Disaster management	NSS and NCC	6	200
16th Training camp for census	NSS and NCC	6	110
150th Gandhi's Birthday	NSS and NCC	6	61
140th Sardar Vallabai Patel Birth day	College	10	250
Pongal festival	College	99	2300

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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
Blood Donation	Best Donner	Government	50

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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/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Training Program on Disaster management	NSS and NCC	Disaster management Programme	6	150
Voters awareness program	NSS and NCC	National Voters day	4	120
Pongal Festival	NSS and NCC	Communal Harmony-Samathuva Pongal	99	2300
71st Republic Day celebrations	NSS and NCC	Republic Day	99	100
National Leprosy Eradication Program	NSS and NCC	Summer Camp	4	120
Youth Red Cross Awareness Debate Invitation	YRC	Awareness Program	2	100
Mozhi Mastery 2020	College	Skill Development Program	25	2300
Corona Virus	NSS	Awareness Program	3	150
International Women's Day	NSS	Womens Day	25	800
ANilavembu Kasayam Distribution	NSS and NCC	Dengue fever awareness program	50	2500

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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
Guiding M.Sc. Project	M.Sc. Students from Paramakudi Government College	NIL	30
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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	Name of the	Duration From	Duration To	Participant
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	linkage	partnering institution/ industry /research lab with contact details			
NIL	NIL	NIL	Nil	Nil	0
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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
Molzhi skill training centre	01/07/2019	Life skill Development Programme	2300
Syed Hameetha College, Ramnad	15/07/2019	Chemistry Department	40
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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
750000	722683

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
<a href="#">View File</a>	

### 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 partially)	Version	Year of automation
Modern Library	Fully	2015	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	29578	Nil	157	15000	29735	15000



Reference Books	1285	Nil	Nil	Nil	1285	Nil
e-Books	19600	Nil	Nil	Nil	19600	Nil
Journals	2	4500	3	4800	5	9300
CD & Video	205	Nil	Nil	Nil	205	Nil
<a href="#">View File</a>						

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 Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
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#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	197	3	3	1	1	10	20	50	0
Added	35	1	1	0	0	0	0	0	0
Total	232	4	4	1	1	10	20	50	0

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

50 MBPS/ GBPS
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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
NIL	Nil

#### 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 incurred on maintenance of physical facilities
722683	722683	544558	544558

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)

**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 are available for teaching Tailoring class for the female students. 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 equipments. 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. The classrooms and the laboratories are maintained by crew with a Supervisor. In addition to that the College has appointed electricians, plumbers, laboratory assistants, gardeners, sweepers and scavengers for maintain the infrastructure facilities. 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, e-books, 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 e-accession. 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 Wi-Fi 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. Biometric attendance is implemented for staff and students. CCTV cameras are fixed in the campus to monitor the movement of the students. Canteen: Separate canteen facility is available for boys and girls. A committee is formulated to monitor the food and hygiene of the canteen. 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.

<https://www.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 (2019-20)	501	1543373
Financial Support from Other Sources			
a) National	NIL	Nil	0
b) International	NIL	Nil	0

[View File](#)

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 implementation	Number of students enrolled	Agencies involved
Life skill development program	02/07/2019	2300	External
English Language lab	02/07/2019	400	Department of English
Yoga	Nil	100	External
Personal counselling	02/07/2019	15	Given by counsellors
Mentoring	20/06/2019	2346	Staff
<a href="#">View File</a>			

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 passed in the comp. exam	Number of students placed
2019	Tamil Nadu Public Service Commission Exams coaching	75	75	Nil	Nil
<a href="#">View File</a>					

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 redressal
Nil	Nil	180

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	NIL	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	2	B.Sc.	Physics	Alagappa University	M.Sc.

2020	2	B.Sc.	Chemistry	Dr.Zakir Husain college	M.Sc., B.Ed.,
2019	23	B.Sc.	Maths	Dr.Zakir Husain college	M.Sc., B.Ed.,
2019	8	B.Com.	Commerce with compute application	Dr.Zakir Husain college,	M.Sc., B.Ed.,
2019	Nill	B.Sc.	Computer Science	Dr.Zakir Husain college,	M.Sc., B.Ed.,
2019	20	B.Com	Commerce	Dr.Zakir Husain college,	M.Com. and B.Ed.,
2019	20	B.A.	English	Dr.Zakir Husain college,	M.A., and B.Ed.

[View File](#)

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	Nill
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Tennis Tournament for Women Nill	Alagappa University Intercollegiate Table Tennis Tournament	16
Handball Tournament for Men Nill	Alagappa University Intercollegiate handball Tournament for Men	40
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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
2020	NIL	National	Nill	Nill	Nill	NIL

[View File](#)

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 2007 as old boys association. It was registered in the 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:

40

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

4

### 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)

The success of the institution functioning is the result of the combined efforts of management and staff. The management has a good administrative setup such as president, secretary and members with Principal as an ex-official member. All the decisions relating to the infrastructure development of the college are taken in the management committee. Since our college is a minority aided college, appointment of teaching staff is transparent. The management fills the vacancy by following the norms of the university. The appointment is done by forming a separate committee including subject experts from outside, head of the department and university nominee. The college has separate staff council system which include all heads of the departments. The issues relating to students and other official work decisions will be taken by the council. The appointment of non teaching staff is through management. The issue relating to the students such as scholarships, certificates, collecting fees and staff requirement such as salary are taken care of by the office management. For getting donation from outside, the management committee members along with the principal or appropriate staff approach the probable donors. Any requirement of the college is brought to the notice of the management through Principal. Management fulfill the needs of the institution then and there.

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	The college is affiliated to Alagappa University. The syllabus is revised by the University once in three years.

Some of our staff members occupy the position of chair person and member in Board Of Studies in our University. They offers contribution in curriculum designing. The University revises its syllabus every three years. The new syllabus for the next three years has to be implemented from year 2020-2021, but due to the covid situation the syllabus revision is postpone by the university for the next academic year. Head of the departments share the syllabus among the staff members after their consent. Every month he will discuss with the staff and students about the completion of the syllabus.

Teaching and Learning

In almost all science programs, experimental learning process in incorporated in the syllabus. In science programs, students not only study subjects theoretically but also do practical. The experimental learning enhances the subject knowledge. Since most of the classes are equipped with LCD and internet facility, experiments are displayed to them that are available in the social media. The college has four computer labs with ICT facilities. All departments are equipped with computers, internet and wi-fi facility. So power point presentation is followed in addition to the Chalk and talk method. The college is geared towards digitalisation process. Students app is introduced for uploading the study materials and model question papers for effective learning.

Examination and Evaluation

University instructs the affiliating colleges to follow the following mechanism for internal assessment. For every semester, in each paper, three internal tests should be conducted for 25 marks for theory papers and 40 marks for practical papers. The average of the three tests along with assignments submission will be taken into account for awarding internal marks. The internal test will be conducted once in a month and the papers are valued within the stipulated time. Our college is affiliated to Alagappa University. Semester system is being followed by the university. The papers are evaluated by a team of staff members of valuation board and result is published in the University website within a month.

<p>Research and Development</p>	<p>For promoting research activity the department of English was elevated as research department in addition to the already existing commerce department.</p> <p>This year M.Phil. English is being introduced. In Tamil department M.A. Tamil Course was introduced. We have two research Departments. Many research papers were published by the staff at National and international level. Many 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.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>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 Wi-Fi facility. One computer lab is maintained by the department of Commerce to teach Tally for their students. 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. Huge number of books, e-books, 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 e-accession. More than 20 class rooms are equipped with LCD facility. A smart class room is available for conducting students seminars. An air conditioned auditorium with a LCD projector facility capacity of 200 students is available for conducting seminars and functions. A big generator is available to avoid the interruption during class room teaching during power failure.</p>
<p>Admission of Students</p>	<p>Admission to the first year for the UG and PG degree courses are done by online method. Students are asked to</p>

download application form and upload the filled application through college website portal. The application is designed 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, first merit list is prepared as per the government norms displayed. The students are given an ample time to admit themselves in the college. After the stipulated time, a second list is prepared. The remaining 50 of seats are filled by the management under minority quota.

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

E-governance area	Details
<p>Planning and Development</p>	<p>Many activities are implemented based on the strategic plan of our college. In the beginning of the year a plan of action for the year is set up. Based on the plan the college moves towards its goal. Since our college is situated in rural area, in order to meet out our vision of giving education to rural backward area college bus is operated to remote area of nearby villages. In order to enhance the day to day knowledge and to improve reading habit, the students are provided with daily English news paper at very low cost. Tailoring is being taught to the girls for their self employment after their completing the course. Driving of four wheeler is taught to those who are interested.</p>
<p>Administration</p>	<p>The management has a good administrative setup such as president, secretary and members with Principal as a ex-official member. All the decision relating to the infrastructure development of the college are taken in the management committee. Appointment of teaching staff is transparent and is done following the norms of the university. The appointment is done by forming a separate committee including subject experts from outside, head of the department and university nominee. The college has separate staff council system which include all heads of the departments. The appointment of non teaching staff is through management.</p>



Issues relating to the students such as scholarships, certificates, collecting fees and staff requirement such as salary are taken care of by the office management.

Finance and Accounts

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 of collegiate education. 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. College management committee members approach prominent philanthropists and invite them to the college and brief them about the social responsibility of the institution and seek college building fund.

Student Admission and Support

Experimental learning process is incorporated in the syllabus. In science programs, students not only study subjects theoretically but also do practical. Since most of the classes are equipped with LCD and internet facility, experiments are also displayed to them that are available in the social media. In order to encourage participative learning assignments and seminars were given to the students in the subjects concerned. Students are inspired to prepare for power point presentation in various topics. The institution conducts three internal tests for each semester for award of internal marks. The outcome of the internal test marks are analysed by the counsellor. For slow learners, proper guidance and more writing practice will be given help to pass the university examination for the award of degree to them.

Examination

Since our college is affiliated to Alagappa University, semester system is being followed. For every semester, in each paper, three internal tests should be conducted. The average of the three tests along with assignments submission will be taken into account for awarding

internal marks. Those students who have failed to write internal test on the particular date announced will be permitted to write the test on some other day if the reason for their failure is genuine. The papers are evaluated by a team of staff members of valuation board and result is published in the University website within a month. A copy of the consolidated marks statement is also sent by the university to the respective colleges.

### 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
2020	NIL	NIL	NIL	Nil
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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)
2020	NIL	NIL	Nil	Nil	Nil	Nil
No file uploaded.						

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
Refresher Programme	1	23/07/2019	06/08/2019	14
Faculty Development Programme	2	03/11/2019	05/11/2019	3
Faculty Development Program	1	04/05/2019	04/05/2019	1
Orientation Programme	1	29/10/2019	04/11/2019	7
Refresher Course	1	20/09/2019	03/10/2019	14

Refresher Course	4	10/07/2019	23/07/2019	14
Orientation Programme	3	12/11/2019	02/12/2019	21
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	2	9	9

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. Scholarships 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 of collegiate education. 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. College management committee members approach prominent philanthropists and invite them to the college and brief them about the social responsibility of the institution and seek college building fund.

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
ESFT Scholarships for 35 students	70000	Scholarship
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6.4.3 – Total corpus fund generated

0
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**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	Nill	Yes	Senior

Administrative	Yes	Government	No	Faculty members	Null
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Under Parent Teacher Associations, 16 staff are appointed and their salary is distributed through the association fund.

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 Handloom cloths on loan. Staff are permitted to go for paper evaluation work.

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

1. Regular meeting of IQAC and submission of AQAR every year regularly. 2. Skill Development Programs are conducted for all the students of our college to enhance their talents by external agencies. 3. Online students attendance introduced 4. New courses like B.A. (Tamil), M.Com. (C.A) and M.Phil. English courses were introduced 5. High speed internet facility is available in the college library 6. Fully air conditioned auditorium was established 7. Smart seminar hall is established 8. 800 meter 7 track lane sports ground is in use. 9. Students mobile app was created 10. Establishment of Gym for boys 11. Daily news paper is provided to all students at a subsidized price 12. Gym for girls is under construction 13. Indoor ball badminton ground is in use 14. 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
2019	Life skill development Programme	02/07/2019	02/07/2019	25/03/2020	2300
2020	Samathuva Pongal festival as a mark of communal harmony on 13th January 2020 celebrated	07/01/2020	13/01/2020	13/01/2020	2300
2020	Additional class rooms for the commencement of III year B.A. Tamil	22/06/2019	22/06/2019	22/06/2019	14

	literature class and II M.Com.(C.A) class				
2020	Provide stay room for boys as well as indoor ball badminton ground	22/06/2019	22/06/2019	22/06/2019	14
<a href="#">View File</a>					

## 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
Pongal festivel	13/01/2020	13/01/2020	1560	750
International women's Day	14/03/2020	14/03/2020	1400	Nill
International Yoga day	20/06/2019	20/06/2019	20	80
Training Program fro disaster management	24/09/2019	24/09/2019	40	60
150th Gandhi's Birthday	05/10/2019	05/10/2019	40	60
70th Indian Constitution Amendment Day	26/11/2019	26/11/2019	150	50
Voters Awareness Progrmme	25/01/2020	25/01/2020	10	60
71st Republic Day	26/01/2020	26/01/2020	40	60
National Leprosy Eradication Program	04/02/2020	04/02/2020	200	100
National Warm Cleaning Program	Nill	Nill	1560	750
Environmental Awareness and Plastic	07/02/2020	07/02/2020	200	100

eradication awareness program				
Road safety and cyber crime awareness Program	08/02/2020	08/02/2020	200	100
Women's Rights day	09/02/2020	09/02/2020	200	100
Cashless transaction and Bank cards usage camp	10/02/2020	10/02/2020	200	100
Free eye camp	11/02/2020	11/02/2020	200	100

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	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	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
2020	Nil	Nil	Nil	00	NIL	NIL	Nil
No file uploaded.							

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 ( handbook)	01/07/2019	Distributing college calendar to the students which contain 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
150th Gandhi Birthday	05/10/2019	05/10/2019	100
70th Indian Constitutional Amenment day	26/11/2019	26/11/2019	200
140th Vallabai Patel Birthday	21/10/2019	21/10/2019	100
71st Republic Day	26/01/2020	26/01/2020	100
Fit India Moment	29/08/2019	29/08/2019	100
Womens Rights day	09/02/2020	09/02/2020	300

[View File](#)

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

1. Usage of tobacco and smoking are banned in the campus. 2. Usage of Plastic is completely banned in our campus. 3. Replacing the ordinary bulbs by LED bulbs in progress. 4. For beautifying the campus more number of flower trees are planted in front of the admin block. 5. Incinerator is maintained. 6. Organic garden is maintained by the botany department.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

In order to educate road safety to the students, driving of four wheeler and two wheeler are taught to interested students when they are studying. Driving is taught to interested female students also. Driving is taught by external driving school experts. Our college in collaboration with these driving schools and help the students to get driving license at very low cost. So far nearly 896 students got driving license from the government through our college. Among which one third of them are girls. The main objective of this system is to help the students to know how to drive so that accidents can be prevented. 2. In order to improve the reading habits and enhance the knowledge of our students daily English newspaper is supplied to the students at very low cost. Famous newspaper agents are asked to deliver the English newspaper at very meager amount. News papers are delivered to the students before 10.00 a.m.. Students are asked to read newspaper loudly by class teacher during first hour. They are asked to brief the meaning of the news for first fifteen minutes. Then the class teacher explain briefly about the some important news of that day. Students are advised to go through the remaning news during tea break hour or lunch hour. This is practiced for more than five years to educate the students to know the day to day affairs. Due to this practice students feel comfortable to learn English and talk in English. 3.. Tailoring is being taught to the girls in our college for the past five years. Tailoring the taught during break hours and lunch break time by the professionals from outside. Embroidery is also taught to them for designing the cloth. The main purpose of this teaching is that, our college girl students are mostly from rural and backward area. So going for higher education and getting job opportunities is impossible for all of them. So they have to stand on their own legs after they completed their degree until they got settlement in their lives. So tailoring provides self employment and also help their parents to meet out day to day expenses. 4. In

order to achieve the mission of the institution of providing higher education to the rural people in and around Ilayangudi, especially the marginalized people of this locality, college staff form four groups and meet the various schools students in Ilayangudi and Paramakudi to explain the importance of higher education. During their meeting our staff explains the need of higher education and how higher education helps them to elevate their life style. During their meeting our staff explains about the courses available not only in our college but also available outside and job opportunities available. Students are also motivated to study degree courses and they are made familiar with government scholarships and other benefits available.

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

<https://www.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

Many activities are implemented based on the strategic plan of our college. In the beginning of the year a plan of action for the year is set up. Based on the plan the college moves towards its goal. Since our college is situated in rural area, in order to meet out our vision of giving education to rural backward area college bus is operated to remote area of nearby villages. Our College gate is closed on working days from 10.00 A.M. to 4.00 P.M. Almost one third of the students strength is occupied by girls, so in order to ensure their security the college gate is closed during working day. Due to this, male students are also not allowed to go out of the campus during with working hours. Students are retained until last hour so that there learning time also increases. In order to enhance the day to day knowledge and to improve reading habit, the students are provided with daily English news paper at very low cost. Tailoring is being taught to the girls for their self employment after their completing the course. Driving of four wheeler is taught to those who are interested. So far nearly 896 students got driving license from the government through our college. Students are motivated to participate in seminars, workshops and cultural activities conducted by the nearby colleges with their caretakers. Periodic class tests were conducted to students to ensure their degree. 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 college website in order to encourage the students.

Provide the weblink of the institution

<https://www.drzhcily.com>

### 8.Future Plans of Actions for Next Academic Year

1. Instruct the staff to conduct online classes for the students of UG and PG programs
2. To take steps to introduce M.A.Tamil during the academic year 2020-21
3. Upload the study material to the students through students mobile app and separate whatsapp group
4. To instruct the college office to take efforts for online admission to the first year students as per the direction of government due to covid situation
5. To request the management to construct additional rest rooms, gym and recreation rooms for girls
6. To improve college website
7. To familiarize staff and students regarding online coaching and learning
8. To introduce new courses



