

# CAUVERY COLLEGE FOR WOMEN TRICHY



## AQAR 2013- 2014

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

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution

Cauvery College for Women

1.2 Address Line 1

Cauvery College for Women

Address Line 2

Annamalai Nagar

City/Town

Tiruchirappalli

State

Tamil Nadu

Pin Code

620 018

Institution e-mail address

cauverycollege\_try@rediffmail.com

Contact Nos.

0431- 2751232

Name of the Head of the Institution:

Dr. Mrs. V. Sujatha

Tel. No. with STD Code:

0431- 2763939

Mobile:

09443495161

Name of the IQAC Co-ordinator:

Ms. H. Abirami

Mobile:

09842189665

IQAC e-mail address:

cauverycollege\_try@rediffmail.com

1.3 **NAAC Track ID** (*For ex. MHCogn 18879*)

8798

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

*(For Example EC/32/A&A/143 dated 3-5-2004.*

*This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)*

EC/52/RAR/96

1.5 Website address:

www.cauverycollege.ac.in

Web-link of the AQAR:

<http://www.cauverycollege.ac.in/IQAC/AQAR2013-14.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	85.90/100	2004	2004-2009
2	2 <sup>nd</sup> Cycle	A	3.37/4	2010	2010-2015
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

12/08/2004

1.8 **AQAR for the year** (*for example 2010-11*)

2013-14

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

- AQAR 2010- 11 submitted to NAAC on 07/05/2011
- AQAR 2011- 12 submitted to NAAC on 09/07/2012
- AQAR 2012- 13 submitted to NAAC on 04/10/2013
- AQAR 2013- 14 submitted to NAAC on 09/05/2014

### 1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☒ No ☐

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

Type of Institution Co-education ☐ Men ☐ Women ☒

Urban ☒ Rural ☐ Tribal ☐

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

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

### 1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☒

Others (Specify)

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

Bharathidasan University,  
Tiruchirappalli- 620 024

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

**-NIL-**

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="15"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="30"/>
2.4 No. of Management representatives	<input type="text" value="3"/>
2.5 No. of Alumni	<input type="text" value="4"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="45"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="101"/>

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

- Current Trends in Material science and Nanostructured materials (CTMN-2013) by the departments of Physics and Chemistry
- Contemporary trends in the avenues of commerce and management by the department of commerce and management

2.14 Significant Activities and contributions made by IQAC

- IQAC focuses on student centric quality education
- IQAC motivates faculties to go beyond excellence in teaching and research
- IQAC increases the strength of the students
- IQAC enhances global competencies and the placement

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"><li>• All postgraduate departments are to be promoted to research departments</li></ul>	University commission has reviewed the department of chemistry for promoting it to PG Department
<ul style="list-style-type: none"><li>• To organize national and international seminars.</li></ul>	Two national level seminars are conducted
<ul style="list-style-type: none"><li>• Several Certificate courses will be conducted for the students</li></ul>	Certificate courses were conducted by the departments of Computer Science, Computer Applications, Information Technology, Social Work, Microbiology
<ul style="list-style-type: none"><li>• To encourage the staff members to pass SLET &amp; NET Examinations for their elevation in their academic career.</li></ul>	Orientation, coaching and important instructions were given through lectures and many of our staff members have cleared NET & SLET examinations
<ul style="list-style-type: none"><li>• To encourage the faculty members to publish articles in peer reviewed journals with impact factor and to publish more books.</li></ul>	Staff members have published their articles and original research papers in many peer- reviewed journals with good impact factor
<ul style="list-style-type: none"><li>• To encourage the faculty members to apply for minor and major projects, DST, TNSCST and FIST support.</li></ul>	Our staff members have received funds from UGC for carrying out their research works.
<ul style="list-style-type: none"><li>• To increase the number of volumes in department libraries</li></ul>	Many books and journals were added to the library. Initiated DELNET. Started online purchase of books.

*\* Academic Calendar of the year 2013-14 is attached as Annexure I*

2.15 Whether the AQAR was placed in statutory body      Yes ☒      No ☐

Management ☒      Syndicate ☐      Any other body ☐

Provide the details of the action taken

The management meet the faculty members frequently and discuss about the University Examination results, steps taken by the faculty members to encourage slow learners, the annual budget of the departments and also discuss about the grievances reported by students and staff members and steps taken to resolve them.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D	03	-	-	-
M.Phil	03			
PG	11	-	-	-
UG	14	-	-	-
PG Diploma	01	-	-	-
Advanced Diploma	01	-	-	-
Diploma	01	01	-	-
Certificate	04	05	-	02
Others	-	-	-	-
<b>Total</b>	<b>37</b>	<b>06</b>	<b>-</b>	<b>02</b>

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-



1.2 (i) Flexibility of the Curriculum: CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	29
Trimester	-
Annual	05

1.3 Feedback from stakeholders\* Alumni ☒ Parents ☒ Employers ☐ Students ☒  
(On all aspects)

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

*\*Please provide an analysis of the feedback in the Annexure*

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

We follow as per our university syllabi. There was no revision/ updating of regulation or syllabi.

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

-NIL-

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
196	196	-	-	-

2.2 No. of permanent faculty with Ph.D.

30

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
20	-	-	-	-	-	-	-	20	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

4

0

5

## 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	19	4
Presented papers	38	65	0
Resource Persons	-	-	4

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

- Making use of the teaching aids such as LCD Projector, OHP, web-sites.
- Conducting group discussions, seminars, taking students to field trips, conducting quiz, discussing the case studies and analyzing, training the students in reflecting the social issues etc.
- Assignments are sent as e-mails
- Power point is used
- Projects are checked as soft copies instead of printouts
- Weekly business quiz conducted by dept of BBA
- Special lectures to improve communication and inter personal skills
- Using ICT
- Use of INFLIBNET and DELNET initiated
- Periodic unit tests were conducted and the students performance were evaluated
- Progress reports on students performance in unit tests were sent to their parents
- University conducts board examinations twice in a year

## 2.7 Total No. of actual teaching days

during this academic year

201

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

We follow as per our university rules and regulations in conducting examinations and Evaluation of scripts. Though, we are training our students to take up online aptitude tests for their better placement.

## 2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

7

## 2.10 Average percentage of attendance of students

89.23%

2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. TAMIL	13	23.08	76.92	-	-	100
M.A. TAMIL	8	50	50	-	-	100
B.A ENGLISH	131	-	64.89	35.11	-	100
BSW	13	15.38	84.62	-	-	100
MSW	15	46.67	53.33	-	-	100
M.Phil. SW	8	62.5	37.5	-	-	100
B.Com.,	125	4	96	-	-	100
B.Com., CA	67	8.96	91.04	-	-	100
M.Com.,	37	5.41	94.59	-	-	100
M.Phil.,	17	52.94	41.18	-	-	94.12
BBA	122	1.64	91.80	0.82	-	94.26
M.Sc MATHS	28	28.57	67.86	-	-	96.43
B.Sc MATHS	149	31.54	55.71	-	-	87.25
B.SC PHYSICS	43	62.79	32.56	-	-	95.35
M.SC PHYSICS	10	70	20	-	-	90
BCA	222	47.30	47.75	-	-	95.05
MCA	63	65.08	33.33	-	-	98.41
PGDCA	6	100	-	-	-	100
B.Sc CS	151	45.03	46.36	-	-	91.39
M.Sc CS	20	100	-	-	-	100
M.PHIL	50	32	68	-	-	100
B.Sc IT	26	61.54	38.46	-	-	100
M.Sc IT	45	60	35.56	-	-	95.56
B.Sc Microbiology	15	46.67	53.33	-	-	100
M.Sc Microbiology	8	100	-	-	-	100
B.SC Chemistry	36	19.44	33.33	-	-	52.77
B.Sc Biotechnology	23	73.91	26.09	-	-	100
M.Sc FSM&D	4	50	50	-	-	100

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

- Frequent IQAC meetings were conducted to analyse the progress in achieving the various plans chalked out in the beginning of the academic year
- The IQAC conducted a Faculty Development Programme by Dr. Alex, Asst. Professor, Dept of Commerce, St. Joseph's College entitled "**From a Good Teacher to a Great Teacher**" for the teaching faculties.

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	11
HRD programmes	-
Orientation programmes	2
Faculty exchange programme	-
Staff training conducted by the university	10
Staff training conducted by other institutions	9
Summer / Winter schools, Workshops, etc.	2
Others	53

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	19	0	0	0
Technical Staff	43	0	0	0

## Criterion – III

### 3. Research, Consultancy and Extension

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

The IQAC encourages-

- Staff members to pursue Ph.D and publish original research articles in peer- reviewed journals with impact factor
- Staff members to take up research as their passion with the support of various funding agencies like UGC, DST, DBT

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	2
Outlay in Rs. Lakhs	-	-	-	14,93,200

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	4	1	-
Outlay in Rs. Lakhs	-	5,54,000	1, 30, 000	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	13	4	-
Non-Peer Review Journals	13	-	-
e-Journals	10	-	-
Conference proceedings	7	7	-

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

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2012-2015	UGC	6,84,000	4,03,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	12013	Central Institute of Classical Tamil, Chennai	1,50,000	1,20,000
	2012-2017 (CS,CA,IT)	UGC	10,00,000	9,00,000
	2012-2017 (English)	UGC	6,30,000	6,30,000
Total			24, 64, 000	20,53,000

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

-

Chapters in Edited Books

-

ii) Without ISBN No.

-

3.8 No. of University Departments receiving funds from

UGC-SAP

-

CAS

-

DST-FIST

-

DPE

-

DBT Scheme/funds

-

3.9 For colleges

Autonomy

-

CPE

-

DBT Star Scheme

-

INSPIRE

√

CE

-

Any Other (specify)

-

3.10 Revenue generated through consultancy

-

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	2	-	-	-
Sponsoring agencies	-	-	-	-	-

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

15

3.13 No. of collaborations

International

-

National

2

Any other

1

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
3	-	-	-	3	-	-

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="4"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="3"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>	
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="29"/>	Any other <input type="text" value="76"/>

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

Refer ANNEXURE II



## Criterion – IV

### 4. Infrastructure and Learning Resources

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

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.37Acres	-	Reddy Educational Trust	
Class rooms	96	-	-	96
Laboratories	15	Chemistry lab is under construction	Management	-
Seminar Halls	1	-	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	53	42	Management	
Value of the equipment purchased during the year (Rs. in Lakhs)		<b>13,36,976.21</b>	Management	
Others	19buses+2 generators	Office-5 (3 bus+1 lift + 1 generator) <b>Rs.9,02,72,318</b>  Net lab-3 <b>Rs.5,750</b>  UT lab-9 <b>Rs.10,577</b>  DT lab -1 <b>Rs.550</b>  Physics Lab – 55 <b>1,22,832</b>	Management	<b>92,12,027</b>

#### 4.2 Computerization of administration and library

- Fully Automated Library with Barcode and GEM facility.
- Functions in Three phases namely Main Library, PG Reference Centre, and with Periodical & Dissertation Reference.
- Special training was given to non- teaching staff members on office automation by Mr. Archunan, HR manager, OMEGA INFOTECH, Erode

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26,479	56,04,558	826	2,73,209	27,305	58,77,767
Reference Books	4990	31,02,366	277	1,59,195	5,267	32,61,561
e-Books	60,000	14,098	30,00,000	16,500	30,60,000	30,598
Journals	167	2,85,921	-	-	166	2,76,025
e-Journals	6000	14098	30,00,000	16,500	30,06000	30,598
Digital Database	5	14098	1	16,500	6	30,598
CD & Video	4000	-	370	-	4370	-
Others (specify)	1366	-	-	-	1366	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	507	388	84	-	-	13	14	8
Added	05	-	5(Library)	-	-	-	-	-
Total	512	388	89	-	-	13	14	8

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

OPAC- (Online Public Access Catalogue) and Internet access training is given to students.

Teaching and non- teaching staff members were given training on automation of data by Mr. Archunan, HR Manager, Omega INFOTECH, Erode

4.6 Amount spent on maintenance in lakhs :

i) ICT	NIL
ii) Campus Infrastructure and facilities	Rs. 44, 59, 858/-
iii) Equipments	Rs. 4, 43, 204/-
iv) Others	Rs. 4, 179/-
<b>Total :</b>	Rs. 49, 07, 241/-

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Slow Learners are identified and given extra coaching and trained with previous year question papers. Tests are conducted periodically for the students Subject Expert Special Lectures are conducted.
- Group discussion and seminars were organized.
- Additional tests are also conducted Classes during lunch hours for them
- Students submitted assignments
- Departmental Library is maintained and books are offered to students for Reference.
- Regular parent teachers meet is conducted to assess the students at a regular Interval.
- Motivating the creamy layer of students to get university rank.
- Students has undergone counselling to overcome depression
- For Promoting higher education seminars & workshop are organized.
- Progress report cards are sent and feedback from the parents is received.
- We Conduct Special Classes for weak Students during 12.45p.m to 1.15 p.m and give more tests for improving the performance in the Examinations.
- Management provides scholarships for the meritorious students
- Tuition fee is waived for the zonal and national level prize winners in cultural competitions
- Free lunch is provided to the needy by the college LEO club

5.2 Efforts made by the institution for tracking the progression

- Regular meetings with students through College union
- Regular monitoring of the students in their curricular activities
- Involvement of faculty through Tutor- Ward System
- Getting feed backs from the students and staff members

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4311	615	35	77

(b) No. of students outside the state

11
----

(c) No. of international students

3
---

Men

No	%
-	-

Women

No	%
5038	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
159	176	4	1433	3	1775	137	166	8	1494	-	1805

Demand ratio 2:1

Dropout % 1.48%

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

Departments	Purpose	Students Beneficiaries
Commerce & computer Application	1. Coaching, Seminars regarding competitive exams. 2. Mock Test.	271
Business Administration	Regular Seminars, Coaching Classes and model TANCET Examination have been Conducted to face competitive Examination.	123
Maths	We organize Quantitative Aptitude Classes for final year students.	120
Computer Applications	Staffs from English and Maths departments provide training for developing communicative and aptitude skills of the students.	920
Computer Science	Trained staff from English department conducts a training programme to develop the communication skill for final year students.	166
Microbiology	1. Purchase of books for competitive exams for the department library. 2. Students are informed about the upcoming exams in their classes by their staffs.	16
Information Technology	Aptitude class attended by our department student organised by CAPSA.	39
FSM	1. Availability of Books and Material for preparation for UGC-NET/SET exams. 2. Dietetics, Internship-gives on awareness and competence to appear for Registered Dietarians exam.	14

No. of students beneficiaries

1669

### 5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	45	UPSC	-	Others	-

### 5.6 Details of student counselling and career guidance

Departments	Purpose	Students Beneficiaries
Tamil	The Counsellor, a Teacher from our Dept. Conducts counselling session for twenty students, 8 times for a semester. The 6 Topics had been discussed earlier.	64
English	Counselling to the students regarding moral values and personal problems are implemented by Tutor Ward System.	507
Social Work	Tutor Ward System	5
Commerce and Computer Application	A tutor ward system is maintained in which the students are split into a group of 30 each, each headed by a staff in charge. General discussions are made regarding motivation and guidance to the students. The 20 topics had been discussed earlier.	947
Physics	Tutor Ward System	185
Computer Applications	Counselling to the students regarding moral values are implemented by tutor ward system	1123
Computer Science	A tutor ward system is conducted in which the students are split into a group of 30 each, each headed by a staff in charge. General discussions are made regarding motivation and guidance to the students.	634
Microbiology	Career guidance programme	31
Information Technology	Student counselling -Tutor Ward System. Parental guidance. Evils of social network (Twitter,FaceBook,etc). Awareness on abusement of girl child.	150
Chemistry	Tutor Ward System.	159
Biotechnology	For student counselling Tutor ward system is conducted and some common topics relevant to social issues are discussed such as Parenting, Personal hygiene, Women education, social network.	119
FSM	College rules and various Facilities available within campus explained. General counselling on how to handle people of different nature. Discussion on Time management. Counselling on Dress code	16

No. of students benefitted

3940

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
6	605	200	8

#### 5.8 Details of gender sensitization programmes

Gender Studies Programme was offered to all final year UG students as a part of their curriculum.

#### 5.9 Students Activities

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

State/ University level

114

National level

36

International level

1

No. of students participated in cultural events

State/ University level

45

National level

10

International level

-

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

Sports : State/ University level

82

National level

1

International level

1

Cultural: State/ University level

35

National level

-

International level

-

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	145	11,19,660
Financial support from government	412	29,86,120
Financial support from other sources (CAPSA)	128	4,13,785
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

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

## Criterion – VI

### **6. Governance, Leadership and Management**

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

##### VISION & MISSION:

- To impart higher education to women students from the local and rural areas especially the first generation learners.
- To inculcate knowledge of higher order and to imbibe in the students a scientific approach to information technology.
- To make our wards aware of entrepreneurial development.
- To impart skills to the level of excellence and thus present the value system in the youth entrusted to us.

#### 6.2 Does the Institution has a management Information System

YES



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

#### 6.3.1 Curriculum Development

- Staff members from the departments of Tamil, English, Social work, Physics, Computer science , Computer Application, Information Technology, Microbiology, Biotechnology, Food service Management and Dietetics are members of Board of studies in the university to which the college is affiliated .They represent to the university for curriculum development.
- Certificate courses are being conducted for interdisciplinary learning. The syllabi for these courses are being framed by the concerned departments in consultations with the experts.
- National and International seminars are being conducted by many departments.
- Various clubs in the college organizes seminars, lectures, workshops and skill development programmes.

#### 6.3.2 Teaching and Learning

- Use of LCD, OHP, demonstrations, audio visual clippings, documental problem solving methods in class room teaching.
- Participation in Faculty Development Programmes ,Orientation and Refresher courses for effective teaching.
- Arranging field trips, Special lectures, Internships, Camps, Awareness programmes and organizing competitions
- Periodical tests are conducted.
- Slow learners are identified and given special training.
- Advanced learners are motivated to present papers in competitions and seminars.
- All students are motivated to take part in inter departmental and inter collegiate competitions.

#### 6.3.3 Examination and Evaluation

- For semester exams university schedule is followed.
- Periodical tests, Midterm, and Model exams are conducted for the whole college with a systematic pattern and progress report are sent to the parents or guardians of the students.
- Faculty with experience from all departments are members of question paper setting and evaluation boards and also act as external and internal practical examiners.

#### 6.3.4 Research and Development

- Eligible department have been upgraded as research departments.
- Science departments have well equipped lab facilities to carry out research activities.
- Faculty are encouraged to Register for Ph.D.
- Departments are encouraged to apply for Major and Minor projects.
- Faculty Development Programmes are arranged to promote research.
- Institution publishes a peer reviewed journal-Cauvery Research Journal with ISSN Number.
- Faculty and students are encouraged to publish articles in journals.
- PG and research scholars from the department of Commerce have institutional tie up with Dalmia cement Factory, EID parry India Ltd, TNPL Ltd.
- Faculty are involved M.Phil, Ph.D guidance
- Availability of E-journal, E-Books, Connectivity of Delnet, Inflib net.

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

- Library has been expanded with PG reference section, periodical and dissertation reference section, and digital library section.
- Internet service is provided through new Internet center established in the library for the use of staff and students.
- Five new systems are purchased by the library or internet service center for the access of more users for the year 2013-2014.
- Library services are fully automated including circulation, acquisition, bibliographic control, serial, OPAC, Bar code services and gate entry monitoring system.
- Budget is allotted individually to all the departments for purchase of instruments and books.
- Availability of internet facility for staff and students in the college.
- Compulsory internet hours for the students.

#### 6.3.6 Human Resource Management

- Staff members are given permission of two hours per month; Medical leave facilities is available and are also granted a loan without interest.
- Easily approachable management.
- Permission for availing “On duty” for staff for presenting papers, attending seminars, paper valuation and to act as practical examiner.
- Management has given permission to utilize lab for the Ph.D work for staff.
- Staff members are encouraged to take part in orientation and refresher courses to upgrade their teaching skills and effective communication. Senior staffs were initiated to attend SWOC analysis workshop for respective department evaluation.
- Staffs are given training to improve their teaching skills through faculty development programmes.

#### 6.3.7 Faculty and Staff recruitment

At the end of each semester all the departments submit their Faculty and staff requirements for the next semester to the Head of the institution. It will then be informed to the management and the vacancies will be advertised in news papers, the received applications will be scrutinized and the selected candidates will be called for interview. After verifying their credentials they will be interviewed by an expert committee. The interview committee will comprise of the College Governing Council Members, HOD of the concerned departments and an external expert. The selected candidates will then be inducted into service.

#### 6.3.8 Industry Interaction / Collaboration

- The Entrepreneurial Development Cell (EDC) has initiated the students for an industrial visit to the jute bag industry.
- PG student's pursue their projects in different organization / Computer training centre and gain exposure in industrial environment.
- Tie up with NGO's working for social welfare agencies. Giving awareness on social issues with NGO's.
- PG students of Food service management and Dietetics pursue their internship in multi specialty hospitals attached to PSG institute of Medical research, Three star Hotel and College hostel.
- Companies like WIPRO, TCS, CTS, IGATE interact with students for their Placement.
- Tie up with IT industries for PG projects and certificate courses.
- EMC International Certification voucher sponsorship in collaboration with ICT Academy of Tamilnadu.

#### 6.3.9 Admission of Students

- Eligible students are admitted through the sale of application and direct interview.

#### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>• All leave are in par with government norms.</li> <li>• Up to three months of maternity leave.</li> <li>• Cent percentage Diwali bonus.</li> <li>• Increment for HOD posts, M.Phil, Ph.D and for qualification approval by the university.</li> <li>• On duty leave is granted to attend seminar, conference, valuation, Examiner ship and for attending board of studies meetings.</li> <li>• Feeding mothers are permitted to go home during lunch hours.</li> <li>• Free accommodation for hostel staff.</li> <li>• Medical leave of up to twelve days are given which is accumulative of nature.</li> <li>• Group insurance for the staff is done by the institution.</li> <li>• Staff welfare fund provided interest free loans; An initial amount of one lakh was contributed by the management. .</li> </ul>
Non teaching	<ul style="list-style-type: none"> <li>• All leave are in par with government norms.</li> <li>• Up to three months of maternity leave.</li> <li>• Cent percentage Diwali bonus.</li> <li>• Feeding mothers are permitted to go home during lunch hours.</li> <li>• Free accommodation for hostel staff.</li> <li>• Medical leave of upto twelve days are given which is accumulative of nature..</li> <li>• Group insurance for the staff is done by the institution.</li> <li>• Staff welfare fund provides interest free loan.</li> <li>• Free transport facility.</li> <li>• 50% of the education fee of the children of the non teaching staff is given by the college.</li> <li>• Non teaching staff can avail loan up to Rs. 20,000 from management.</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Cauvery College Past Students Association (CAPSA) plays an active role towards students welfare. The contributions from the alumni are utilized towards payment of tuition fees for economically poor students.</li> <li>• Free lunch is sponsored by LEO club for needy students.</li> <li>• Birthday contribution fund is utilized for the payment of tuition fees for economically poor students.</li> <li>• KRT scholarship provides tuition fees for poor students.</li> </ul>

### 6.5 Total corpus fund generated

Departments	Club	Corpus fund (Rs)
Tamil	Bharathi Mandram	20,726
English	Aurora	40,293.50
S.W	Amity	10,691
BBA	Synergy	91,841
Com	Busy Bee	2,68,469
Maths	Bomac	80,809
Physics	Hale Bopp	36,063
Chemistry	Chemstar	20,091
Microbiology	Jenners	24,416
Biotechnology	Boliver's	30,487
Computer science	Comphaven	76,423
Information tech.	Innova	57,537
CA	Abacus	1,79,045
FSM&D	Hospitality	3945
<b>Total</b>		<b>9,40,836.50</b>

6.6 Whether annual financial audit has been done      Yes      ☒      No      ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	Head of the institution, Management and External IQAC Members
Administrative	Yes	Auditor	Yes	Management

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

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☒

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

- Students are guided for applying for revaluation.
- Grievances, if any, are registered through the head of the institution and are informed to the university.
- There is a provision for the students to obtain degree certificate through Thatkal system.

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

- Various workshops to get autonomous status are arranged by the University for the Heads of the institution.

6.11 Activities and support from the Alumni Association

- Cauvery College Past Students Association (CAPSA) is actively involved in many of the alumna activities. They are as follows,
- Organizing yearly alumna meeting for the whole college.
- Encourages individual departmental alumna meet.
- Inviting Alumni from various fields to address the students.
- First batch of B.sc., Maths students gathered on May 1<sup>ST</sup> 2013 and created an endowment fund to motivate academic ally excellent students.
- Identifies economically backward students and helps in their tuition fees.
- Exemplary and worthy students are identified and are made eligible for concession of full fees.
- Individual contributions from the alumna are awarded as prizes to toppers from the respective departments.
- Extension of books to needy students.

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

- Parent –Teachers meeting is held twice in a year, one with the management and another with the department faculty members.
- Constructive feed backs or recommendations are implemented.
- Leave particulars and academic performance of the students are kept informed to the parents.

#### 6.13 Development programmes for support staff

Faculty Development Programmes organized for supporting members include:

- Interpersonal skills
- Communication skills
- Safe usage of LPG
- Safe driving

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

- Saplings were given and were planted in the campus.
- “Go green” oath is taken by our students.
- Eco friendly tips are given to the students.
- Campus is declared as a plastic free zone.
- Awareness programmes on organic compost were given and a composting pit exists in the campus.
- Edible mushroom cultivation is done using agro waste substrates.
- Solar lights have been installed.
- To run library under solar energy is under implementation.

Two incinerators one worth 30 thousand and another worth 80 thousand installed in the campus.



## Criterion – VII

### 7. Innovations and Best Practices

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

- To make women assertive and to create awareness, a lecture series on **Empowerment of Women** has been organized.
- On-line purchase of literature, self-development and motivational books for the library.
- Quiz, Puzzle and creative writing competition for the students of all the departments based on the instruction given on the notice board and special prizes to the winners during Every Monday Morning Assembly.
- Syllabus oriented literary movies have been projected for the BA English Literature and PART II English students for the better understanding of the subject.
- Puppetry show was introduced in the Assembly highlighting the importance of counselling.
- The postgraduate students have practiced E-learning and also adopted for their project work.
- Students are encouraged to attend SPSS Workshop and are motivated by the staff members to apply the same in their project works.
- Using LCD for Astronomy subject to explain various living things in the universe using CD's and DVD's.
- Promoting research activities of students and faculty members by acquiring funds from sectors like UGC, TNSCST etc...
- The usage of digital library has improved the performance of the students.
- Every semester we conduct Tutor Ward System which helps staff members to know about student's personal problem.
- Additional certificate course conducted for students of other discipline.
- EMC International Certification voucher sponsorship in collaboration with ICT Academy of Tamil Nadu.
- A career oriented course entitled "Software Development Using Networks" was conducted under the sponsorship of UGC.
- Membership in Computer Society Of India.
- Membership in ICT Academy.
- Preparation of compost using vegetable waste.
- Cultivation of mushroom from agro waste.
- Staff members have acquired funds from UGC for the Minor Research Project and students were involved in the project to train them in research.
- The department of chemistry introduced Semi-micro Analysis technique for practical session in order to minimize the chemical wastages and also for eco- friendly environment.
- Students are motivated to present their ideas in Group Discussions related to the recent advances and societal issues relevant to the syllabus.
- Health mix incorporated with black rice for type- II diabetes mellitus
- Biscuits for juvenile Diabetes
- Functional food mix for cancer
- Low calorie flaxseed biscuits
- Introduction of DEL NET to facilitate e-learning

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

**ANNEXURE III**

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

**ANNEXURE IV**

7.4 Contribution to environmental awareness / protection

- Students were motivated to plant trees and Tulsi plants to create the environmental awareness.
- Verse writing competition for UG and PG English Literature students on ‘SAVE NATURE’
- An M.A Dissertation was done on Eco Criticism.
- V.Arthi of I B.A English won the second prize for her poem “ That Day the Earth Was All Green” in Verse Writing Competition held in St.Joseph’s College, Trichy.
- A Physics project for power Saving towards Environment Protection is done by our student.
- Innova Club conducted competition on 17.02.2014 “**Ecocraft**” for making useful things out of waste for motivating the students in environmental awareness.
- **Composting** – solid waste management (utilization of hostel vegetable waste and its conversion to manure).
- Cultivation of mushroom using plant waste and agro waste.
- We make the students to take oath to be eco-friendly and to protect nature.
- Plantation of air purifying plants (**tulsi. Aleovera** ). in the campus to protect the environment from air pollutants.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

- SWOC Analysis was done by an external Expert
- INSPIRE programme was conducted for 150 school students to pursue their higher education in science stream with the financial support of DST
- Minor projects were undertaken in various departments with the fund provided by UGC

### 8. Plans of institution for next year

S.No	Department	Plans for Next Year
1.	Tamil	<ul style="list-style-type: none"> <li>To Conduct Workshop</li> <li>To organize seminars.</li> <li>To publish papers in Books and in Journals.</li> </ul>
2.	English	<ul style="list-style-type: none"> <li>To become a Research Department.</li> <li>To Publish a book with ISBN number that comprises literary works of Staff and Students.</li> <li>To organize a National Seminar.</li> <li>To conduct Special Coaching Classes for the PG English Literature students to clear SET/NET examinations.</li> </ul>
3.	Social Work	<ul style="list-style-type: none"> <li>Training programme for the students on first aid will be initiated</li> <li>Certificate course on Counseling and Human Resource will be started</li> <li>To conduct a National Seminar</li> <li>Awareness programmes on social relevant themes will be organized in villages.</li> <li>To conduct skill development programmes for women in the adopted village.</li> </ul>
4.	Commerce	<ul style="list-style-type: none"> <li>Conducting Workshop on SPSS Package</li> <li>Organising seminars to create environmental awareness among students.</li> <li>Publishing Books and papers in high impact factor journals.</li> </ul>
5.	BBA	<ul style="list-style-type: none"> <li>Conducting National and International Seminars.</li> <li>Publishing Books in high impact factor journals.</li> <li>Staff members are entitled to do Mini Projects with UGC sponsorship.</li> </ul>
6.	Maths	<ul style="list-style-type: none"> <li>Workshop on SPSS Package</li> <li>National Level Seminar</li> <li>Staff members are entitled to do Mini Projects with UGC sponsorship.</li> </ul>
7.	Physics	<ul style="list-style-type: none"> <li>To promote as a Research Department.</li> <li>To improve the infrastructure facilities by procuring modern instruments</li> <li>To conduct Science Exhibition</li> <li>To start a new Add-On Certificate Course on Household Wiring.</li> <li>To encourage the faculty members to publish articles with High Impact Factor in International Journals and to publish more books.</li> </ul>
		<ul style="list-style-type: none"> <li>To encourage the faculty members to apply for Minor and Major Projects.</li> </ul>

8.	BCA	<ul style="list-style-type: none"> <li>• To encourage students and staff exchange programs with the foreign universities.</li> <li>• To encourage students and staff to apply for Nehru-Full Bright scholarship.</li> <li>• To conduct seminar/workshop/conferences in association with IEEE &amp; ACM.</li> <li>• Applying for Major Research projects.</li> <li>• EMC International Certification voucher sponsorship in collaboration with ICT Academy of Tamil Nadu.</li> </ul>
9.	CS	<ul style="list-style-type: none"> <li>• To conduct a National Conference</li> </ul>
10.	IT	<ul style="list-style-type: none"> <li>• Planning for the Research Department.</li> <li>• Additional Certificate course for students of other discipline.</li> <li>• Conducting workshop in collaboration with ICTACT</li> <li>• Publishing papers in High Impact Factor Journals.</li> </ul>
11.	Microbiology	<ul style="list-style-type: none"> <li>• To initiate more environmental awareness programmes.</li> <li>• To enhance the department with more facilities we plan to apply for funds from National And State Level Funding Agencies.</li> <li>• Promote Health Awareness Based Camps for students within the campus.</li> <li>• Provide greater attention to students by offering special coaching apart from the normal curriculum to face competitive exams.</li> <li>• To organize National Seminar/Workshop by acquiring funds</li> </ul>

12.	Biotech	<ul style="list-style-type: none"> <li>• To promote the research attitude among the students, we have planned to organize a National Seminar with the aid of funding agencies.</li> </ul>
13.	FSM&D	<ul style="list-style-type: none"> <li>• To have a Diet Counselling Cell and to conduct a Certificate Course.</li> </ul>
14	Library	<ul style="list-style-type: none"> <li>• To conduct Book Exhibition</li> <li>• To conduct a Seminar on e-learning</li> <li>• To install more number of computers for the better usage of Internet facility.</li> </ul>

**Management Plan:**

- 1. College Autonomy Initiation**
- 2. IAS, IPS – UPSC Examination coaching inside the campus**
- 3. Additional land purchase.**

***Name:*** Ms. H. Abirami

\_\_\_\_\_ -sd- \_\_\_\_\_

***Signature of the Coordinator, IQAC***

***Name:*** Dr. Mrs. V. Sujatha

\_\_\_\_\_ -sd- \_\_\_\_\_

***Signature of the Chairperson, IQAC***

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

## ANNEXURE I

### Calendar 2013-2014

Date	Days	June- 2013	No.of Working days
1	Saturday		
2	Sunday		
3	Monday		
4	Tuesday		
5	Wednesday		
6	Thursday		
7	Friday		
8	Saturday		
9	Sunday		
10	Monday		
11	Tuesday		
12	Wednesday	Commencement of II & III UG & PG Classes	1
13	Thursday		2
14	Friday		3
15	Saturday		4
16	Sunday		--
17	Monday		5
18	Tuesday		6
19	Wednesday		7
20	Thursday	Commencement of IUG Classes Freshers' Day	8
21	Friday		9
22	Saturday		10
23	Sunday		--
24	Monday		11
25	Tuesday		12
26	Wednesday		13
27	Thursday		14
28	Friday		15
29	Saturday		16
30	Sunday		--

Date	Days	July - 2013	No.of Working days
1	Monday		1
2	Tuesday		2
3	Wednesday		3
4	Thursday		4
5	Friday		5
6	Saturday		6
7	Sunday		--
8	Monday		7
9	Tuesday		8
10	Wednesday		9
11	Thursday		10
12	Friday		11
13	Saturday		12
14	Sunday		--
15	Monday		13
16	Tuesday		14
17	Wednesday		15
18	Thursday		16
19	Friday		17
20	Saturday		18
21	Sunday		--
22	Monday		19
23	Tuesday		20
24	Wednesday		21
25	Thursday		22
26	Friday		23
27	Saturday		24
28	Sunday		--
29	Monday		25
30	Tuesday		26
31	Wednesday	9.00 am to 12.00 pm	27



Date	Days	August - 2013	No. of Working days
1	Thursday		Holidays at Home
2	Friday		
3	Saturday	Adiperukku	
4	Sunday		
5	Monday		1
6	Tuesday	AdiAmavasai	2
7	Wednesday		3
8	Thursday		4
9	Friday	Ramzan	--
10	Saturday		5
11	Sunday		--
12	Monday		6
13	Tuesday		7
14	Wednesday		8
15	Thursday	Independence Day	--
16	Friday	VaralakshmiNombu	9
17	Saturday		10
18	Sunday		--
19	Monday		11
20	Tuesday		12
21	Wednesday	Mid Semester	13
22	Thursday	Mid Semester	14
23	Friday	Mid Semester	15
24	Saturday	Mid Semester	16
25	Sunday		--
26	Monday	Mid Semester	17
27	Tuesday	Mid Semester	18
28	Wednesday	Mid Semester, Krishna Jayanthi	19
29	Thursday	Mid Semester	20
30	Friday		21
31	Saturday		22

Date	Days	September - 2013	No. of Working days
1	Sunday		--
2	Monday		1
3	Tuesday		2
4	Wednesday		3
5	Thursday	Teacher's day	4
6	Friday		5
7	Saturday		Holidays at Home
8	Sunday		
9	Monday	Vinayakar Chathurthi	
10	Tuesday		
11	Wednesday		6
12	Thursday		7
13	Friday		8
14	Saturday		9
15	Sunday		--
16	Monday	Onam	10
17	Tuesday		11
18	Wednesday		12
19	Thursday		13
20	Friday		14
21	Saturday		15
22	Sunday		--
23	Monday		16
24	Tuesday		17
25	Wednesday		18
26	Thursday		19
27	Friday		20
28	Saturday		21
29	Sunday		--
30	Monday		22

Date	Days	October – 2013	No. of Working days
1	Tuesday		1
2	Wednesday	Gandhi Jayanthi	--
3	Thursday	Model Exam	2
4	Friday	Model Exam	3
5	Saturday	Model Exam	4
6	Sunday		--
7	Monday	Model Exam	5
8	Tuesday	Model Exam	6
9	Wednesday	Model Exam	7
10	Thursday	Model Exam	8
11	Friday	Model Exam	9
12	Saturday	9.00 am to 12.00 pm	10
13	Sunday	SaraswathiPooja	Holidays at Home
14	Monday	Vijayadhasami	
15	Tuesday		
16	Wednesday	Bakrid	11
17	Thursday	College Foundation Day	12
18	Friday		13
19	Saturday	Last Working Day	14
20	Sunday		--
21	Monday		
22	Tuesday		
23	Wednesday		
24	Thursday		
25	Friday		
26	Saturday		
27	Sunday		
28	Monday		
29	Tuesday		
30	Wednesday		
31	Thursday		

Date	Days	November – 2013	No. of Working days
1	Friday	University Examination begins	
2	Saturday	Deepavali	
3	Sunday		
4	Monday		
5	Tuesday		
6	Wednesday		
7	Thursday		
8	Friday		
9	Saturday		
10	Sunday		
11	Monday		
12	Tuesday		
13	Wednesday		
14	Thursday	Moharam	
15	Friday		
16	Saturday		
17	Sunday	KarthigaiDeepam	
18	Monday		
19	Tuesday		
20	Wednesday		
21	Thursday	College Reopens for Even Semester	1
22	Friday		2
23	Saturday		3
24	Sunday		--
25	Monday		4
26	Tuesday		5
27	Wednesday		6
28	Thursday		7
29	Friday		8
30	Saturday		9

Date	Days	December – 2013	No. of Working days
1	Sunday		--
2	Monday		1
3	Tuesday		2
4	Wednesday		3
5	Thursday		4
6	Friday		5
7	Saturday		6
8	Sunday		--
9	Monday		7
10	Tuesday		8
11	Wednesday		9
12	Thursday		10
13	Friday		11
14	Saturday		12
15	Sunday		--
16	Monday		13
17	Tuesday		14
18	Wednesday	Arudhra Dharsanam	15
19	Thursday		16
20	Friday		17
21	Saturday		18
22	Sunday		--
23	Monday	Triple fiesta	19
24	Tuesday		
25	Wednesday	Christmas	
26	Thursday		
27	Friday		
28	Saturday		
29	Sunday		
30	Monday		
31	Tuesday		

Date	Days	January – 2013	No. of Working days
1	Wednesday	New Year	--
2	Thursday	Cillege begins after Christma's Holidays	1
3	Friday		2
4	Saturday		3
5	Sunday		--
6	Monday		4
7	Tuesday		5
8	Wednesday		6
9	Thursday		7
10	Friday		8
11	Saturday	Vaikunda Ekadasi	9
12	Sunday		Holidays at home
13	Monday	Milad- Un- Nabi, Bogi	
14	Tuesday	Pongal	
15	Wednesday	Mattu Pongal	
16	Thursday	Thiruvalluvar day	
17	Friday		10
18	Saturday		11
19	Sunday		--
20	Monday		12
21	Tuesday		13
22	Wednesday		14
23	Thursday		15
24	Friday		16
25	Saturday		17
26	Sunday	Republic day	--
27	Monday		18
28	Tuesday		19
29	Wednesday		20
30	Thursday		21
31	Friday		22

Date	Days	February – 2013	No. of Working days
1	Saturday		1
2	Sunday		--
3	Monday		2
4	Tuesday		3
5	Wednesday		4
6	Thursday		5
7	Friday		6
8	Saturday		7
9	Sunday		--
10	Monday		8
11	Tuesday		9
12	Wednesday		10
13	Thursday		11
14	Friday		12
15	Saturday		13
16	Sunday		--
17	Monday		14
18	Tuesday		15
19	Wednesday		16
20	Thursday	Mid Semester	17
21	Friday	Mid Semester	18
22	Saturday	Mid Semester	19
23	Sunday		--
24	Monday	Mid Semester	20
25	Tuesday	Mid Semester	21
26	Wednesday	Mid Semester	22
27	Thursday	Mid Semester	23
28	Friday	Mid Semester	24

Date	Days	March – 2013	No. of Working days
1	Saturday		1
2	Sunday		Holidays at Home
3	Monday		
4	Tuesday		
5	Wednesday		2
6	Thursday		3
7	Friday		4
8	Saturday	Women's day	5
9	Sunday		--
10	Monday		6
11	Tuesday		7
12	Wednesday		8
13	Thursday		9
14	Friday		10
15	Saturday	Hostel Day	--
16	Sunday		--
17	Monday	Holi	11
18	Tuesday		12
19	Wednesday		13
20	Thursday		14
21	Friday		15
22	Saturday		16
23	Sunday		--
24	Monday		17
25	Tuesday		18
26	Wednesday		19
27	Thursday		20
28	Friday		21
29	Saturday		22
30	Sunday		--
31	Monday	Telugu New Year	--



Date	Days	April – 2013	No. of Working days
1	Tuesday		1
2	Wednesday		2
3	Thursday	Model Exam	3
4	Friday	Model Exam	4
5	Saturday	Model Exam	5
6	Sunday		--
7	Monday	Model Exam	6
8	Tuesday	Model Exam	7
9	Wednesday	Model Exam	8
10	Thursday	Model Exam	9
11	Friday	Model Exam	10
12	Saturday	Last Working Day	11
13	Sunday	Panguni Uthram	
14	Monday	Tamil New year	
15	Tuesday		
16	Wednesday		
17	Thursday		
18	Friday	Good Friday	
19	Saturday		
20	Sunday		
21	Monday		
22	Tuesday		
23	Wednesday		
24	Thursday		
25	Friday		
26	Saturday		
27	Sunday		
28	Monday		
29	Tuesday		
30	Wednesday		

## ANNEXURE II

### 3.25 No. of Extension activities organized – Any other

<b>HOSPITALITY CLUB – Dept. of FSM &amp;D</b>				
<b>S.NO</b>	<b>DATE</b>	<b>TOPIC</b>	<b>RESOURCE PERSON</b>	<b>BENEFICIARIES</b>
1.	19-07-2013	"Prevention of renal stone and renal failure"	Dr.G.Thirumal,MBBS, MS, MCH Urologist Chief civil surgeon in Govt. head quarters hospital , perambalur.	Students from Microbiology Dept. & Food Service Management & Dietetics participated 75
2.	08-07-2013	"Pediatric therapeutic diet"	Ms. Sheela Chellaya ,B.sc(Nursing), MA (Sociology), Family Counsellor and -Special educator, Trichy	Students from Bachelor Of Computer Application & Food Service Management & Dietetics participated 125
3.	08-08-2013	"Traditional food festival"	Ms Jayashree Muralidharan Trichy District Collector, at Kalaiarangam, Trichy.	General public, Self Help Groups (SHG), Students Of Catering College & Nutrition 1000
4.	16-08-2013	"Application of statistical analysis in nutrition and clinical findings"	Mr.M.R.Ramkumar,M.Sc (Statistics) Senior Statistician, Quintile Technology, Bangalore	Students from departments of Commerce and Food Service Management & Dietetics 80
5.	<b>Nutrition Week Celebration</b>			
	02-09-013	"Nutrition Education Programme"	Faculty members of department of food service management and dietetics	Students Of Cauvery College For Women 500
	02-09-013	"Miss Nutrition Competition"	<b>JUDGES:</b> (1) C.K.Hemalatha M.Sc, M.Phil, UGC-NET Assistant Professor Dept. of HOME Science Seethalakshmi Ramaswami College, Trichy (2)C.Anitha,M.Sc,M.Phil,Ph.D Assistant Professor Dept. of Home Science Seethalakshmi Ramaswami College Trichy	Students Of Cauvery College For Women 500

	03-09-2013	Food Stall, "Millet Feast"	<b>ORGANIZERS:</b> Ms. C.Roselin,M.sc & Ms. S.Fathima,M.sc,UGC-NET Assistant professors, Department of Food Service Management, Cauvery College for Women, Trichy	Students Of Cauvery College For Women
	05-09-2013	"One Day Nutrition Camp" at Sevai shanthi Matriculation Higher School, Petavathallai.  "Importance Of Nutrition In Good Health"	Ms. R.Athilakshmi, Head, Department of FSM&D Cauvery College For Women, Trichy	100 NSS Volunteers
	05-09-2013	"One Day Nutrition Camp" at Sevai Shanthi Matriculation Higher School, Pettavaithalai.  TOPIC-"Role of Millets in Healthy Life"	Ms. B.Thanuja & Ms. V.Kuralselvi, Assistant Professors, Department of Food Service Management, Cauvery College for Women, Trichy	Students Of Class XI 50
6.	28-02-2014	"Safe Usage of LPG – Audio Visual Presentation and Installation of Safety Tips Display Board"	Mr V Suresh Kumar, President, HP Gas Agency, Trichy Distributors Association, Trichy.	Teaching and Non – Teaching Staff Members of Cauvery College For Women 150
7.	02-03-2014	"Type I Diabetes Mellitus – Registry"	Dr.N.S.Prasad Dr.M.L..Balamurugan Dr.G.K.S.Sudhager Dr.V.Ravindranath	Patients with Juvenile Diabetes 50
<b>Department of Business Administration</b>				
8	1.10.13	Social Network Addiction	Mrs.Gayathri, Psychotic of Social Worker.	
9	3.12.13	Green Revolution	Prof.K.Balasubramaniam, CEO,Consultancy Agency,Trichy.	
10	4.12.13	Adolescent Health and Hygiene	Dr.A.Charmila, M.D, DGO, DFP, FICOG. Proprietor Adhiti Hospital,Trichy. & Parvathi Ayyavu, Fertility	

			Centre,Trichy.	
11	7.02.2014	Self- Defense	Mrs. Anbuselvi (Sub- Inspector of police)	
<b>Leo Club</b>				
12	29.7.2013	Mega Blood Screening Camp	PMJF. Lion. N. Muthusamy, Past Multiple Council Chairman, Lions Club	
13	29.7.2013	Leo club of Cauvery College For Women sponsored Rs. 500 towards old age home at Erode.	PMJF. Lion. N. Muthusamy, Past Multiple Council Chairman, Lions Club	
14	11.8.2013	Visit to old age home at kattur and sponsored rice bag.	MJF. Lion. N. Shanmugavel, District Governor , Lions Club, Dist. 324A2	
15	11.8.2013	Visit to blind school for girls at puthur	MJF. Lion. N. Shanmugavel, District Governor , Lions Club, Dist. 324A2	
16	11.8.2013	Visit to saranalayam old age home at pirattiyur and sponsored bed sheets rice bag.	MJF. Lion. N. Shanmugavel, District Governor , Lions Club, Dist. 3 4A2	
17	4.9.2013	Awareness programme on “Nutritional Guidance and Healthy Living”	Ms. R. Athilakshmi, Head, Department of FSM&D, Cauvery College For Women, Trichy.	
18	1.10.2013	Awareness programme on “Adolescent Health & hygiene	Dr. A. Charmila, Proprietrix, Aditi Hospital and Parvathy Ayavoo Fertility centre , TVS Tolgate, Trichy.	
19	05.12.2013	Mega Blood Donation Programme	Mr. K. Rengarajan, Secretary, Cauvery College For Women, Trichy.	
20	5.02.2014	“Eye Screening Camp” with AG Eye Hospital	MJF. Lion. N. Shanmugavel, District Governor , Lions Club, Dist. 324A2	
21	6.02.2014	“Dental Camp” at AKKV. Hr. Sec. School, Trichy with Punnagai Dental Care.	Lion. R. Murugan, Executive member, Reddy Educational Trust, Cauvery College For Women.	
22	7.02.2014	“Screening of Catract Patients and Free Eye Lens Fixing Camp” at samayapuram.	Lion. S. Theyagarajan, Lions Club of Trichy Rock City, Dist. 324-A2	
23	8.02.2014	Providing Breakfast to Old Age Home, Annai illam, Trichy.	Lion. T. R. Anantha Shankar, District Chairperson, Dist. 324-A2	

24	9.02.2014	“Visit to orphanage” Malligaipuram, Palakkarai, Trichy.	Lion.P. Sivaramakrishnan, President, Lions Club of Trichy Rock City, Dist. 324-A2	
25	10.02.2014	“Leadership workshop”	MJF.Lion. Prof. Ratna Natarajan, Past District Governor, Dist.324A4	
26	11.02.2014	“Art Out Of Waste Competition”	MJF.Lion. V.T. Bharathi, Past District Governor, Dist.324A2.	
27	20.08.2013	Role of mother in good parenting	Dr. Sathees Kumar, Consultant pediatrician, Trichy	30 members Sri Krishna clinic, Salai road, Trichy
28	29.08.2013	School Mental Health and ill Effects of alcoholism	K.Arun Stanely, Community Social work, AIIMS, Trichy	30 members National college Higher Secondary school, Trichy.
29	29.08.2013	Ante – natal care	Dr.Victoria Johnson, Obstetrics & gynecologist,	50 members Janet Nursing Home, Puthur, Trichy.
30	02.09.2013	Protection of children from sexual offences	A.Alber Manoharan, Project Co-ordinator, Child line, Trichy	100 members Girls Higher Secondary School, Srirangam, Trichy.
31	27.08.2013	Profile of youth in India	Dr.Arul Chellakumar, HOD, Department of Economics, Bharathidasan University, Trichy	45 members Sevai, Allur.
32	03.08.2013	Stress Management	Mr.D.Randeep Rajkumar, Consultant clinical psychologist, Rajeswari counseling & psychotherapy clinic, Trichy	45 members National college Higher Secondary school, Trichy.
33	22.08.2013	Health and Hygiene	Ms.P.Sangeetha, Pediatric counsellor (GH) Trichy	65 members Hope of the Hopeless, Uyyakondan Thirumalai, Trichy.
34	20.08.2013	Alcoholism and drug addiction	Ms.Banumathi, Counsellor, Khajamalai ladies association, trichy	50 members National college Higher Secondary school, Trichy.
35	02.09.2013	Gender sensitization	Dr. Suba. Bharathidasan University	35 members Thiruvallarai
36	02.09.2013	HIV/AIDS	Mr. Sethuraman,ICTC Counsellor, Thuraiyur Govt hospital	48 members Pulivalam
37	02.09.2013	Alcoholism and drug addiction	Mr.Muthu Kumar, MSW, SOCSEAD, Trichy	65 members Sevai Shanthi Matriculation School, Pettavaithalai
38	03.09.2013	Alcoholism and drug addiction	Mrs. Nallangal, Cousellor, SOCSEAD, Trichy	60 members, Govt. Boys School, Srirangam

39	16.09.2013	Gender sensitization	Mrs.Sheerin	45 members, Woraiyur
40	17.09.2013	HIV/AIDS	Ms.Backia Lakshmi, ICTC Counsellor, Govt Hospital , Trichy	53 members RC M iddle School, Woraiyur
41	17.09.2013	Anti dowry compaign	Mr.Vijayamani BA,BL	80 members, EVR College
42	17.09.2013	Anti dowry compaign	Ms. Rajalakshmi BA,BL	64 members, Govt Middle School, Thillapatti
44	29.07.2013	Screening of Blood	<b>PMJF Lion N. MUTHUSAMY</b> (Past Multiple Council Chairman)	127
45	05.12.2013	Blood Bank and Transfusion	<b>Dr. MERCY EVANGELIN</b> Blood Bank Officer, Mahatma Gandhi Government Hospital, Trichy	99
46	06.07.2013	Pets & Sets	Rtr.N.Suhashini & Rtr.R.Sujikala	Holy Cross College
47	21.07.2013	District Assembly	President, secretary & Board Of Directors	Diamond Hall
48	07.08.2013	Personality Development Programme	Prof.G.Balakrishnan, Former, Vice-Principal & Head, Dept, of English St,Joseph's College	Cauvery Hall
49	19.08.2013	Planning For Success A/C Seminar Hall	Mr.Jegadesan, BHEL, Trichy.	
50	25.08.2013	Top Notcher	Ms.B.Sruthy Baskeran (Best Performer) In Group Discussion	St.Joseph's College
51	31.08.2013 to 01.09.2013	TYSON	Ms.U.S.Kavitha (Best Speaker) Ms.T.Divya Priya (Best Performer) in Case Study	
52	01.09.2013	Zonal Forum	President, Secretary & Board Of Directors	Jamal Mohamed College
53	05.09.2013	Cultural Programme In Nss Camp	Cauvery College Students	Petavaythalai
54	28.09.2013	<b>We-Pro'13</b> Women In Profession Zonal Event	Rtn.S.Gopal District Governor, R.I.Dt.3000 Rtn.P.P.S.H.Afroze DRCC, R.I.Dt.3000 Rtn.V.V.Subramaniyan, Secretary Rotary club Of Mid- Town. Rtr.M.Rajagopal DRR,R.I.Dt.3000.	Cauvery College Auditorium

54	29.09.2013 to 02.10.2013	RYLA '13 Pegasus Institute For Excellence, Pondicherry.	B.Sruthy (Best Performer Award) in Talent Show & M.Sathiya Meera	
56	05.10.2013	Blood Donation Camp	HDFC Bank & Government General Hospital, Trichy.	<b>Cauvery College Auditorium</b> 100 Students
57	10.12.2013	Distribution Of Dictionaries	Thiru.Selvam, Head Master of Thiruvallarai School.	Thiruvallarai School
58	18.12.2013	X-Mas Celebration	Staff, Board Of Directors & School Students.	Servite Convent School. Melaputhur.
59	31.12.2013	An Awareness Programme On Health 1.Bmi-No To Esi 2.Diet To Double Life 3.Spell The Vegetable 4.Natural Beauty 5.Health Is Wealth 6.Tulasi Today 7.Cancer On Rounds 8.Health & Youngsters 9.Carve Veggies 10.Taste Enhance	Dr.A.Aarthy Thiru.K.Rengarajan, Secretary College Governing Council Dr.V.Sujatha, Principal, Cauvery College for Women All The H.O.Ds	
60	21.01.2014	Eye Camp & Communication Skills	Vasan Eye Care Hospital. Prof.G.Balakrishnan, Former Vice-Principal & Head, Dept, of English St, Joseph's College	AKKV SCHOOL
61	22.01.2014	Sweets Distribution	Staffs & Board Of Directors	BLIND SCHOOL, PUTHUR.
62	23.01.2014	Drawing & Speech Competition	Thiru.Selvam, Head Master of Thiruvallarai School.	Thiruvallarai School
63	24.01.2014	Health Awareness Programme	School students & Teachers	Cauvery College For Women
64	25.01.2014	Sports event & lunch sponsor	Staffs, Board Of Directors & School Students	Servite Convent School. Mellaputhur.
65	4.03.2014	Goal Setting	Rtn.V.V.Sanyasi Rao Past District Governor R.I.Dt.3020 & International Trainer, Member Managing Committee, FAPCCI(19982013) & Rtn.S.Gopal, District Governor, R.I.3000	Cauvery College Auditorium
66	13.08.2013	Role of youth in Protecting and Preserving the Environment	<b>Mr. J. Jeyanchandran</b> , State Secretary of Youth EXNORA, International, Trichy	Cauvery College for Women, Trichy.

67	20.08.2013	SAVE OUR MOTHER EARTH- Interschool Competition Cum Exhibition	<b>Mr. V. P.Dhandapani,</b> City Corporation Commissioner, Trichy	Cauvery College for Women in Auditorium
68	04.12.2013	TULSI PLANTATION- 250 Saplings in College Campus	<b>Dr. V. Sujatha,</b> Principal, Cauvery College for Women, Trichy <b>Mr. R. Swaminathan,</b> Treasurer, Global Green Growth Group, Trichy. <b>Mr. K. Sreenivasan,</b> PRO, Global Green Growth Group, Trichy.	Cauvery College for Women in the college campus
69	14.08.2013	Consumer awareness	Mrs.Rita Shanthakumar, Asst Prof of English, Cauvery Collegefor Women, Trichy	50 Students
70	25.09.2013	Consumer awareness	Dr.A.R.Gomathi Asst Prof of Tamil, Cauvery College for women, Trichy	100 Students
71	04.10.2013	Violation Against Consumer Rights	Mrs.Asiaa Thara Asst Prof of Tamil, Cauvery College for women, Trichy	50 Students
72	16.12.2013	Awareness of a Consumer	Ms.R.Athilakshmi, Head Department of FSM, Cauvery College, Trichy	45 Students
73	23.01.2014	Consumer protection	Dr.Amusu Asst Prof of Tamil, Cauvery College for women, Trichy	50 Students
74	07.02.2014	Consumer laws and rights	Dr.R.Seethalakshmi Asst Prof of Commerce, Cauvery College for women, Trichy	100 Students
75	10.1.2014	Cookery Workshop on Puff Making	Ms.Athilakshmi.	35 Students of EDC
76	17.2.2014	Jewellery Making	Ms.C.Kalyani.& Ms.Bala Vigneshwari II B.Com Students,Cauvery College for Women.	35 Students of EDC



### ANNEXURE III

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

S.No	Department	Action Taken Report
1.	Tamil	<ul style="list-style-type: none"> <li>Organised National level Seminar</li> <li>Staff members have published their papers in National and International Journals.</li> </ul>
2.	English	<ul style="list-style-type: none"> <li>Subject Expert Lectures for both UG and PG students of English Literature.</li> <li>UGC sponsored Career Oriented Programme for the UG students. This three level programme (Certificate Course for I UG students, Diploma Course for II UG students and Advanced Diploma Course for III UG students) facilitates students to get an additional certificate from UGC during their regular stream of course.</li> <li>To develop better English communication and to facilitate all the final year UG students of all the departments for placement, a special communication class has been included in the regular time table and made compulsory for all the students.</li> </ul>
3.	Commerce	<ul style="list-style-type: none"> <li>Organised National level Seminar</li> <li>Staff members have published their papers in National and International Journals.</li> <li>Staff members have cleared NET and SET Exam. - C.Subha, Asst.prof. in commerce. K.Shallika Akillandeshwari, Asst.prof. in commerce.</li> </ul>
4.	BBA	<ul style="list-style-type: none"> <li>Organized National level Seminar.</li> <li>Staff members have published their Papers in National and International Journals.</li> <li>Staff members have cleared NET and SET Exams.NET Exam – M.Neela (Asst.Prof of BBA) – June 2012 – Commerce, Dec 2012- Mgmt</li> </ul>

		<ul style="list-style-type: none"> <li>• SET Exam – R.Nalini (Asst.Prof of BBA)-Sep 2012-Commerce</li> <li>• NET Exam-J.TamilSelvi (HOD of BBA)-June 2013-Mgmt</li> </ul>
5.	BCA	<ul style="list-style-type: none"> <li>• Adding more Career oriented certificate courses like DTP, Tally, Web Publishing for other discipline students.</li> <li>• Motivating staff members and PG students to write SET, NET exams and to enroll for research.</li> <li>• Students are trained to attend various competitive examinations</li> </ul>
6.	IT	<ul style="list-style-type: none"> <li>• Based on the plan new certificate course is started</li> <li>• Staff members attended Workshop and bridge course conducted by ICT Academy of Tamil Nadu.(Refer to Annexure I and II)</li> </ul>
7.	Microbiology	<ul style="list-style-type: none"> <li>• I M.Sc students underwent summer training programme and submitted reports.</li> <li>• Students attended and participated in National level seminar.</li> <li>• Lectures by eminent resource persons were arranged for the students under the banner of Jenner's club.</li> <li>• Job/ research opportunities were informed and all the students have been placed.</li> <li>• Personality development programme was conducted.</li> <li>• The students have presented papers, posters in conferences and seminars along with publication inclusive of ISSN Nos.</li> <li>• M.Surutinaya have obtained rank in DMLT certificate course.</li> <li>• Training in Mushroom cultivation was successfully carried out which aims to develop entrepreneurs thereby enhancing the skill of self employment of science graduates.</li> <li>• Use of OHP and LCD for classes and records maintained in the form of CD and notebook entries.</li> </ul>
8.	FSM&D	<ul style="list-style-type: none"> <li>• <b>Plan of action</b></li> </ul>

		<ul style="list-style-type: none"> <li>• To create mass awareness on nutrition in urban and rural.</li> <li>• To inculcate the importance of millets and its uses to the public and our college students.</li> </ul> <p><b>Action taken</b></p> <ul style="list-style-type: none"> <li>• Special lectures based on nutrition and health, adolescent nutrition was given by the staff members of Food Service Management And Dietetics</li> </ul>
9	Library	<ul style="list-style-type: none"> <li>• Implementation of DEL NET</li> <li>• For the better access of more users five more new computers were installed in the library.</li> <li>• The Main Library is extended with Periodicals and Dissertations for the purpose of Reference.</li> <li>• New PG library is modified.</li> </ul>

#### ANNEXURE IV

- i. Individual Appreciation for the student and staff is done Monday Morning Assembly.
- ii. Common lunch for staff members to celebrate baby showering.
- iii. Counselling and Guidance to the students through Tutor Ward.
- iv. Final year students are motivated to take part in the campus interviews and to get University rank.
- v. Triple Fiesta –A Unique feature celebrating Unity in Diversity.
- vi. Tutor- Ward System and special counseling for the weak and needy students.
- vii. Students are motivated to attend seminars and present papers.
- viii. Students can take books from the Department Library to enrich their literary knowledge and enjoy literature.
- ix. Literary Quiz for the UG English Literature students as a part of their regular classroom learning.
- x. Essay Writing and Oratorical Contest in English for the fresher of all the departments by the English Literary Club - **AURORA**
- xi. Bi-annual release of Department Magazine **HERALD** which includes articles, drawings, poetry and other interesting information written by the students of all the departments.
- xii. Special Seminar session and Assignments for the students on Famous Literary Personalities and their Famous Works.
- xiii. Common lunch for staff members to celebrate baby showering
- xiv. During the club inauguration and valediction, students with various talents will be identified and those students will be honoured with mementoes.
- xv. In order to serve for the special people, stalls will be arranged inside the college in the name of “Sale in aid of Handicapped”.
- xvi. Blood Donation by Staff members.
- xvii. National seminar on “Current Trends in Material science and Nanostructured materials (CTMN-2013) was conducted with partial financial support from the management and TNSCST

- xviii. Faculty members published their papers in reputed international journals with high impact factor.
- xix. Faculty member has acquired financial support from UGC – minor research project.
- xx. Best Library Utilizer Award for UG and PG students – sponsored by Mr. Balasubramania Vagartha, Chennai.
- xxi. College Discipline Committee Students and Sports Committee students maintain Discipline throughout the year 2013-2014.
- xxii. Every Department is allotted turns to organize Monday Morning Assembly and to maintain Discipline throughout the week.
- xxiii. The Department maintains Grievances record to note the complaints of the students and Floor Incharge staff and in-turn rectifies the Grievances.
- xxiv. The Department provides ID cards for the students throughout the year 2013-2014.
- xxv. The allotment of the class rooms for the students is made during the beginning of every academic year.
- xxvi. Student Rest Room is maintained in the college for sick students to take rest to keep fit and healthy.