Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**TRANQUEBAR BISHOP MANIKAM LUTHERAN COLLEGE**
Name of the head of the Institution	**Dr. GENE GEORGE**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04364289426**
Mobile no.	**9444651352**
Registered Email	**tbmlcollege@gmail.com**
Alternate Email	**tbmlciqac@gmail.com**
Address	**Veerappa Pillai Street, Porayar - 609307**
City/Town	**Mayiladuthurai**
State/UT	**Tamil Nadu**
Pincode	**609307**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. S. JOHNSON JEYAKUMAR**
Phone no/Alternate Phone no.	**04364289426**
Mobile no.	**9442422539**
Registered Email	**drsjohnson@rediffmail.com**
Alternate Email	**siva.auc@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://tbmlcollege.ac.in/aqar/2017-2018.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://tbmlcollege.ac.in/academic_calendar.php

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Period To
1	**B+**	**76**	**2002**	**01-Oct-2002**	**30-Sep-2007**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**01-Jan-1970**

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
NAAC Revised Norms and	**02-Mar-2019**	**117**

Procedures	1	
View File		

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
NIL	NIL	NIL	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	1
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	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

1. New Infrastructural developments were carried out, like Service Roads, Girl's Retiring Room, Boy's Retiring Room and a new block for the English Department. 2. A quality Enhancement programme was organised for the benefit of teaching faculty. 3. IQAC Assistance Coordinators attended a two days workshop on "NAAC Revised Norms and Procedures organized by Bharathiar University, Coimbatore to implement the same in the institution. 4. A one day workshop on "NAAC revised Norms and Procedures" was conducted by IQAC to all the teaching faculty of the institution to update their knowledge regarding NAAC preparatory work. 5. NAAC Documentation work has been carried out by various departments of the institution under the guidance of IQAC.

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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
It has been decided by IQAC to conduct a faculty workshop in connection with NAAC Revised norms and Procedures.	A one day faculty workshop have been organised by IQAC on "NAAC Revised norms and Procedures" on 02.03.2019.
IQAC recommends to construct New Block for English Department near Physics Block in the campus.	It was approved by the management and the steps were taken.
IQAC insisted all the faculty members to update their academic performance as per NAAC Revised norms and Procedures	Workshops Attended by IQAC members IQAC Assistant Coordinator Dr. S. Sivabalan attended oneday Orientation workshop on "Accrediting the Unaccredited Institutions in South Eastern Region", Organised by UGC, South Eastern Regional Office, Hyderabad NAAC, Bangalore on 1st October, 2018 at Dr. B.R. Ambedkar Open University, Jubilee Hills, Hyderabad. IQAC Assistant Coordinators Dr. S. Sivabalan and Dr. R. Irene Hepzibah attended twoday workshop on "Revised NAAC Norms and Procedures", Organised by Bharathiar University, Coimbatore during 26th – 27th October 2018 at Bharathiar University, Coimbatore. Dr. Merlin Priyanka attended twoday National Seminar on "Best Practices of Top NAACAccredited Institutions" Organised by Annamalai University during 30th – 31st January 2019 at Annamalai University, Chidambaram.
IQAC recommends conducting welfare activities and innovative practices in the college campus.	It was carried out successfully in our institution.
Overall monitoring of career guidance and counseling systems, placements services and skill development programmes were done.	Many of the departments organized skill development programmes.
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14. Whether AQAR was placed before statutory body ? — Yes

Name of Statutory Body	Meeting Date
The Quality Advisory Committee (IQAC)	28-Oct-2021

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	2018
Date of Submission	12-Dec-2018
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

Planning is bringing the future into the Present, so that you can do something about it now. The syllabus and curriculum for choice based credit system were well framed and intimated to the college in advance by Bharathidasan University. As our College is an affiliated College, under the Bharathidasan University, It helps the college to plan and adopt various academic programmes department wise and can design a realistic Academic planner. In the beginning of the semester the Department has adequate time to plan strategies and mechanism for delivery for syllabi. IQAC prepares an advance academic calendar well including all the plans, programmes with the finer details. As a consequence, an ample provision can be given to the faculty members to plan, prepare, discuss and document their lesson plan and it is motivated by the institution to impart the lesson through digital mode using smart classrooms. Since our College is in on rural setup the faculty members focus on the needs of slow learners and first generation learners by giving Special Coaching, and remedial classes. Staff members were also encouraged by the college to attend various courses, Seminars and Conferences to update their knowledge on their topics of concern and also to get updated on various innovative teaching methods. IQAC plays a monitoring role between the decision makers and the executives. Strict adherence is encouraged all through besides reporting the documentation procedure supported by IQAC .

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NIL	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year		
	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
00	Nill	0
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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
Nill	NIL	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Getting feedback from the stake holders is still a cumbersome. Even after a couple of years past, the response of our feedback efforts are moderate only. Taking up on this limitations, we have envisaged to analyse and utilize the outcomes for overall development of the institution. With the available data from the feedback of parents, Teachers, Students and Management a systematic analysis was made and some useful conclusions were obtained as explained below. 1. Academics: A positive feedback by the stake holders towards academics activities were received because of the great efforts of our faculty team and also due to the Bridge Course and remedial programs. 2. Academic Aspects: Installed smart classroom facilities with ICT equipment and also the availability of adequate wifi facilities for learning helped the students for a better learning. 3. Infrastructural Aspects: As the problem was immediately addressed by the management on (RO) drinking water systems and restroom facilities were established at all the blocks. The students exposed their satisfaction on the aspects. 4. Infrastructure: Girls are making use of place of resting with all the necessary amenities and our Green Campus give an a peaceful mindset for the young minds. 5. Personality Development Aspects: Various skill development and personality development courses were suggested. All the departments have to planned for short term certificate courses on these subjects with the minimum financial requirements. Almost all the departments had taken this challenge and planned to excel. 6. Skill Development: IQAC and Career Development Cell also organized courses of these kind. The department with minimum financial requirements has excelled more effectively. 7. Administrative Aspects: Very useful were derived from the feedback towards

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	Nill	57
BSc	COMPUTER SCIENCE	30	Nill	30
BCom	COMMERCE	60	Nill	57
BA	HISTORY	50	Nill	46
[View File](#)				

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
2018	476	121	10	115	125

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	Numberof smart classrooms	E-resources and techniques used
125	125	7	11	0	0
[View File of ICT Tools and resources](#)					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

To help the students to develop personal and professional skills, along with IQAC, a mentor-mentee cell has been created to coordinate the activities of mentors available all through the institution. IQAC and the counseling departments train the mentors for better handling of mentees. 15 mentees were given to a mentor and a complete profile of each mentees prepared and an orientation program was given in the beginning of the year on the culture of our college. Departments will allot the Students to the mentors. Then the mentor will start collecting the information about their wards. The student profile includes almost all the required information on a particular student. The mentor will study the academic, social, financial and emotional status of the students and some plans for handling the students will be evolved. The mentor identifies the strength and weakness of the wards and helps them to overcome their weakness and to move positive and participate in the co-curricular and extracurricular activities. They have also created contacts of the parents of their mentors to discuss the progress and or any other matter as and which needed. As per UGC guidance the mentor-mentee cell was continuously helped the mentees to improve their personal and professional skills.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio

597	125	1:5

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
69	65	4	9	52

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
Nill	NIL	Nill	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
<td colspan="5" align="center">**No Data Entered/Not Applicable !!!**</td>

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The courses offered under both UG and PG schemes follow a well framed continuous internal evaluation system. For each paper, a separate CIE record will be issued at the beginning of every semester along with the Academic Calendar. Model Exams, Mid – Semester, Class Test, Assignment, Seminars and Quiz. The internal mark is awarded based on the components and recorded in CIE record issued for each paper at the beginning of the classes itself. Mid – Semesters and Model Exams are conducted by the committee constituted by the college for conducting University exams. From the feedback received from the Students and Staff, the following reforms were initiated this year. 1. Preparation of a question bank for each paper in chapter wise as per the University model. 2. Result analysis is made after Mid – semester and the student performance is noted. Remedial classes are conducted for the below average and average students and their encouraged to take an important examination. 3. As requested by the Staff members, academic, infrastructural and Welfare facilities were ensured during the Extra Coaching Classes, Invigilation works and Valuation works. 4. The staff members requirements are addressed by the management interms of infrastructure, academic requirements and welfare facilities during invigilation, valuation and extra coaching classes. 5. The CIE is displayed and recorded regularly and available for reference.

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

It is Customary that the college is preparing an Academic calendar every year for the past 15 years well in advance which includes all the Academic Plans programmes working day days to remember notification days etc. Normal working

days and holidays will be included in the academic calendar. Also Internal Examinations, Model Examination, Submission Of Assessment Report, Functions, Celebrations everything will be covered in the Academic Calendar. Normally in our college we are planning two common Internal Examinations one is known as Mid – Semester Examinations and other one is known as Model Examination. Mid Semester is examination is at the middle of the semester and the Model Examination will be at the end of the semester. Every semester an examination committee will be formed and that committee will be given responsibility to make all the process ready for the examinations also they are instructed to conduct CIA examination also after this. The normal procedure of adopting the Academic Calendar got three steps: 1. A draft calendar is prepared by IQAC taking into consideration all the elements that are to be included and this will be placed before the Heads meeting and Academic Council of the college. 2. And the Academic Council will scrutinize and give suggestions for the improvement. 3. The final programme will be finalized in consideration with the team Management considering the administration of the college. After crossing this three stages the Academic Calendar will be published and it given to all the students and staff members. Principal and IQAC will monitor the proper implementation of the contents of the Academic Calendar all through the year whenever it is necessary it will alert prompt or guide the concern people for the better implementation of the academic plan. In addition to the regular academic programme the Academic Calendar will also contain functions, programmes that are to be organized by various departments and service organizations. Without disturbing the main line of an Academic activities the events towards the over all development of the college as well as the students are implemented. Thereby the Academic Calendar will serve its every purpose of prepared and attended.

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.bdu.ac.in/cells/iqac/programme-course-outcomes.php

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
Nill	BSc	MATHEMATICS	43	42	98
Nill	MSc	MATHEMATICS	14	13	93
Nill	BA	ENGLISH	51	51	100
Nill	BSc	ZOOLOGY	31	31	100
Nill	BCom	COMMERCE	53	50	94
Nill	BBA	BUSINESS ADMINSTRATION	30	29	97
Nill	BCom	COPERATION	44	38	90

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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)

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
Nill	Nill	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
NIL	NIL	

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
NIL	NIL	NIL	Nill	NIL

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill

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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
MATHEMATICS	9
PHYSICS	2
COOPERATION	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	CHEMISTRY	6	Nill
International	COMMERCE	4	Nill
International	HISTORY	6	Nill
International	MATHEMATICS	52	Nill
International	PHYSICS	25	Nill

International	ZOOLOGY	17	Nill

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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
NIL	0

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
A Combinatorial Approach to Decide Initial Root Value for the Solution of Non-linear System of Equations	GananathanRamaiya, Sulaiman.S.M and Irene Hepzibah.R	IOP Journal of Physics: Conference Series.	2018	Nill	TBML COLLEGE, PORAYAR	Nill
A New Solvable Procedure for Fuzzy Linear Complementarity Problem with Symmetric Trapezoidal Intuitionistic Fuzzy Numbers Approach	Irene Hepzibah.R., Sophia Porchelvi and Umamaheswari.M	International Journal of Pure and Applied Mathematics	2018	Nill	TBML COLLEGE, PORAYAR	Nill

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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
Structural, optical, mechanical and	H. Jude LeonardHilary, P.Dhamodharan ,P.C. Jobe	Physica B: Condensed Matter	2019	Nill	Nill	T.B.M.L College, Porayar

dielectric property studies of adduct single crystal 2, 4,6-trinit robenzene-1,3-diol-2 -methylimi dazole: A spectrosco pic and th eoretical approach	Prabakar, A. Christy Ferdin and, S.Thi yagaraj, N.Moorthy						
Molecular analyses using FT-IR, FT-Raman and UV spectral i nvestigati on quantum chemical c alculation s of dimethyl phthalate	G.Nagesw ari, Gene George , S .Ramalinga m, M.Govin darajan	Internat ional Journal Of Scientific Research in science and Technology	2019	Nill	Nill		T.B.M.L College, Porayar

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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/Semi nars/Workshops	11	11	5	13

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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
Abdul Kalam Memorial Day	NSS	3	100
Hospital cleaning activity	NSS Units of T.B.M.L College Lions Club Porayar.	3	100
International Coastal Cleaning Day	NSS Units of T.B.M.L College/YRC/RRC/ STUDENTS EXNORA/Multipurpose	7	150

Club		
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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
NIL	NIL	NIL	Nill

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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 activites	Number of students participated in such activites
Hospital cleaning activity	NSS Units of T.B.M.L College Lions Club Porayar.	Hospital cleaning activity	3	50

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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
NIL	NIL	NIL	Nill

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nill	Nill	NIL

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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
Intech Industry – Chennai	08/06/2018	ENHANCING KNOWLEDGE, SKILL DEVELOPMENT, FIELD VISIT, PLACEMENT AND RELATED SERVIES	5

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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
100	95

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Newly Added
Class rooms	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Others	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
NIL	Nill	NIL	2022

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill
No file uploaded.			

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	55	35	0	0	0	10	10	0	0
Added	0	0	0	0	0	0	0	0	0
Total	55	35	0	0	0	10	10	0	0

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

1 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nill

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
4	4.08	18	17.6

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)

The standard operating procedures are always helpful in maintaining the well-being of the institution and the stake holders and of the quality of education provided to the children. There are various components in the campus which are maintaining exclusive SOP's and here are some of the systems and SOP's. 1. Laboratory: At all science laboratories, an exclusive SOP is being maintained by the staff members responsible to that particular lab. In the administrative point of view, maintenance of records, maintenance of instruments, maintenance of devices, maintenance of surroundings are taken care by the Heads of the departments and staff incharge of the lab and lab assistants. On the other hand, the lab assistants will look after the maintenance of instrument calibration, repairing and regular service. Also there are procedures for the disposal of used or expired instruments and chemicals wastes. There is a list of instructions displayed and provided to every student on how to conduct at the laboratory. Though it varies from laboratory to laboratory, there is a SOP maintained exclusively for particular lab. 2.Library: While issuing the library token, every student in a class will be provided with a list of instructions by the librarian. That instruction includes the working time of the library, entry time, entry procedures, presentation of lending of books, getting no-dues form and returning of books, extension of books everything. Also, there is a procedure to register a proper account on the visitors from within the institution or from outside the institution on daily basis. Students are also given instructions to maintain a silence at the reading room as well as in the reference room. 3.Sports: Sports as a common point where all the department students are meeting. The departments of Physical Education has its own SOP, and that the SOP includes the activities on ground and off ground. At the same time there is a separate instruction set for maintaining things and records at the Physical Education department itself. 4.Computers: As we have many computer courses, we have established a Centralized Computer laboratory with adequate number of computers and other the infrastructural facilities. There are strict rules to be followed at computer laboratory which is displayed in the computer laboratory itself. Also the procedure for computer maintenance, procedure for updating, procedures for purchase, etc, everything is laid down and monitor by the Head of the department for the strict compliance. 5.Classrooms: Our college is utilizing the rooms to their best. No room is kept unutilized, as because there are standard procedures, practices and policies utilize the classroom and to maintain them. Classrooms are provided with proper seating, lighting, ventilation and teaching aid facilities. The students are also instructed to be mindful when interacting with the classroom facilities. Very specially they are motivated to have awareness on the energy conservation by switching of electricity when not in use.

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	Endowments	46	56500
Financial Support from Other Sources			
a) National	Government scholarship	1339	7159731
b)International	Nill	Nill	Nill
[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 implemetation	Number of students enrolled	Agencies involved
NIL	Nill	0	NIL
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
Nill	NIL	0	0	0	0
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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
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	NIL	0	0
[View File](#)					

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

Year	Number of students	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme

	enrolling into higher education				admitted to
2018	15	T.B.M.L. College, Porayar - 609 307.	ENGLISH	T.B.M.L. College, Porayar - 609 307.	M.A. ENGLISH
2018	2	T.B.M.L. College, Porayar - 609 307.	CHEMISTRY	SRI KRISHNA COLLEGE OF EDUCATION PORAYAR	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
Nill	0
No file uploaded.	

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

Activity	Level	Number of Participants
SPORTS DAY	COLLEGE	50
SINGING	COLLEGE	20
ART FROM WASTE	COLLEGE	10
[View File](#)		

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
2018	NIL	Nill	Nill	Nill	Nill	00
No file uploaded.						

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

In order to maintain a conducive atmosphere for the teachers as well as students, the college is believing that the participation of students at various decision making bodies is essential. In that lines, at various committees, students were included as representatives both in academic and non academic bodies. Also, their suggestions, their voices are given adequate weightage before deciding any thing in the college. In the special case the college is always having a policy to accommodate students in Anti Ragging Committee, Anti Ragging Squared, IQAC, Hostel Administration and in all other committees. It also include the participation of students in Welfare Committee, Counselling Committee, Discipline Committee, Finance Committee and to a big extend in the carrier guidance committee. Besides, there are lot of opportunity given for the students to participate in the decision making system as office barriers in NSS, NCC, YRC, Red Ribbon Club and other Service Organizations. In the core academic part, the participation of the students are ensured by giving them responsibilities like Class representative and Department secretary. Above

all whenever issues raised by the students and complaints lodged by the students, their representatives will be included in the problem solving process. This will also give confidence to the student to work more effectively and be a strong supporter to the implementation of the decision taken by the management.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

00

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)

In the academic year 2018- 2019 various efforts were taken to make the administration as the centralized and to have intrusive decision making by adopting a participative management principle. Thereby the following team activities are reported which are considered as a most significant in the year on report. 1. Standing committees on various activities 2. Students participation in organizing various constitutes 1. Standing committees on various activities In the academic year 2018-2019 there are 14 different committees were constituted to look after the various activities of the college. All the committees were allowed to take their own decision and mode of conducting the activity or function and deciding on the budget requirements. The decisions taken by such committees are presented to management and management accepted all the decisions of the committees and extended support for the best implementation of such activities. There are nearly 14 committees constituted for this purpose they are 1. Admission Planning Committee 2. Admission Supporting Committee 3. Discipline Committee 4. Students Welfare Committee to monitor the few new scheme provided by the college. 5. Graduation Committee 6. College Day Committee 7. Endowment Committee 8. Fine Arts Committee 9. Heritage Festival Committee 10. Blood Donation Committee 11. Green Campus Committee 12. Teacher's Day Celebrations Committee 13. Mess Committee for Hostels 14. Event Management Committee Committee priced of staff members both from teaching and non teaching stream and also students in various departments. As the management has given full autonomy to the committees constituted the committees performed in an excellent way there by institutions prime of the centralization as achieved in a successful way. 2.Students participation in organizing various constitutes Primarily there are two functions exclusively dedicated to the students to organize 1.Euphoria Linguistic cultural function of the college organized by department of English. The students from other department were also joined together and constituted in the organizing committee, the Entire process were designed and realized by that students committee. Students involved in very excellent way in contributing towards the event management system, financial management system, discipline

management system and so hospitality system everything. And a whole team of the students along with the staff members were also concentrated in the organizing and monitoring the content of the programme. Not only our college students but also students from the other institutions like neighboring schools, neighboring colleges are also participated and benefited out of this. Next function is fully organized by students Ziegenbalg Tamil Peravai / Muthamizh vizha is a exclusive function organized by the college through department of Tamil . As our college is established on the land of first established printing machine in India kaduthasipattarai by the Lutheran German Missionary Rev. Ziegenbalg . Our Tamil association is named as Ziegenbalg Tamil Peravai. Every year used to conduct Tamil festival in the banner of Ziegenbalg Tamil Peravai that will in campus all the three streams of Tamil language Iyal, Isai, Nadagam, (literature, music and drama theatrical events). So in our function also all the three streams were incorporated

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

<div align="center">No</div>

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	This report year a new system was introduced in the college for improving the stand of curriculum and teaching learning process. The new system is known as Outcome Based Learning System (OBLS) as per the system the available University Syllabus formed by the board of studies of the university is taken as resource and content and teachers were encouraged to involved it outcome based learning systems. There were different trainings were given to create Programme Outcomes (POS) and Course Outcomes (COS) also an attempt to train the staff members to design learning outcomes. So by having Learning Outcomes, Programme Outcomes and Course Outcomes overall improvement has made in the obvious outcome based learning system. Thereby the development of curriculum process of the college.
Teaching and Learning	As we have adopted OBL System this year, the students and staff members were encouraged to exploit various internet based web tools. Staff members are given exposure to download various ICT materials from internet webs on different websites, the Presentation formats, Accounting formats, Thesis writing formats, Project proposal formats, Laboratory reporting formats everything was exposed to the students as well as the staff members and the students were also encouraged to search

	the internet system in finding out various ICT facilities, literature facilities available in the world wide website. So by using this internet access system, web access system a remarkable improvement has made in the teaching learning system this year.
Examination and Evaluation	As usual this year we have concentrated on conducting different types of tests and examinations in a systematic way. Departments were encouraged to conduct class tests and announce the test problem solving sessions and unit tests. One Mid Semester Examination is conducted at the middle of the semester the model examination is conducted in the end of the academic year. Students responses at Mid Semester and Model examination was exceptionally good because they were aware of the fact that the marks taken at the Mid Semester model examination is given a weightage in CIE marks. Systematic conducting of the Mid Semester examination as well as Model Examination conducted by the Department of History this year. They have also taken responsibility of the Examination Invigilation duties, Paper evaluation duties and other Examination organization duties.
Research and Development	IQAC has taken serious efforts to impact quality in research in the college. As and when it is published, IQAC has shared the UGC Care list, Scopus list, Web of science list to the Research Advisors and Scholars. Many research scholars and research advisors were encouraged to publish papers in peer reviewed, quality journals. Also department-wise meetings were conducted / organized to give the fundamental idea about the quality of the research publication, h-index, citation index, Google Scholar Scoring and matters related to quality publication of the Research articles. Also this year, we have also encouraged the students to present papers in Seminars and the Best paper presentation was also rewarded accordingly.
Library, ICT and Physical Infrastructure / Instrumentation	In the academic year 2018-2019, the need for creating ICT enriched Smart rooms was felt very much. As many of our Students, Research Scholars and staff members attending the courses and seminars outside state and from various

	other big Universities, insisted the management to go for establishment of smart rooms, so it is decided to establish Smart Classrooms cum High Tech Hall advanced ICT facilities this year. IQAC has made the proposals for establishing ICT based Smart rooms at two different places one for Faculty of Humanities and one meant for Faculty of Science. Keeping the ambience of the campus mind proposal for Green Campus Project was also got initiated in this year, and initial works towards the establishment of gardens, lawns, landscape and other green campus efforts were started this year.
Human Resource Management	This year of reporting various teaching and non-teaching appointments were made in different departments and thereby fulfilled the existing vacancies both of the academic side as well as the administrative side. 7 teaching appointments at different faculties and 5 non-teaching appointments the administrative section made this year. 2 new heads were also promoted in this year. In the middle of the year the new management were taken charge of the administrative affairs thereby policy decisions, financial decisions were also revised for the benefit of staff as well students
Industry Interaction / Collaboration	The Department of Cooperation, the Department of Commerce and the Department of Zoology were endeavored to collaborate with the Industry outside the institution. Cooperation Department engaged deployed students at various cooperative financial institutions and cooperative organizations towards account maintaining, personal management and ICT updating. Commerce Department encouraged students to learn various financial decision making audit arrangements and different economical aspects with commercial banks as well as with other industrial outlets. Finally the Zoology department has entered into some arrangement with nearby seashore villages to engage the students of Zoology both Post Graduate level and Research level towards conducting the feasibility study on various Aqua culture and Aqua processing jobs.
Admission of Students	This year also two different

strategies were incorporated in the view of improving the admission standard in the college. From the recommendation of the admission committee and full filling the long term desire of the students as well as the staff of the college, two students' buses were apart this year for the college. Let us given a boon to the admission process. So the buses were rolled on the roads and that itself created the confident on the parents of the fresher's and the admission percentage increased remarkably due to the induction of bus service to the college. A special drive of admission campaign was held out this year using the alumni of our college. From the survey we understood that our college alumni are working as Headmasters, Principals and Teachers in various institution around porayar. So they were all met by a special team and given this responsibilities and there by those alumni were acted as ambassadors of the college and helped the admission derive to perish.

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

E-governace area	Details
No Data Entered/Not Applicable !!!	

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
Nill	**NIL**	**NIL**	**NIL**	**0**
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	**NIL**	**NIL**	**Nill**	**Nill**	**0**	**0**
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 Course	2	25/09/2018	15/10/2018	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
9	9	5	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
CPS, Medical Insurance	CPS, Medical Insurance	Manna Scheme (Providing Meal for Students)

6.4 – Financial Management and Resource Mobilization

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

It is our routine Procedure for the college to conduct financial audits both internal as well as external every year. Following these studies in this year the internal audit was made by the college accounting team headed by Bursar of the College. The Bursar along with the Accountant and the Accounts Department Staff members organized all the registers, cashbooks and related documents and made transparent internal auditing. Hiring from the external agencies for external auditing this year also we have requested the Bernard co auditors from Mayiladuthurai to overseas to conduct the external audit for our college. They have sent senior experienced auditors and the auditing was done in a meticulously sincere way. Thereby the two reports from the external auditing system and internal auditing system were placed before the counting board of the college and the following things were planned accordingly.

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
NIL	0	Nill

No file uploaded.

6.4.3 – Total corpus fund generated

000

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	NIL	Yes	Principal
Administrative	Yes	Bernard and Co Auditors from	Yes	Bursar

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

Activities and support from Parents Teachers Association to initiate the functioning of Parent Teacher Association in our college. Departments were encouraged preliminary parents teachers meeting at various states and it was imported that nearly 6 department have conducted parent's teachers meetings and made the ground work for creating the parents teachers Association in this college. Anyway, as there is no organizing Parents Teachers Association functioning in our college, there is no function activities available to report in this college.

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

The benefit of previously created enrolment for the children of supporting staff study in our institution was given to three children of our staff members. This was greatful for them. Also Special remuneration for the staff members worked over time as well as extra work has been given properly. All the supporting staff we given festival advance according to their celebration time. Finally counselling and guidance were continuously given to the non-teaching staff, working at the administrative office, labs, library, stores as have been their required and financial, as well as psychological support were also given to the staff members as well as to families has been required.

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

As the previous accreditation was held long back, the remarks of the accreditation were already attended and so there is nothing in this year on this aspect.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	Nill
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	A ONE DAY WORKSHOP ON REVISED NAAC NORMS AND PROCEDURES	02/03/2019	Nill	Nill	117
No file uploaded.					

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

NIL	Nill	Nill	Nill	Nill

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
Nill	No	0

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
Nill	Nill	Nill	Nill	00	Nill	Nill	Nill

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)
HANDBOOK	Nill	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	Nil	Nil	Nil

No file uploaded.

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

NIL

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

As our college is situated in a rural remote economically backward area. The main support required by the Student community is on financial aspects. In this regard two important things were carried out as below: Manna scheme: Manna scheme is an exclusive scheme established and practiced in our college to provide one time meal at all working days to the students travelling from a long distance and coming from a very poor background. In this project all the staff members are contributing from their own voluntarily and that contribution amounts to 30000 per month. In every month nearly 120 students benefited out of the scheme and the total expenditure for the previous year is around 250000 rupees. Support for Students: Many of our students are excellent in studies but need some sort of financial help. For supporting them there are nearly fifty endowments created and maintained in the college, with a total worth of rupees 19 lakhs. These endowments cover almost all the departments and all the deserving students who are with the requirements to support them in studies as well as the extracurricular activities. Every year nearly 1.2 lakhs are spent for this aspect.

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

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

The vision of our college has accommodated seven distinctive areas to make the student community equipped for the brave New World. the Institution has performed distinctively in one area of its vision giving priority and thrust both quantitative as well as qualitatively. That Prime aspect is "Gender Equality", our college is now dominated by girl students to the extent of 70 against 30 of boys. Still as girls are hailing from remote rural, downtrodden backgrounds, practicing gender equity and establishing gender justice are very much lagging. To mitigate this situation the college has convened the Women Cell of the college. The coordinator, Dr.B.Kavitha Assistant Professor of Chemistry and the women cell team has planned many programmes. For an extended reach of this concept, women cell has organized many programs on this thrust area and given wide exposure to many students. College encouraged the participation of girl students in Cultural activities, Fine Arts performances, Social service activities and talent expositions . This year we have given more representations to girl students in various committees formed in the college, thereby increasing the participation of girl students in decision making. Girls students also participated in many decision making systems like IQAC, Anti Ragging cell committee and Sports captainship. Special attention has been given to the students who are coming from long distance, by providing them food by Manna scheme. Nearly 70 of Manna beneficiaries are girls students. Endowment beneficiaries also have more from girls students. Such a long time effort resulted in a unique University rank holders list, as out of 14 rank holders 13 are girls students. To create confidence in the mind of girls students various self reliant, value added courses were conducted in the campus giving priority to the girls. Particularly, the courses like lab technician course, tourism and travel management, computerized accounting, mushroom culture, sericulture, apiculture and preparation for competitive examinations were helpful to the girls students to achieve the vision of the college in gender justice.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

It has been decided in consultation with management and academic staff council, the college has the following plans for the Academic year 2019-2020. 1. An indoor stadium has been planned with the possible funding of UGC. 2. Spacious vehicles (Both Cars and Two Wheelers) parking area is planned for the students and staff. 3. Establishment of Smart Class Rooms for Science and Arts students separately. 4. Construction of Ramps for Wheel Chair at all the academic blocks. 5. Planned to construct a new building for Main Block. 6. Planned to provide transport facility to remote students (Bus facility)