

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)*

2015-16

I. Details of the Institution

1.1 Name of the Institution

D.K.M.COLLEGE FOR WOMEN

1.2 Address Line 1

Sainathapuram

Address Line 2

Vellore

City/Town

Vellore

State

Tamil Nadu

Pin Code

632 001

Institution e-mail address

info@dkmcollege.org

Contact Nos.

0416-2263600

Name of the Head of the Institution:

Dr. P.N. Sudha

Tel. No. with STD Code:

0416-2263600

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

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)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	-	2002	2008 -09
2	2 nd Cycle	B	2.69	2009	2013 -14
3	3 rd Cycle	B	2.71	2016	2020-21
4	4 th Cycle				

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

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR _____ July 2012 _____ (DD/MM/YYYY)⁴
- ii. AQAR _____ July 2013 _____ (DD/MM/YYYY)
- iii. AQAR _____ July 2014 _____ (DD/MM/YYYY)
- iv. AQAR _____ July 15 _____ (DD/MM/YYYY)

1.9 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 ☐

1.10 Type of Faculty/Programme

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

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

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Thiruvalluvar University

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

Autonomy by State/Central Govt. / University

Central

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

Any other (*Specify*)

No

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

16

2.2 No. of Administrative/Technical staff

3

2.3 No. of students

2

2.4 No. of Management representatives

2

2.5 No. of Alumni

1

2. 6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

27

2.10 No. of IQAC meetings held

25

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

2.14 Significant Activities and contributions made by IQAC

- SWOC Analysis conducted to evaluate the strength and weaknesses of the institution and suggestions were implemented for the benefit of the students.
- For the benefit of the students "Student Xerox centre" was established with the alumni fund.

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
Preparation for NAAC visit	Reaccredited

* Attach the Academic Calendar of the year as Annexure.

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

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

- Meetings were conducted to plan and execute various academic activities for NAAC visit.
- ICT Training programme for Staff members was conducted.
- Certificate courses were introduced.

Part – B

Criterion – I

I. 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
PhD	7	1	7	0
PG	10	0	10	0
UG	16	3	14	2
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	5	5	4	5
Others (M.Phil)	8	2	0	0
Total	46	11	35	7
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	41
Trimester	0
Annual	0

1.3 Feedback from stakeholders*

(On all aspects)

Alumni ☒ Parents ☒ Employers ☐ Students ☒

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.

TANSCHÉ regulations with slight changes to suit the college were implemented.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
113	100	13	-	-

2.2 No. of permanent faculty with Ph.D.

26

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
12	12	-	-	-	-	-	-	12	12

2.4 No. of Guest and Visiting faculty and Temporary faculty

12

8

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	33	35	3
Presented papers	33	35	3
Resource Persons	-	4	10

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

- An additional smart class room was provided to enable virtual teaching.
- A study circle was established to coach the PG students for NET and SET examinations.
- Special coaching classes were organized for competitive examinations.
- Certificate courses were conducted by five major departments.

2.7 Total No. of actual teaching days during this academic year

190

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

- Transparent system
- Central Evaluation

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

15

-

-

2.10 Average percentage of attendance of students

80%

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. History	56	-	18	78	4	100
B.Sc., Mathematics	53	44	44	08	02	98
B.Sc., Zoology	43	37	46	14	-	97
B.Sc., Chemistry	45	33	53	04	-	90
B.Com	68	01	63	35	-	99
B.A., English	128	-	5	43	31	79
B.Sc., Biochemistry	36	6	39	42	3	90
B.Sc., Food and Nutrition	19	37	42	8	-	87
B.Sc., Biotechnology	24	25	58	17	-	100
B.B.A.	21	24	48	10	-	82
B.I.S.M.	30	10	73	13	-	96
B.Sc., Microbiology	42	10	31	50	2	93
B.Sc., Computer Science	93	20	73	1	-	94
B.C.A.	81	10	62	17	-	89
B.Com.	54	4	33	52	9	98
M.A., English	37	-	59	38	-	97
M.Sc., Biochemistry	11	27	73	-	-	100
M.Sc., Microbiology	14	14	71	-	-	85
M.Sc Mathematics	34	88	9	-	-	97
M.Sc., Computer science	27	52	48	-	-	100
M.Sc., Chemistry	12	8	67	8	-	83
M.Sc Foods and nutrition	8	50	50	-	-	100
M. Com.	26	27	54	19	-	100
M.A. HRM	9	33	67	-	-	100

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

- Feedback from students is collected at the end of 6th semester from the final year students.
- Self appraisals are collected from the staff members to evaluate their self performance.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	120
HRD programmes	0
Orientation programmes	4
Faculty exchange programme	5
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	200

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	29	17	-	-
Technical Staff	15	3	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Proposal to release Research journal.
- ICT training was given to aspiring research staff.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1	-	-
Outlay in Rs. Lakhs	Rs.10,97,800/-	37,35,000	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	2	-	-
Outlay in Rs. Lakhs	-	Rs.7,33,000	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	60	53	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	92	38	

3.5 Details on Impact factor of publications:

Range 0.05 - 3 Average 205.6 h-index 20 Nos. in SCOPUS 58

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	2016-19	DST - WTI	37,35,000	-
Minor Projects	2014-16	UGC	7,33,000	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	--	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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		3	10		
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

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
13		1	12			

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 State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

YRC Activities

- YRC Dissemination class and Awareness on international day against “ Drug Abuse and Illicit Trafficking” was held on 26.06.2015 in the college campus.
- YRC district level elocution contest was organised on 10.08.2015 on the topic “The Growth And Development of Information Technology A Boon Or Ban?”. In the competition Ms. N. Yogalakshmi, II B.A English won the I place in Tamil elocution and Ms. Samia Suhale, I B.B.A of Islamiah Women’s college won the I place in the state level elocution contest at IRCS, TN Branch, Chennai, on 20.2.16.
- The YRC programme officer and two volunteers Ms. Ilamathy. S and Ms. Lavanya.V from III B.Sc Mathematics took part in the 39th Kamban Vizha at Town Hall, Vellore on 16.08.15. Salem R. Rukmani was the chairperson.
- Geneva Convention day was celebrated on 12.08.2015 at IRCS, Vellore District Branch and 50 YRC volunteers attended the programme.
- One day district level YRC study camp was organised at the college campus on 28.08.2015. Fifteen colleges of vellore district participated and 80 YRC volunteers attended the Camp.
- National literary day was celebrated on 10.09.2015. Essay competition on Moulana Abdul Kalam Azad’s “Life And Achievements” was organised.
- Helmet awareness rally was organised by IRCS, Vellore district branch, on 14.09.15. Twenty YRC volunteers participated in the rally.
- The YRC programme officer was the resource person for the teacher’s day celebration at Voorhees higher secondary school, on 04.09.2015, workshop on “Civics and Responsible Citizenship” at Dr. BCCC Hindu college, Pattabiram, Chennai on 25.02.16 and National Science Day Celebration at RVC Technical Campus, Kannampalayam, Coimbatore-641402 On 27.02.2016.

Placement cell

The excellent academic records of our students do not end with the results. They get translated into fruitful career in several corporate. A few others pursue entrepreneurship in family business. I have pleasure to inform that our students got placed in leading Companies, Schools and Colleges in Vellore.

- Companies like 360° Academy, YOGAM BPO offered soft skill training programme for the final year students on 12.08.2015 and 17.08.2015. More than 360 students were benefited by the training.
- Around 1300 students participated in the awareness programme on job opportunities and competitive Exam conducted by TAMILNADU JOB AWARENESS CENTRE and TIME INSTITUTE, Vellore on 27.08.2015, 31.08.2015 and 16.02.2015
- TCS, INFOSYS, CSC, AGS Health and WIPRO conducted off Campus programme at VIT on 8th, 9th, 11th and 17th February, 2016. Among 90 students 22 students were selected in the interview.
- Out of 30 students 4 students were selected in the interview conducted by MN JEWEL PARK, Vellore on 13.01.2016.
- Vedhavalli Vidhyalaya, Ranipet and ISSMB School, Chennai conducted campus interview on 5.03.2016. More than 100 students attended the interview and 19 students were selected.

Citizen Consumer Club

All the students of Commerce Department (Aided) are the members of the CCC. The citizen consumer club organised various events, programmes and competition as per the annual calendar of the CCC. CCC also participated in the national consumer day and world consumer day celebrations which was organised by the Vellore district management in the Vellore collector office campus. The students also participated in the essay competition, poster presentation and poetry writing and won prizes. They received certificates from the Vellore District Supply Officer Thiru. Manivannan. The Various activities of the Club are as follows:

- 8th July 2015 - Inaugural meeting of CCC for the academic year 2015-2016
- 11th January 2016 - National consumer protection day vellore collector office.

Entrepreneurship Development Cell

- Entrepreneurship development cell has conducted three days awareness programme from 2nd march to 4th march 2016 for 120 final year students. The programme includes 2 days technical session and one day industrial visit, co-ordinated by Dr. K. Devi EDP- nodal officer.
- The topics covered are Entrepreneurship need and importance, soft skill for women entrepreneur, personality development management games, procedural aspects of establishing an SSI unit & new Entrepreneurship, functions of TIIC, Role Of DIC & incentives, women empowerment, business opportunity guidance, sharing the experience

of successful entrepreneur, achievement motivation training, preparation of project report, goal setting games.

- On the Third day, the students were taken to industrial visit to Prara Leather Company at Ranipet. Afternoon Thiru. K. Senthamiz Selvan, Senior manager (Rtd), Union Bank of India, Chennai gave valedictory address and distributed the certificates.

Yoga and Meditation club activities

- The international Yoga Day was celebrated on 21.06.2015 supporting to the Prime Minister's "The Portals of Education"
- Certificate course was organised for 120 students with the help of Manavalakalai Mandram, Sankaranpalayam, Vellore from June 2016 to February 2016.

NSS activities

- Pledge were taken before the Principal of DKM College for the various day Events like **"World Population Day", "International Youth Day" and "National Voter's Day"**
- **Human Rally** was conducted by the volunteers in order to stress the importance of the days like **"World Population Day" and "Youth Renaissance Day"**
- **Awareness Programmes on Road Safety, World ozone day, Blood donation, Welfare Scheme and Clean and Green Vellore** were also conducted for NSS volunteers.
- With the colourful Athapu Kollam , Onum Festival was celebrated on 26.08.2015.
- From 04.09.2015 to 10.09.2015 **WORLD SUICIDE PREVENTION WEEK** was celebrated
- On 24.09.2015 "NSS Day" was celebrated. Former NSS Program Officers were honored.
- In remembrance of Tsunami Day, on 26.12.2015 100 volunteers lighted candles
- On 09.01.16 Under Swachh Bharath, campus cleaning was done. All the volunteers and NSS program officers participated.

Rotract Club

- Inauguration of Rotaract club for the academic year of 2015-16 was held on 10.08.2015. Installation of the office bearers was done by Rtn. Er. T.G.P. Mothilal, Rotaract Chairman, City Plus.
- Rotaract club of DKM College organized world suicide prevention day programme along with NSS and Rotary club of Vellore Presidency on 10.09.2015.

Enviro club

An income of Rs. 1,20,000/- was generated through cattle breeding, milk production, cultivating vegetables and greens using organic manure.

The club is supporting more than 16 self help group women for the improvement of their economical and social status. A certificate course on “Solid waste Management” started under DKMC enviro club. It is an add-on course conducted after College hours. 50 second year students of various departments have undergone the course.

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	9.23	-	Management	9.23
Class rooms	22,770 sq.ft. 41 rooms	16,433 sq.ft. 38 rooms	Management	39,203 sq.ft. 79 rooms
Laboratories	29,523 sq.ft. 20 labs	4196 sq.ft. (lab extension)	Management	33,719 sq.ft. 20 labs
Seminar Halls	-	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	5,588 sq.ft.	27,843 sq.ft.	Management	33,431 sq.ft

4.2 Computerization of administration and library

- Fully computerised for key areas like COE, Library
- Partially computerised for other areas like Office.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6333	20,40,460	161	70000	6494	27,40,460
Reference Books			35	20,000		
e-Books	N.List 97,000	Rs. 5,000	N.List renewed	Rs. 5,000	N.List 97,000	Rs. 10000
Journals						
e-Journals	6000	-	-	-	6000	-
Digital Database						
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	180	2	-	-	-	2	18	-
Added	88	-	14 Mbps	1	-	-	1	-
Total	268	2	14 Mbps	1	-	2	19	-

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

ICT Training was given to faculty members.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 92,000
ii) Campus Infrastructure and facilities	Rs. 2,00,000
iii) Equipments	Rs. 12,250
iv) Others	Rs. 40,000
Total :	Rs. 3,44,250

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Feedback is collected from the students about Student Support Services. The suggestion if any are recorded and implemented for the benefit of the students.

5.2 Efforts made by the institution for tracking the progression

- Remedial coaching classes for SC/ST students
- Remedial coaching classes for slow learners
- Special coaching for advanced learners.
- Counselling through tutor-ward system.
- Cash awards to the meritorious students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others [M.Phil]
953	187	21	57

(b) No. of students outside the state

4

(c) No. of international students

1

Men	No	%
	-	-

Women

No	%
-	-

	Last Year						This Year					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
UG	338	237	5	419	2	1001	402	127	6	418	-	953
PG	40	10	-	156	-	206	82	31	-	74	-	187
M.Phil	10	10	-	45	-	65	35	7	-	15	-	57
Ph.D	2	5	-	14	-	21	2	5	-	14	-	21

Demand ratio 3:1

Dropout % 5

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

- Coaching classes for TNPSC Exams are conducted for the benefit of students.
- Study circle has been created for NET/SLET coaching classes.

No. of students beneficiaries

200

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	6

5.6 Details of student counselling and career guidance

- Awareness programmes are conducted for employment opportunities Yogam BPO was invited to give awareness about job opportunities in the field of medical transcription.
- Training programmes on specific topic related to employment are conducted.
- CA awareness programme conducted in the month of September.
- Soft skill programmes are conducted for 40 hours in the month of August.
- Artificial jewellery making training programme.
- Cosmetology training programme

No. of students benefitted

500

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
5	1790	23	22

5.8 Details of gender sensitization programmes

-

5.9 Students Activities

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

State/ University level

25

National level

22

International level

-

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	742	23,77,382
Financial support from other sources	-	-
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: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- **Vision Statement**

To create and promote holistic and integrated development in rural women by imparting quality higher education

The vision stated above is translated into action through the following mission statement.

- **Mission Statement**

To enable students to achieve academic excellence through efficient teaching, meticulous learning and systematic evaluation

To enable students through relevant programmes and practices emerge as economically independent, personally upright, morally sound, culturally refined, spiritually aware and rich, socially responsible, nationally conscious, worldly wise, willing to transform and engender meaningful social transformation.

6.2 Does the Institution has a management Information System

Yes, for administrative procedure including finance, student admission student records, evaluation and examination procedures, research administration, feedback.

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

6.3.1 Curriculum Development

- Updation and revision of syllabus to suit present environment.
- Skill based education to develop various skills related to employability needs.
- Certificate courses are conducted for better placement.

6.3.2 Teaching and Learning

- ICT enabled teaching
- Seminars, conference, workshops organised
- Remedial coaching classes
- Study Circle for competitive exams

6.3.3 Examination and Evaluation

- Central evaluation
- Transparent evaluation and examination system

6.3.4 Research and Development

- The infrastructure for research is well established to provide the require base to carry out the research in the college.
- The library is facilitated with net browsing facility.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Digital Library has been established as an annexure to the library.
- Wi-Fi facility is available in the campus to facilitate research.
- Proposal to establish instrumentation room

6.3.6 Human Resource Management

An ICT training programme was organised to refresh in the computer literacy.

6.3.7 Faculty and Staff recruitment

As per government and UGC norms

6.3.8 Industry Interaction / Collaboration

- An MOU has been signed by the Department of Chemistry, D.K.M. College with **Dr. Se-Kwon Kim**, Distinguished Professor, Marine Bio-process Research Centre, Pukyong University, Busan, South Korea **and with Dr. S.N. Joshi, Managing Director, Everest Biotech, Bangalore** for exchange of valuable research work, students and faculty
- An MOU has been signed by the Department of Zoology and Microbiology, DKM college with Sri Academy for paramedical Education, Chennai.
- An MOU has been signed by the Department of Commerce, DKM College with Shree Hayagreeva Academy, Vellore-1

6.3.9 Admission of Students

- Transparent system
- As per the government regulation

6.4 Welfare schemes for

Teaching	Incentives and special cash awards
Non teaching	Incentives
Students	Cash awards, financial assistance for deprived students, partial fee exemption

6.5 Total corpus fund generated

-

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	Dr. Alphonse Manickam Principal, Loyola College, Vetavalam. Dr. J. Srinivasan Associate Professor of Commerce, R.V Govt. Arts College, Chengalpet.	Yes	Senior member with IQAC
Administrative	Yes	External members	Yes	Senior member with IQAC

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?

NIL

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

The Affiliating University helped the College to

- To get NOC for Projects
- To get NOC for special programmes under UGC.
- They also help to conduct the research programmes in the college(M.Phil and Ph.D).

6.11 Activities and support from the Alumni Association

- Feedback collected from the alumnae and suggestions are considered for institutional development.
- A Photocopier was purchased from the Alumni fund.

6.12 Activities and support from the Parent – Teacher Association

- Parent-Teacher meeting was conducted once in a year.
- Feedback collected from the Parents and suggestions are considered for institutional development.

6.13 Development programmes for support staff

ICT training was conducted for support staff members.

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

- Green audit conducted by microbiology Department to check the Air pollution and water pollution.

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.

- Introduction of Certificate course to develop employability skill.
- Digital library to enable research.
- IAS/IPS coaching centre started.

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

- Curriculum Development
- Internal and External Audit
- Mock NAAC Visit
- Workshops, Seminars, and Guest Lectures organised

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

- Eco-friendly environment through Enviro Club
- Enhancing Research Culture

**Details Annexed*

7.4 Contribution to environmental awareness / protection

- Rallies were conducted on
- Dengue awareness
 - AIDS awareness
 - Breast feeding awareness
 - Traffic rules awareness
 - Fire safety awareness
 - First –Aid Awareness
 - Voters awareness
 - Suicide prevention

7.5 Whether environmental audit was conducted?

Yes

☒

No

☐

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

Strength:

- Admission of students are highly appreciable
- Academic performance is appreciable.
- Regular updation of Curriculum to suit employment.
- Campus enabled with wi-fi facility.
- Beyond Syllabi activities in the form of projects, paper presentations and participation in Extension Activities are facilitated to the students.
- Five Add on Certificate Course were introduced.

Weakness:

- More Industrial linkages to be created.
- Research Collaboration to be encouraged through institutional linkages.

Opportunities

- Minor and Major projects to be increased
- SET and NET coaching classes are arranged for staff and PG Students.
- More employment opportunities to students by introducing skill based curriculum

Threat

- Appointment of qualified (UGC requirements 2010) staff for various departments is a threat for self-supporting courses.
- Lack of Communication skill.
- Hailing from a rural background, the students lack an understanding of the ethos of higher education.
- Industrial institutional relationship to be strengthened.

8. Plans of institution for next year

- Proposals to start M.A. history, M.Sc Zoology, and Ph.D in Biochemistry.
- Proposal to establish instrumentation lab.

Name Mrs. R. Banumathy

Name Dr. P.N. Sudha

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

ANNEXURE

BEST PRACTICES-1

ENVIRO CLUB ACTIVITIES

Context

In the post-industrial technology driven, consumeristic world, man has been exploiting the rich natural resources and wealth that are found in abundance in the planet. In his drive to achieve complete mastery over nature, man mindlessly loots, destroys and exhibits a disgusting callousness towards the environment that sustains and nurtures him. So it is no wonder that threatened with the burning issues facing the world are environment are - be it global warming, green-house effect, the depletion of ozone layer extinction of the many valuable flora and fauna- all results of massive pollutants released into the bosom of mother earth, choking her very breath. Given this global scenario, it is pertinent to say that in a developing economy like India, environment concerns are more pressing as the country fares depressingly low in environment awareness and it is of paramount importance that educational institutions take the responsibility to instill and inculcate eco-sensitivity in today's youth and transform them into eco-friendly individuals with a keen desire to conserve the already diminishing natural resources. This laudable goal is behind the creation of the Enviro Club in DKM College which has "Nurture Nature, live in Nature's way" as its slogan.

Objectives

- To generate awareness on important environmental issues and pollution.
- To build a green campus.
- To educate the student community to adopt an eco-friendly attitude and protect the eco-system.

Obstacles

- Mass ignorance and apathy towards the destruction of natural resources and pollution.
- The wide spread use of materials that degrade the eco-system.

UNIQUE FEATURES

1. Club supported by the support physical, knowledge and financial from the management, principal staff and students.
2. Club is run by the II year UG students of different departments.
3. Finance managed by the students.
4. A Self-Help Groups (SHG) is involved in the activities thus providing employment to 19 women, supporting women empowerment.
5. Club gives training to women for waste management.
6. Conducts training programmes on waste management to various SHG's of Vellore Town, creating awareness on waste management and conservation of nature.
7. All girl students are given an important message of "Wealth out of Waste" home and away from home through our Enviro Club.

Activities of Enviro- Club

Composition and quantities of various wastes generated at different sections of the college and hostel were initially studied. They are

Vegetables and fruit scraps, jam cans, bottles, tetra packs, plastic bags, combs, mirrors, newspapers, biscuit wrappers, cloths and sanitary napkins.

Fruit and vegetable scraps, tea dust, egg shells, plastic cups and covers and corrugated boxes are collected from the hostels and college canteen.

Paper and thermocole, biscuit packets, bottles, wrappers, hand boards, newspapers, PET bottles, syringes, cotton, buckets, brooms, food waste from the classroom and laboratories.

Projects undertaken

- **Cow shed:** A pucca cow shed is being constructed with the capacity of 20 cows.
- **Biogas plant:** Initially one biogas plant is constructed and it is in operation. The gas is utilized in the hostel kitchen.

Process of waste collection: Waste collection is being carried out within the campus throughout the day and taken for segregation.

Segregation of wastes is done under 3 categories

- Non-compostable- reusable, recyclable and non-recyclable.
- Compostable

- Hazardous

Non-compostable

These wastes are segregated category wise, packed and stored in the store room. They are sold every month.

Compostable wastes

Vegetables, fruit wastes are used to feed cattle.

Eggshells are powdered and used for plants, as they are good source of Calcium.

Peels of citric fruits such as lemon and orange are dried and used to prepare dish and floor washing powder.

Three types of composting is practiced

1. Window method

The grass cuttings and banana leaves are composted using window method.

2. Aerobic composting

DKMC campus has a large number of varieties of trees. The leaf litters from these trees are collected everyday and composted in wooden aerobic composting tanks for a period of 60 days. The compost is then collected and sieved. The sieved compost is used for garden or sold.

3. Vermicomposting

The un-sieved compost is transferred into the vermicompost beds. The slurry from the biogas plants, which also is an excellent bacterial inoculum, is used for vermicomposting. Once in 60 days the vermicompost is left in heaps and moisturized until sold. Each time the earthworms are harvested and given to the worm bank.

Vermi bank

Our vermi bank has 3 varieties of earthworms 2 exotic varieties (*Eisenia foetida* and *Eudrilus eugeniae*) and 1 indigenous variety (*Lampito mauritii*). There are around 8000 worms altogether.

Preparation of organic by products

- Vermi wash: Once in few weeks water is dripped into the vermicomposting units and the thick brown coloured, liquid is collected. This liquid contains the mixture of H.A. and F.A. different bacterial

inoculants and also coelomic fluid of earthworms which contain a variety of plant growth promoting enzymes.

- Amirtha karisal: This is prepared using a mixture of jaggery, cow's urine, ghee etc.,
- Poochi virati (Organic insecticide): This is prepared by mixing the extracts of Neem leaf extract, Neem kernel and Adathoda.
- Humic acid: One derived from vermicompost.

These preparations are regularly used in our great roof garden.

- Roof garden: The Enviro Club feels proud to say that our college is crowned with a 505 eco-friendly bamboo masks. There is a great demand for the organic vegetables and greens from our garden.
- Herbal garden: The College already has an herbal garden with around 15 types of native herbal plants. Herbal powders are prepared and sold regularly.
- Nursery development: Plant saplings are grown in clean oil covers and they are also sold.
- Fodder cultivation: The fodder for cattle is being cultivated within the campus for which we are utilizing the partially treated waste water flowing through the canal. We have requested the district authorities to permit Complete wastewater treatment to be used in fodder cultivation.

OTHER ACTIVITIES

1. Training given to SHG by conducting EDP Programmes
2. Observance of World Health Day
3. Women Development Programme.
4. Awareness Programmes conducted on
 - Pollution control
 - Hazards of Plastic
 - Global Warming
 - Zero Waste Management
5. Students participated in the seminar cum exhibition on Agri biotechnology conducted by Agricultural Technology Management Agency, Vellore.

BEST PRACTICE -2

ENHANCING RESEARCH CULTURE

Context

Our college strives to impart quality education to the rural women students. With this basic objective the college encourages the students to take up research by registering themselves to higher degree, mini projects and encouraging them to participate and present papers, posters in various seminars and workshops by providing them the required infrastructure and if needed financial support also. Similarly, the faculty members are motivated to go for higher studies to equip themselves to match with the present educational scenario. They are also encouraged to participate in various seminars, conferences and workshops by providing them the needed institutional support.

The college has 15 UG programmes, 9 PG programmes, 8 M.Phil. programmes and & 7 Departments are providing Ph.D. Programmes. The college has the sufficient infrastructural and support facilities to conduct research. The departments also have qualified staff for conducting research. With this it can be rightly said that the college is inculcating a research culture to its students.

Objectives

- To evolve a collective methodology by applying the concepts in various disciplines
- To look beyond the existing discipline and generate new knowledge by integrating the related disciplines
- To collate the synergic outcome of the interdisciplinary approach
- To motivate the faculty members and students to engage in research
- To become a true lifelong learner and a team player
- To suggest measures to rectify the problems faced by the society regarding Pollution, Water Analysis, Therapy, Waste Recycling and other social issues.

Practice

- The college has a **study circle** in all PG departments to encourage the students and faculty members to take up exams like UGC CSIR, UGC NET in order to qualify them to undergo research.
- The college has a **Research Committee** to motivate and support the Students and faculty members to take up research. The committee monitors the research activities regularly and takes necessary steps to enhance research.
- The college encourages the students and faculty members for their publication and participation in various seminars, conferences and workshops by awarding **cash incentives** during the college day for their contribution to research.
- Through consultancy the research atmosphere in the institution is enriched. The prevalent research culture has motivated the staff and students to update their knowledge, which in turn contribute to their research publications.
- The library is well equipped with **WI-FI facility** and accessibility to e-journals through **Inflibnet**.
- **Biomaterials research lab is well equipped** for doing research in remediation of the water and soil pollution using low cost materials.
- **Biomaterials research lab** also supplies the materials to the industries through collaboration.
- **Extension activities** act as a bridge between the public and the institution.
- **UGC Grants** for the Major and Minor projects are released on time, Audit and Submission of Utilization Certificates by the Principal investigator are done within the stipulated period.
- **Seed money** to the extent of 10% of the expenditure related to the minor research project is provided by the management to faculty members and students.
- The college with the concerned departments enters into **MOU's** to extend research and exchange the innovative ideas to facilitate research.

Evidence

- Dr. P.N. Sudha – is a **consultant** for Tannery, Poultry feed industries and Everest Biotech, Bangalore.
- Dr. P.N. Sudha, Principal and Dr. S. Mythili, Department of Commerce received **seed money** from the Management to the extent of 10% of the expenditure related to the research projects.
- Consultancy services are rendered by **15 faculty members** to various Universities, Colleges (Autonomous) as Board members to frame or update the syllabus.
- **Collaboration** with NIIT and other organizations had increased placement percentage. Student placement has increased the demand for the courses like Computer Science, Maths, Chemistry and Biotechnology in the college.
- As part of research activity, 37 staff members are acted as **resource persons** in various seminars, workshops and conferences.
- Staff members have contributed by publishing their research papers in referred national and international journals through which research linkages are established.
- **515 research papers** were published by our faculty members during the period 2009-2015 with the **total impact factor of 339.5**.
- Research projects funded by UGC and TNSCST, are awarded to 5 faculty members.
- The Biomaterials research group of Chemistry Department gives consultancy for M.Sc Chemistry and M.Tech. Projects in the area of preparation of Nano Biomaterials and treatment of Batch and Column absorption study.
- The research scholars of the nearby colleges are encouraged to get training in the Laboratory Techniques.
- The Microbiology Lab is widely used by Scholars of various Departments of our College and also from the nearby colleges for Anti-Microbial studies of their samples.

- Water Analysis is carried out by the Department of Chemistry for the samples of the college and the service is also extended to the general public.
- Ms. K. Sangeetha of PG Department of Chemistry received Rs. 4,000/- as seed money during the year 2009-2012 for the completion of her research project on “Fabrication of chitosan based ultrafiltration membranes for heavy metal Chromium removal”.
- Ms. P. Supriya Prasad of 3rd year B.Sc Chemistry was given permission to undertake a summer project in the year 2014-2015 “
- The staff members are acting as reviewers for various Elsevier, Scopus, Taylor and Francis journals. The reviewers are provided with access to their respective website free of cost for thirty days. In this way free access to high impact factor journals are provided to the research groups.

Obstacles

- Difficulty in time management for students and faculty.
- Mobilizing funds for the implementation part of the project.

Future plans

- Proposal to publish the **Research Journal of the College**
- To bring more research departments with interdisciplinary research