SELF STUDY REPORT

FOR

4th CYCLE OF ACCREDITATION

SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

TVR NAGAR, ARUPPUKOTTAI ROAD, MADURAI - 625022.
625022
www.rlinstitutes.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2018

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Subbalakshmi Lakshmipathy College of Science was started in the year 1994 and it is run by Subbalakshmi Lakshmipathy Foundation, a non-profit organisation registered under Companies Act of Sec.25 (now Sec.08). The college which was started with only one course now has risen to a Research Institution with 9 Under Graduate Courses, 2 Post Graduate Courses and 1 Research Programme.

The College is situated adjacent to the Madurai – Aruppukottai – Tuticorin National Highway and 16kms away from the Madurai Railway Junction. The College is situated in a green sprawling 25 acres campus, in TVR Nagar, Eliyarpathy Village, Thirupparankundram Taluk, Madurai.

Promoter

The College is founded & promoted by Dr. R. Lakshmipathy, publisher of the largest circulated Tamil Daily "DINAMALAR". He is associated with the newspaper industry for more than 55 years. He is also the President of the trust, Subbalakshmi Lakshmipathy Foundation. As a Philanthropist his ambition is to make students employable in India so that the society will see less Unemployment Problem. And so the College was started to offer only Job Oriented Programs.

Motto

"Learning for Better Living".

Additional Educational Institutions under Subbalakshmi Lakshmipathy Foundation:

1. R.L. Institute of Nautical Sciences

2. Krishnammal Ramasubbaiyar School

Institution's Features:

- The first Self-Financing College in the southern part of India to get accredited by NAAC in the year 2000.
- The youngest college to be awarded with the Autonomous Status in the year 2006.
- 2(f) and 12(b) recognition from the UGC in the year 1998.

Vision

"To offer world class job oriented courses with an ethical focus, for the benefit of all stakeholders."

Mission

"We commit ourselves to impart knowledge, skill and attitude to the students, to inculcate in them, a sense of discipline, with moral and ethical values, and to make them good citizens of India."

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Brand name as an Institution managed by Dinamalar Publisher

- Job oriented courses to make the students employable

- Administrative and Financial support by Promoters

- Value Added Courses relevant to current demand

- Student Friendly environment for studies

- Faculty with industry experience

- Upgradation of Curriculm every year

- Diverse student profile

- Activity based learning

- State-of-the-art infrastructure

- Excellent placement record

- Life Skills development programme

Institutional Weakness

- Absence of liberal programmes

- Learning Management Systems and Use of e-resource need boosting

- Research activity needs boosting

- Collaborative research needs initiation

- Consultancy activities need boosting

- Being Self-Financing Institution, lack of Financial support/grant from

  Government

Institutional Opportunity

- Member from industry in Board of Studies

- Faculty / Student exchange with other institution

- Institute industry collaboration

- International/National– Seminar/ Conference/ workshop can be

  conducted

- Alumni contribution in Academics, Admission and Placements

Institutional Challenge

- Recruitment of Faculty in the Specific domain is difficult

- Updation of faculty through training in current trends

- Non-Adequacy of supportive Industries for Internship Training in

  Madurai

- Convincing Parents and Students about the unique Programs and

  Career Prospects

- Crash/ Short-term Programs conducted by other non-recognized

  Institutions

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- In keeping with the Vision and Mission, the Institution has introduced Job-oriented courses after careful consideration of the Employment potentials. Following the regulations of the Madurai Kamaraj University, all the new courses were approved in the Academic Council and the Governing Body of the

Institution.

- The Boards of Studies for all the courses have been constituted strictly following the recommendations of the Affiliating University.
- The curriculum of each course, apart from its relevant academic components, includes Value Added Courses suitable for each course. The Department of Computer Science, Information Technology and Networking have Value Added Courses like CISCO, Red Hat +. At the same time, the Department of Marine Catering & Hotel Management teaches STCW courses, OCCP courses. Likewise the Department of Animation, Commerce, UG & PG in Management Studies, Fire and Industrial Safety and Visual Communication also provide Value Added Courses in order to make them employable
- Besides, the Institution imparts Life-Skills like Swimming.It also has a Driving School approved by the Government of Tamilnadu with trained personnel.
- All students have to study Environmental subjects and Value Education.
- The courses include regular academic components like projects and internships. Almost all the final year students of our college are undergoing internships in the final semester in various industries. Apart from these, during the Second Year few Departments encourage the students to do a field study on their relevant subject as a Summer Internships. The Practice School concept for the MBA students is the unique merit of the Institution.

Teaching-learning and Evaluation

- The Principal admits the eligible students after a personal interview, following the Government Reservation Policy.

- At the beginning of every academic year, after the students have taken their first Internal Tests, the students are classified as Slow Learners and Advance Learners based on their performance.

- Departments give more attention to Slow Learners by engaging them in extra-classes. The Advance Learners are encouraged to participate in seminars and to take classes to their own classmates in the presence of the respective teacher.

- The Evaluation of the students is done strictly following the regulations of the Affiliating University that is through one Class Test, two Internal Tests and Summative Examinations. There is a separate office, headed by a Controller of Examinations who is assisted by an Additional Controller and Office Assistants.

- For Internal Tests, Question Papers are set by the internal faculty; but for Summative Examinations, the COE appoints External Examiner, both for theory and practicals. Controller of Examinations conducts Internal Tests and Summative Examinations.

- In consultation with the Principal and Heads Of all Departments, the Tests and the Examinations schedules are drawn up. Results are published by the duly constituted Awards Committee within 35 days after the last examination of the schedule.

Research, Innovations and Extension

- The Research Cell of every Department encourages both the teachers and the students to participate in

seminars and present papers; and, to develop skills through practice and experience, it helps the teachers and students to enhance their Research Skills.

- The Institution has conducted Several Seminars, Workshops and Industrial Visit for encouraging the research attitude among students.

- The Management has been encouraging Research among the Staff through various initiatives like seed money for attending the Seminars, Conferences and Workshops.

- There is an Incubation Center, functioning Under the Entrepreneurship Development Cell. Students are encouraged to make use of the Incubation Center and have started new business.

- The regular activities of the NSS Unit inculcate in the students, a tendency to serve the society. They create Health-Awareness, Civic Sense, Social Awareness and so on for the nearby Community. 'Blood Donation' is another matchless extension programme of this Institution.

Infrastructure and Learning Resources

- Spread over an area of 25 acres of land with the built up area of 20,065.96. sq.mts, the Institution has all necessary infrastructure that fulfills the specific regulations of the University.

- All the classrooms, are spacious, well illuminated and ventilated, equipped with ample desks and benches, facilitating learning in a comfortable environment. Many classrooms have LCD facilities.

- All labs, are equipped as per specifications, with necessary equipments, like licensed software for Computer related Departments like Computer Science, Networking, Information Technology and Animation. Well-furnished training kitchens and other facilities for Marine Catering and Hotel Management, Sophisticated lab in Visual Communication Department and a Mock Bank for the Commerce Department are also available.

- A well-equipped Library with Learning Management System. It also has a number of books with reputed journals updated annually.

- To the credit of the Institution, it has a state-of-the-art air-conditioned Auditorium with 400 seating capacity. Short films produced by Visual Communication and Animation Students are screened regularly.

- The other amenities include a Semi-Olympic size Swimming Pool, Gymnasium, Driving School, RO Water, Bakery, Separate Canteen for Staff and Students, UPS and Generator Backup for uninterrupted power supply and 24x7 Security with CCTV Cameras.

Student Support and Progression

- The Institution supports the students both financially and academically. The Management offers Admission Scholarships to students at UG and PG level based on their academic performance.

- Students studied in Subbalakshmi Lakshmipathy College of Science and Krishnammal Ramasubbaiyer School are given Admission Scholarship for pursuing higher studies under Subbalakshmi Lakshmipathy Foundation, irrespective of their academic performance.

- Career Counseling organized by DINAMALAR has earned the highest social reputation and steady recognition. The Institution along with DINAMALAR offers Career Counseling to students from many parts of Tamil Nadu like Madurai, Dindigul, Salem, Trichy, Coimbatore, Tiruppur, Chennai and Puducherry.

- Other very significant supportive measures are Bridge Courses that help the students to recall and retain basic things they have learned, Skill Development Programs that aim at making students more employable, Personal Counseling that infuses courage and confidence in the students to face challenges in life, Swimming and Driving, two of the essential Life-Skills.

- Strict enforcement of anti-ragging regulations is monitored by the committee and the Institution also makes the students to learn Human Values.
- Boards of Studies give room for students' representatives and the suggestions are carried forward.
- Alumni Associations of the Institution spread the message of mutual support as integral to living.
- The most significant support to students by the Institution is to make them employable.

Governance, Leadership and Management

- The over-all administration of the Institution is effectively guided and monitored by the Management.

- The Honorable President Dr.R.Lakshmipathy, a doyen in the Newspaper Industry and the publisher of the largest selling Tamil Daily DINAMALAR.

- The singular focus of the Management is making the students Employable since the President believes strongly that Education is not just decoration but decided one's destiny. It is clear in the Motto of the Institution: Learning for Better Living.

- To keep the teaching effective and efficient, Management encourages the faculty to attend Conferences, Workshops and Seminars. Faculty Development Programs are regularly conducted to keep the Faculty update. Moreover, training is given professionally to the non-teaching staff also.

- The Management sees to it that the students get knowledge of their respective programs through consistent Concurrent Audit of the lesson plans of all the courses. A separate Academic Auditor has been appointed to record the Audit details which the class representatives provide at the end of each hour in a specific format.

- To monitor all the activities, both curricular and co-curricular, in terms of compliance to NAAC, an Advisor has been appointed for IQAC. Under his supervision, regular Course Committee Meeting and Academic Activities Review Meeting are conducted and minuted.

- IQAC submits Annual Quality Assurance Reports regularly.

Institutional Values and Best Practices

The Core Values

- Discipline

- Punctuality

- Genuineness

- Cleanliness

- Uniformity

- Volunteerism

- Competency

- Excellence

- Leadership

- Good Citizenship

- Uniform for students is a must; apart from adding aesthetic value to the total ambience for the Institution, it promotes gender equity, much talked about subject to-day.

- For Safety and Security, a predominant pre-occupation with the Management, the Institution runs buses to commute the students and staff from different localities to the college and back.
- Rain Water Harvesting is meticulously attended to, since water-scarcity is rather a common issue here.

- A sense of Social Responsibility is inculcated in the students through continual programmes of the NSS Unit. Another aspect of Social Responsibility is safe rule-compliant driving of the two and the four wheelers. This aspect is well-taken care of in the training provided to the students and Staff in two and four wheeler driving by an in-house Driving School approved by the Government of Tamilnadu.
- Observing important National events and taking the merits of both regional and national great personalities help firm up patriotic feelings in the students. All popular Tamil festivals are observed.
- Consistent efforts to make the students employable are well-revealed in Internships arranged for them and regular Parent-Teacher Meetings are found very conducive. Since the Institution offers unique Job-Oriented Programs, awareness is created among the students by all the Departments.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE
Address	TVR NAGAR, ARUPPUKOTTAI ROAD, MADURAI - 625022.
City	MADURAI
State	Tamil Nadu
Pin	625022
Website	www.rlinstitutes.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	P.SARAVANAN	0452-7158603	9787666669	0452-7158607	iqac@slcs.in
IQAC Coordinator	R.SUGANTHI HEPZIBHA	0452-7158609	9677998725	0452-7158615	departmentofenglishslcs@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	

Date of Establishment, Prior to the Grant of 'Autonomy'	30-09-1994
Date of grant of 'Autonomy' to the College by UGC	15-03-2006

University to which the college is affiliated

State	University name	Document
Tamil Nadu	Madurai Kamraj University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	06-08-1998	View Document
12B of UGC	03-12-1998	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	31-05-2017	12	Approved for the current Academic year

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	TVR NAGAR, ARUPPUKOTTAI ROAD, MADURAI - 625022.	Rural	25	20065.96

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BBA,Bba Logistic And Shipping Management	36	Pass in Plus Two	English	60	41
UG	BSc,Marine Catering And Hotel Management	36	Pass in Plus Two	English	80	80
UG	BSc,Computer Science	36	Pass in Plus Two	English	48	45
UG	BSc,Animation	36	Pass in Plus Two	English	80	55
UG	BCom,Commerce Banking And Insurance	36	Pass in Plus two	English	75	66
UG	BSc,Information Technology	36	Pass in Plus Two	English	40	0
UG	BSc,Visual Communication	36	Pass in Plus Two	English	48	41
UG	BSc,Networking	36	Pass in Plus Two	English	40	37
UG	BSc,Fire And Industrial Safety	36	Pass in Plus Two	English	40	17
PG	MSc,Visual Communication	24	Pass in Any Degree	English	25	8
PG	MBA,Mba	24	Pass in Any Degree	English	120	81
Pre Doctoral (M.Phil)	MPhil,Mba	12	Pass in MBA	English	15	0

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				6				52
Recruited	0	0	0	0	5	1	0	6	39	13	0	52
Yet to Recruit				0				0				0

	Non-Teaching Staff			
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				14
Recruited	10	4	0	14
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	10	0	0	10
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	1	0	1	1	0	5
M.Phil.	0	0	0	0	0	0	8	6	0	14
PG	0	0	0	1	0	0	25	5	0	31

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	0	0	0	0	0	2
M.Phil.	0	0	0	0	0	0	2	0	0	2
PG	0	0	0	0	0	0	3	1	0	4

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	300	10	0	0	310
	Female	70	1	0	0	71
	Others	0	0	0	0	0
PG	Male	37	0	0	0	37
	Female	52	0	0	0	52
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	8	4	7	7
	Female	3	3	3	6
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	318	165	156	162
	Female	108	72	63	51
	Others	0	0	0	0
General	Male	20	19	11	11
	Female	10	4	5	8
	Others	0	0	0	0
Others	Male	2	2	0	3
	Female	1	0	0	0
	Others	0	0	0	0
Total		470	269	245	248

2.3 EVALUATIVE REPORT OF THE DEPARTMENTS

Department Name	Upload Report
Animation	[View Document](#)
Bba Logistic And Shipping Management	[View Document](#)
Commerce Banking And Insurance	[View Document](#)
Computer Science	[View Document](#)
Fire And Industrial Safety	[View Document](#)
Information Technology	[View Document](#)
Marine Catering And Hotel Management	[View Document](#)
Mba	[View Document](#)
Networking	[View Document](#)
Visual Communication	[View Document](#)

3. Extended Profile

3.1 Program

Number of programs offered year-wise for last five years

2016-17	2015-16	2014-15	2013-14	2012-13
12	8	9	9	9

Number of all programs offered by the institution during the last five years

Response : 47

How many self-financed Programs does the institution offer

Response : 12

Number of new programmes introduced during the last five years, if any

Response : 4

Number of UG programmes offered by the College, which are not covered under the Autonomous status of UGC

Response : 0

Number of PG programmes offered by the College, which are not covered under Autonomous status of UGC

Response : 0

Whether the College is offering professional programme

Response : Yes

3.2 Students

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
700	656	614	564	556

Number of outgoing / final year students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
231	233	203	199	182

Total number of outgoing / final year students

Response : 1048

Number of students appeared in the examination conducted by the Institution, year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1408	1330	1303	1233	1144

Number of revaluation applications year-wise during the last 5 years

2016-17	2015-16	2014-15	2013-14	2012-13
198	173	121	124	142

3.3 Teachers

Number of courses in all programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
467	372	353	428	436

Number of courses offered by the institution across all programs during the last five years

Response : 2056

Number of full time teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
53	45	49	49	43

Number of full time teachers worked in the institution during the last 5 years

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Response : 239

Number of teachers recognized as guides during the last five years

Response : 1

Number of sanctioned posts year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
53	45	49	49	43

Total number of publications during the last 5 years, which are included in online databases such as SCOPUS, web of science or PubMed/ Indian Citation Index

Response : 8

3.4 Institution

Number of eligible applications received for admissions to all the programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
415	469	558	407	475

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
269	245	248	190	222

Total number of classrooms and seminar halls

Response : 33

Total number of computers in the campus for academic purpose

Response : 402

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
287	242	272	365	271

Annual lighting power requirement (in KWH)

Response : 44.46

Annual power requirement of the institution (in KWH)

Response : 912.98

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curriculum Design and Development

1.1.1 Curricula developed /adopted have relevance to the local/ national / regional/global developmental needs with learning objectives including program outcomes, program specific outcomes and course outcomes of all the program offered by the Institution

Response:

Subbalakshmi Lakshmipathy College of Science, a Self- Financing and an Autonomous College affiliated to Madurai Kamaraj University, Madurai, Tamil Nadu, was started to serve the rural student community, from the year 1994. It is the youngest self-financing college to secure the Autonomous status. In the 23 years of its existence, the NAAC Peer Team has visited the College three times and has re-accredited it. The college is now awaiting the fourth cycle of accreditation.

The Vision of our College is:

"TO OFFER WORLD CLASS JOB ORIENTED COURSES WITH AN ETHICAL FOCUS, FOR THE BENEFIT OF ALL STAKEHOLDERS".

The College in keeping with the Vision frames its own Job oriented programs that are developed with relevance to local, regional, national, and global needs so as to make students employable and to meet the current requirements of the Industry.

While the students of Visual Communication can become technical experts in Film and Television Industry, the students of Animation can become Animators in various industries at national and global levels.

The students of Marine Catering and Hotel Management can become General Stewards in Merchant Ship and can also join Cruise Lines, Star Hotels, Airlines and other Hospitality sectors. The students of Networking can become System Administrators, Network Administrators and Network Engineers in all organizations. With growing importance of logistics at present, the students of BBA (Logistics and Shipping Management) can find placements in corporate and industrial sectors. No organization can afford not to have Software for its sustainability; the students of IT and CS, duly trained in Software development, can easily find employment in any industry, national and global.

With the knowledge in recent trends of fire fighting, rescue and hazard assessment in safety field using the latest fire fighting techniques & tools, the students of Fire and Industrial Safety can become Safety Managers, Safety Officers and Safety Engineers in any part of India and all over the world.

The special feature of B.Com (Banking & Insurance) is that the students are taught, in addition to the traditional Commerce courses, Certification Courses like "Diploma in Banking & Finance (DBF)" and "Licentiate in Insurance" to enhance their employability. The Commerce syllabus is updated with the current GST concepts.

The students of MBA have the unique advantage of the Practice School Convention, adopted by the college which is also part of their curriculum. Under this new concept, the students go to the industries and learn directly from the personnel there. Theory and Practice of business are introduced to the students by this practice. This Practice School has elicited uniform appreciation from the stakeholders. The students are also trained in managerial skills through value added courses such as Diploma in Banking & Finance (DBF), National Institute of Securities Market (NISM) and Supply Chain Management (SCM).

The course content, study methodology and regular updating adopted at our Institution equips the students with the requisite academic and practical aptitude to give them an extra edge and meet Industrial requirements.

1.1.2 Percentage of programs where syllabus revision was carried out during the last five years

Response: 85.11

1.1.2.1 How many programs were revised out of total number of programs offered during the last five years

Response: 40

File Description	Document
Minutes of relevant Academic Council/BOS meeting	[View Document](#)
Details of program syllabus revision in last 5 years	[View Document](#)

1.1.3 Average percentage of courses having focus on Employability/ Entrepreneurship/ Skill development during the last five years

Response: 84.65

1.1.3.1 Number of courses having focus on employability/ entrepreneurship/ skill development year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
395	315	296	368	367

File Description	Document
Program/ Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any	[View Document](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View Document](#)
Average percentage of courses having focus on employability/ entrepreneurship	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 10.6

1.2.1.1 How many new courses are introduced within the last five years

Response: 218

File Description	Document
Minutes of relevant Academic Council/BOS meetings	[View Document](#)
Institutional data in prescribed format	[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 12

File Description	Document
Minutes of relevant Academic Council/BOS meetings	[View Document](#)
Institutional data in prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

The courses provided by the programs which integrate cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum are mention below:

1. Value Education for all under graduates.
2. Environmental Studies for all under graduates.
3. Tamil & Advanced Tamil which incorporates a moral value syllabi.
4. Principle of Animation Media Law & Ethics for B.Sc. Animation students
5. Aspect and Impact Assessment of Pollution Control for B.Sc. Fire & Industrial Safety under graduates; and
6. Business Ethics and Corporate Governance for MBA students

File Description	Document
Upload the list and description of the courses which address the Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	View Document

1.3.2 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 22

1.3.2.1 How many new value-added courses are added within the last 5 years

Response: 22

File Description	Document
List of value added courses	View Document
Any additional information	View Document

1.3.3 Average percentage of students enrolled in the courses under 1.3.2 above

Response: 54.56

1.3.3.1 Number of students enrolled in value-added courses imparting transferable and life skills offered year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
625	420	337	198	164

File Description	Document
List of students enrolled	[View Document]

1.3.4 Percentage of students undertaking field projects / internships

Response: 33.57

1.3.4.1 Number of students undertaking field projects or internships

Response: 235

File Description	Document
List of programs and number of students undertaking field projects / internships	[View Document]

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni 5) Parents for design and review of syllabus Semester wise /year-wise
A. Any 4 of above

B. Any 3 of above

C. Any 2 of above

D. Any 1 of above

Response: A. Any 4 of above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View Document]
URL for stakeholder feedback report	[View Document]

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.98

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
17	5	5	1	4

File Description	Document
List of students (other states and countries)	[View Document]
Institutional data in prescribed format	[View Document]

2.1.2 Demand Ratio(Average of last five years)

Response: 0.81

2.1.2.1 Number of seats available year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
680	540	540	576	576

File Description	Document
Demand Ratio (Average of Last five years)	[View Document]

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
269	245	248	190	222

File Description	Document
Average percentage of seats filled against seats reserved	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The Departments assess the learning levels of students through their performance in the class tests and internal tests. Based on this assessment the slow learners and advanced learners are identified and special efforts are given to them by devising various study methodologies.

Initiatives for Slow Learners:

The Students are divided into groups; all the departments arrange remedial classes after regular class hours and give them study materials and assignments to develop Reading and Writing skills. A separate teacher guides the students during Non class hours. They counsel the slow learners and also give inputs to them to improve their academic performance. The student mentors and the Heads of the Departments monitor this program. The Academic performance levels of these students are periodically monitored after every exam and the improvement level is also assessed.

The faculty takes efforts for finding out the reasons for slow learning by some students and based on that special care is being taken to guide them in English Language Learning and also on Examination writing skill methodologies.

Initiatives for Advanced Learners:

The Advanced learners are encouraged to handle special Seminars, Peer Teaching and Quiz Programs. They are given exclusive attention and are encouraged to participate in Competitions, Seminars, Workshops and Conferences both inside and outside the colleges. They are also provided with additional assistance in Advanced Aptitude Training.

The departments of Commerce, Computer Science, Information Technology and Networking encourage the Advanced Learners to take up Certificate Courses and Online Certification Examinations.

The Advanced Learners are also encouraged to help the slow learners in their particular class and guide them with their inputs and share their knowledge with them.

The Department of Networking insists the Advanced Learners to acquire Online Marketing

Fundamentals.

In the Department of Computer Science & Information Technology, the Advanced Learners prepare the content for Reflective Learning. The materials are prepared by students themselves posted on the notice board and are thoroughly discussed.

The Department of Animation, Visual Communication and Marine Catering and Hotel Management encourages the practice of Free Lancing, Internships during vacations and taking up Part – Time Jobs in the area of their interest thereby earning while learning.

In PG Department of Management Studies, the best students in the class are identified and additional coaching is given to participate in competitions and events conducted by other institutions. Students having aptitude for Quiz program are given additional guidance to prepare and participate in Business Quiz programs.

2.2.2 Student - Full time teacher ratio

Response: 13.21

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The students are encouraged and guided in various teaching methodologies by all the departments.

The Department of Marine Catering and Hotel Management has a teaching methodology program called **THEME LUNCH**. All students are encouraged to take up this program and are instructed to prepare dishes which are popular in any part of our country.

The students are encouraged to take part in various important events in Star Hotels like New Year Eve,

Festival Eve, and the like. They undergo practical experience in Hospitality Management, Food and Beverage Service and Man Management. The Department conducts many workshops, and one of them is "Workshop on Food Carving".

The students of Animation are given Practical Oriented drawing classes. The students are exposed to Outdoor Environment and are assigned to make a Drawing of their Choice and based on their performance critical reviews are given.

The students are shown various Indian and Foreign Animation Films and they are divided into groups and each group is assigned a particular Animation Film for Analytical Review.

The students of Visual Communication are involved in making Projects like Documentaries, Short films, Ad films, Television programs and Music Production.

They are given training to produce music albums with the guidance and coordination of experts in the field of Music production.

On-field training is given to them for real time exposure. They are sent for various events such as conferences, seminars, workshops, dramas, competitions, etc to gain first-hand experience.

The Department of Commerce encourages the students to take up Certificate Course and exams, besides their regular Curriculum. The students visit banks and are given training on banking techniques through the Model Bank.

The students from Computer Science, Information Technology & Networking departments are encouraged to learn web site creation by creating their own blogs. They discuss the recent developments in the field of Computer Science through this methodology.

The students are trained with additional initiative by all the faculty to carry out mini projects on their own, which gives them an additional edge in practical oriented learning.

The students are also exposed to learning various software tools such as 'Network Minor', 'Nmap' and 'WireShark', 'Star UML' and they demonstrate what they have learned to their peer mates through the Department Association programs.

The students are advised to improve their technical skills by learning through online web sites like 'Udacity', 'Udemy', 'Nptel Spoken Tutorial Powered by IIT, Mumbai', 'Hacker Rank', and 'Hacker Earth'.

They improve their technical knowledge by clearing the free online certification courses provided by web sites such as Google Digital Marketing, SQL Server, C Programming, C++ Programming.

Students learn many recent technologies in software industry by participating in workshops such as 'Mobile Apps Development', 'Web App Development using Bootstrap', 'Open Source Technology using PHP' etc.

During the Vacation Break, the students of all departments are instructed to visit Institutes of Excellence pertaining to their subjects and present feedbacks about their visit after the vacation.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 94.34

2.3.2.1 Number of teachers using ICT

Response: 50

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 14

2.3.3.1 Number of mentors

Response: 50

File Description	Document
Year wise list of number of students, full time teachers and mentor/mentee ratio	[View Document](#)

2.3.4 Preparation and adherence to Academic Calendar and Teaching plans by the institution

Response:

Academic Calendar for the last five years (2012-13, 2013-14, 2014-15, 2015-16 & 2016-17) has been uploaded in the following link:

http://rlinstitutes.edu.in/academic-calendar/

The teaching plan of the following programs (semester-wise) has been uploaded in the below order

1. B.Sc Animation

2. BBA

3. B.Com

4. B.Sc Computer Science

5. B.Sc Fire and Industrial Safety

6.   B.Sc Information Technology

7.   B.Sc Marine Catering and Hotel Management

8.   B.Sc Networking

9.   B.Sc Visual Communication

10.   Master of Business Administration

11.   Languages (Tamil, English & Hindi) & Mathematics

Link for Teaching Plans:

https://drive.google.com/open?id=1w7XFTw5vbtJ2Zs7elMQk76uGzklnL0Jp

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 10.4

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	5	6	6	3

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 7.02

2.4.3.1 Total experience of full-time teachers

Response: 372

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 4.18

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0.47

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	1

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Average number of days from the date of last semester-end/ year- end examination till the declaration of results during the last five years

Response: 32.8

2.5.1.1 Number of days from the date of last semester-end/ year- end examination till the declaration of results year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
42	31	41	20	30

File Description	Document
List of programs and date of last semester and date of declaration of result	[View Document](#)

2.5.2 Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years

Response: 0.2

2.5.2.1 Number of complaints/grievances about evaluation year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	5	0	2	5

File Description	Document
Number of complaints and total number of students appeared year wise	[View Document](#)

2.5.3 Average percentage of applications for revaluation leading to change in marks during the last five years

Response: 49.44

2.5.3.1 Number of applications for revaluation leading to change in marks year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
117	110	60	58	40

File Description	Document
Year wise number of applications, students and revaluation cases	[View Document](#)

2.5.4 Positive impact of reforms on the examination procedures and processes including IT integration and continuous internal assessment on the examination management system

Response:

Examination Procedures:

The college has a separate Controller of Examination office to conduct Examinations. This office comprises the Controller of Examination (COE), Additional Controller of Examination (ACOE), and office staff.

An Examination Evaluation Committee (EEC) is constituted. This committee meets at the start of every Semester and chalks out the Examination plan and discusses other matters pertaining to the Examination Systems. The Controller of Examination office conducts all the Examinations Internals and Semesters.

The External Examination both theory and practical, question papers are set and valuated by the External Faculty. Dummy number is allotted for semester examination papers to maintain confidentiality.

Two Internal Tests and one Class Test are conducted periodically for every semester. The results of all examination are published in the college website in time and in the SLCS Kiosk. The final year students are given the option of supplementary examination in the final semester for the arrear subjects.

Processes Integrating IT:

The Controller of Examination Office is automated and integrated by using Computer Network. All the Examination procedures like receiving question papers, Hall ticket preparation and Publication of Results are done through Automated Networks.

Continuous Internal Assessment System:

Examinations:

In a semester there will be one class test and two Internal Assessment Tests from the Academic year 2017-2018. 25 marks will be allocated for Internal Assessment Test.

The question paper for Internal Assessment Test I and II will have to be sent to the COE office by the staff concerned only **through e-mail**.

The ACOE and COE will sign on the question papers covers after verification. The Question paper covers will be handed over to the Principal for conducting the Internal Assessment Test one day before the test date. The Marks are discussed with the students and after the students get satisfied the marks statements are submitted to the COE Office.

Retest is introduced for the student who is absent for Internal Assessment Test I or II on valid grounds. The test can be taken up only on the recommendation of the Principal and HODs.

The Seminar and Assignments given by the staff will be entered by the staff in their login ID and password. The Attendance marks are awarded for the students according to the grading system.

The Examination System in our Institution has a Positive Impact on the Academic Performance of our students. The Periodic Internal Test helps them to be Academically Oriented constantly. The Practice of Awarding marks for Seminars and Assignments brings out their Creativity. The marks awarded for Attendance encourages them to be studious and punctual to the classes. The students are positively compelled not to miss working days.

The IT integration with the Examination System speeds up the entire Examination framework. The results are published in right time which boosts the Academic morale of the students.

File Description	Document
Any additional information	[View Document](#)

2.5.5 Status of automation of Examination division along with approved Examination Manual
A. 100% automation of entire division & implementation of Examination Management System (EMS)

B. Only student registration, Hall ticket issue & Result Processing

C. Only student registration and result processing

D. Only result processing

Response: A. 100% automation of entire division & implementation of Examination Management System (EMS)

File Description	Document
Current manual of examination automation system and Annual reports of examination including the present status of automation	[View Document](#)
Current Manual of examination automation system	[View Document](#)
Annual reports of examination including the present status of automation	[View Document](#)

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 on website and communicated to teachers and students

Response:

Program outcomes, Program specific outcomes and Course outcomes of Marine Catering and Hotel Management, Computer Science, Animation, Commerce, Information Technology, Visual Communication, Networking, Business Administration, Fire and Industrial Safety, Master of Business Administration are uploaded in our website.

 Mechanism of Communication

The Program Outcomes, Program Specific Outcomes and Course outcomes for all the programs offered by the institution are clearly stated and displayed on the website. The teachers and the students can enter into the website to understand the various outcomes with the help of the Link.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The course outcomes of the students are monitored by the course teachers through regular class tests, mid and end semester examinations, practicals, reviews, assignments, etc.

The realization of objectives of teaching and learning is measured through the feedback from students by Online feedback system.

Discussion and analysis of the results with the students are conducted in the department by staff members. This helps to gauge the achievement of specified program outcomes.

Discussions on the results of semester examinations are analyzed in the Awards committee meeting.

The Departments identify the reasons for the poor academic performance of the students and provide remedial coaching for the slow learners. The parents are also informed about the academic performance of their wards and constant interaction between the subject teachers and parents takes place under the Head of the Departments' monitoring.

The course teachers redesign the teaching plan based on the observations and suggestions received after the analysis of the feedback and make the course more effective.

Soft skill and Campus Recruitment Training are incorporated in the syllabus itself so as to help the students face Campus Interviews in a successful manner. This enables the students to get placed easily.

Diploma in Banking and Finance (DBF), National Institute of Securities Market (NISM), Supply Chain Management Executive (SCM EXE) program and Soft skill training are given to students of MBA & B. Com for optimum placements.

National Institute for Safety Training (NIST), Campus Recruitment Training (CRT), Standards of Training, Certification and Watchkeeping (STCW) and Orientation Course for Catering Personnel (OCCP) training is given for Marine Catering and Hotel Management students to achieve greater employability in Cruiselines. The students of Marine Catering and Hotel Management go for outdoor catering periodically and earn during the study period.

Diploma in Banking and Finance (DBF), a certificate program conducted by Indian Institute of Banking and Finance (IIBF) enables the students of B.Com to get placed in various banks.

The students of the Department of Networking are given Hands – on training at CCNA (Cisco Certified Network Associate) in areas such as Router and Switch.

"Earn While you learn method" is adopted by the Animation Department to enable the students to gain practical knowledge and be placed immediately.

Students of Visual Communication are given the opportunity for visual coverage of various events like conferences, seminars, dramas and competitions. They undertake post program work like editing and mixing also.

Career Guidance Cell assists the eligible students to find suitable employment opportunities.

All the departments conduct Course Counsel Meet before the semester exams to ascertain the completion of syllabus. The feedback is given by the students themselves regarding the course content and the feedback regarding the course content and teaching methodologies are also received through the Online Feedback System.

All teaching and learning activities are student oriented. Traditional teaching methods, together with audio-visual aids are used in such a way that students learn optimally and the intended learning outcomes are realized.

2.6.3 Average pass percentage of Students

Response: 93.07

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 215

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 231

File Description	Document
List of programs and number of students passed and appeared in the final year examination	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.9	

File Description	Document
Database of all currently enrolled students	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Promotion of Research and Facilities

3.1.1 The institution has a well defined policy for promotion of research and the same is uploaded on the institutional website

Response: Yes

File Description	Document
URL of Policy document on promotion of research uploaded on website	View Document

3.1.2 The institution provides seed money to its teachers for research (average per year)

Response: 0

3.1.2.1 The amount of seed money provided by institution to its faculty year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.01	0	0	0	0

File Description	Document
Minutes of the relevant bodies of the Institution	View Document
List of teachers receiving grant and details of grant received	View Document
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View Document

3.1.3 Number of teachers awarded international fellowship for advanced studies/ research during the last five years

Response: 0

3.1.3.1 The number of teachers awarded international fellowship for advanced studies / research year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of teachers and their international fellowship details	[View Document](#)

3.1.4 Institution has the following facilities

1. **Central Instrumentation Centre**
2. **Animal House/Green House / Museum**
3. **Central Fabrication facility**
4. **Media laboratory/Business Lab/Studios**
5. **Research / Statistical Databases**

A. Any four facilities exist

B. Three of the facilities exist

C. Two of the facilities exist

D. One of the facilities exist

Response: B. Three of the facilities exist

File Description	Document
Any additional information	[View Document](#)

3.2 Resource Mobilization for Research

3.2.1 Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution during the last five years(INR in Lakhs)

Response: 9

3.2.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	9	0	0

File Description	Document
List of project and grant details	View Document

3.2.2 Number of research centres recognised by University and National/ International Bodies

Response: 1

3.2.2.1 Number of research centres recognised by University and National/ International Bodies

Response: 1

File Description	Document
Names of research centres	View Document
Any additional information	View Document

3.2.3 Percentage of teachers recognised as research guides

Response: 1.89

3.2.3.1 Number of teachers recognised as research guides

Response: 1

File Description	Document
Details of teachers recognized as research guide	View Document

3.2.4 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.02

3.2.4.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 1

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document

3.3 Innovation Ecosystem

3.3.1 Institution has created an eco system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge

Response:

Incubation centre

Our institution offers many job-oriented and skill based programs which provide a platform for the students to learn to become Entrepreneur. The learning environment and the course syllabi encourage the students to plan for business start ups. The students of Animation take up website advertisement designing, start new channels in You Tube. The students of Viscom plan business projects in Photography, Advertising and event management, Communication media etc. The students of MC&HM plan eateries based on traditional and non-traditional cuisine.

The Department Faculty, help the students to understand the feasibility of the business execution. After reviewing potentiality, logistical support like space, equipment and technical assistance are offered to the students to nurture their businesses.

Entrepreneurship Development Cell

To transfer the knowledge to small and big business projects and to encourage creativity among students the college inaugurated Entrepreneurship Development Cell (EDC) on 18th August 2014. This also acts as a support arm for Incubation Centre.

Vision

"To promote knowledge based and technology-driven start-ups by harnessing young minds and their innovation potential in an academic environment"

Mission

- To initiate targeted number of innovative student projects each year for new product development.

- To inculcate a culture of innovation driven entrepreneurship.

Objectives

- To motivate, support and mentor students for identification, development and commercialization of their innovative ideas.

- To initiate targeted number of innovative student projects each year for new product development.

Overview of the Cell

The Entrepreneurship Development cell commenced on 31st August, 2014 and various programs are held in order to enhance the confidence level of the Students. The CELL was inaugurated by Prof. Dr.S.Praveen Kumar – Madurai Kamaraj University, Proprietor of Hotel Saraswathy Bhavanam, Hotel Asoka Palace and

Shape Fitness Centre.

Programs held under the cell:

- Guest Lecture on "Export Opportunities in Entrepreneurship" was organized for students of BBA – Logistics & Shipping Management on 30.11.2016. Mr.G.Rajamurthy, Director – Global School of Foreign Trade & Director – Centre for Export Entrepreneurship Development was the resource person. Knowledge on the nuances and practices to be followed and understood while exporting was clearly imparted in export methods. The vibrancy and learning attitude of the students was highly appreciated by the resource person.

Functions in pipeline

1. To organize Business Plan Competitions / Innovation Camps with active involvement of the industries and the alumni in the month of December 2017.

2. To arrange interactions with entrepreneurs, bankers, professionals, potential customers and to create a mentorship scheme for student innovators by January 2018.

3. The institute also has a proposal of signing an MOU with External Supportive Chapters from various associations.

4. To organise program like sales day in order to encourage the products made by students.

3.3.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry - Academia Innovative practices during the last five years

Response: 0

3.3.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	[View Document](#)

3.3.3 Number of awards for innovation won by institution/ teachers/ research scholars/students during the last five years

Response: 5

3.3.3.1 Total number of awards for innovation won by institution/teachers/research scholars/students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	0	2

File Description	Document
List of innovation and award details	
e- copies of award letters	

3.3.4 Number of start-ups incubated on campus during the last five years

Response: 5

3.3.4.1 Total number of start-ups incubated on campus year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	0	2	0	0

File Description	Document
List of startups details like name of startup, nature, year of commencement etc	
e- sanction order of the Institution for the start ups on campus	

3.4 Research Publications and Awards

3.4.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	

3.4.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
List of Awardees and Award details	View Document
e- copies of the letters of awards	View Document

3.4.3 Number of Patents published/awarded during the last five years

Response: 0

3.4.3.1 Total number of Patents published/awarded year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of patents and year it was awarded	View Document

3.4.4 Number of Ph.D.s awarded per teacher during the last five years

Response: 2

3.4.4.1 How many Ph.Ds are awarded within last 5 years

Response: 2

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.4.5 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.79

3.4.5.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
11	6	7	6	8

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File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

3.4.6 Number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings per teacher during the last five years

Response: 0.21

3.4.6.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	6	1	0	0

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4.7 Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Response: 0

3.4.7.1 Total number of citations received by publications in the last 5 years, which are included in online databases such as SCOPUS, web of science or PubMed/ Indian Citation Index

Response: 4

File Description	Document
BiblioMetrics of the publications during the last five years	[View Document](#)

3.4.8 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science - h-index of the Institution

Response: 0

3.4.8.1 Number of citations received by individual research publications in the last 5 years

Response: 17

3.4.8.2 Number of publications receiving proportionately maximum number of citation in the last five years

Response: 13

File Description	Document
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View Document

3.5 Consultancy

3.5.1 Institution has a policy on consultancy including revenue sharing between the institution and the individual

Response: Yes

File Description	Document
Soft copy of the Consultancy Policy	View Document
URL of the consultancy policy document	View Document

3.5.2 Revenue generated from consultancy during the last five years

Response: 1

3.5.2.1 Total amount generated from consultancy year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	0	0	0

File Description	Document
List of consultants and revenue generated by them	View Document
Audited statements of accounts indicating the revenue generated through consultancy	View Document

3.5.3 Revenue generated from corporate training by the institution during the last five years

Response: 0

3.5.3.1 Total amount generated from corporate training by the institution year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of teacher consultants and revenue generated by them	[View Document](#)

3.6 Extension Activities

3.6.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

A day's visit to M/S Chellamuthu Orphanage Trust -The Department of Maritime Hospitality Studies organized a one day visit to M/S Chellamuthu Orphanage Trust - (AAKAASH SPECIAL SCHOOL FOR THE CHILDREN WITH MENTAL RETARDATION) to provide additional support and services to the differently abled children.

Around 50 students and 3 staff members visited the Orphanage on 10th September 2012. The Department donated Chairs, LCD TV, DVD Player, Drawing kits, First Aid Box, Sweets, Cakes and Food to the children. Our students enthusiastically interacted with them by dancing, playing, and singing. The Students assisted them in all their learning activitiess.Through this visit our students were able to empathise and visualise the practical difficulties of the children and pledged support for them.

Condolence Meet for Dr APJ Abdul Kalam, fondly known as the 'People's President', was observed by the Dept. of Commerce on 29.7.2015 at the Seminar Hall. Ms. V. Padmavathy – The Head of the Department, Mr.R.Sundareswaran – Asst. Professor, Mr. D. Abraham Pradeep – Asst. Professor along with the First, Second and Third Year Students expressed their deepest condolences.

The Life history of Dr. APJ Abdul Kalam was screened. The Meet ended with all the participants observing Silence as the Mark of Respect for the 'People's President'. B.Com III Year students were the coordinators for the meet.

School Visit -As a part of extension activity, the students of I. B Com visited Krishnamal Ramasubbaiyer School and conducted an awareness programme on "Basics of Banking and Savings" for standard the students of XI & XII. Mime, Quiz, etc were presented and conducted by the students.

Dr. APJ Abdul Kalam's birthday was celebrated on 15.10.2015. Mr. Veerasamy , student of III B.Com welcomed the gathering. The Principal- Dr. R.L Ramnath delivered the key note. Ms. V. Padmavathy – Head- Dept of Commerce and Mr. P. Senthil Kumaran – NSS Officer also addressed the students of I, II & III years and motivated them to inculcate values in their life.

Programs aired in Community Radio -Shyamalavani 90.4

To create social consciousness and awareness on various subjects a number of talk shows were aired through the Shyamalavani 90.4, community radio of our institution.

- Debate show on "What makes a family happy – Money/Love? For people " was conducted on 15.08.2016 as an Independence Day special program.
- AnubavamPudhumai: This Program talk about the Tourist places in and around India and their importance.
- SinthanaiSiragu: This program consists of Short stories and their morals. People from villages benefited through this program.
- An Awareness program on Prevention of Corruption was presented by the students of SLCS.

File Description	Document
Any additional information	View Document

3.6.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 6

3.6.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	1	1	1

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.6.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 63

3.6.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
20	19	7	9	8

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)

3.6.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 36.85

3.6.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
700	370	50	40	70

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	[View Document](#)

3.7 Collaboration

3.7.1 Number of Collaborative activities for research, faculty exchange, student exchange per year

Response: 1.4

3.7.1.1 Total number of Collaborative activities for research, faculty exchange, student exchange year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	2	1	2

File Description	Document
Number of Collaborative activities for research, faculty etc.	<u>View Document</u>

3.7.2 Number of linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the last five years

Response: 101

3.7.2.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
21	16	25	27	12

File Description	Document
e-copies of linkage related Document	<u>View Document</u>
Details of linkages with institutions/industries for internship	<u>View Document</u>

3.7.3 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.7.3.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc. during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc

Response:

The Vision

"To offer World Class Job Oriented Courses with an ethical focus, for the benefit

of all Stakeholders".

In line with the Vision Statement, the College provides adequate facilities to enable the students to learn with ease and confidence supported by excellent state-of-the-art infrastructure.

The classrooms are constructed in accordance to the required specifications given by Madurai Kamaraj University, the affiliating University of our Institution.

Classroom:

All classrooms are adequately illuminated and ventilated

Details of infrastructure facility – Classroom:

S. No	Details	Total Sq.Mts
1	Class Rooms (30 nos. of classroom)	2059 Sq.M

Laboratories and Computing Equipments:

The college Laboratory is the ideal place to learn and to acquire practical knowledge. Our college has sufficient laboratories and Computing Equipments for the students. It is very useful for the students to gain experience practically. The College laboratories and Computing Equipments offer significant advantages to the students as they enhance the learning experience of our students.

The Department of Animation has a spacious Laboratory and Equipment facilities for all the students with industry- required licensed software.

The Department of Visual Communication is fully equipped with spacious Studios and Laboratories complemented with a modern Computing Laboratory. All Computers are installed with industry required Licensed Software from Apple for all the year students, individually.

The Department of Marine Catering and Hotel Management is fully equipped with laboratory facilities both in terms of Culinary and Technology. All Kitchens are modernized. A proper House- Keeping Laboratory, Front-Office Laboratory, Basic, Quantity and Advanced Training Kitchen are well equipped

with modern equipments. New equipments like Combi Oven, Blast Chiller, Bone Saw Machine have been purchased for Training. The Department also has a Mock Restaurant, Mock Bar for Food and Beverage Training which are fully equipped simulating a shipping model.

The Department of Computer Science, the Department of Information Technology and the Department of Networking have spacious fully equipped Laboratories installed with modern Computing Equipments. All Computers are installed with industry required licensed Software.

The Department of Commerce has a Mock Bank Laboratory. The Mock Bank is fully furnished simulating a Bank set up. The cabins are so arranged as to create a Banking Sector environment. Bank transactions are taught to the students to impart practical knowledge in all the banking activities. The Mock Bank has cabins for all banking transaction module.

File Description	Document
Any additional information	[View Document](#)

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

Sports and Games

The college has spacious grounds for sports and games. A number of intra college sports events are organized throughout the year to enable the students to develop a spirit of healthy competition and team effort. It has adequate facilities for Cricket, Basket Ball, Volley Ball, Foot Ball, Badminton, Table Tennis, Chess, Carom and several other indoor and outdoor games. Physical fitness has been given utmost importance by the College and so apart from sports the college also provides a state-of-the-art Gymnasium and a semi- Olympic sized Swimming Pool for all students to make them healthy, strong, confident and skilled.

Cultural Activities

Our College has a state-of-the-art Air-Conditioned Auditorium with a seating capacity of 400 students including a preview theater with the latest DTS. Besides the Auditorium, the College also has a Seminar Hall, a Hexagon shaped Open-Air Theatre and ground for conducting Cultural Programmes and Festivals in a grand manner.

File Description	Document
Any additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class,

LMS, etc

Response: 63.64

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 21

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 27.69

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
10	20	70	180	140

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The Library of Subbalakshmi Lakshmipathy College of Science runs in the name of "Ramasubbaiyer", father of our Founder. This library is located in the ground floor so as to give easy access to all. The library is fully automated using Integrated Library Management System (ILMS). The College has developed its own library Software by using Front Visual Basic and Back End Access. It is a fully integrated, user and multi-user friendly, Library Automation Software.

Online Public Access Catalogue (OPAC) helps the users check the availability of books as well as to reserve books. It follows closed access system for the students so that the students can avail the OPAC facility. Through this the students can search for the availability of books' author, title, publication,

keyword and even department wise. Biometric system is followed to issue books to the staff and students.

With the help of this fully automated software the following functions are carried out Book Ordering, Cataloguing, Circulation Management Transaction, System Administration, Stock Verification and Report Management. The ILMS is installed using the version 2006 and the Library was fully automated in the year 2007. This automated software helps the students utilize the Library in an effective manner.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment

Response:

The Reserve Bank of India Bulletin is issued monthly by the Department of Economic Analysis and Policy, Reserve Bank of India under the direction of the Editorial Committee. The college has subscribed to the Reserve Bank of India Bulletin yearly and the college is receiving 12 copies every year. The author and the name of the publisher is the Reserve Bank of India.

The details are follows:

Sl no	Name of the Report	Name of the Publishers	Name of the Author	No of Copies	Year of Publish
1	RBI Bulletin	Reserve Bank of India	Reserve Bank of India	12	2016
2	RBI Bulletin	Reserve Bank of India	Reserve Bank of India	12	2015
3	RBI Bulletin	Reserve Bank of India	Reserve Bank of India	12	2014
4	RBI Bulletin	Reserve Bank of India	Reserve Bank of India	12	2013
5	RBI Bulletin	Reserve Bank of India	Reserve Bank of India	12	2012

4.2.3 Does the institution have the following

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**

Any 4 of the above

Any 3 of the above

Any 2 of the above

Any 1 of the above

Response: Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 2.23

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
2.32	1.61	1.66	2.29	3.28

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 25.5

4.2.6.1 Number of teachers and students using library per day over last one year

Response: 192

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college upgraded the existing 12 Mbps to 16 Mbps internet bandwidth resulting in high speed and highly reliable internet facility at our campus during the year 2015 and the college again upgraded 16 Mbps internet bandwidth to 20 Mbps in the year 2017. A total of 20 Mbps internet bandwidth is available for the users with Ethernet and fiber backbone technology for round the clock Internet access. The sophisticated seamless roaming WIFI facility is also available with 3 indoor access points in the campus and 7 access points in the hostel.

Our computer labs are equipped, with the state-of-the-art features, with all the required licensed Software needed for digital learning and internet browsing, to meet the current needs of the fast growing Industrial scenario.

The entire campus IT traffic is being controlled by the Cyberoam which is a blend of security features in a single device which can control all the Cyber threats. This ensures a safe internet educational learning. Our subscribed features for updation include

Firewall policies

- Web Filter - this module blocks unwanted websites
- Application filter-This module blocks applications like torrent, proxy etc.
- Gateway antivirus
- Gateway antispam
- Bandwidth Management
- IPS (intrusion prevention system)

Our Computer systems in the Labaratories, Wi-fi installation are updated periodically according to contemporary syllabi using cutting edge tools. The following are the updation done in the IT facilities including Wi-fi during the past five years:

- Microsoft
- Adobe Products
- Computer Systems in the Academic Labs
- Net Lab
- Wi-fi Installation

- Wi-fi updation

File Description	Document
Any additional information	

4.3.2 Student - Computer ratio

Response: 1.74

File Description	Document
Student - Computer ratio	

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
?50 MBPS

35 MBPS - 50 MBPS

20 MBPS - 35 MBPS

5 MBPS - 20 MBPS

Response: 20 MBPS - 35 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	
Any additional information	

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support

facilities excluding salary component, as a percentage during the last five years

Response: 22.77

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
71.89	60.14	48.64	43.11	92.8

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Maintenance and Utilization Policy

As an established policy the academic session of the college is from June of a calendar year to March of the subsequent year. April and May months are declared as summer vacation for the students mainly to attend to the maintenance work in hostels, college building etc., which includes civil, electrical, plumbing, painting works etc. A team of Civic Service Personnel headed by a Campus Engineer carry out all the maintenance work immediately.

In addition, we have also introduced a scheme called Day-to-Day audit. An electrician and a plumber are deputed under this audit to inspect and carry out maintenance works in each and every building. The Heads of Department and other in-charges forward the Maintenance work to be done to the Principal who in turn forwards it to the concerned personnel and also to the College Management.

The campus is installed with Lightning Arrestors, Surge protectors and Uninterrupted Power Systems to avoid mishaps. We provide round the clock power supply to all our students. Hence the Power Generators are maintained periodically.

There are various kitchen equipments both imported and indigenous used in the Hostel mess and in the Marine Catering and Hotel Management Department.

The computer systems are maintained by a team of Lab Assistants headed by a System Administrator. For branded items like HP products, Apple Computers etc., authorized service engineers are outsourced for maintenance works as and when the necessity arises. The Lifts and Biometric attendance Machines are

maintained under Annual Maintenance Contracts. Furniture and Fittings are maintained through carpenters who are engaged on a contract basis.

A majority of our students and staff use our college bus for their commutation. The cars and vans are serviced and maintained through Authorized Service Centers. The buses are fully maintained and serviced before the Fitness Certificates are obtained from the Regional Transport Authorities.

The Campus has a vegetable garden and a Vermi-composting farm. The campus also has a number of small gardens. They are maintained periodically by an Agricultural Officer.

All the comfort rooms are well equipped and maintained twice a day by a team of House- Keeping Staff.

Each and Every Computer system in our campus comes under Cyberoam protection. Anti-virus /Anti Malware software are installed and updated at specific intervals. All systems are connected with UPS, providing uninterrupted power supply to avoid hardware and software problems.

Dewey decimal classification system is followed in the Library. Faculty and Students Entry is permitted only with the ID card which is non-transferable. Library has two OPAC systems in the reading hall.

A stock register is maintained and updated periodically. Sports and Games materials are purchased periodically according to the strength of the students. Coaching Camps are conducted for the students during the Zonal/ Intercollegiate Sports Meet. The indoor game materials are cleaned and outdoor Sports and Games fields are maintained properly with the help of Dozer, Bobcat machine, Weed Cutter and Roller to level the ground.

File Description	Document
Any additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 0

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 7.6

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
113	106	14	5	14

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. **Guidance for competitive examinations**

2. **Career Counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and Meditation**
8. **Personal Counselling**

7 or more of the above

Any 6 of the above

Any 5 of the above

Any 4 of the above

Response: 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Any additional information	[View Document](#)

5.1.4 Average percentage of students benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 7.98

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
76	68	71	24	16

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of of students benefited by Vocational Education and Training (VET)	[View Document](#)
Any additional information	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	[View Document](#)
Any additional information	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 52.51

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
149	142	82	117	69

File Description	Document
Details of student placement during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 16.88

5.2.2.1 Number of outgoing students progressing to higher education

Response: 39

File Description	Document
Details of student progression to higher education	[View Document](#)

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 40

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOEFL/ Civil Services/State government examinations) year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	2	3	4

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

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) during the last five years

Response: 5

5.3.1.1 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-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	0	0	0	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Student Council:

Active Student Councils are established in all departments and every department has a functional Club / Association. Student office bearers are elected every year. The Department activities are organized and coordinated by the members of the club. A faculty coordinator from the department will monitor the activities of the club. The office bearers meet regularly along with the faculty coordinator and discuss matters regarding future activities to be held and organized.

Board of Studies:

Every year the college conducts "Board of Studies" which deals with the framing & review of the syllabus. The meeting is held in all departments and in each department a student representative and an alumni representative are enrolled as members.

Final year students from UG and PG are also included as members in IQAC and are invited to provide suggestions and ideas for the betterment of the student community and the institution.

Thus the college gives immense consideration for the participation of the students in its academic and administrative bodies.

Sports Committee:

The college has a well established sports committee. Every year a student secretary is selected. The Secretary is supported by the Assistant Secretary, House Captains, House Vice Captains, House Coordinators & House Representatives. The sports activities are constantly monitored by the student representatives. The student representatives actively support the Physical Education teacher in all sports related activities.

NSS:

The college has a NSS unit. A faculty coordinator looks after the activities of the NSS. A student leader is selected to actively support the work of the NSS faculty coordinator. A significant number of activities have been conducted with blood donation being a regular activity.

5.3.3 Average number of sports and cultural activities / competitions organised at the institution level per year

Response: 12.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
22	20	10	5	5

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The college has an active Alumni association, which contributes to the welfare of the institution. It shows a continuous patronage towards the institution by providing job references and offers placements on a continuous basis. A separate page has been created for the alumni in Face Book under the name of CONNEXIONS. A separate group in Whatsapp has also been created in the name of SLCS ALUMNI. A reasonable number of students are benefited through this initiative. The institution is also planning to launch a separate webpage for its alumni where they can connect with each other and interact regarding

their career.

The Institution aims at building up a strong alumni base thereby ensuring constant touch with the corporate world. Our alumni contribute by volunteering to conduct workshops & seminars for the current students to give them better exposure of the real corporate world.

Alumni also give feedback on competencies gained by them during their student's life and provide information to improve curriculum on a continuous basis by participating in the board of studies meeting every year.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 15 Lakhs

10Lakhs - 15 Lakhs

5 Lakhs - 10 Lakhs

2 Lakhs - 5 Lakhs

Response: <2 Lakhs

File Description	Document
Alumni association audited statements	[View Document]()

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 6

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	[View Document]()
Any additional information	[View Document]()

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision

"To offer world class job-oriented courses with an ethical focus, for the benefit of all stakeholders".

Mission

"We commit ourselves to impart knowledge, skill and attitude to the students, to inculcate in them, a sense of discipline, with moral and ethical values, and to make them good citizens of India"

The institution focuses on creativity, innovation, practical knowledge & skills and discipline that are the foundations of today's higher education.

The nature of the institution's governance is one where all stake holders (The Management, Faculty, Students) perform their duties with utmost sincerity and commitment deriving inspiration from the leadership, Dr. R. Lakshmipathy, President of Subbalakshmi Lakshmipathy Foundation (SLF) who always sets precedence and is a role model. As the focus is on providing quality education, skills, attitude and inculcating discipline, the mission of employability of the students becomes easier. Keeping this in mind the Management and the teachers deliberate on all issues concerning the Vision and Mission and implement activities related to them.

There is a constant interaction between the Management, Principal and the teaching staff periodically. Through these interactions a concerted effort is made to enhance the employability of the student. One recent example is the signing of Memorandum of Understanding with Confederation of Indian Industry. This MoU has given an added advantage for the students of BBA and MBA to seek job avenues in the fields of logistics and management.

In this regard, the curricula are continuously updated with the participation of the teachers and experts in order to give an edge to the students in this competitive world.

The Management regularly upgrades the infrastructure, laboratories and training centers to meet high standards on the recommendations of the teachers.

Employability being the key focus of the institution, Management provides students ample opportunities for hands-on experience. The teachers impress the students about the ideal work place environs that the Management has created for the students to acquire work experience during their study. The students are also prepared to face all challenges in life with local, national & international communities. For example the students are motivated to undertake industrial visit and educational tours and the student is also

involved in various activities in service of the society through the College National Service Scheme.

Perspective plans of the Management include introduction of job oriented Diploma and Certificate courses, updating the infrastructure to meet industry needs and enhancing the effectiveness of the teachers to ensure that the students get the best education.

In order to take higher education to rural communities, the institution through its Community Radio programs orients them about quality education, skills, attitude and discipline in their day to day life, with the active participation of the teachers. Outreach programs are also conducted to directly enlighten the rural communities about entrepreneurship, leadership qualities and financial discipline with the active encouragement of our College Management. The communities are enlightened in areas such as basic mathematics and banking procedures, health & hygiene, environmental issues, importance of values and cleanliness.

File Description	Document
Link for Additional Information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

The Governing Body determines the course of action for the whole academic year and the responsibility of executing and implementing the activities and programs lies with the Principal and the Academic Staff. The onus of managing the institution's programs and activities entirely lies with the teaching staff under the administrative guidance of both the Principal and Vice-Principal.

The Governing Board, as a first step proposes new programs and agenda or recommends any modifications in the existing programs based on the recommendations of the Board of Studies.

The Board of Studies of every department is convened by the Principal. Heads of the Department, Nominees of Madurai Kamaraj University, Industrial Experts, Alumni, representatives from the Present Students and the teaching faculty participate in the Board of Studies Meet for fine tuning and finalizing the syllabi for the ensuing academic year.

All the stake holders involve themselves in the discussion and finalize the subjects / courses and practical sessions.

The Academic Council approves the syllabi proposed by the Board of Studies.

The members participate in further discussion on the syllabi and on the modus operandi of implementing the programs.

The College Principal constitutes various committees and cells and appoints the Coordinator for each committee. The Coordinators carry out the various activities of the committees and cells involving other faculty and students. The Principal monitors these activities periodically and reports to the College

Management.

The college, being an Autonomous institution, has a Controller of Examination Office which is given independent authority to conduct examinations in the College. They directly report to the College Management.

The parents being an important stakeholder, PTA becomes necessity and hence PTA meeting is conducted every semester. This has vastly improved the academic environment in the institution because there is a constant interaction between the faculty, parents and students. The College conducts Parent Teachers Meeting every semester. The parents get opportunity to meet the teachers and know the performance and progress of their wards. In this meeting the faculty members apprise the parents about their wards' attendance, academic performance and attitude in the College. The faculty members also discuss the placement opportunities and other academic programs with the parents.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The Board of Studies meetings convened by the Principal along with the other stakeholders analyze, assess and chalk out various strategic plans.

Once such strategic plan formulated in our campus is the Practice School concept. This is being currently practiced for post graduate students namely MBA.

Practice School Concept

This concept is unique to our College. This practice has been conceived to make the students get oriented towards actual working field experience during the course of study itself. This concept was conceived, developed and deployed by our College President Dr. R. Lakshmipathy, who is successfully managing the largest Tamil daily "The Dinamalar", as Publisher. This concept was introduced after taking careful consideration of the commutability of the students and the availability of diverse organizations in and around Madurai.

Our institution has entered into Memorandum of Understandings with leading industrial houses like TVS and Sons - Madurai.

Practice School Strategy

This concept evolved in 2008 and is practiced till date has enabled the students to gain Hands-on experience and understand the important attributes of a management professional. It encourages the students, in essence, to put their theoretical knowledge into practical use. Emphasis is laid on realizing the importance of team work, developing leadership qualities, the need for effective time management, possessing the right attitude and acquiring good professional communication skills.

Development & Deployment

Function/Execution

As per this novel system, students must go to various organizations every Wednesday and Thursday during their 2nd Year First Semester. The students can avail of nearly forty days per semester to attend the Practice School.

Result

By working in an organization for one year – two days per week, the students get well accustomed to the routine systems and activities. By utilizing this system, the students are able to understand the office procedures, etiquettes, intricacies of interaction with customers. This makes them well equipped to get job placements. The students also get an opportunity to correlate the work environment and academic environment. They are able to make a SWOC analysis of both and get prepared to face professional life.

Though every student cannot become the best, they can always identify their own space in their respective fields, for which Practice School system is very useful.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The Governing Body which comprises the President, Secretary, Joint Secretary and Management Executive, frames policies, proposes new programs and recommends any modifications in the existing programs based on the recommendation and consent of the Administrative Body.

The Administrative setup is headed by the Principal and the Controller of Examinations which includes the Vice Principal, the Additional Controller of Examinations, the Academic Council, the Board of Studies, the Faculty members and the non teaching Staff. The Administrative setup makes sure that the policies, new programs and recommendations of the Governing Body are implemented meticulously.

The institution's other bodies are the Internal Quality Assurance Cell, National Service Scheme, Research & Development Cell, Grievance Redressal Cell and Parent Teacher Association. The members for each body are consensually appointed and meet whenever necessary.

The Board of Studies comprises the Principal, Head of Departments, Madurai Kamaraj University Nominees, Industrial Experts, Alumni, Representatives from the Present Students and the teaching Faculty. The Board of Studies formulate and propose the syllabi which is approved and implemented by the Academic Council, which has as its members, the Head of Departments, Madurai Kamaraj University Nominees and Industrial Experts.

The Controller of Examinations office which comprise the Controller of Examinations and Additional Controller of Examinations oversees and conducts the Internal and External Examinations.

The Parent Teacher Association Meetings are conducted every semester wherein the Parents and Teachers analyze the performance and the progress of their wards.

The College service rules are promulgated and directed by the College Management. The duty of the teachers includes preparing Lessons Plans, activities related to Academic Audit, Setting question papers and Valuation of answer papers.

The employees are governed by the rules and regulations of the institution.

Recruitment is done as and when required by the College Management and the Administrative Heads. They also appraise the performance of the staff and promote them with an increment.

There is a separate cell for Grievance Redressal which immediately sorts out any problem with the guidance of the Principal and the College Management.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**
5. **Examination**

All 5 of the above

Any 4 of the above

Any 3 of the above

Any 2 of the above

Response: All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The Board of Studies meeting analyzed in depth the employability factor for the students and decided to implement the practice of deputing the students for internships. This concept is made compulsory for all final year students in the final semester.

The Concept

Under this concept the final year students are sent to various organizations for hands-on training during their final semester in their respective field of interest.

Plan of Action

Every student is assigned one organization for their internship and they attend the program regularly in the final semester.

Function

The students will maintain a work diary and record their work experience and attendance.

The students go to various organizations during their final semester for their internship. Entries in the work diary are endorsed by the respective Organizational Guide. Emphasis is laid on realizing the importance of team work, development of leadership qualities and the need for effective time management.

Result

Internship enhances the employability level of the students as they are well trained in their respective field. The students gain on the spot experience about the organization and also the intricacies and complicacies of professional world. They are also able to put into practice the knowledge they have gained in the class rooms and thus transfer the knowledge to the working field. This gives them academic confidence and makes them academically more potential than their compatriots in their field.

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

1. Health Insurance
2. Driving Training - At subsidized rates
3. Gymnasium - At subsidized rates
4. Swimming Training - At subsidized rates

5. Canteen Facility - At subsidized rates
6. College Bus Transport - At subsidized rates
7. Provident Fund
8. Gratuity
9. Sale of Organic Vegetables to Staff
10. 24X7 Ambulance Facility
11. Staff Quarters at concessional rate
12. Concession to the children of the staff studying under Subbalakshmi Lakshmipathy Foundation.
13. Food allowance for the House keeping staff, Bus crew & Security staff.
14. RO Water facility.
15. Interest free Loans.
16. Management sponsored tours for the teaching staff.
17. Medical awareness programs.

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years

Response: 9.19

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
22	2	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.8

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	3	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 21.9

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
50	0	4	0	3

File Description	Document
Details of teachers attending professional development programs during the last five years	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The institution has a performance appraisal system for the Teaching and Non-teaching staff. The institution has a standard "Performance Evaluation Methodology" for the teaching staff and a separate methodology for non-teaching staff.

The Performance Evaluation methodology for faculty includes documentation of the following critical factors.

1. Number of years of experience plays an important role.
2. Usage of diverse methods of teaching
3. Involvement in Co-curricular activities
4. Employing ICT, providing Remedial classes, counseling the students, conducting seminars & study visits.
5. Involvement in Public Talk and Extension work
6. Administrative responsibilities such as Convener, Coordinator, etc.
7. Participation in academic bodies such as BOS (Board of Studies), Academic Council Committee, etc.
8. Professional Development activities such as attending / presenting papers in seminars,

dissemination of information, and conducting FDP (Faculty Development Program)

9. Publishing Research papers, releasing Books with ISBN/ISSN numbers, providing Research Guidance.
10. Improvement in academic qualification like a pass in NET/SET

These parameters are evaluated by a committee constituting the College Management, Principal and Vice Principal.

The Non-teaching staff appraisal is done on the basis of their performance in effectively implementing their allotted duties; other factors that aid in appraisal are commitment, punctuality, a sense of civic responsibility and attitude to learn new things. The observations of the HODs and Office Superintendent are taken into consideration for the appraisal.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The internal and external audits are conducted regularly. The External Audit is done by Chartered Accountant R. Rudhra Kumar (ICAI Membership No. 019444), Chennai and the Internal Audit is done by Chartered Accountant S. Ramamoorthy (ICAI Membership No.200/24552), Madurai. All their reports state that they have obtained complete information and explanation to the best of their knowledge and belief for the purpose of auditing. Proper books of accounts are maintained and as such there are NO objections from the internal and external Auditor(s).

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0.46

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0.455	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The College mobilizes funds in the following ways.

1. **Fees collection from students**
   - The College collects tuition fees and administration fees from the students every semester and the funds are used for running the College.
2. **Management Contribution**
   - As the College is a self financing institution, the College does not receive any funds or grants from the Government – Central or State, UGC or any other sponsoring educational agencies. The Management contributes funds whenever necessary.
3. **Interest on Deposit**
   - The College also receives funds by way of interest on deposits.

All these funds are utilized only for administering/running the College.

File Description	Document
Any additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

1. Academic Audit

The Board of Studies frames the curriculum which is approved by the Academic Council. Based on this approved curriculum faculty prepare the lesson plans which are submitted to the Academic Auditor. The Academic Auditor incorporates the lesson plan in the E-Register maintained by him which will be periodically supervised by the Principal.

A copy of the lesson plan is also given to the Student Representatives of all classes. She/ he has the responsibility of filling the Class Log-Sheet according to the lesson plan and the topic covered by the faculty every hour. The Class Log-Sheet is collected and the Academic Auditor transfers them to the E-Register immediately.

At the end of every semester the consolidated report of the academic audit is submitted to the Principal who in turn verifies the log book maintained by the faculty members. This Academic Audit ensures that the students are aware of the curriculum and more importantly the coverage of the curriculum.

This ensures academic transparency and accountability in the institution.

2. Parents Teachers Meet

All the departments conduct Parents Teachers Meeting every semester. Parents are informed about the PTA meeting. Mostly all the parents attend the meeting. During this session the parents are informed of their children's performance, discipline, strengths and weaknesses etc.

The students with poor attitude for learning and low level performers are counseled by both the faculty and their parents. This meeting creates a platform for the parents and the faculty to share and discuss information regarding the students. It gives an opportunity to the parents to know about their children's attitudes, behavior and academic performance in the college.

File Description	Document
Link for Additional Information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

1. Course Committee Meeting

The Course Committee Meeting is conducted to review the learning and teaching practices followed in the institutions at periodic intervals.

The Course Committee Meeting comprises of Department Heads, faculty members and student representatives from the concerned department. The student representatives are selected on the basis of their academic performance (toppers, average and below average students).

During the meeting, academic achievements of the students and grievances if any are discussed and suitable solutions are taken. The suggestions given by the students are implemented. The Course Committee Meeting facilitates the students in improving their learning process and also in understanding the interest the institution takes in their welfare and development.

2. Academic Activities Review Meet

Every month the institution reviews its teaching & imbibing process, the structures & methodologies of operations and the learning outcomes.

The Academic Activities Review Meeting is chaired by the Principal and all the academic matters are reviewed in the meeting. After that a review meeting will be conducted by the President. The Management Executive, The Principal, Vice Principal, Controller of Examinations, Deputy Director, Head of the

Departments and faculty members participate in the meeting.

The meeting also discusses students' discipline, examination results, staff and student attendance and any other matter that has a bearing on the overall performance of the students.

The minutes are recorded and circulated among the faculty.

File Description	Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

Any 4 of the above

Any 3 of the above

Any 2 of the above

Any 1 of the above

Response: Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

Post accreditation quality initiatives (second and subsequent cycles)

Upload description of quality enhancement initiatives in the academic and administrative domains successfully implemented during the last five years

Incremental improvement

I Cycle Recommendation:

The first NAAC peer team had visited the college on 03/07/2000 and had given the following recommendations.

   1. NSS and NCC – extra-curricular activities are not found in the college and so they must be introduced.

   Answer: NSS unit was introduced.

   2. As it is a Self-Financing college there is no Government scholarship, so the management can provide scholarship.

   Answer: The management has introduced merit scholarship

   3. The college can start computer based courses.

   Answer: The College has started FIVE computer based courses

II Cycle Recommendation:

The Second Cycle of NAAC peer team visited the college on 23/01/2007 and had made the following

recommendations:

1. Communication English to be imparted to the students.

Answer: Communicative English classes and Campus Recruitment Training are provided to the students. A Communication Lab has been functioning

effectively from 2012.

2. Quality of drinking water to be improved.

Answer: RO water plant has been installed as per the NAAC Recommendation.

3. Research programmes like M. Phil and Ph.D, must be introduced

Answer: M. Phil program in Management was introduced in the year 2016-17.

4. Parent Teachers Association must be improved.

Answer: Parent Teachers Association has vastly improved and has been effectively functioning.

5. As the intake is low a marketing cell may be created for promotion

Answer: A promotion cell has been formed and several promotion meetings are arranged with the cooperation of the departments.

III Cycle Recommendation:

The Third Cycle of NAAC peer team visited the college on 23/02/2013 and had given the following recommendations:

1. The Canteen must be improved hygienic wise and accommodation wise

Answer: A modern and hygienic canteen has been newly constructed.

2. A commerce lab must be established

Answer: A Mock Bank lab was established.

3. Research must be encouraged and the faculty must be encouraged to participate and present paper in seminars.

Answer: The Management recommends research and the faculty are motivated to participate and present papers.

4. The college must increase the augmentation of green cover.

Answer: The college has been given a green cover by planting trees and farming small plant gardens.

5. Entrepreneurship Development cell to be inaugurated

Answer: An Entrepreneurship Development Cell was also established in the College and several programs are being organized. An incubation center

was also established and the students are given training.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 18

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	5	7	2	2

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document](#)
Any additional information	[View Document](#)

7.1.2 Institution shows gender sensitivity in providing facilities such as
a) Safety and Security
b) Counselling
c) Common Room

Response:

a) Safety and Security:

- College

1. During common gathering of students like college functions, the women faculty members are instructed to monitor and guide the girl students. The senior most women faculty will supervise and ensure complete safety for girl students.
2. The college has clean and hygienic Rest Rooms for the girl students in all the floors.
3. The college has an Ambulance inside the campus and it is available round the clock.
4. A convenient and neat looking dress code is followed forwomen students
5. Medical Room is available for the girls with all the required facility.
6. CCTV cameras are installed in Labs, Class rooms, Canteen, Mess, Main gate, etc. They help promote discipline in the premises.

- Bus

1. During bus commutation a separate women faculty and the bus crew guide the students. As a mark

of respect to women, girl student and women faculty are the first to board and alight the college bus.

2. The entry and exit of students is strictly monitored at the college gate. The students need to take formal permission from higher authorities to move in and out of college.

- Hostel

1. The college provides a separate hostel (twin sharing room) and mess facilities for girl students inside the college campus itself. The wardens are available round the clock.
2. For better hygiene, a napkin vending machine and incinerator are available.
3. Hostel girls can leave the hostel only during the holidays with their parents and authorized visitors are allowed to meet the girl students only after the college hours. The hostel girls are periodically counseled on safety and security measures.
4. Apart from these, the hostel has RO Drinking Water facility, 24x7 Power supply and Wi-fi Connectivity.

- **Outside the Campus**

1. Considering the safety of the girl students, one female faculty will accompany students during Industrial Visits, International Conferences, Inter Collegiate Seminars, Tours, Field Trips etc., During these activities the college provides the college bus free of cost. The students are involved in these activities only with the written consent of the parents.

b) Counseling Room:

1. A Counseling Room has been established to maintain confidentiality.
2. Women Empowerment Cell has been established and various meetings are conducted for the benefit of the girl students. And regular counseling is being given.
3. Additionally, All the Faculty members counsel the students. Male Faculty counsels boy students and Female Faculty counsels the girl students. This counseling is done by all Faculty Members at all times, whenever the student is in need. The student mentors monitor this activity.

c) Common Room:

A common room has been constructed for the day scholars. The area of the common room is 225.18 Sq.Mt. This common room is used by the students for studying and dining during leisure hours.

7.1.3 Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 10.52

7.1.3.1 Annual power requirement met by renewable energy sources (in KWH)

Response: 96

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<u>View Document</u>

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 10.89

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 4.84

File Description	Document
Details of lighting power requirements met through LED bulbs	<u>View Document</u>

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

a) Solid waste management

In our campus, we have an in-house vermi-compost production unit which is a separate unit run by S.L.Associates affiliated to SLF. In this unit vermi-compost farming is done utilizing food waste generated from college mess and also biomass waste like weeds and plant debris on college campus.

Organic manure generated is utilized in the college agricultural lands. This helps to increase soil fertility and to cultivate organic vegetables, fruits, flowers & trees in our campus itself. Later these are being sold to the Institute faculty.

b)Liquid waste management

We have three Water Re-Cycle Plants (RCPs) in our campus and used water gets recycled in the Recycle Plants. The recycled water is again utilized effectively for non drinking purpose in hostels and also utilized college farm.

c)E-waste Management

E-waste generated inside the campus is effectively managed, keeping in mind the environmental hazards, may cause trouble if not disposed properly.

Recycling operations engaged in

- Dismantled the personal computer hardware is used in PC trouble shooting lab. Thus waste generated effectively used to conduct practical course for B.Sc(Networking) and B.Sc(CS).
- Sale of dismantled electronic spare parts immediately sold after proper segregation of spare parts.
- Generated e-waste send to recycler on specific intervals.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain water harvesting structures:

In our campus rain water harvesting by roof top harvesting, Rain water harvesting structures have established in each building to harvest rain water and improve the water table in the lands and made pipe lines from the rain water structure into open well too for effective utilization of rain water.

It covers total area of

- 28077 sq.ft in the college building,
- 10,658 sq.ft in Boys hostel I,
- 10,652 sq.ft in Boys Hostel II, and
- 6761 sq.ft in Girls Hostel.

Further 11 soak pits in the size of 45 inches x 55 inches are available to harvest the rain water.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

a) Bicycles

The Non teaching staff residing in and around our college commute to college by bicycles and the college has constructed one cycle shed for such employees to safeguard their vehicles. This also motivates the staff to come to the college by bicycle.

b) Public transport

All the students make use of the college bus facility provide by the college. Approximately 90% students and 80% of staff use the college bus. The students are not using personal transport to attend the college either by bike or cars. Similarly most of the staff members come to by college bus. This transport pooling helps to avoid environmental pollution.

c) Pedestrian friendly roads

All the roads in college are natural mud road and pedestrian friendly.

- **Plastic free campus -** Our college campus is a plastic free campus. The staff and the students are not permitted   impermissible size plastic bags. In the college canteen, mess and staff quarters, also use of plastic bags is banned.
- **Paperless office**

    The President office, the principal office, all the Departments of the college, controller of examination office, and laboratories are very well connected   with a good and efficient LAN network. Hence all the inter office correspondence done through email. Till the last academic year circulars were sent in the form of Hard copies.

    For the past several years the office of controller of examinations is practicing paperless office system. All the correspondence with the examiners including the filling of question paper is done through email only. So the college imbibes the green practices as above.

- **Green Landscaping with trees and plants.**

    Trees growing and environment improvement:

    The entire campus is given a green cover with trees, small plants, ornamental plants and mini gardens. There are thousands of trees most are Neem. Neem seeds are collected and utilized for organic farming purposes for soil fertility improvement and also for pest and disease management- a bio control agent. As a social corporate responsibility, we planted 81 trees during the Sathabhishegham function of our college president.

File Description	Document
Any additional information	[View Document](#)

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary

component during the last five years

Response: 0.94

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.00	3.52	3.11	3.17	2.45

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: A. 7 and more of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
Any additional information	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the

last five years

Response: 5

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document]

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 10

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	2	2

File Description	Document
Details of initiatives taken to engage with local community during the last five years	[View Document]
Any additional information	[View Document]

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 25

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony

and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	5	5	5	5

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Every year April 14th, our students participated in various artistic events to celebrate Tamil New Year. Independence Day was celebrated on every year on August 15th to respect the country and the freedom fighters. The national flag is hoisted in the morning at the College campus.

To respect the teachers and their unmatchable work Teacher's day is celebrated by the various Departments of our College. Various cultural events were conducted on that day by the College. On the occasion of Gandhi Jeyanthi the entire college pays the respect to Mahathma Gandhi. Essay writing and speech competitions were conducted by the College on October 2nd. Commemorate our former president Shri. APJ. Abdul Kalam from 2016 onwards,all students eagerly participated in the events conducted in the college.

Our students celebrate Tamilar festival Pongal with traditional village settings to make pongal and play traditional games like uriyadi, tug of war and so on. On the occasion of Christmas and forth coming New Year eve, various cultural events are conducted during the last week of December at the College premises and students eagerly participated.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Transparency in Financial function

The college collects the fee from the students only through online or demand draft for all the fee collection and printed receipt is given. Donations or capitation fees are not collected. All the collections are accounted and all payments are made only though cheque or demand draft. Another very important aspects of financial transparency the salary and wages to the teaching and non –teaching staff are paid only through the bank account.

Transparency in Academic function

Lesson plans are prepared by the faculty members based on the course. The copy of the lesson plan will be sent to the academic auditor and also to the students. The end of the every class hour the student acknowledges the completion of lesson by filling up the log sheet. So that completion of the curriculum is verified by the academic auditor with the help of lesson plan.

Transparency in Administrative function

The administration of the college is effectively supervised by the principal office. The admissions are done on the merit basis and equal chance is given to both boys and girls. The reservation policy stated by the higher education department of Government of Tamilnadu is followed regularly during the admissions. Management scholarship is given to the eligible and meritorious students.

Transparency in Auxiliary function

There is a collection of examination office which is highly confidential section. The internal test and the external examinations are conducted effectively and students can apply for transparency for external exam papers. All the internal valued answer scripts are shown to the students and get their acknowledgement. Further, student kiosk used to view their attendance, exam time table, fee details and so on.

Students can access library during the working hours and can use the OPAC system to access books and educational materials. They can use facilities of the physical education department in regular intervals to attend the physical education classes

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

BEST PRACTICE-I

1. TITLE OF THE PRACTICE:

   INTERNSHIP

2. OBJECTIVES OF THE PRACTICE:

   The vision of the college is "To offer would class job oriented course to the stakeholders" and based on this the management and the governing body have decided to give hands-on training to all students during the course of the study, especially, in the last semester.

3. THE CONTEXT:

The students are sent to various organizations depending upon their programmes. Every Department

contacts the organization related to the program and discusses the modalities of sending students to the organizations for their internships.

4. THE PRACTICE:

The student has to undergo the internship for the entire semester. During the internship, the students are instructed to follow a work diary. Finally, after completing the internship the student submits the project report and attends the viva-voce in the college.

5. EVIDENCE OF SUCCESS:

Our college provides opportunities to the students for the internship. Experience is one of the most important aspects of the foundation that is laid for a successful career path. This internship helps the students to have a competitive edge in the job market.

6. PROBLEMS ENCOUNTERED AND RESOURCES REVIEWED:

Our college offers special courses like Animation, Visual Communication, Marine Catering and Hotel Management and our students find it difficult in selecting organizations and hotels for their internships in Madurai. Due to this locational disadvantage, there is a difficulty to accommodate student who are not willing to go beyond Madurai.

BEST PRACTICE-II

1. TITLE OF THE PRACTICE:

   VALUE ADDED COURSE

2. OBJECTIVES OF THE PRACTICE:

   The Value Added Course will make students familiar with all the modern and updated concepts of the industry.

3. THE CONTEXT:

The value added course has its uniqueness in the context of Indian higher education. This value added course enhances the students with a strong conceptual and practical framework to build, develop and manage organizations. It also helps the students to play an important role in the development of the students overall personality, thereby enhancing their career prospects.

4. THE PRACTICE:

Initially the college takes the steps to find out the current needs in the industry. The college enters into MOUs to teach the value added courses.

5. EVIDENCE OF SUCCESS:

National and Internationally recognized certificates are awarded to the students after the successful

completion of the course. The student possesses a minimum of 2 certificates before completing the degree program. This helps the students to become employable.

  6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

The value added courses are offered to the students in addition to the regular curricula prescribed in the syllabus. Since the subject experts are mostly available outside Madurai, allocating time for conducting the courses is difficult.

File Description	Document
Any additional information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

JOB ORIENTED PROGRAMMES

The College Vision statement is "To offer world class job oriented programmes with an ethical focus for the benefit of all stakeholders". Based on the College Vision, the Management has started this College in the year 1994, to offer only job oriented courses. The founder of this College had Vision to provide only job oriented courses so that the youth of this country will get benefitted and lead quality life. The courses offered by the Institution are very unique, in terms of programme nomenclature, syllabi, content and course structure. These courses are not offered in many of the Institution in south Tamilnadu.

This is the distinctive feature of our college and we prove this by carrying out the following,

1. The college monitors the syllabus coverage through student representatives for every class hour and one academic auditor verifies the lesson plan already given by the staff.
2. The final year students are sent for internship / hands-on training in their respective field for a period of six months in their final semester. This type of internship is not followed in many institutions in south India. The Animation and Visual Communication students generally go to Metropolitan cities for their study as Animation facilities like VFX, film shooting, editing facilities, etc., which are not available in Madurai. The students who go for internship must maintain a work diary which is acknowledged by the employer and the institution.
3. A structured syllabus is framed to teach the second and third year students in soft skills. We have an in-house certified faculty team to train the students.
4. The MBA students are given training through an innovative concept called Practice School, in addition to internship. Under Practice School the students are sent to various organizations for hands on training twice a week in the third semester.
5. The college provides two life skills training-Driving and Swimming to all the students. The college has a semi Olympic size swimming pool and a driving school with two simulators, two cars, two

bikes, and five certified trainers. So far 142 students have got their permanent driving license.

6. The college offers value added courses to all the students to improve their employability. The college helps them to get at least one international certification which will help them get a job anywhere in the world

All the above practices improve the employability and in turn provide better living. To summarize, the main thrust of the institution is to offer job oriented courses at affordable cost and uplift youth of the country to lead disciplined, successful and a happy life.

File Description	Document
Any additional information	[View Document](#)

5. CONCLUSION

Additional Information :

The Shyamalavani Community Radio (90.4 Mhz)

Genesis:

Subbalakshmi Lakshmipathy College of Science adopts innovative methods in all the aspects with an ethical focus for all the stakeholders. On this basis educationist Dr. R. Lakshmipathy took up the task of empowering the community around the campus by establishing one Community Radio, a unique method of serving the Community in the name of Shyamalavani Community Radio Station.

Theme of the Radio Station

The Shyamalavani Community Radio is of immediate relevance to the community. The emphasis is on developmental, agricultural, health, educational, environmental, social welfare, community development and cultural programmes. The programmes reflect the special Interests and needs of the local community. 50% of content is generated with the participation of the local community, for which the station has been set up. Programmes are broadcast in the local language and dialect(s). Therefore, the Community Radio focuses on all the relevant areas suggested by the Information and Broadcasting Ministry at the time of Agreement.

The most Highlighted Signature program:

Maths on Radio

Shyamalavani CRS with the support from National Council for Science and Technology Communication, The Department of Science and Technology, Government of India, was able to produce and broadcast 90 episodes of "Radio Mathematics Program", a campaign that aims to popularize mathematics among the community people.

Ultimately the college proves itself in this distinctive area by establishing a Community Radio in the name of Shyamalavani Community Radio Station towards its Vision and to its Thrust.

Concluding Remarks :

Keeping the vision and mission in mind, the College works towards the students' community's employability and make them to have a better life. The aim of the College is to create an elevated and sustained excellence in the educational system, which is relevant for today's and future industries/ corporates and bank requirements.

The College creates a sustained excellence in the educational system, which is relevant for today's industry requirement. Its ultimate design is to be in synchronize with the industry demands so that when the students complete their course, are employable and can adopt themselves to the challenging employment atmosphere.

The College has experienced teaching Faculty team, state-of-the-art infrastructure and a student friendly atmosphere to impart quality education and transform the students to meet the challenging and dynamic

industry needs.

As part of governance the College establishes three committees namely Board of studies, Academic council and Governing Council with sufficient members to support and to have continuous improvement of the College education system.

As an autonomous College, 23 years of excellent educational services has been provided to students and have placed them globally.

We are the only Arts and Science College to implement the concept of internship / practice school for students to undergo onsite real experience with various industries.