YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	**THIRUVALLUVAR COLLEGE**
• Name of the Head of the institution	**Dr.S.SUNDARAM**
• Designation	**PRINCIPAL**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**04634220327**
• Mobile No:	**9443058162**
• Registered e-mail	**tvl.valluvar@gmail.com**
• Alternate e-mail	**ravisan267@gmail.com**
• Address	**PAPANASAM**
• City/Town	**VICKRAMASINGAPURAM, TIRUNELVELI-DISTRICT**
• State/UT	**TAMILNADU**
• Pin Code	**627425**
2.Institutional status	
• Affiliated / Constitution Colleges	**Affiliated**
• Type of Institution	**Co-education**
• Location	**Rural**

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**MANONMANIAM SUNDARANAR UNIVERSITY**
• Name of the IQAC Coordinator	**Dr.L.RAVISANKAR**
• Phone No.	**04634220327**
• Alternate phone No.	**04634220327**
• Mobile	**9486408945**
• IQAC e-mail address	**tvcollegeiqac@gmail.com**
• Alternate e-mail address	**tvl.valluvar@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.thiruvalluvarcollege.com/2020-21.pdf
4.Whether Academic Calendar prepared during the year?	**No**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.thiruvalluvarcollege.com/Academic%20Calender%202021-2022.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B++**	**2.79**	**2017**	**23/01/2017**	**22/01/2022**

6.Date of Establishment of IQAC	**01/01/2005**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	[View File](#)

9.No. of IQAC meetings held during the year	2	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)
1. Emphasized the faculty members on conducting more online/offline seminars related to student concerns. 2. Faculty members were encouraged to participate more in the online FDP Courses. 3. SOP was strictly supervised by the IQAC with significant guidelines on the college campus as per the COVID-19 regulations and conducted an awareness program to the students for maintaining hygiene. 4. AQAR 2020-2021 prepared and submitted successfully criterion-wise analysis of key indicators of both Qlm and Qnm.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
AQAR 2020-2021 Preparation	AQAR 2020-21 has submitted successfully in the NAAC HEI Portal on 03/08/2022

13.Whether the AQAR was placed before statutory body?	Yes
• Name of the statutory body	

Name	Date of meeting(s)
IQAC	05/03/2022

14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-2022	**15/12/2022**
15.Multidisciplinary / interdisciplinary	
16.Academic bank of credits (ABC):	
17.Skill development:	
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):	
20.Distance education/online education:	

Extended Profile

1.Programme

1.1   **12**

Number of courses offered by the institution across all programs
during the year

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **1450**

Number of students during the year

File Description	Documents
Data Template	[View File]()

2.2   **302**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	[View File]()

2.3   **504**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]()

3.Academic

3.1   **38**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]()

3.2   **2**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

| 1.1

Number of courses offered by the institution across all programs during the year | **12** |

File Description	Documents
Data Template	View File

2.Student

| 2.1

Number of students during the year | **1450** |

File Description	Documents
Data Template	View File

| 2.2

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **302** |

File Description	Documents
Data Template	View File

| 2.3

Number of outgoing/ final year students during the year | **504** |

File Description	Documents
Data Template	View File

3.Academic

| 3.1

Number of full time teachers during the year | **38** |

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	2

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	37
4.2 Total expenditure excluding salary during the year (INR in lakhs)	1000220.77
4.3 Total number of computers on campus for academic purposes	120

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The BOS of Manonmaniam Sundaranar University designs the curriculum of any program. The colleges are not free to design their own syllabus. The affiliated colleges have to follow the syllabus designed by the parent University. The college prepares its proposed academic calendar at the beginning of each academic session. The timetable is designed for all UG and PG programs by each department as per the University academic norms. Teachers are informed about their workload and courses (Subjects). Teachers refer to the standard reference books prescribed by the University along with the latest information available online and other resources for effective curriculum implementation. Based on semester-wise result analysis of all courses corrective measures are suggested by IQAC and bridge courses and remedial lectures are conducted if required. Academic review and feedback are taken periodically. Concerned authorities conduct regular meetings to review the difficulties faced while teaching. Teachers attend workshops, seminars, refresher courses in FDP, etc., from time to

time and learn and implement effective teaching methodologies. Teachers update themselves with the current research and teaching techniques and hence, teach effectively. The faculty members of the college are actively engaged in the paper setting and evaluation process.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.msuniv.ac.in/Academic/Revised-Syllabus-Affiliated-Colleges#

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Before the commencement of the academic year, the college preparation of the 'Academic calendar' contains the relevant information about the teaching-learning schedule (working days), events to be organized, Internal tests, etc. The calendar is prepared so that teachers know all the activities about the CIE process. The student's academic progress is monitored regularly by adopting the strategy of CIE, seminars, project work, unit tests, and semester examinations. For the implementation of the CIE process, an EC is formed at the college level which monitors the overall IA process.

The process is as follows:

Teacher: Every teacher is assigned the subjects taught during the academic year. The teacher plans the teaching and evaluation schedule for the subject. The schedule of internal evaluation is planned with the consultation of HoD.

Head of the Department: The HoD compiles the academic plan submitted by the teachers and ensures that there is no overlapping of the activities in general and the CIE in particular at the internal as well as the University level and is forwarded to the IQAC.

IQAC: It compiles the inputs received from the departments and a comprehensive plan is prepared.

Stakeholders: They are awarded the CIE of the departments in the college.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.thiruvalluvarcollege.com/Academic%20Calender%202021-2022.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

12

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

Gender Equality: Gender equality is necessary for every institution. For maintaining equality among the staff and students the Women'scell and ant-ragging cells are active. These committees take utmost care and provide support to females. Oftenmeetings are conducted and issues are discussed to find solutions for making a better environment for the women. Environmental Awareness: Environment Day is celebrated with enthusiasm. NSS students to participate in tree plantation and cleanliness programs. We make students aware of the importance of preserving the environment. Human rights: Human rights are the basic rights enjoyed by all. We at the institute make sure that no violation of human rights takes place. We celebrate 10th December as 'Human Rights Day' to spread

awareness and motive everyone to make the proper use of basic rights. Professional ethics: Professional ethics are taught to students as part of their holistic development. The importance of group work and imbibing leadership is being taught. Moral and ethical values: Moral and ethical values are an integral part of the education of the students. Our teachers put their best efforts to make them responsible citizens. We celebrate the day of National importance which imbibes the nation's values in the students.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

258

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://thiruvalluvarcollege.com/Feedback1.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

602

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

733

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

To identify the slow learners and to design special coaching sessions or tutorial sessions to bridge the gap between the slow learners and the advanced learners. This process helps as a base for monitoring the future progress of the students.

Strategies adopted for slow learners

1. Remedial Classes are conducted with the aim to improve the academic performance of slow learners, absentees, and students who participate in sports and other activities.
2. Academic and personal counseling is given to slow learners by the tutor, mentor, and counseling cell.
3. Provision of simple and standard lecture notes/course materials

Strategies for the advanced learners

1. Special Coaching classes for the first 5 class toppers of every class after the internal test are conducted regularly to secure University Ranks.
2. Coaching is also given in Skill Development Programme like Communicative English, Aptitude, and Placement.

3. **Advanced learners are encouraged to enroll in MOOC Courses – SWAYAM courses.**
4. **Assignment and Student Seminars on contemporary topics to enable them for placement.**

The academic achievements of the students are extremely motivated and highly praised by the College by celebrating Annual Day every year. Students, who secured Ranks in the University Examination, are honoredon the Annual Day.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1450	**66**

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

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

Solving methodologies are used for enhancing learning experiences Response:

Lecture method:

This method facilitates the teacher to interpret, explain and revise the content of a text only for a better understanding of the subject by the learners. At the end of instruction of each unit, the students are given specific assignments which enrich their learning.

Interactive method:

The interactive method of learning includes group discussion, role-play, subject quizzes, news analysis, educational games, and

discussion with questions/answers. In all the courses, tutorial classes are conducted where problem-solving skills are imparted.

Information and Communication Technology (ICT) Enabled Teaching:

The Teaching-Learning Process is supported by Regular Practical Sessions, access to the Digital Library, Online Courses (MOOCs, NPTEL, etc.), online journals, and Conducting Online tests.

Project-based Learning:

Project work is mandatory for all the courses offered at the institute. The period of implementation spans from one to two semesters. The effective phases of survey, case study, implementation, testing, and report writing ensure the required project-based learning among the students. Some subjects are augmented with learning through the implementation of mini-projects.

Extra-Curricular Activities:

These are the unique resources and provisions to develop skills like interactive learning, collaborative learning, and independent learning among students

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Thiruvalluvar College has been dynamic in terms of adapting itself to the latest trends and tools of teaching and learning. The use of ICT-enabled tools for effective classroom transactions is one such significant upgradation towards creating an e-learning atmosphere in addition to the traditional chalk-talk methods. The college is well equipped with ICT-enabled teaching-learning tools such as LCD projectors, computers, and laptops for each department. All the above equipment is connected to high-speed internet for the purpose of utilizing online resources.

In the view of COVID-19 pandemic situation, the college utilized

ZOOM and G-meet for conducting uninterrupted and recorded online classes and assessments. As a result, all the faculty could facilitate class work as per the regular timetable, in spite of the lockdown restrictions. Our faculty prepares PPTs, video lessons, and various text documents to make the classes livelier and more interesting. We use ICT-enabled tools not only for teaching and learning but also for assessment. Online assessment tools such as Google Forms, etc. are used extensively by our faculty.

Each program has a separate WhatsApp group administered by the respective class teacher in order to communicate various schedules, circulars, notices, etc., besides sharing the subject materials and online tests.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

31

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

391

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Thiruvalluvar College is affiliated with Manonmaniam Sundaranar University, and hence, follows its rules and guidelines regarding the assessment and evaluation process of the performance of students. The same is communicated to the students. The academic calendar is prepared at the beginning of each semester and is made available in the college diary (Handbook) of the departments and followed by a circular as well as displayed on the noticeboard of each department. Thus, students know about the dates of class tests (CT), and submission of assignments well in advance and hence, can plan accordingly. For theory, and sessional assessment the question papers are prepared at the department level with reference to old question papers/question banks/books followed by faculty members.

- Question paper is prepared by individual faculty/ faculty members teaching the same subject.
- Assignments are allocated by faculty teaching the subject
- Answer sheets are evaluated and checked answer sheets are shown to the students.
- Sessional result analysis is discussed at the HoD level.
- Three internal tests were conducted. For the assessment of seminars, the faculty coordinator prepares a schedule of presentations of students in slots in consultation with the HoD and is communicated to students.

For assessment of the laboratory course, an internal practical viva is conducted by the respective faculty member at the end of the course.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college is a leading institution providing quality education to students through effective teaching-learning and evaluation. It recognizes evaluation as a benchmark for an efficient teaching-learning process, which should enhance innovative and higher-order thinking amongst learners and inspire them to accomplish measurable goals. The process of evaluation shall be student-oriented and supportive to provide a hassle-free ambiance for the students. In this regard, the college has developed a structured

mechanism to deal with examination-related grievances in a transparent, time-bound, and efficient manner. The college has established Grievance Redressal Committee and College Examination Committee, and appointed Officer-in charge for university examinations to provide support to the students. The students are encouraged to contact the following faculty members to resolve their internal/external examination-related grievances with the utmost priority.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

It is stated that teachers and students are made aware of the Programme and Course Outcomes at the beginning of each semester. The detailed Programme and Course outcomes of each course and subject are made available on the Manonmaniam Sundaranar University website and are easily accessible.

Though a proper offline student orientation was not possible in view of the ongoing Covid 19 lockdown, the teachers of each Department made sure that the students particularly the newly admitted students were made aware of the Programme Outcomes before the commencement of formal classes through online mode. The students of subsequent semesters were intimated about the Course outcomes of individual courses.

Before orienting the students, the teachers study in detail about Programme and Course Outcomes. Teachers also attended orientation programs on the new course structure which are organized in other colleges and the University. These methods served to ensure better understanding amongst both teachers and students about the importance of knowing about Program and Course Outcomes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college has a systematic process of evaluating the attainment of Programme outcomes and course outcomes. The level of attainment of Programme Outcomes, Programme Specific Outcomes, and Course Outcomes by the students are measured by using the following parameters. The key indicators of measuring attainment are:

1. End Semester University Examination:

Being an affiliated college of Manonmaniam Sundaranar University, the students of Thiruvalluvar College are required to take examinations as per the semester and annual pattern set by the university, through which the institution measures program outcomes based on the course attainment level fixed by the program.

2. Internal Assessment:

The Internal Assessment constitutes 25% weightage of the total marks (100) in each subject. The students are tested in the format called CIA designed by the college.

3. Practical Assessment / External Assessment:

It is evaluated by external examiners conducting Practical examinations, and taking Viva-Voce.

4. Result Analysis:

At the end of each semester, a result analysis of each course is carried out to assess the attainment of Programme outcomes and course outcomes attained by the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

228

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/forms/d/1671jTcGTIufK_kzHUtaED0f0fEYGaJ_j6
r4ho5g5sjk/edit

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

3

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

10

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

7

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institution gives significant importance to the extension activities in the neighborhood community through academic departments and support services such as NSS, NCC, and YRC.

The participation of students in various extension activities has strengthened cordial relations with the nearby community and the student's holistic development.

- **NSS Units of the college have conducted the following extension activities in the local neighborhood community. Most of the activities are focused on environmental protection, water conservation awareness, Swatch Bharat Abhiyan, Cleaning of the College campus on the occasion of**

> Gandhi Jayanti, tree planting, Green Marathon Running competition, etc.
>
> - To support students' holistic development, the NSS units and YRC have frequently planned social awareness events including marches, workshops, blood donation camps, student exchanges, team-building exercises, and special camps in adopted villages. It also carried out activities such as expert lectures on Yoga, a Celebration of International Yoga Day, a Rally, and Street Play in nearby towns.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

4

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	<u>View File</u>
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	<u>View File</u>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<u>View File</u>

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1602

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	<u>View File</u>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has adequate physical and academic facilities required to run the different programs. The college campus area is 2.5 acres, on which building construction is 65340 sq. ft. The various departments in Arts, Commerce, and Science streams are located in separate blocks. The Classrooms, Laboratories, and Seminar Halls are well equipped along with computing systems and Internet facilities. Besides the building, the college has a spacious playground for sports activities. The college has cultivated an atmosphere providing the importance of Extra-Curricular and support services organized by departments of NSS, NCC, and YRC.

The College has a lake for water storage under a rainwater harvesting scheme. The college campus is maintained with a clean and neat atmosphere. The college is well-equipped with the physical and technology-enabled infrastructure that supports to run smoothly the existing academic programs and administration.

- **Well-furnished 26 classrooms.**
- **04 ICT-enabled classrooms.**
- **Cleanliness, light, and ventilation facilities are maintained in the classroom and laboratories.**
- **Black Boards and White Boards are available in the classrooms.**
- **A well-furnished computerized administrative office along with ICT enables the cabin of the principal.**
- **Well-equipped 03 Laboratories i.e., Chemistry, Physics, Computer Science, and Commerce. Well-ventilated Auditorium**

and Seminar Hall with ICT facilities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

The institute integrates sports and extra-curricular activities as essential components. This is done not only for participation but also to motivate them as proactive students. The institute possesses adequate facilities for sports, games, and cultural activities. Since the inception of the college, sports and cultural activities are carried out and a gym facility for the students was started in the year 2016. Major cultural events are organized in the seminar hall and also at the auditorium/open-air auditorium. Facilities for outdoor and indoor sports and games that include badminton, volleyball, basketball, carom, table tennis, and chess, and a gymnasium also exist on the campus. Intra-college and inter-college games and sports competitions are organized regularly every year for students. Students are specially trained for participation in Zonal and Inter-Zonal, National Youth Festival competitions organized and other cultural and sports events outside the campus. Students excelled in these events by winning prizes and awards in individual and group events. Special classes on self-defense is organized specially for female students; special coaching is also organized for chess, Kabaddi, and caroms. Every year intercollegiate sports events and training for inter-university competitions are organized. Students who excel in inter-university competitions are rewarded with cash prizes and mementos.NSS Units and a heart fullness meditation center also exist in the institute.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

04

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

04

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**No File Uploaded**

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

322628.41

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	**No File Uploaded**

4.2 - Library as a Learning Resource

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

The library is fully automated since 2016 with ROVAN.2.0 software and has a rich collection of 27178 Volumes of Books comprising 14014 Titles. The library resources have been completely Barcoded and the transactions are carried out through the Barcode interface facilities with OPAC. The library is a Member of the National Digital Library, Govt. of India (NDLI) to access e-Journals, e-Books, and e-Thesis. The Digital Library has an electronic networked environment.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the E. None of the above
following e-resources e-journals e-
ShodhSindhu Shodhganga Membership e-
books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

22

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

With the increasing demand for Internet access in educational campuses due to evolving standards of education and flexibility offered by the Internet, the IT Infrastructure and IT-enabled services in the campus are provided to the faculty, offices, departments, and students. During the Covid-19 Pandemic and Lockdown, the college facilitated Online Teaching and Learning and several academic activities by providing wired and wireless internet access seamlessly in the classrooms, library, and laboratories to the students and faculty members. To keep up with the high bandwidth demand, the institute has upgraded Bharat Sanchar Nigam Limited's 01 existing internet connection to an Optical Fibre line of 200 MBPS with DLINK's router and networking switch of 1 GBPS. The institute has automated all its manual work via KANENI software which offers students the facilities like admission, student fee collections, Student attendance, and other academic facilities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

120

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1000220.71

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**No File Uploaded**

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.

The College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

344

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**No File Uploaded**

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

344

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

E. None of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	**No File Uploaded**

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

19

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	<u>View File</u>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**No File Uploaded**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Institute promotes the representation of students in academic and administrative bodies. An active student council comprises members to monitor academic, cultural, sports, literary events, Anti-Ragging and gender sensitization programs, and NSS and NCC activities.

File Description	Documents
Paste link for additional information	http://thiruvalluvarcollege.com/statutory_committee.php
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

19

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Contribution of the Alumni Association:

- **The Alumni Association has granted free-ship, scholarships, Prizes, Financial assistance, books, and stationery to poor and deserving students, etc.**
- **The Association grants funds to innovative projects to aspiring students and thereby encourages the Research & Development of the institute.**
- **Various social welfare and awareness activities organized by the institute such as the Covid Vaccination drive and many more were implemented to create self-reliance among the present students and especially the poor and the needy.**
- **The members of the Association get every type of possible**

assistance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Vision of the college is to upliftment the people socially and economically in the rural area through which the seeds of inclusion of quality education and the Mission of the college is

- To serve society with humility and trust, devoid of exploitation, to impart value-based education, particularly to socially and economically deprived sections of the rural area; to make the students of this institution worthy citizens of our glorious motherland.
- To instill scientific zeal and develop skilled human resources to contemporary challenges.
- To sensitize learners towards inclusive social concerns, human rights, gender, and environmental issues.
- To empower economically and socially disadvantaged and underprivileged rural students and equip them to shine in their academic skills and to have rich moral value.

The institution also conducts meetings of IQAC which is a guiding force of our performance. The faculties are encouraged to enhance their ability through seminars, refresher courses, research publications, etc. Transparency is always maintained by the members of staff and particularly by the persons in charge of the account section. Every year, an internal audit is being conducted for checks.

File Description	Documents
Paste link for additional information	http://www.thiruvalluvarcollege.com/Secretary.php
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Institution always believes in the practices of decentralization and participative management. The practice of decentralization is having own significance in management. It reflects policy decision-making, planning and administration, and office management. Management and Administration are responsible for quality initiatives to promote education to all sections. The Institutionenhances the quality at various levels - Management, College Development Committee, Governing Council, Principal, IQAC Committee, NAAC Committee, Various Committees, Academic Staff Welfare, Administrative, and Non-teaching Staff, NCC, NSS, etc. all the stakeholders involved in the decentralization and participative management all are working together for the efficient functioning of the Institutions.

File Description	Documents
Paste link for additional information	http://www.thiruvalluvarcollege.com/IQAC.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has a perspective plan devised by the principal in coordination with IQAC and other stakeholders. The plan is drafted as per the vision and mission of the college and the recommendations mentioned in the report of the peer team for the third NAAC reaccreditation cycle. The plan for 2023 to 2027 has been prepared aiming at making the students competent global citizens. It's a reflection of continuous improvement in the academics and support facilities for students. It also focuses on the augmentation of infrastructural facilities for facing emerging

challenges.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College committee comprises of the Secretary, Principal, Management Committee Members, University representatives, Two senior faculty members, and the office superintendent. It delegates authority to the Secretary and Principal who, in turn, share it with the different levels of functionaries in the college. The Principal, being the representative of all the Associations, ensures that they function efficiently. He consults with the faculty who are in charge of the Associations regularly and encourages them to conduct meetings. The faculty members motivate the student participants/volunteers to conduct programs to create awareness in various areas such as gender sensitization, the importance of hygiene, etc. Thus, all the stakeholders are involved in this practice. Another important practice that highlights the decentralization of power is the role of the College Council. All the Heads of the Departments and the office Superintendent are the members of the College Council with the Principal as the Head. The Council takes crucial decisions that are required for the effective functioning of the College, etc.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and   A. All of the above

Support Examination

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Thiruvalluvar College has effective welfare measures in place for its teaching and non-teaching staff. The various welfare schemes are as follows:

1. Medical Allowance

2. Maternity benefits as per norms

3.All the non-doctorate staff members are encouraged to get enrolled in part-time Ph.D. programs.

4. Special OD for the teaching staff members toparticipate in the sponsored seminars/conferences at national / International seminarsas well asnon-teaching staff memberswho are interested in attending skill-development programs/training programs.

5. Opportunities for international exposure, as per norms

6. Permission to availthe personal loan with an affordable interest rate in the Teacher Society

The following facilities are also provided to employees for efficient functioning:

  1. Medical leave
  2. Yoga classes
  3. Psychological counseling
  4. Wi-Fi facility
  5. Workspace

6. Computing Facility
7. Canteen facilities with affordable prices
8. Identity cards
9. Sports facilities

Apart from these, the college is being implemented when announced new/changing welfare schemes by the Government of Tamil Nadu like DA, Health schemes, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

44

File Description	Documents
IQAC report summary	<u>View File</u>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	<u>View File</u>

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

There are two types of performance-based evaluation. The first is"PBAS [performance-based appraisal system]" and the second is "annual secret report". The PBAS provides feedback to the faculty member. All teaching faculty members fill out the prescribed

format of PBAS for self-appraisal. The institution has PBAS for the assessment of teaching staff. The format contains 4 main parts. Part-A: general instruction, Part-B: Academic performance, Part-C: other related information, and Part-D: Comment on the self-assessment by the Regional Joint Directorate of Collegiate Education, Tirunelveli. The main part, i.e., Part B consists of 4 categories. Category-I includes "Teaching-learning and evaluation-related activities " of total 125 marks. Category II includes "Co-curricular, extra-curricular and professional development related activities of a total of 50 marks. Category III includes "Research and academic contribution" having no foundation of marks. Category IV includes "Summary of the API" to be filled by the teaching faculty. Another type of evaluation is called the secret report of the employee. It Is filled by all the teaching and non-teaching employees. It generally has two parts. The first part is filled by the employee. The last part is the evaluation by the Principal. It is then sent to the higher authority of the RJD of Collegiate Education, Tirunelveli.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Thiruvalluvar College has an internal and external audit system. Both Internal and external audit is done by the RJD, Tirunelveli region, the Government of Tamil Nadu, and the Management. The remarks given by the auditors are taken into consideration for correction.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Thiruvalluvar College is known for its integrity and it maintains a transparent and accountable financial management system. To regulate the financial process, prepare a budget, mobilize resources, monitor expenditures, maintain accounts, internal verification, and external audit.

The College is able to implement various quality enhancement activities with its ability to mobilize resources from different sources for new programs, research, extension, infrastructure, student welfare, and staff career advancements.

Thiruvannamalai Adheenam Trust under the Thavathiru. Ponnambala Adigalar has managed the institution and formulated strict guidelines for financial management and it regularly monitors the institution's adherence to them.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

The IQAC plays an important role in the planning, execution, and evaluation of all these activities.

1. **Preparation of Academic Calendar**
2. **Preparation of Action Taken Report**
3. **Preparation of the AQAR and SSR**
4. **Supervising the Teaching-Learning Process**
5. **Supervising the evaluation process**

The IQAC also supervises the evaluative aspect of the teaching-learning process. The following things are supervised by the IQAC:

1. **Assignments are given and assessed duly in time by the faculties**
2. **The internal evaluation tests and additional tests are conducted as per the schedule decided by the University**
3. **The question papers are drawn in the style prescribed by the University**
4. **Answer books are assessed properly and on time**
5. **The mark sheets are displayed on the College noticeboard**
6. **Transparency at all levels of evaluation be maintained**
7. **Grievances of any kind regarding assessment be redressed immediately and satisfactorily**

- **Supervising the redressing of grievances of any kind**
- **Introducing and augmenting infrastructural facilities**
- **Encouraging research atmosphere in the institution**
- **Monitoring the co-curricular, extra-curricular, extension, and sports activities**
- **Encouraging the holding of district-level sports events**
- **Encouraging holding guest-lectures**
- **Alumni Engagement**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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 and recorded the incremental improvement in various activities

IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- **The IQAC organizes regular academic audits to ensure the effective implementation of the teaching-learning process**

and maintenance of course files.
- Verification of internal test analysis, and question papers.
- Arrangement of special classes for weak students during evening hours.
- Identifying the new processes/delivery method and recommending the same for improving the quality.
- Analyzing the deviations from the benchmarks and reporting.
- Feedback from the stakeholders (students, alumni, industry experts, research organizations, and parents).
- Encouraging faculty for online certification Courses (NPTEL, MOOCS, SWAYAM, MHRD, ARPIT courses in SWAYAM, etc.)
- Faculty Development Programs and Skill Development Training Programs are organized every year.

File Description	Documents
Paste link for additional information	http://thiruvalluvarcollege.com/IQAC.php
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://thiruvalluvarcollege.com/Feedback1.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution promotes gender sensitization through co-curricular activities like workshops, seminars, guest lectures, street plays, poster exhibitions, counseling, etc. Moreover, in this regard, our institution has constituted the following committees as per norms laid by University/UGC: Institution Grievance Redressal Committee, Anti-Ragging, Sexual harassment prevention cell, Students' Disciplinary Committee, Women Welfare & SC /ST Students Welfare Committee, and Mentoring Programme cares for the well-being of students and staff in the institution. The functions of these committees are displayed on the website of the institution and information is being disseminated to the students through orientation and induction programs. The institution provides safety and security facilities for the staff and students such as CCTV Surveillance throughout the campus and security arrangements. Students wear ID cards at all times and outsiders are checked by security staff before allotting visitor IDs. The institution has a dedicated Counselling Centre and a good mentoring system for the students to take care of their academic, emotional, social, and cognitive development. Personal Counselling is provided to students at different levels. There are separate washroom facilities for girls and boys. Washrooms are provided with sanitary napkin vending and disposal machines for the safe and hygienic disposal of sanitary napkins.

File Description	Documents
Annual gender sensitization action plan	http://www.thiruvalluvarcollege.com/grc.php
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

There are different types of waste disposed of in the college for which there is a proper system functioning. The following wastes are being disposed of by the college:

Solid Waste Management

The college has a place on its campus where the solid waste materials are disposed of and well supervised by the NSS units in keeping with the system of the solid waste management scheme. However, there does not exist more waste from college.

Liquid Waste Management-The waste water is carried out through the pipeline. This system is made by the Municipality of Vickramasingapuram, Government of Tamil Nadu

Biomedical Waste Management- There is no biomedical waste management system in the college.

E-waste Management- There is no e-waste management system in the college.

Waste recycling system- There is no system of waste recycling in the college. However, there is a rainwater harvesting system in the college.

The e-medical Waste Management- There is no e-medical waste management system in the college.

Hazardous chemicals and radioactive waste management- There is no Hazardous chemicals and radioactive waste management system in the college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: C. Any 2 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit   D. Any 1 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	[View File](#)
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

We believe in unity in diversity that's why our students respect different religions, languages, and cultures. We feel the college

is our second home and all faculties like a family members. We greet and wish each other at different festivals and invite them to have a feast to get introduced to one's culture to have amicable relations and to maintain religious, social, and communal harmony. Similarly, our students also celebrate the different festivals with joy and enthusiasm which helps them to implant social and religious harmony. The diversity in India is unique. India presents endless varieties of physical features and cultural patterns. It is the land of many languages it is only in India people profess all the major religions of the world. To represent our Indian culture, on the eve of our college's annual gathering, we organize a traditional dress competition and fashion show. In this competition, students wore different attire representing different states, religions, and cultures. Through this activity, students get acquainted with the different cultures of our nation and help to develop tolerance and harmony towards cultural, regional, linguistic, communal socio-economic, and other diversities. This also creates an inclusive environment in the college and society.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our institution takes all possible initiatives in organizing various events and programs for molding the students and staff to become responsible citizens of the country by sensitizing them to the country's constitution. As responsible citizens of the country, the students are motivated to participate in various college activities. The college encourages the students to take part in blood donation camps. The students have taken up many cleanliness drives both inside the campus and in nearby villages considering it as a responsibility of every citizen. The students have also taken up Plantation drives to provide a clean and green environment for all. Swachh Bharat Abhiyan has also been an important initiative taken up by the college where we organized an awareness rally to create awareness among all. The college has also conducted a voter's awareness program for all the students who were sensitized about their constitutional powers of voting.

Republic Day is celebrated every26th January by organizing activities highlighting the importance of the Indian Constitution. Independence Day is also celebrated each year to highlight the struggle for freedom and the importance of the Indian constitution

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Our Institution celebrates national and international observing days, events, and festivals. The institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Faculty, Staff, and Students of the institution all come together

under one umbrella to celebrate these occasions and spread the message of Unity, Peace, and Happiness throughout.

- Republic day
- Independence Day
- Gandhi Jayanti
- International Yoga day
- Voters Day
- Pongal Festival

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice-1: Usage of library in effective and efficient way

Best Practice-2:Out-reach activities to sensitize students towards social responsibilities

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

- Thiruvalluvar College embarked on its career towards success in 1968 and still, it is relentless to serve the cause of

the rural students.
- It has been relentless in its mission to seek, strive and achieve dizzy heights in arts and science by imparting quality education and well-disciplined college for the fifty-four years of excellence in education.
- The management of our intuitions gave scholarships for the economically weaker section, SC/ST, Sports & Meritorious students to the upliftment of Education
- Our Institution has the exclusive authorized center for conducting the Cambridge examination and one among Manonmaniam Sundaranar University affiliated colleges
- Staff and students' welfare measures the institution has covered Medical Insurance

- It sounds pleasant to specify that Thiruvalluvar College has been feathered with NAAC B++ grade and 2(f) & 12 (B) status affiliated to Manonmaniam Sundaranar University, Tirunelveli, Tamil Nadu, India.

Thiruvalluvar College imparts higher education by infusing initiatives into all our endeavors and encourages intellectual, emotional, and spiritual growth. The college aims at nurturing a committed, knowledgeable, and socially responsible generation.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The BOS of Manonmaniam Sundaranar University designs the curriculum of any program. The colleges are not free to design their own syllabus. The affiliated colleges have to follow the syllabus designed by the parent University. The college prepares its proposed academic calendar at the beginning of each academic session. The timetable is designed for all UG and PG programs by each department as per the University academic norms. Teachers are informed about their workload and courses (Subjects). Teachers refer to the standard reference books prescribed by the University along with the latest information available online and other resources for effective curriculum implementation. Based on semester-wise result analysis of all courses corrective measures are suggested by IQAC and bridge courses and remedial lectures are conducted if required. Academic review and feedback are taken periodically. Concerned authorities conduct regular meetings to review the difficulties faced while teaching. Teachers attend workshops, seminars, refresher courses in FDP, etc., from time to time and learn and implement effective teaching methodologies. Teachers update themselves with the current research and teaching techniques and hence, teach effectively. The faculty members of the college are actively engaged in the paper setting and evaluation process.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.msuniv.ac.in/Academic/Revised-Syllabus-Affiliated-Colleges#

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Before the commencement of the academic year, the college preparation of the 'Academic calendar' contains the relevant information about the teaching-learning schedule (working

days), events to be organized, Internal tests, etc. The calendar is prepared so that teachers know all the activities about the CIE process. The student's academic progress is monitored regularly by adopting the strategy of CIE, seminars, project work, unit tests, and semester examinations. For the implementation of the CIE process, an EC is formed at the college level which monitors the overall IA process.

The process is as follows:

Teacher: Every teacher is assigned the subjects taught during the academic year. The teacher plans the teaching and evaluation schedule for the subject. The schedule of internal evaluation is planned with the consultation of HoD.

Head of the Department: The HoD compiles the academic plan submitted by the teachers and ensures that there is no overlapping of the activities in general and the CIE in particular at the internal as well as the University level and is forwarded to the IQAC.

IQAC: It compiles the inputs received from the departments and a comprehensive plan is prepared.

Stakeholders: They are awarded the CIE of the departments in the college.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	http://www.thiruvalluvarcollege.com/Academic%20Calender%202021-2022.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation	D. Any 1 of the above

process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

12

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

Gender Equality: Gender equality is necessary for every institution. For maintaining equality among the staff and students the Women'scell and ant-ragging cells are active. These committees take utmost care and provide support to females. Oftenmeetings are conducted and issues are discussed to find solutions for making a better environment for the women. Environmental Awareness: Environment Day is celebrated with enthusiasm. NSS students to participate in tree plantation and cleanliness programs. We make students aware of the importance of preserving the environment. Human rights: Human rights are the basic rights enjoyed by all. We at the institute make sure that no violation of human rights takes place. We celebrate 10th December as 'Human Rights Day' to spread awareness and motive everyone to make the proper use of basic rights. Professional ethics: Professional ethics are taught to students as part of their holistic development. The importance of group work and imbibing leadership is being taught. Moral and ethical values: Moral and ethical values are an integral part of the education of the students. Our teachers put their best efforts to make them responsible citizens. We celebrate the day of National importance which imbibes the nation's values in the students.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

258

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	`D. Any 1 of the above`

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	`C. Feedback collected and analyzed`

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	http://thiruvalluvarcollege.com/Feedback1.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

602

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

733

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

To identify the slow learners and to design special coaching sessions or tutorial sessions to bridge the gap between the slow learners and the advanced learners. This process helps as a base for monitoring the future progress of the students.

Strategies adopted for slow learners

1. Remedial Classes are conducted with the aim to improve the academic performance of slow learners, absentees, and students who participate in sports and other activities.
2. Academic and personal counseling is given to slow learners by the tutor, mentor, and counseling cell.
3. Provision of simple and standard lecture notes/course materials

Strategies for the advanced learners

1. Special Coaching classes for the first 5 class toppers of every class after the internal test are conducted regularly to secure University Ranks.
2. Coaching is also given in Skill Development Programme like Communicative English, Aptitude, and Placement.
3. Advanced learners are encouraged to enroll in MOOC Courses – SWAYAM courses.
4. Assignment and Student Seminars on contemporary topics to enable them for placement.

The academic achievements of the students are extremely motivated and highly praised by the College by celebrating

Annual Day every year. Students, who secured Ranks in the University Examination, are honoredon the Annual Day.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1450	**66**

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

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

Solving methodologies are used for enhancing learning experiences Response:

Lecture method:

This method facilitates the teacher to interpret, explain and revise the content of a text only for a better understanding of the subject by the learners. At the end of instruction of each unit, the students are given specific assignments which enrich their learning.

Interactive method:

The interactive method of learning includes group discussion, role-play, subject quizzes, news analysis, educational games, and discussion with questions/answers. In all the courses, tutorial classes are conducted where problem-solving skills are imparted.

Information and Communication Technology (ICT) Enabled Teaching:

The Teaching-Learning Process is supported by Regular Practical Sessions, access to the Digital Library, Online Courses (MOOCs, NPTEL, etc.), online journals, and Conducting Online tests.

Project-based Learning:

Project work is mandatory for all the courses offered at the institute. The period of implementation spans from one to two semesters. The effective phases of survey, case study, implementation, testing, and report writing ensure the required project-based learning among the students. Some subjects are augmented with learning through the implementation of mini-projects.

Extra-Curricular Activities:

These are the unique resources and provisions to develop skills like interactive learning, collaborative learning, and independent learning among students

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Thiruvalluvar College has been dynamic in terms of adapting itself to the latest trends and tools of teaching and learning. The use of ICT-enabled tools for effective classroom transactions is one such significant upgradation towards creating an e-learning atmosphere in addition to the traditional chalk-talk methods. The college is well equipped with ICT-enabled teaching-learning tools such as LCD projectors, computers, and laptops for each department. All the above equipment is connected to high-speed internet for the purpose of utilizing online resources.

In the view of COVID-19 pandemic situation, the college utilized ZOOM and G-meet for conducting uninterrupted and recorded online classes and assessments. As a result, all the faculty could facilitate class work as per the regular timetable, in spite of the lockdown restrictions. Our faculty

prepares PPTs, video lessons, and various text documents to make the classes livelier and more interesting. We use ICT-enabled tools not only for teaching and learning but also for assessment. Online assessment tools such as Google Forms, etc. are used extensively by our faculty.

Each program has a separate WhatsApp group administered by the respective class teacher in order to communicate various schedules, circulars, notices, etc., besides sharing the subject materials and online tests.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

31

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

391

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Thiruvalluvar College is affiliated with Manonmaniam Sundaranar University, and hence, follows its rules and guidelines regarding the assessment and evaluation process of the performance of students. The same is communicated to the students. The academic calendar is prepared at the beginning of each semester and is made available in the college diary (Handbook) of the departments and followed by a circular as well as displayed on the noticeboard of each department. Thus, students know about the dates of class tests (CT), and submission of assignments well in advance and hence, can plan accordingly. For theory, and sessional assessment the question papers are prepared at the department level with reference to old question papers/question banks/books followed by faculty members.

- Question paper is prepared by individual faculty/ faculty members teaching the same subject.
- Assignments are allocated by faculty teaching the subject
- Answer sheets are evaluated and checked answer sheets are shown to the students.
- Sessional result analysis is discussed at the HoD level.
- Three internal tests were conducted. For the assessment of seminars, the faculty coordinator prepares a schedule of presentations of students in slots in consultation with the HoD and is communicated to students.

For assessment of the laboratory course, an internal practical viva is conducted by the respective faculty member at the end of the course.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The college is a leading institution providing quality education to students through effective teaching-learning and evaluation. It recognizes evaluation as a benchmark for an efficient teaching-learning process, which should enhance innovative and higher-order thinking amongst learners and inspire them to accomplish measurable goals. The process of evaluation shall be student-oriented and supportive to provide

a hassle-free ambiance for the students. In this regard, the college has developed a structured mechanism to deal with examination-related grievances in a transparent, time-bound, and efficient manner. The college has established Grievance Redressal Committee and College Examination Committee, and appointed Officer-in charge for university examinations to provide support to the students. The students are encouraged to contact the following faculty members to resolve their internal/external examination-related grievances with the utmost priority.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

It is stated that teachers and students are made aware of the Programme and Course Outcomes at the beginning of each semester. The detailed Programme and Course outcomes of each course and subject are made available on the Manonmaniam Sundaranar University website and are easily accessible.

Though a proper offline student orientation was not possible in view of the ongoing Covid 19 lockdown, the teachers of each Department made sure that the students particularly the newly admitted students were made aware of the Programme Outcomes before the commencement of formal classes through online mode. The students of subsequent semesters were intimated about the Course outcomes of individual courses.

Before orienting the students, the teachers study in detail about Programme and Course Outcomes. Teachers also attended orientation programs on the new course structure which are organized in other colleges and the University. These methods served to ensure better understanding amongst both teachers and students about the importance of knowing about Program and Course Outcomes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college has a systematic process of evaluating the attainment of Programme outcomes and course outcomes. The level of attainment of Programme Outcomes, Programme Specific Outcomes, and Course Outcomes by the students are measured by using the following parameters. The key indicators of measuring attainment are:

1. End Semester University Examination:

Being an affiliated college of Manonmaniam Sundaranar University, the students of Thiruvalluvar College are required to take examinations as per the semester and annual pattern set by the university, through which the institution measures program outcomes based on the course attainment level fixed by the program.

2. Internal Assessment:

The Internal Assessment constitutes 25% weightage of the total marks (100) in each subject. The students are tested in the format called CIA designed by the college.

3. Practical Assessment / External Assessment:

It is evaluated by external examiners conducting Practical examinations, and taking Viva-Voce.

4. Result Analysis:

At the end of each semester, a result analysis of each course is carried out to assess the attainment of Programme outcomes and course outcomes attained by the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

228

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/forms/d/1671jTcGTIufK_kzHUtaED0f0fEYGaJ _j6r4ho5g5sjk/edit

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

3

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

10

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

7

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institution gives significant importance to the extension activities in the neighborhood community through academic departments and support services such as NSS, NCC, and YRC.

The participation of students in various extension activities has strengthened cordial relations with the nearby community and the student's holistic development.

- **NSS Units of the college have conducted the following extension activities in the local neighborhood community. Most of the activities are focused on environmental**

protection, water conservation awareness, Swatch Bharat Abhiyan, Cleaning of the College campus on the occasion of Gandhi Jayanti, tree planting, Green Marathon Running competition, etc.

- To support students' holistic development, the NSS units and YRC have frequently planned social awareness events including marches, workshops, blood donation camps, student exchanges, team-building exercises, and special camps in adopted villages. It also carried out activities such as expert lectures on Yoga, a Celebration of International Yoga Day, a Rally, and Street Play in nearby towns.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

4

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	<u>View File</u>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<u>View File</u>

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1602

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	<u>View File</u>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has adequate physical and academic facilities required to run the different programs. The college campus area is 2.5 acres, on which building construction is 65340 sq. ft. The various departments in Arts, Commerce, and Science streams are located in separate blocks. The Classrooms, Laboratories, and Seminar Halls are well equipped along with computing systems and Internet facilities. Besides the building, the college has a spacious playground for sports activities. The college has cultivated an atmosphere providing the importance of Extra-Curricular and support services organized by departments of NSS, NCC, and YRC.

The College has a lake for water storage under a rainwater harvesting scheme. The college campus is maintained with a clean and neat atmosphere. The college is well-equipped with the physical and technology-enabled infrastructure that supports to run smoothly the existing academic programs and administration.

- **Well-furnished 26 classrooms.**
- **04 ICT-enabled classrooms.**

- **Cleanliness, light, and ventilation facilities are maintained in the classroom and laboratories.**
- **Black Boards and White Boards are available in the classrooms.**
- **A well-furnished computerized administrative office along with ICT enables the cabin of the principal.**
- **Well-equipped 03 Laboratories i.e., Chemistry, Physics, Computer Science, and Commerce. Well-ventilated Auditorium and Seminar Hall with ICT facilities.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

The institute integrates sports and extra-curricular activities as essential components. This is done not only for participation but also to motivate them as proactive students. The institute possesses adequate facilities for sports, games, and cultural activities. Since the inception of the college, sports and cultural activities are carried out and a gym facility for the students was started in the year 2016. Major cultural events are organized in the seminar hall and also at the auditorium/open-air auditorium. Facilities for outdoor and indoor sports and games that include badminton, volleyball, basketball, carom, table tennis, and chess, and a gymnasium also exist on the campus. Intra –college and inter–college games and sports competitions are organized regularly every year for students. Students are specially trained for participation in Zonal and Inter-Zonal, National Youth Festival competitions organized and other cultural and sports events outside the campus. Students excelled in these events by winning prizes and awards in individual and group events. Special classes on self–defense is organized specially for female students; special coaching is also organized for chess, Kabaddi, and caroms. Every year intercollegiate sports events and training for inter-university competitions are organized. Students who excel in inter-university competitions are rewarded with cash prizes and mementos.NSS Units and a heart fullness meditation center also exist in the institute.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

04

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

04

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

322628.41

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

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

The library is fully automated since 2016 with ROVAN.2.0 software and has a rich collection of 27178 Volumes of Books comprising 14014 Titles. The library resources have been completely Barcoded and the transactions are carried out through the Barcode interface facilities with OPAC. The library is a Member of the National Digital Library, Govt. of India (NDLI) to access e-Journals, e-Books, and e-Thesis. The Digital Library has an electronic networked environment.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**E. None of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

22

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

With the increasing demand for Internet access in educational campuses due to evolving standards of education and flexibility offered by the Internet, the IT Infrastructure and IT-enabled services in the campus are provided to the faculty, offices, departments, and students. During the Covid-19 Pandemic and Lockdown, the college facilitated Online Teaching and Learning and several academic activities by providing wired and wireless internet access seamlessly in the classrooms, library, and laboratories to the students and faculty members. To keep up with the high bandwidth demand, the institute has upgraded Bharat Sanchar Nigam Limited's 01 existing internet connection to an Optical Fibre line of 200 MBPS with DLINK's router and networking switch of 1 GBPS. The institute has automated all its manual work via KANENI software which offers students the facilities like admission, student fee collections, Student attendance, and other academic facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

120

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1000220.71

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**No File Uploaded**

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.

The College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

344

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**No File Uploaded**

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

344

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**E. none of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	**E. None of the above**

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

19

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Institute promotes the representation of students in academic and administrative bodies. An active student council comprises members to monitor academic, cultural, sports, literary events, Anti-Ragging and gender sensitization programs, and NSS and NCC activities.

File Description	Documents
Paste link for additional information	http://thiruvalluvarcollege.com/statutory_committee.php
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

19

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Contribution of the Alumni Association:

- **The Alumni Association has granted free-ship, scholarships, Prizes, Financial assistance, books, and**

stationery to poor and deserving students, etc.

- **The Association grants funds to innovative projects to aspiring students and thereby encourages the Research & Development of the institute.**
- **Various social welfare and awareness activities organized by the institute such as the Covid Vaccination drive and many more were implemented to create self-reliance among the present students and especially the poor and the needy.**
- **The members of the Association get every type of possible assistance.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs) | **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Vision of the college is to upliftment the people socially and economically in the rural area through which the seeds of inclusion of quality education and the Mission of the college is

- **To serve society with humility and trust, devoid of exploitation, to impart value-based education, particularly to socially and economically deprived sections of the rural area; to make the students of this institution worthy citizens of our glorious motherland.**
- **To instill scientific zeal and develop skilled human resources to contemporary challenges.**
- **To sensitize learners towards inclusive social concerns, human rights, gender, and environmental issues.**

- **To empower economically and socially disadvantaged and underprivileged rural students and equip them to shine in their academic skills and to have rich moral value.**

The institution also conducts meetings of IQAC which is a guiding force of our performance. The faculties are encouraged to enhance their ability through seminars, refresher courses, research publications, etc. Transparency is always maintained by the members of staff and particularly by the persons in charge of the account section. Every year, an internal audit is being conducted for checks.

File Description	Documents
Paste link for additional information	http://www.thiruvalluvarcollege.com/Secretary.php
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Institution always believes in the practices of decentralization and participative management. The practice of decentralization is having own significance in management. It reflects policy decision-making, planning and administration, and office management. Management and Administration are responsible for quality initiatives to promote education to all sections. The Institutionenhances the quality at various levels - Management, College Development Committee, Governing Council, Principal, IQAC Committee, NAAC Committee, Various Committees, Academic Staff Welfare, Administrative, and Non-teaching Staff, NCC, NSS, etc. all the stakeholders involved in the decentralization and participative management all are working together for the efficient functioning of the Institutions.

File Description	Documents
Paste link for additional information	http://www.thiruvalluvarcollege.com/IQAC.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has a perspective plan devised by the principal in coordination with IQAC and other stakeholders. The plan is drafted as per the vision and mission of the college and the recommendations mentioned in the report of the peer team for the third NAAC reaccreditation cycle. The plan for 2023 to 2027 has been prepared aiming at making the students competent global citizens. It's a reflection of continuous improvement in the academics and support facilities for students. It also focuses on the augmentation of infrastructural facilities for facing emerging challenges.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College committee comprises of the Secretary, Principal, Management Committee Members, University representatives, Two senior faculty members, and the office superintendent. It delegates authority to the Secretary and Principal who, in turn, share it with the different levels of functionaries in the college. The Principal, being the representative of all the Associations, ensures that they function efficiently. He consults with the faculty who are in charge of the Associations regularly and encourages them to conduct meetings. The faculty members motivate the student participants/volunteers to conduct programs to create awareness in various areas such as gender sensitization, the importance of hygiene, etc. Thus, all the stakeholders are involved in this practice. Another important practice that highlights the decentralization of power is the role of the College Council. All the Heads of the Departments and the office Superintendent are the members of the College Council with the Principal as the Head. The Council takes crucial decisions that are required for the effective functioning of the College, etc.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	[View File](#)

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	[View File](#)
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

Thiruvalluvar College has effective welfare measures in place for its teaching and non-teaching staff. The various welfare schemes are as follows:

1. Medical Allowance

2. Maternity benefits as per norms

3.All the non-doctorate staff members are encouraged to get enrolled in part-time Ph.D. programs.

4. Special OD for the teaching staff members toparticipate in the sponsored seminars/conferences at national / International seminarsas well asnon-teaching staff memberswho are interested in attending skill-development programs/training programs.

5. Opportunities for international exposure, as per norms

6. Permission to availthe personal loan with an affordable interest rate in the Teacher Society

The following facilities are also provided to employees for efficient functioning:

1. **Medical leave**
2. **Yoga classes**
3. **Psychological counseling**
4. **Wi-Fi facility**
5. **Workspace**
6. **Computing Facility**
7. **Canteen facilities with affordable prices**
8. **Identity cards**
9. **Sports facilities**

Apart from these, the college is being implemented when announced new/changing welfare schemes by the Government of Tamil Nadu like DA, Health schemes, etc.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

44

File Description	Documents
IQAC report summary	[View File](#)
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

There are two types of performance-based evaluation. The first is"PBAS [performance-based appraisal system]" and the second is "annual secret report". The PBAS provides feedback to the faculty member. All teaching faculty members fill out the prescribed format of PBAS for self-appraisal. The institution has PBAS for the assessment of teaching staff. The format contains 4 main parts. Part-A: general instruction, Part-B: Academic performance, Part-C: other related information, and Part-D: Comment on the self-assessment by the Regional Joint Directorate of Collegiate Education, Tirunelveli. The main part, i.e., Part B consists of 4 categories. Category-I includes "Teaching-learning and evaluation-related activities " of total 125 marks. Category II includes "Co-curricular, extra-curricular and professional development related activities of a total of 50 marks. Category III includes "Research and academic contribution" having no foundation of marks. Category IV includes "Summary of the API" to be filled by the teaching faculty. Another type of evaluation is called the secret report of the employee. It Is filled by all the teaching and non-teaching employees. It generally has two parts. The first part is filled by the employee. The last part is the evaluation by the Principal. It is then sent to the higher authority of the RJD of Collegiate Education, Tirunelveli.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Thiruvalluvar College has an internal and external audit system. Both Internal and external audit is done by the RJD, Tirunelveli region, the Government of Tamil Nadu, and the Management. The remarks given by the auditors are taken into consideration for correction.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Thiruvalluvar College is known for its integrity and it maintains a transparent and accountable financial management system. To regulate the financial process, prepare a budget, mobilize resources, monitor expenditures, maintain accounts, internal verification, and external audit.

The College is able to implement various quality enhancement activities with its ability to mobilize resources from different sources for new programs, research, extension, infrastructure, student welfare, and staff career advancements.

Thiruvannamalai Adheenam Trust under the Thavathiru. Ponnambala Adigalar has managed the institution and formulated strict guidelines for financial management and it regularly monitors the institution's adherence to them.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

The IQAC plays an important role in the planning, execution, and evaluation of all these activities.

1. Preparation of Academic Calendar
2. Preparation of Action Taken Report
3. Preparation of the AQAR and SSR
4. Supervising the Teaching-Learning Process
5. Supervising the evaluation process

The IQAC also supervises the evaluative aspect of the teaching-learning process. The following things are supervised by the IQAC:

1. Assignments are given and assessed duly in time by the faculties
2. The internal evaluation tests and additional tests are conducted as per the schedule decided by the University
3. The question papers are drawn in the style prescribed by

the University
4. Answer books are assessed properly and on time
5. The mark sheets are displayed on the College noticeboard
6. Transparency at all levels of evaluation be maintained
7. Grievances of any kind regarding assessment be redressed immediately and satisfactorily

- Supervising the redressing of grievances of any kind
- Introducing and augmenting infrastructural facilities
- Encouraging research atmosphere in the institution
- Monitoring the co-curricular, extra-curricular, extension, and sports activities
- Encouraging the holding of district-level sports events
- Encouraging holding guest-lectures
- Alumni Engagement

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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 and recorded the incremental improvement in various activities

IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- The IQAC organizes regular academic audits to ensure the effective implementation of the teaching-learning process and maintenance of course files.
- Verification of internal test analysis, and question papers.
- Arrangement of special classes for weak students during evening hours.
- Identifying the new processes/delivery method and recommending the same for improving the quality.
- Analyzing the deviations from the benchmarks and reporting.
- Feedback from the stakeholders (students, alumni, industry experts, research organizations, and parents).
- Encouraging faculty for online certification Courses (NPTEL, MOOCS, SWAYAM, MHRD, ARPIT courses in SWAYAM, etc.)

- **Faculty Development Programs and Skill Development Training Programs are organized every year.**

File Description	Documents
Paste link for additional information	http://thiruvalluvarcollege.com/IQAC.php
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	http://thiruvalluvarcollege.com/Feedback1.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution promotes gender sensitization through co-curricular activities like workshops, seminars, guest lectures, street plays, poster exhibitions, counseling, etc. Moreover, in this regard, our institution has constituted the following committees as per norms laid by University/UGC: Institution

Grievance Redressal Committee, Anti-Ragging, Sexual harassment prevention cell, Students' Disciplinary Committee, Women Welfare & SC /ST Students Welfare Committee, and Mentoring Programme cares for the well-being of students and staff in the institution. The functions of these committees are displayed on the website of the institution and information is being disseminated to the students through orientation and induction programs. The institution provides safety and security facilities for the staff and students such as CCTV Surveillance throughout the campus and security arrangements. Students wear ID cards at all times and outsiders are checked by security staff before allotting visitor IDs. The institution has a dedicated Counselling Centre and a good mentoring system for the students to take care of their academic, emotional, social, and cognitive development. Personal Counselling is provided to students at different levels. There are separate washroom facilities for girls and boys. Washrooms are provided with sanitary napkin vending and disposal machines for the safe and hygienic disposal of sanitary napkins.

File Description	Documents
Annual gender sensitization action plan	http://www.thiruvalluvarcollege.com/grc.php
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of

degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

There are different types of waste disposed of in the college for which there is a proper system functioning. The following wastes are being disposed of by the college:

Solid Waste Management

The college has a place on its campus where the solid waste materials are disposed of and well supervised by the NSS units in keeping with the system of the solid waste management scheme. However, there does not exist more waste from college.

Liquid Waste Management-The waste water is carried out through the pipeline. This system is made by the Municipality of Vickramasingapuram, Government of Tamil Nadu

Biomedical Waste Management- There is no biomedical waste management system in the college.

E-waste Management- There is no e-waste management system in the college.

Waste recycling system- There is no system of waste recycling in the college. However, there is a rainwater harvesting system in the college.

The e-medical Waste Management- There is no e-medical waste management system in the college.

Hazardous chemicals and radioactive waste management- There is no Hazardous chemicals and radioactive waste management system in the college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**C. Any 2 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<u>View File</u>
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

We believe in unity in diversity that's why our students respect different religions, languages, and cultures. We feel the college is our second home and all faculties like a family members. We greet and wish each other at different festivals

and invite them to have a feast to get introduced to one's culture to have amicable relations and to maintain religious, social, and communal harmony. Similarly, our students also celebrate the different festivals with joy and enthusiasm which helps them to implant social and religious harmony. The diversity in India is unique. India presents endless varieties of physical features and cultural patterns. It is the land of many languages it is only in India people profess all the major religions of the world. To represent our Indian culture, on the eve of our college's annual gathering, we organize a traditional dress competition and fashion show. In this competition, students wore different attire representing different states, religions, and cultures. Through this activity, students get acquainted with the different cultures of our nation and help to develop tolerance and harmony towards cultural, regional, linguistic, communal socio-economic, and other diversities. This also creates an inclusive environment in the college and society.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our institution takes all possible initiatives in organizing various events and programs for molding the students and staff to become responsible citizens of the country by sensitizing them to the country's constitution. As responsible citizens of the country, the students are motivated to participate in various college activities. The college encourages the students to take part in blood donation camps. The students have taken up many cleanliness drives both inside the campus and in nearby villages considering it as a responsibility of every citizen. The students have also taken up Plantation drives to provide a clean and green environment for all. Swachh Bharat Abhiyan has also been an important initiative taken up by the college where we organized an awareness rally to create awareness among all. The college has also conducted a voter's awareness program for all the students who were sensitized about their constitutional powers of voting. Republic Day is celebrated every26th January

by organizing activities highlighting the importance of the Indian Constitution. Independence Day is also celebrated each year to highlight the struggle for freedom and the importance of the Indian constitution

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Our Institution celebrates national and international observing days, events, and festivals. The institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Faculty, Staff, and Students of the institution all come

together under one umbrella to celebrate these occasions and
spread the message of Unity, Peace, and Happiness throughout.

- Republic day
- Independence Day
- Gandhi Jayanti
- International Yoga day
- Voters Day
- Pongal Festival

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice-1: Usage of library in effective and efficient way

Best Practice-2:Out-reach activities to sensitize students towards social responsibilities

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

- Thiruvalluvar College embarked on its career towards

- success in 1968 and still, it is relentless to serve the cause of the rural students.
- It has been relentless in its mission to seek, strive and achieve dizzy heights in arts and science by imparting quality education and well-disciplined college for the fifty-four years of excellence in education.
- The management of our intuitions gave scholarships for the economically weaker section, SC/ST, Sports & Meritorious students to the upliftment of Education
- Our Institution has the exclusive authorized center for conducting the Cambridge examination and one among Manonmaniam Sundaranar University affiliated colleges
- Staff and students' welfare measures the institution has covered Medical Insurance

- It sounds pleasant to specify that Thiruvalluvar College has been feathered with NAAC B++ grade and 2(f) & 12 (B) status affiliated to Manonmaniam Sundaranar University, Tirunelveli, Tamil Nadu, India.

Thiruvalluvar College imparts higher education by infusing initiatives into all our endeavors and encourages intellectual, emotional, and spiritual growth. The college aims at nurturing a committed, knowledgeable, and socially responsible generation.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

- Strengthening of IQAC team members by conducting regular meetings once a month to discuss the submission of IIQA and preparation of SSR for NAAC Cycle-3.
- To prepare and submission of AQAR 2022-2023 in the NAAC stipulated time.
- IQAC will encourage all the departments to apply for funds from various agencies to conduct webinars/seminars/conferences/workshops at state and National Levels.
- Our institution will share more hands with the ALUMNI and

the public to support the first-generation students, disadvantaged people, and illiterate people in and around the Vickramasingapuram area. Students and Faculty members will be encouraged to enroll more in online courses like MOOCs and SWAYAM courses.

- To have more research collaborations and to sign more MoUs.
- To sustain the green and clean environment activities.
- Establish and activate the statutory committees in the college.
- To enhance the teaching quality through teaching plans and digitalization.
- To active earn-while scheme in the library.
- Subscribe more to the E-learning platforms in the library.
- To priority on solid waste management and rainwater harvesting through conservation methods within premises.