Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**KANCHI SHRI KRISHNA COLLEGE OF ARTS AND SCIENCE**
Name of the head of the Institution	**Dr.K.Venkatesan**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04427291195**
Mobile no.	**9677355036**
Registered Email	**krishiqac@gmail.com**
Alternate Email	**drkv1966@gmail.com**
Address	**Kilambi, Krishnapuram Post, Kancheepuram District**
City/Town	**Kancheepuram**
State/UT	**Tamil Nadu**
Pincode	**631551**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Dr.M.Prakash**
Phone no/Alternate Phone no.	**04427291195**
Mobile no.	**9842641794**
Registered Email	**krishiqac@gmail.com**
Alternate Email	**mprakashmicro@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.kanchikrishnacollege.com/AQAR-2016-2017.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.kanchikrishnacollege.com/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.12**	**2008**	**28-Mar-2008**	**28-Mar-2013**
2	**B**	**2.14**	**2014**	**24-Sep-2014**	**24-Sep-2019**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**02-Jun-2008**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Seminar on Teaching Value Education	06-Oct-2017 1	240
Seminar on Soft Skill Development	23-Oct-2017 1	97
Faculty Development Programmes	29-Jan-2018 1	110
OER Workshop	31-Jan-2018 1	120
Seminar on Carrier Guidance	03-Mar-2018 1	260
Parents Teacher Meet	22-Jun-2017 1	500
[View File](#)		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NA	NIL	2018 0	0
[View File](#)				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Career Guidance and Placement Cell strengthened Seminar on Gender equity Student Conference Intra Collegiate meet Personality development programme conducted AQAR submitted Feedback Taken from stakeholders Blood Donation

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

Plan of Action	Achivements/Outcomes
Innovation in Curricular aspects 1. To release the college Magazine. 2. To introduce new job oriented certificate courses computer software, Hardware and Electrician of central govt sponsored by NSDC. 3. In order to fulfil the expectation of company for recruitment of new jobs, communication skill, personality development classes to be arranged collaboration with company tieup programme. 4. To organize seminar/conference/workshop for the students.	Innovation in Curricular aspects 1. College magazine KRISHNAM2017 released and issued to all students at free of cost. 2. Tie up with NSDC job oriented courses. Students were joined and get benefited. Our students were joined in ADHOC courses like electrician, software and hardware networking. 3. MOU was made with Redington Company, Chennai. Our donnish students were also participating in classes conducted by REDINGTON ELITE personality development agency 4. All departments organized seminar / workshop for the students to knew latest developments in their discipline.
Encouragement of Research Activities 1. To encourage staff members for publishing research articles in national and international journals. 2. To apply research projects and to conduct seminars sponsored by DBT, DST, TNSCST. 3. To encourage the students of PG course to apply for TNSCST project. 4. To conduct meeting of research cell. 5. To encourage staff members to conduct seminar/conference/workshop to acquire research knowledge.	Encouragement of Research Activities 1. Faculty from various departments published papers in State/National level seminar. Articles also published in journals. 2. TNSCST sponsored 5 days workshop was conducted by Dr.M.Prakash, Department of Microbiology. Grant of Rs.1,00,000/- was received for conducting the workshop. 3. PG students applied for projects and received grant from TNSCST. 4. Regular meeting of research cell motivates the staff members to carry out research activities like paper presentation, organizing seminar, applying for grant etc. 5. Organising seminar/workshop leads to acquire research knowledge.
Students Services 1. Plan to encourage students who got first, second, third in university exam to issue certificate and medals. Also 100% attendance certificate issue. 2. Parent teacher association meeting to be organized. 3. Feedback to be collected from students to improve the evaluation system and performance of faculty. 4. To encourage the students to attend seminar/workshop and present paper in other colleges. 5. To improve the teaching learning suggestion box installed.	Students Services 1. Ever semesters those students got first, second, third rank in university exam in college level to issue certificate and medals issued. Also 100% attendance secured in each semesters best students award will be issued. 2. Parent Teacher meeting organized twice in a year, to welcome the suggestion from the parents and improve the performance of the students. 3. Feed back collected from the students about the faculty members teaching. It helps to identify the gaps and improve the teaching learning process. 4. Students are encouraged to

	attend seminar, workshop organized by other colleges and present their papers in the seminar. It helps to know their strength and weakness. Many of our students go prizes with best paper award in the seminar organized by the other colleges. 5. Suggestion box installed to over come the difficulties of the students. It helps to take timely and remedial action of grievances of the students. Students grievances are redressed immediately regarding academic as well as services oriented activities.
Development of Infrastructure Facilities 1. Purchase of New water cooler in IIIrd floor 2. Extent of CCTV camera installation proposed in college campus 3. Purchase new airconditioned for Seminar hall 4. Furniture purchase for faculties and students	Development of Infrastructure Facilities 1. Three new water cooler purchased and fixed in each floor. 2. New 4 CCTV camera installed in college campus. 3.Three new airconditioned were purchased for Seminar hall. 4. 300 New benches and tables purchased.
Sports Activities 1. Motivate the students to participate in various competitions. 2. Organise coaching camps for our students. 3. Organise intercollege sports competition in our college and encourage students to attend in other colleges.	Sports Activities [1.Our college students are allowed to participated in various competitions includes University level sports competition, and inter college competition and got prizes and rank certificates at zonal level. 2.Sports camps were organized by our college to improve students performance in various sports like cricket, kabadi, volleyball, khokho, Chess. It helps to got prizes in the intercollege and university level competitions. 3.We organize intercollege sports competition in our college. It helps to identify their talents.
Placement Facilities 1. To conduct mock interview for final year students. 2. To encourage students to apply for NET, SET examination. 3. To facilitate the placement of students off – campus interview information circulates to students. 4. To organize campus interview by inviting various HR executive in MNC's. 5. MOU with company to train the final year students for placement. 6. MOU with institution to conduct tally, lab courses after training students to be placed. 7. To conduct soft skill and personalty development programme.	1. Mock interviews help the students to overcome their fear to attend the interview. For final year students mock interview conducted by the placement cell with the help f corporate trainer. It helps more number of our students got placement. 2. Regularly all the postgraduate and research department of our college take classes for NET and SET coaching to the students and faculty members. Some of our faculty member cleared the NET and SET exam. . 3. Our students got placement through off-campus program also. We circulate any placement conducted by other colleges to the students. 4. We invite various HR from MNC's for campus interview through placement cell. Many students got placement. 5. Various companies, hospitals, laboratories made

	MOU for training and placement. 6. Job oriented courses like tally, medical lab technician tieup with concerned institute and placed talented students. 7. Our college made MOU with Redigton and conducted soft skill and personality development programme for all students.
Extension Services 1. To adopt village through NSS and conduct awareness programme. 2. Through NSS, YRC, RRC various personality social awareness programme to be conducted. 3. Special camp to be conducted in nearby villages. 4. Cultural programme to be conducted during college day, independence day, etc., 5. Yoga and spiritual classes conducted to college students. 6. Environmental awareness programme, world population day to be conducted.	Extension Services 1. Our college two NSS units adopt Kilambi and regularly conducted environmental, social activities programme. 2. Personality development program organized by NSS. 3. Special camps organized by NSS in nearby villages. People from these areas are benefited. NSS volunteers involved various special service activities. 4. Cultural program helps to identify the student skills in singing, drama, dancing etc. 5. Tieup with NYK, Manavalai kalai mandram Yoga and spiritual classes conducted to our students. 6.Environmental awareness, World Population Day programs helps the NSS volunteers to know their social responsibilities.
Quality enhancement 1. Quality Standards to be maintained as per ISO 9001-2008 2. Quality will be sustained and maintained.	Quality enhancement 1. ISO 9001 certification received from the authority. 2. ISO will helps the college to maintain the quality standards.
[View File](#)	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
College Development Committee	29-Dec-2017

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	2018
Date of Submission	20-Jun-2018
17. Does the Institution have Management Information System ?	**No**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Kanchi Shri Krishna College of arts and science has a methodical format for curriculum delivery and testament. Each and every department contributes to the preparation of time table and academic planning. The academic planning for all areas on curriculum delivery and time table are accomplished and executed by all departments based on academic calendar which is done before the academic year started. Distribution process of workload is done in advance by every department and conformation of receiving workload and the time table is monitored by separate committee. All the staff members are involved in scheduling academic, co-curricular and extra-curricular events to enrich the learning process. All the events and activities which are done by all departments those activities are uploaded to the college website and documented in department activity report. Also the special feature of our institution is that all teachers are having individual log book to record their daily activities and lectures. It is very useful to monitoring syllabus completion. Every department conduct personality development program to improve students individual quality and making the experience of approaching the society. Our college yearly magazine KRISHNAM released successfully in beginning of the academic year. The process of releasing KRISHNAM college magazine is very innovative to the students. It holds academic calendar, previous year activities from all departments, sports activities, NSS activities and mainly it glittering with the articles and creation documentations of students. College thus ensures gearing every student for effective transaction of knowledge. Staff members are encouraged to attend orientation to various colleges, refresher programs and national/international conferences, seminars/workshops. We believe the learner centric approaches and implemented too. We have remedial teaching and bridge courses to keep them evolve with the syllabus and additional credit program for the advanced learners. Though syllabus is prescribed by the university, teachers use innovative method for better teaching. Every class room is maintained with the spacious seating arrangement, furniture and black boards. Every department adapts various innovative methods to facilitate the process of teaching and learning. The institution has a well maintained library with the latest books required for the curriculum delivery. Teachers coordinate with the librarian by giving the requirements and ensuring that the list of books needed for their subjects that are easily available for the students. We are adding Journal section in the library too. Students are motivated to visit the library at any time with the proper permission by the class teacher.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NA	Nill

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nill	Nill
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The process of development of our institution is based on a well designed feedback system. Our institution has adopted 360 degree feedback process which accommodates all the stakeholders. We strictly follow the mechanism of feedback system. i.e. Collection, analysis and action. The process of first one is systematic collection of feedback from students, alumni, parents, employers and teachers. Feedback collection is done by a well structured questionnaire with standard rating scales for objective analysis. The student's feedback takes place a vital role in teaching and learning process. It helps the mentor to recognize how the students understand his/her subject being taught. This is the significant way that the teacher can get betterment in his/her teaching methodology that will finally benefit the students. The collection and analysis of feedback from different stakeholders assist the institution to understand the need of society and what other stakeholder foresee from the institute. Feedback on curriculum based method is collected from students by circulating the feedback forms. The collection of statistical data is handed over to the feedback committee. Further suggestions are incorporated by departments and

college council. Feedback on curriculum outcome collected from parents when they attended the meeting arranged by the feedback committee with the direction of our institution. Further processing of feedback is carried out similar to that of the student's feedback. Alumni feedback is collected during the alumni association meeting and handed to the feedback committee for further statistical analysis of the outcome. Feedback from the employers and teaching faculties regarding their official and personal opinions were also collected and analyzed and further action taken. Meetings were held together by the departments and college council authorities regarding the feedback suggestions and trends and feasibility of implementing the suggestions for the betterment of the institution.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English,Tamil	90	161	92
MA	Tamil	40	5	1
BCom	Commerce,Bank Management,Buisness administration	267	686	257
MCom	Commerce	20	28	8
BSc	Mathematics,Physics,Chemistry,Bio Chemistry,Micro Biology,Computer Science,Computer Applications	322	450	298
MSc	Computer Science,Information Technology,Bio Chemistry,Micro Biology	67	90	36
MPhil	Biochemistry	4	2	1
MPhil	Microbiology	12	10	8
MPhil	Commerce	12	17	10
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	647	45	80	30	110

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
110	110	22	13	3	5
No file uploaded.					
No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Student – Centered teaching is the aim of our institution. The college has in place a formal student monitoring system that is facilitated through the students performance report card system. Every class is allotted a class incharge who fills in and maintain the student proforma. In this process the class incharge takes on multiple roles, in an effort to get closely acquainted with the class. For this there are much more interactions with the students and easily can know the requirements of the students. Broadly the class incharge is responsible for : 1.Managing the day-to-day affairs of the class. 2. Keeping an eye on the regularity of the student in the class and other discipline issues.3. Getting to know the family background (economic and social) of the student and suggesting any possible assistance in this regard.4.maintaining the academic and personal history of the student.5. know the students better so as to design suitable teaching learning methodologies.6.To identify slow and advanced learners.7. To direct the slow learners to bridge, remedial and other language proficiency courses.8.To direct the advanced learners to addon courses like DMLT, Tally and other subject related courses.9. Keeping the students informed about various college activities about channelizing them to cocurricular and extra-curricular activities or events as per their interest and talent.10.Addressing individual student problems or any interpersonal issues arising in the class. In addition, the college has always provided a very conductive and cordial ambience for an informal mentoring through the student teacher interface at various other levels. The students often approach their Head of Departments or Subject teachers with confidence in the staff room, this approachability is enhanced through the constant interaction between teachers and students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
692	110	1:6

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
110	99	11	11	11

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Dr.K.Venkatesan	Principal	Appointed as University Representative on the Govering body of Ponnuswamy nadar college of arts and science, Thiruvallur by

2017	Dr.K.Venkatesan	Principal	Appointed as Vice Chancellor's Nominee as the Subject Expert in the Selection Committee for appointment to the post of Principal
2017	Dr.M.Prakash	Vice Principal	Appointed as Member of Board of Studies in the subject of Microbiology at University of Madras
2017	Dr.M.Prakash	Vice Principal	Panel member in the Selection Committee for appointment to the post of Assistant Professor in Microbiology at University of Madras (for Affiliated colleges)

University of Madras

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				

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

Our college strictly follows University norms on CIE. Each department conducts internal assessment which directed by the University. All Departments conducts class tests. In addition to these, departments conduct Quiz by sharing information to one another, on topics related to their curriculum, General Knowledge and current events from various fields. Also the Departments encourage student teaching method through seminars, assignments, project presentation, group discussion and those students who performed well score good marks.

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

The academic calendar is prepared by college at the beginning of the every year after the principal conducts meeting with the IQAC committee, HOD's,

Coordinators and sports committee members. The academic calendar contains the planning of Curriculum delivery, important plans and events. It also helps the students to plan their academic and extracurricular activities. Examination dates were decided by the University of Madras and intimated to the college before a month of examination scheduled. The dates of paying examination fees, internal examination, viva and submission of internal assessment are intimated by the University of Madras via postal and website. That dates are intimated to the students properly by the college with the interaction of HOD's and Class incharges. After the declaration of results the dates are fixed for the revaluation by University of Madras and communicated to the students to ensure that the results are declared by the University of Madras.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.kanchikrishnacollege.com/2.6.1%20Programme%20Outcomes.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.kanchikrishnacollege.com/CHART%202017-2018.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NA	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop On Python	Computer Science BCA	20/02/2018
Seminar On "Communication Skills And Intellectual Property Knowledge"	English	18/07/2017
Seminar on Intellectual Property Rights With Special Issues On Ornamental Fish	Microbiology	20/09/2017

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nill	NA

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

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

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Tamil	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	BIOCHEMISTRY	2	0
National	TAMIL	1	0
International	PHYSICS	1	0
International	BIOCHEMISTRY	1	0
International	BANK MANAGEMANT	2	0
International	TAMIL	4	0
International	MICROBIOLOGY	6	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
TAMIL	2

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nill	0	0	Nill

View File

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	Nill	Nill	0

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	18	34	6	2
Presented papers	9	3	Nill	Nill
Resource persons	Nill	2	2	13

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			

View File

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Tally	14	College	30
Employee retention in Stigmata Techno Solutions in Chennai	5	Individual	30

Retailers perception towards CAVIN care brands	8	Individual	30
CMA	14	College	700
[View File](#)			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
[View File](#)					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
16.9	16.81

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
NFIX	Partially	2.2	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10163	3503574	1026	248500	11189	3752074
Reference Books	1080	293580	92	1172	1172	294752
e-Books	500	10000	50	6000	550	16000
Journals	201	205100	4	25900	205	231000
CD & Video	185	22630	5	2000	190	24630

[View File]

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NA	NA	Nill

[View File]

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	141	92	16	8	0	4	13	100	0
Added	5	6	0	0	0	0	0	0	0
Total	146	98	16	8	0	4	13	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
178	177.81	62	61.76

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory,

library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college runs in two shifts and hence all the infrastructure facilities such as classrooms, laboratories, library and sports facilities etc. are utilized optimally. We have two Seminar Halls with Audio Visual System available for separate Arts and Science programs of our College. For booking of the seminar hall a formal permission letter to be sent by concern Head of Departments to the Principal for approval. The details of bookings are recorded in the separate diary/note for reference. Our college staff members and students are easily access the library for reading and borrowing books, magazines, periodicals, CD-Rom, e-library sources and other materials are available as per the rules for each category. The details of the visitors in the library were recorded in the entry register/note for future references. Maintenance, Annual Stock and Requirements are registered by the librarian and assistant librarian. The maintenance of the laboratory is managed by the laboratory assistant under the supervision of the HOD's. They are required to maintain an inventory of the equipment and carry out annual stock checking and scarp. Repairs and maintenance are handled as per the common policy of the college. General maintenance: The office maintains register to record the complaints related to classroom equipment, AC, Furniture, Fixtures, Plumbing, electrical work etc. Depending upon the nature of the complaints, the majority of complaints are resolved by the inhouse staff. If required, the experts from outside agencies are called. Annual maintenance contracts like library software. IT infrastructure: Each year, the IT support staff has to carry out preventing maintenance such as servicing, cleaning, formatting, updating antivirus software etc. Use of common LCD's /Projector for lectures should be recorded in separate diary/note. Sports: Annual stock and requirements are maintained by the physical director. The allocation of sports hours to be added to the class time-table. We have a separate outdoor sports ground. Students are not allowed to use ground sports materials during the examination periods.

http://www.kanchikrishnacollege.com/4.4.2.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Financial support from institution (Krishna Educational Trust Scholarship)	80	425650
Financial Support from Other Sources			
a) National	WELFARE SECTION (Financial support from government)	388	2752140
b)International	NA	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved

Campus Placement Training	02/01/2018	60	RedingtonPvt Ltd
Meditation program	06/10/2017	1000	NSS, Kanchi Shi Krishna college of Arts and Science
Yoga program	03/08/2017	1000	NSS, Kanchi Shi Krishna college of Arts and Science
Campus Placement Training	01/08/2017	60	NSS, Kanchi Shi Krishna college of Arts and Science
International Yoga day	21/06/2017	1500	VAZKA VALAMUTAN MANAVALAIKALAI MANRAM
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	TNPSC Exam Preparation	200	Nill	1	1
2017	Competitive exam preparation	250	Nill	2	1
2018	Campus Placement Training	280	55	Nill	18
2018	Quantitative Aptitude	150	40	Nill	8
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					

View File

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	**Nill**
SLET	**Nill**
GATE	**Nill**
Civil Services	**Nill**
View File	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	**NIL**	**Nill**	**Nill**	**Nill**	**Nill**	**NA**
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students' Council in the year 2017- 18 organized an array of academic and extracurricular activities these activities not only fostered development among students but also cultivated a sense of leadership and discipline. The Students' Council at Kanchi Shri Krishna College of Arts and Science is an army of likeminded individuals who strive to uphold the expectations of their fellow students and professors by facilitating several activities and events held for the welfare of students. As representatives of the student body, the council was held responsible for hosting events that helped students shape themselves as professionals with a variety of interpersonal skills. Every year the council conducted a meeting with represented students, teachers and class representatives, the main purpose of the campaign is to encourage students to be a part of the council and educate them about the roles played by the student body in the college. The council has been immensely successful in encouraging students to be a part of several activities conducted by Kanchi Shri Krishna College of Arts and Science and other colleges. Particularly the Kanchi Shri Krishna College of Arts and Science conducted several activities based on the

students' needs and interests. Many activities included a drama club, dance club, literature club, art club, sports club, photography club, movie club, etc. These clubs played an essential role in the holistic development of students. The college has two NSS units and the units played a vital role to make a good, brave and leadership citizens. The NSS units of the college conducted several programs included the Blood donation camp, cleaning projects, rally for public awareness, food festival, etc. the programs conducted by the NSS is always working a prominent place on students inner growth. The important need of the student is knowledge and health, so the NSS proves that role with the humanity. A separate student counselor is available for solving and motivating the students' issues. The college has separate training and placement cell for students' career guidance. Students are highly used the suggestion box system in a prominent way. The suggestion box were played most important role in the bridge of students into committee. The committee included secretary (male female), representatives, counselor and class representatives. The letters from suggestion box were managed by the secretary and solved the issues through Principal and committee members. The committee yearly once conducted an event this event not only helped students to gain knowledge about the current trends in the market but also helped them develop a range of skills like public speaking, presentation skills, etc. All in all, the council has been an amalgamation of strength, discipline and diversity ensuring that the students have several events to engage including Talentia, Annual Day, alumni meet etc. These activities have not only helped students to shape their personalities but also helped members of the council become promising leaders. The members of the council are nothing but an epitome of teamwork, dedication and sincerity.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

780

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

8000

5.4.4 – Meetings/activities organized by Alumni Association :

On 26th August, 2017 has been celebrated as Alumni day which allowed connecting old friends and remembering the memories of college days. One of our alumnus Dr.Muninathan, Professor, Meenakshi Medical College, Kancheepuram, has served as a chief guest of the alumni day. Before the completion of alumni day the alumni feedback forms will be collected for future references. The alumni assist to arrange workshops and to conduct conferences in the college thereby engage to promote the attitude among the students. Kanchi Shri Krishna College of Arts and Science Alumni association along with the college placement cell will organize the job mela for final year students. The alumni also grace to attend as chief guest of the students valedictory function at the end of every year.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

and regular meetings are convened amongst the Management members, Principal, faculty and the students in implementing efficient plans. IQAC has the freedom to formulate quality policies and its implementation discussed and planned at the several meetings conducted in the year. HODs and Coordinators of Departments have the freedom to plan, implement, finalize and shape activities in view of the available resources by conducting department meetings. Committee meetings: Drawing participatory action plans, implementation and reflection on the same for improvement/innovation under the leadership of the Convener. Staff Meetings: A large number of issues are discussed during staff meetings, giving the scope for collective thinking and decision making. Faculty members have contributed in a big way in internalizing quality policy due to openness in working at all levels and free access to the Principal and Vice Principal. Interaction with parents: The teachers interact with parents in Orientation Programs, Principal follows up with parents of defaulters in attendance interact with parents of meritorious students during prize distribution functions Students' Council interaction with the Principal and teachers: The students' council serves as a good interface between college authority and students. Inputs from Alumni at department level: Help us plan activities for the students such as Industrial visits, Internships and placement. Interaction with employers: Ideas drawn from external interactions by faculty members with employers during placement activities and industrial visits is shared for future planning of activities/courses. Interaction with diverse external agencies: Faculty members participating in various activities like seminars, orientation and refresher courses, universities, committee meetings etc. share their experiences/ ideas to continuously bring about improvement in our functioning.

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

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Being self financing college, we follow the syllabus framed by the affiliating university. However any suggestion regarding the syllabus is reported by the principal and academic council member held by university of madras. In addition to that our faculty members are panel member in examination committee, research committee in other university and colleges. Dr.M.Prakash, Head, PG and research department of microbiology acted as Doctoral committee member in VIT university and Prist University.
Teaching and Learning	Student centric teaching is aim of the institution. This helps the student to emerge as innovative original and creative learners. The college admits the students of different background like rural, urban minority and differently able students for backward student's scholarship facility arranged the college. Academic results, sharing

	among the faculty, regular feedback from the students enable the teacher to improve their teaching skill. Modern teaching aids adopted to make the students interesting and stimulating their knowledge. OHP, LCD, power point presentation are used. Learning method encourage students participation through group project, individual project, industrial visit internship etc., The academic posters of the students is measured through continuous assessment test, and other methods like assignment, paper presentation etc. Identification of slow learners is made and remedial action taken by arranging extra classes and test.
Examination and Evaluation	University of Madras conducts the examinations in our college and declares the results as then institution is affiliated to University of Madras. Locally the valuation is done only for conducting internal assessment test, assignments, Soft skills, Non-Major Elective and Value Education etc
Research and Development	The management supports the faculty in their professional development and encourages them to undertake research and to participate in seminar, conference, paper presentation, refresher course, orientation, FDP etc. The principal encourage the faculty by allowing on- duty.
Library, ICT and Physical Infrastructure / Instrumentation	Every year newly published books, Computers are added to library. Online journal subscribed - NLIST Library Committee suggested a list of books based on interaction with the students and faculty members. This list was forwarded to concerning authority for sanction and purchase of books. LCD projectors , HP, Dell Desktops, HP printers, Internet switches, Dot matrix printers 20 KVS UPS, 10 KVA ups , Power Generator (250 KVA) , application software and systems software's
Human Resource Management	College follows the process of assessing adequate human resource for attainment of institutional object. The institution emphasis human resource is the important assets to the organization. There are many staff welfare schemes. The institution recruit various faculty members based on the guidelines by the university.

Industry Interaction / Collaboration	The institution interacts with various Research institutions, Industries and Laboratories, as well as outside institutes. College has also participated in various cultural programmes held at various places. Seminars, workshops, conferences on various subjects are conducted in the college premises.
Admission of Students	The admission process is followed as per the guidelines of University of Madras. Analysis of student database by identifying students with different academic capabilities and understanding their socioeconomic profile. Members of the Students' Council have also been contributing in the smooth process of admissions.

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

E-governace area	Details
Planning and Development	Time Table for teaching is generated using College Academic Calendar. Attendance of students is monitored using Attendance register given out by the college. Keeping in mind the tech savvy generation, innovations have been made to use social media platforms to exhibit college activities on instagram, Facebook and connect with the college alumni using LinkedIn.
Administration	For establishment of Management Information Systems (MIS), the college has opted for some ERP solutions which have been highly beneficial for both academic and administrative purposes. Online registration of students in the University portal during admissions has helped us create an accessible student database. For admissions wherein the fee received (income) gets linked to college financial transactions.
Finance and Accounts	All the financial transactions are recorded manually by administration department. ECS banking facilities are used for payments for salary of teaching faculties, Provident fund, ESI and TDS.
Student Admission and Support	The admission process is followed as per the guidelines of University of Madras. Analysis of student database by identifying students with different academic capabilities and understanding their socioeconomic profile. Members of the Students' Council have also been

	contributing in the smooth process of admissions. Alumni students also play a major role in admission of students by admitting their siblings.
Examination	Examinations are scheduled as per prescribed University time table and planned well in advance to ensure smooth conduct of exams. 25 of the marks are evaluated by the college as Internal assessment based on attendance, monthly test and assignment rest 75 is evaluated by the university though theory examination. Class assessment tests are conducted on frequent intervals and the teachers make an analysis of the performance of students after every internal test. Assignments are given for evaluation of the students.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

<div align="center">No Data Entered/Not Applicable !!!</div>

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Seminar on Brain Based Learnig and Studies Skills	Nill	18/09/2017	18/09/2018	55	Nill
2017	Workshop on Using Technology for Effictive Learning	Nill	20/11/2017	20/11/2018	66	Nill

<div align="center">View File</div>

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher

Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	Nill	Nill	Nill	0

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
98	110	20	25

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1) Performance based increment for management paid staff 2) Maternity leave paternity leave facilities 3) Provident fund facility for management paid staff 4) OD given for attending seminars workshops	1) Performance based increment for management paid staff 2)Provident fund facility for management paid staff	1) Merit Scholarship 2) Free Education 3) Group Insurance

6.4 – Financial Management and Resource Mobilization

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

Kanchi Shri Krishna College of Arts and Science conduct both internal and external financial audits on regular basis. Krishna educational trust management believes in continuous monitoring of financial aspects of the college. Accordingly bill/voucher is recommended by the Head of the Department/Vice Principal and is approved by the Principal. Proper records of all the expenses are maintained by the accounts department. The internal financial accounting is completed every month. The internal auditor can cross checks and verifies books of accounts (Bills/vouchers, Bank reconciliation, etc.) and also find out the shortcomings/errors. These errors and/or shortcomings are rectified as per the instructions from the management. The external audit also conducts every year as per the requirement and the external audit is regulated by Baskar Co. So far, no major objections are found in the audit by the statutory auditors.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Kanchi Krishna Educational Trust, Nehru Yuva Kendra, Chennai RAMAKRISHNA MATH	245000	Financial support to students

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6.4.3 – Total corpus fund generated

35000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	ISO	Yes	IQAC Cell
Administrative	No	NIL	Yes	IQAC Cell

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

Parent – Teacher Meeting conducted every end of the semester Parent - Teacher association feedback is taken on all aspects

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

Communication class Computer Literacy programme Create an environment which provides the opportunity to share ideas and experiences with other academics issues in our college in faculty development programme

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

1.Discussion for initiation for getting permanent affiliation and 12(B) 2.Motivating Teachers to the development of e-content 3.Student Satisfaction Survey (SSS) was conducted on overall institutional performance and was analyzed for initiating further improvements

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Penn Nalam Awareness	21/08/2017	21/08/2017	428	Nill
World Mental health day Awareness program 4th sep 2017	04/09/2017	04/09/2017	452	250
Empowerment	08/03/2018	08/03/2018	460	120

| of Humanity on the occasion of Women's Day 8th March 2018 | | | | | | |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Initiatives have been made by the institution in the following areas: a) Daylight Design b) Water Efficiency c) Indoor Air Quality and Ventilation d) Energy Efficiency. Conducted workshop on "Pollution control" on 20th September 2017, nearly 350 students were participated and also contributed to the competitions such as poster making, painting, essay writing, poem writing and oratorical on same topic. It is used to develop students' knowledge and vision about pollution control.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Rest Rooms	Yes	3
Scribes for examination	Yes	2
Special skill development for differently abled students	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	12/01/2018	1	Promotion of Science through Science Exhibition	Employability exhibition and conference	100
2018	10	3	20/03/2018	1	Job fair	Nokia network Solutions, Cholamandalam Finanace, Equitas Mini Bank, Apollo Pharmacy, BOSS, Yogam BPO,	513

2017	5	1	02/08/2017	1	Social component in Additional Credit Program	Kanchipuram district drug abuse, Swatchh Bharat,	400
2017	1	1	23/11/2017	1	Social Awareness week	Dengu awareness, AIDS awareness,	200
2018	1	Nill	01/02/2018	1	FOOD FESTIVAL	college staffs and students	220

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Student Handbook	05/06/2017	Student Handbook The purpose of a student handbook is to give students and their parents / guardians an understanding of the general rules and the guidelines for attending and receiving an education at the institution. Students discipline policies and procedures outline expectations regarding student conduct, as well as explain the continuum of the disciplinary consequences. Such handbook policy excerpts should have sufficient details to put students on notice for potential consequences for their conduct. Regular follow up is carried out and in case any student is deviating from its provision and counseled by the head of the institution and the provisional counselor at

			the institution. The handbook is amended at anytime and those changes are communicated by the administration to the staff, students and parents / guardians.
Staff Handbook	01/06/2017		Staff Handbook The motto of the staff handbook is to acquaint the staff about the personnel policies and procedures, rules and regulations to be followed by staff provisional ethics, employee benefit plans and facilities. It helps the staff to understandresponsibilities and the opportunities available to them as a staff employee. The handbook can be changed at any time by the college / institution. This handbook incorporates all the required information, will be useful as a day-to-day reference for all staff members. While one gets to find out written and unwritten rules as one progress through one's carrier in the institute, a handbook like this is particularly useful for new employees. Policy Handbook A complete list of policies providing guidelines on the functioning of the various committees and the associations, are included in the handbook. The policy applies to all staff, students and other stakeholders. The objective is to follow set parameters in all the process to foster a culture of continuous improvement in all facets of the institution.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants

Observing Constitutional Day	27/11/2017	27/11/2017	350
Observing Unity Day Unity Day Run	31/10/2017	31/10/2017	200
Observing Youth day	12/08/2017	12/08/2017	420
Republic Day Parade	26/01/2018	26/01/2018	100
Mahatma Gandhi Jayanti	02/10/2017	02/10/2017	380
[View File](#)			

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

Energy conservation To maintain eco-friendly environment of the institution, the college utilizes the service of various stakeholders. It takes expert opinion, plans, and advices to implement the energy conservation. The measures are • The classrooms are well ventilated and lighted • If lights are need of CFLs are also used. • Lights and fans, computers are switched off immediately when not required. • Supervisors inspect to check the wastage should not run in uncoupled class rooms and laboratories. Use of Renewable Energy The college at present there is no renewable energy. The institution has been planned to install solar lighting system in the campus. Water Harvesting Rain water harvesting project is already functioning in the college. Two bore well have functioning for shortage ground water recharge. Effects for carbon neutrality Plantation of trees has been increased to sequester CO2 emitted in the atmosphere. Plantation The college has planted more than 300 plants in the campus. All the faculty members and students actively participated in the plantation. NSS team also organized tree plantation every year with the support of various organizations and Hazardous Waste Management The institution uses very less quantity of chemicals for practical classes. Waste and expired chemicals are carefully disposed either by dissolving in water or by keeping separately in protecting sheets. E-Waste Management Electronic wastes like computer, office electronic equipment, refrigerators in the laboratories, are disposed depending upon their conditions. Effects are made to repair the computer and again it is used. If it is not possible for reuse it is hand over to the person for recycle, it will be dismantle.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices - I Teacher log book Goal: This help to improve the professional activities for implementation of teaching learning process in a systemic way. In addition to the class log book maintained by the each class in charges. Every teacher has to record the lesson taken on each hour in the class log book. It will help to know the transparency system of the academic activity of the college. The context Teachers log book is vital evident for the development of the educations system. The implementation of this system vested in the hands of HODs of the college. To improve the teaching learning process the log book maintaining is considered very important. In the initial stage the teacher are not interested to maintain the log books properly due to negligence. Then through counselling teachers are advised to maintain this practice in a systemic manner. More over this practice helps to know their activities in the academic year and it facilitates to prepare appraisal of each student in the academic performance. The practice All the faculty members are given log book at the beginning of the every semester. In the log book staff biodata - subject handled by each staff, syllabus, lesson plan, students name list are

maintained. Marks scored in the examinations, attendance, staff activities are recorded in the log book. Every end of the week lesson plan details with taken protions are recorded by the staff members. The log book is verified by the HOD at the closing hour of the day. Every week department review meetings are conducted by the vice principal and the principal. Students performance are analyzed and decision taken for the improvement of the performance. Staff participation regarding seminar/ workshop attended are entered in the log book. In meeting HODs are contracted for suggestion if any to complete the syllabus test., etc., by analyzing the performance of the students and finally weak students list are finalized for special coaching classes. Evidence of Success This method has been successful to the faculty members to prepare the lesson plan and complete the syllabus within the stipulated period and at the same time log book maintenance ensure that all the academic performances of the staff prepared and recorded. The following are the examples of evidence of success: 1) The syllabus completion is regularly monitored. Teachers know their responsibility and hundred percentage of syllabus completion is ensured. 2) Staff performance is recorded. Staff are encouraged to present paper in national/ international level/ publish books etc., 3). The slow learners get special focus after the analysis of their academic progress. 4) Teachers are encouraged to present paper and allows to attend refresher and orientation courses. 5) Problems are encounterd and revised. i) Some staff members are forced to record their classes taken daily in the log book. ii) Method to maintain log book not in an uniform manner. iii) Not all the staff indulged in research activities. 6) To implement the teacher log book does not require resource. The college has to maintain printing and timely deliver of the book. Best Practice-2 Higher Education to Rural Students Goal The aim of the institution is to enhance the higher education facility to the rural students those who are from socially and economically backward from the society. The institution is run by the group of philanthropists for service motive. Higher education is still accessible only to the urban students. Only few of rural people choose and opted for higher education. Most of the students are far away from the institution Huge amount of fees, lack of awareness are the big obstacles for them to carry out their higher education. Especially rural women students are not allowed to continue their studies after undergraduate courses. This is mainly due to distance for traveling from their home places to educational institutions and lack of protection to them. The college goal is to offer the higher education to the rural people hence the management take concrete steps for implementation of new P.G courses and research courses to facilitate the unprivileged sections of the society. The practice The following activities are taken by the college to widen the access of higher education to the rural students. 1. The faculty from the various departments consults the undergraduate student's parents to specify the need of studying post graduate courses. 2. Career counselling classes are arranged to the students to doing research courses in our college. 3. The college deals state government rules learning reservation of seats. 4. The institution arranged scholarship facility from government and other agencies for economically weaker students to carry out their higher education without financial difficulty. 5. The college has follow uniform system to all students both for UG and PG course. This will facilitate equal treatment of all students irrespective of their community, financial status, etc., However some of the limitations are even we offer higher education to the rural people. We should follow government reservation system for research courses. College is self financing more hence it does not have huge economic resources. Evidence of success 1. The practice has been worked successfully with the student's parents for that reason, more number of students enrolled from UG and P.G. courses. 2. Career counseling help more number of our college students continue their research courses in our college.

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

http://www.kanchikrishnacollege.com/Institutional%20Best%20Practices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

VISION MISSION OUR VISION As a leader in liberal arts and sciences education, the College of Arts Sciences sustains a diverse academic community of faculty, staff, and students. Through this community we create, integrate, and disseminate knowledge, and foster in our students the development of critical thinking and other intellectual skills along with the attitudes and abilities that enable them to live as educated, engaged, and empowered leaders and members of society. OUR MISSION To educate students in the arts, humanities, natural sciences, and social sciences and thereby help them become effective, engaged, and contributing citizens. This means we will provide a) in-depth study and coursework for students majoring in liberal arts and sciences disciplines b) broad foundational coursework for students in other colleges and c) all other forms of liberal education within and beyond the classroom to teach the legacy of the human experience, the complexity of our world, the wealth of different ways of knowing, the richness of integrated knowledge across disciplines, and the power of intellectual and leadership skills. The mission statement defines the institutions distinctive characteristics in term of addressing the needs of the society the students it seek to serve institutions traditions and value oriented vision for the future as follows: 1. The institution focuses to fulfill the needs of the society and the county as a whole by way of preparing the students to meet the challenges at global level. 2. The main object of the institution is to provide curriculum to the students to ensure student success. 3. The institution offers value based education to the students for healthy teaching – learning environment. 4. The institution updates as well as improves the technical, equipments facility to improve the teaching learning process. The college delivers quality education to all segments of the people. i.e rural and urban students. 5. The institution to enhance the performance of faculty, rigorous assessment is done by systematic feed back system to improve the student learning and improve the faculty performance. 6. The institution takes steps to promote co-curricular activities. Extension services like NSS, RRC, YRC, special camps, awareness programmes etc., to provide equal opportunity for all. The college maintains highest level of interring reassert and accourrating in a fully translating environment. 7.No donations are taken and no capitation fee charged for admission 8.An inclusive education policy is followed that ensures education to all without any discrimination. Inclusive education is worked through Remedial courses, Certificate courses and enrichment lectures that helps the students from socially marginalized groups, vernacular medium students and academically weaker section of students to cope with their academic activities.

Provide the weblink of the institution

http://www.kanchikrishnacollege.com/VISION%20AND%20MISSION.pdf

8.Future Plans of Actions for Next Academic Year

Innovation in curricular aspects 1. For the year 2018 to be Silver Jubilee Year of our college. So, celebrate 25 yeas Silver Jubilee programme's, culture events, competition, sports and release Magazine. 2. To introduce ten new job oriented certificate courses computer software, Hardware and Electrician, Tally, Insurance, Auditing, Ms Office et.c,. 3. In order to fulfil the expectation of company for recruitment of new jobs, communication skill, personality development classes to be arranged collaboration with company tie-up programme. 4. To organize seminar/conference/workshop for the students. Encouragement of research

activities 1. To encourage staff members for publishing research articles in national and international journals 2. To apply research projects and to conduct seminars sponsored by DBT, DST, TNSCST. 3. To encourage the students of PG course to apply for TNSCST project. 4. To conduct meeting of research cell. 5. To encourage staff members to conduct seminar/conference/workshop to acquire research knowledge. Student's services 1. Insurance facility for students 2. Plan to encourage students who got first, second, third in university exam to issue certificate and medals. Also 100 attendance certificate issue. 3. Parent teacher association meeting to be organized. 4. Feedback to be collected from students to improve the evaluation system Development of infrastructure facilities 1. Purchase of new 12 speakers, Amplifiers and cordless mike 2. Extent of CCTV camera installation proposed in college campus 3. Purchase new 400 chairs for new seminar hall 4. Furniture purchase for faculties and students 5. Construction of new vehicle stand for students and staffs 6. Extension of canteen 7. Purchase of new fan and light for seminar hall Sports activities 1. Motivate the students to participate in various competitions. 2. Organise coaching camps for our students. 3. Organise intercollege sports competition in our college and encourage students to attend in other colleges. Placement facilities 1. To conduct mock interview for final year students. 2. To encourage students to apply for NET, SET examination. 3. To facilitate the placement of students off – campus interview information circulates to students. 4. To organize campus interview by inviting various HR executive in MNC's. 5. MOU with company to train the final year students for placement. 6. MOU with institution to conduct tally, lab courses after training students to be placed. 7. To conduct soft skill and personalty development programme. Extension activities 1. To adopt village through NSS and conduct awareness programme 2. Through NSS, YRC, RRC various personality social awareness programme to be conducted. 3. Special camp to be conducted in nearby villages. 4. Cultural programme to be conducted during college day, independence day, etc., 5. Yoga and spiritual classes conducted to college students. 6. Environmental awareness programme, world population day to be conducted. Quality enhancement 1. Quality Standards to be maintained as per ISO 9001-2008 2. Quality will be sustained and maintained.