

CRITERION – VII
Innovative Practices

Criterion VII : Innovative Practices

7.1 Internal Quality Assurance System

7.1.1 What mechanisms have been developed by the institution for quality assurance within the existing academic and administrative systems?

It was before the NAAC process began, the College Council consisting of the Principal, Management Representative and all the Heads of the departments. At regular intervals, they used to sit and fix the demarcation lines of the quality assurance and the personality development of the students. Later, we established in 2005 the NAAC Steering Committee to face the NAAC evaluation process (Assessment and Accreditation). As per the NAAC guidelines, we have established the IQAC which consists of all senior staff members. These senior experienced teachers regularly sit together, discuss and chalk out the plans for the college development, of the student and the inculcation of our institution's aims and objectives. The IQAC prepares short-term and long-term objectives of the institution.

7.1.2 What are the functions carried out by the above mechanisms in the quality enhancement of the institution?

Quality enhancement of the institution is but the quality enhancement of the students—to prepare him competent, confident, capable, physically and mentally strong, having the required social and democratic awarenesses— IQAC prepares plans, both orally and in writing conveys them to the staff to be implemented. The general functions carried out by IQAC can be cited as below:

1) It prepares the academic calendar, which is published at the very opening of

2) It gives 'term-wise' plans to the departmental Heads as regards academic and extra-curricular activities to be conducted.

3) It prepares the general time-table of class-room seminars discussions and Paper-readings.

4) It also prepares a time-table for class tests.

5) It gives guidelines to the teachers as regards the daily lesson notes.

6) Annual Teaching Plan Proforma is provided and asked to be filled up.

7) Plans of co-curricular activities are given to the staff—Essay writing, General Knowledge Competitions, Debate Competitions, Elocution, Music, Sports Competitions, etc.

8) Departmental Heads are asked to celebrate the birth and death anniversaries of icon personalities.

9) Sports, Cultural and Music departments are given plans to conduct their local level competitions.

10) English department is given plans to conduct free (Remedial) classes for improvement of English, grammar, language and communication.

11) The various Associations formed under the Students Council banner are asked to conduct their programmes and activities.

12) IQAC Committee asks to arrange felicitations, welcome and send-off programmes.

13) As regards the quality enhancement of the staff, they are encouraged to attend various conferences and seminars organized on regional, state and national level.

15) The staff is asked to go for research and is provided with the information about it. All the facilities made available by the UGC are made known to them.

16) Infrastructural development plans are also given by IQAC.

17) IQAC along with the Principal and Vice-Principal conducts meetings with the non-teaching staff and encourages it to keep all office records up-to-date— IQAC prepares the year-wise AQRC.

18) IQAC monitors the Staff Academy and Guest-lectures programmes—it is implied that once in a week, the academic programme should be conducted – the plans (time-table, subject, etc.) are chalked out and handed over to the Staff Academy incharge.

7.1.3 What role is played by students in assuring quality of education imparted by the institution?

As regards quality education the role of the Students' Council is very significant—because the Class in charges on the Students' Council is nominated on the basis of academic merit (University Exam Percentage). These in charges work as Class Monitors—they co-operate and play the role of middleman between the teacher and the remaining students.

We get done teachers' evaluation by students—proforma are provided and students are asked to fill up –the feedback which helps the teacher to bring necessary changes in his teachings and methods.

7.1.4 What initiatives have been taken up by the institution to promote best practices in the institution? How does the institution ensure that the Best Practices have been internalized?

Our institution's best practices and initiatives to promote the same, as we think are as follows:

1) It is a non-political institution binding itself and adhering to society upliftment, democracy, social justice and the religion of humanitarianism.

2) At the very opening of the academic year 'Principal's Address' is arranged through which all aims and objectives of the institution and expectations from students as regards building up of society and country are expressed.

3) Felicitation Programmes are arranged, meritorious students from all fields are rewarded.

4) Copy Free Examinations' are conducted –all staff members co-operate.

5) The Principal looks into the day-to-day academic and administrative affairs.

6) Monthly departmental reports (academic and extra-curricular activities) are submitted to Principal's office.

7) Along with its other social work (Blood donations, Tree Plantation, Water Conservation, Soak Pits, Cleanliness Drive, etc.) the NSS Unit conducts the family surveys of the adopted village on the various levels like –economic conditions, educational levels, nutrition and health, drinking water and sanitary facilities,etc.

8) The NSS and the NCC unit through various programmes and camps conducts society awarenesses programmes like illiteracy, Right to Information, AIDS awareness, superstition, Rural Development Schemes, etc.

9) Our Cultural Unit arranges 'Street -Plays' on the current social problems.

10) Free coaching classes are arranged for the students to help them appear for competitive exams held on regional and state level—a special Competitive Exam. Guidance Centre is run by the college.

11) Last but not the least, we have made free internet services available to

7.1.5 In which way has the institution added value to the quality enhancement of students?

The very aim and objective of the institution is to produce and cultivate ideal citizenship in the form of its students. Values like punctuality, sincerity, self-dependence, neatness, labour dignity, character building, sensitive to the problems, hospitality, courtesy, honesty, secularism, equality, gender equality, fellow-feeling, national integrity and unity and world human religion, global citizenship, and environment awareness are stressed through classroom teaching and all the functions conducted in the college. Our staff itself adheres to these all conditions in and outside the college premises.

7.2 Inclusive practices

7.2.1 What practices have been taken up by the institution to provide access to students from the following sections of the society:

Socially-backward / Economically-weaker / Underprivileged / socially deprived / downtrodden / backward and most backward sections.

One of our objective is the upliftment of the socially backward and economically weaker sections of society—through various NSS, NCC, Cultural Programmes, we try to create the required awarenesses in the people belonging to these sections. We also try to guide them in receiving government financial assistance for various receiving government financial assistance for various schemes.

The education to those students is being given almost free of cost.

The faculties helping the poor / needy students at free of cost to coach them to appear for competitive level exams (MPSC, UPSC, NET/SET, Bank Recruitments).

Under the UGC XI th Plan Scheme, we have been sanctioned financial assistance to run coaching and guidance classes for SC /ST/ OBC

for Entry in Services –Our staff conducts respective guidance classes –the backward and weaker students are benefitted through these scheme.

We also run a Competitive Exam Center –we charge nothing for the guidance. Our staff and the experts from outside conduct classes as regards various state level competitive exams are concerned.

Differently-abled Students:

Differently abled students are being admitted into various courses, as per the norms of the Government and in some of the courses additional seats have been allotted to them. They are also doing the education at free of cost.

Very soon , we are to construct a suitable ramp and make toilet facility available for the differently abled students. Computer education is given free of cost to these handicapped students. Our staff on their own financially help these all socially backward, economically weaker and differently abled students.

7.2.1 What efforts have been made by the institution to recruit 1) Staff from the disadvantaged communities? Specify?

- a) Teaching
- b) Non-teaching

The appointment of the teaching staff should be undertaken as per the norms of the UGC and the State Government’s communal reservation policy. Hence, the opportunity is being given to all sections of society. Moreover our institution is coming under non-minority status, the mode of appointment is clearly framed by the Director of Collegiate Education and the University of Madras.

As far as the recruitment of Non-Teaching staff similarly system has to be observed.

7.2.2 What special efforts are made to achieve gender balance

The Government policy is fully adopted in this case. The opportunity in various activities are being given to the students without involving the gender issue.

7.2.3 Has the institution done a gender audit and/or any gender-related sensitizing courses for the staff/ students? Give details.

This college is offering UG education only for Men and in the PG courses alone Co-education system is being followed.

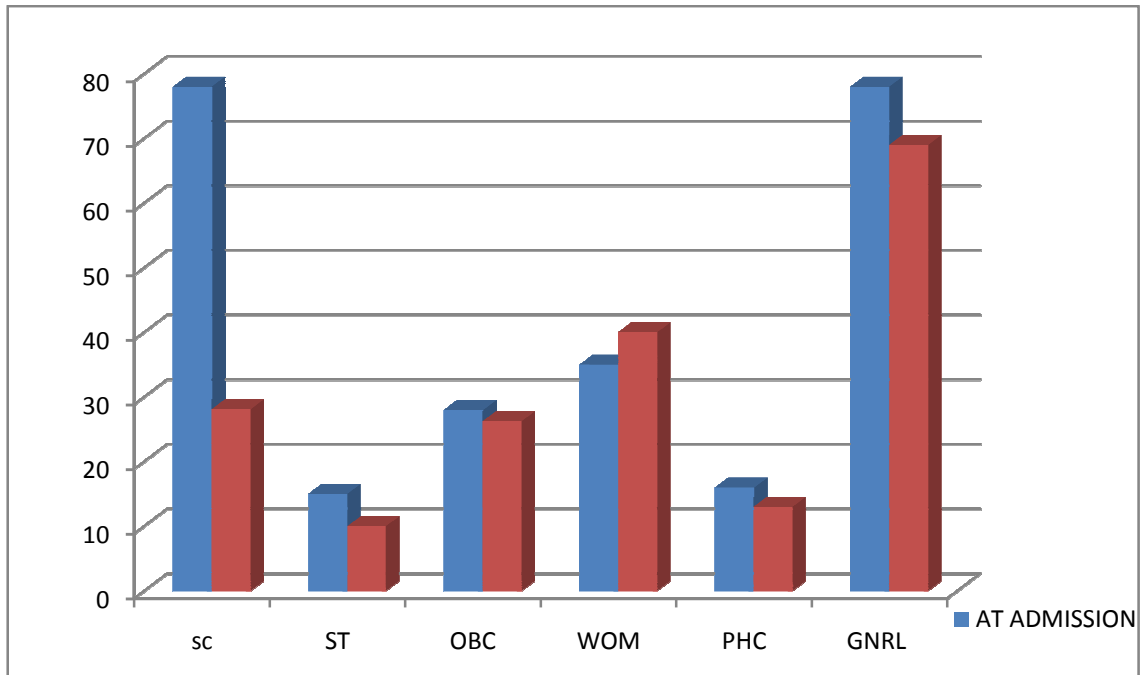
Our women students are brought laurels to the college by participating into various academic and cultural programmes.

7.2.5 Does the institution have a mechanism to record the incremental academic growth of the students admitted from the disadvantaged sections?

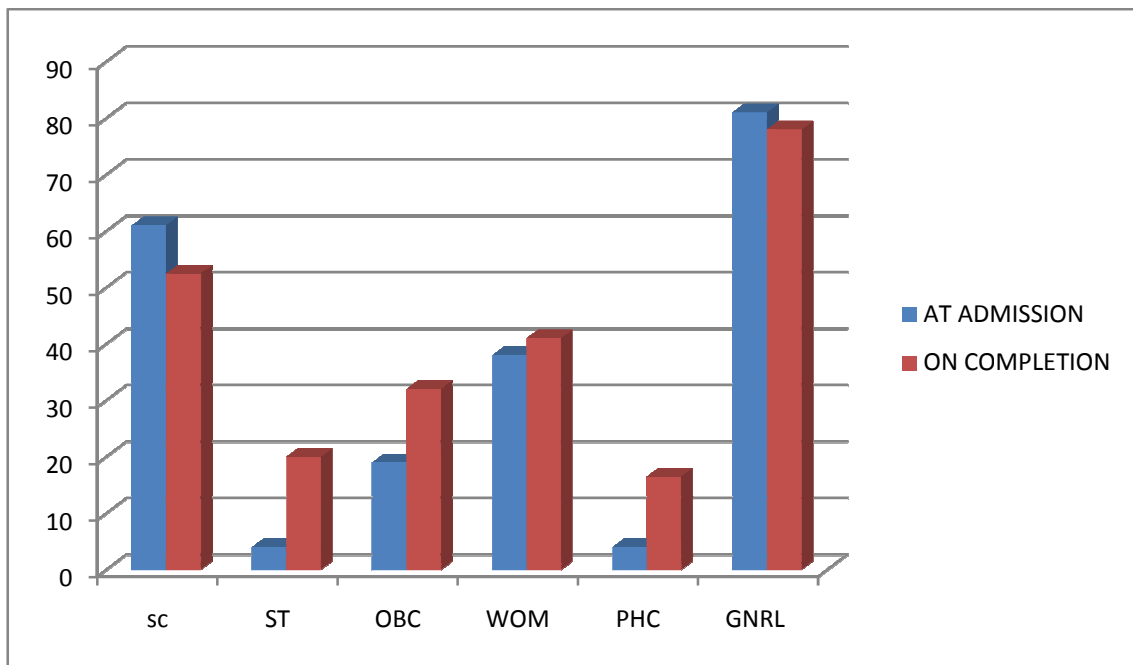
We maintain the record of incremental academic growth. Following is the graph showing the incremental academic growth of our students.

	Category	At Admission		On completion of the course	
		Batch I	Batch II	Batch I	Batch II
a.	SC	78	61	28.09	52.45
b.	ST	15	04	10	20
c.	OBC	28	19	26.22	32
d.	Women	35	38	40	41
e.	Physically challenged	16	4	13	16.5
f.	General Category	78	81	69	78

BATCH - 1



BATCH -2



7.2.6 What initiatives have been taken by the institution to promote social-justice and good citizenship amongst its students and staff? How have such initiatives reached out to the community?

As already mentioned before, democracy, secularism, social justice and creation of ideal citizenship are the significant characteristic aims and objectives of our institution which we have been pursuing and following very strictly and honestly. So, whatever activity or function takes place in our college or outside the college, we mould it in such a way that these prime objectives would be achieved-

List of some functions conducted in the college:

Convocations for the years 2006, 2007 and 2008 have been conducted in a mega fashion.

Anna Centenary functions have been celebrated in the College in association with the Tamilnad Open University.

7.3 Stakeholder relationships

7.3.1 How does the institution involve all its stakeholders in planning, implementation and evaluation of the academic programmes?

Of course, the priority through college education is to the academic progress of the students. As regards this, all the stakeholders –students, teachers, Principal, faculties, the parents and also the alumni are taken into consideration –we involve these all as regards the planning, implementation and evaluation of the academic programmes / achievements. It is already before the academic year begins,

the Principal and other senior staff members sit together, discuss the various issues relating to academic progress and prepare

a precise plan of imparting the education of academic areas, its implementation and evaluation. At the very outset, the academic calendar is prepared which includes the tentative yearly teaching plan. The staff is asked to write down their daily lesson notes. The Heads are asked to conduct their departmental meetings, and chalk out the general, implementable design of the academic programmes like seminars, discussions, paper-readings, class tests, educational tours, etc. All these things are brought to the notice of the academic administrative unit.

As regards, the implementation and evaluation, students are taken in confidence through the students' council members and also through the oral suggestions coming from the teachers through classes, concrete suggestions coming from students, alumni and parents are discussed and the teaching programmes are changed or moulded accordingly, if required.

The alumni, through its various meetings are requested to contribute to the various plans of the academic achievements.

7.3.2 How does the institution develop new programmes to create an overall climate conducive to learning?

College is a place of learning, personality development and getting the various social, political, human, cultural, etc. awarenesses. No doubt for the all sided development conducive atmosphere or climate is but must. We strive to create this atmosphere through various programmes and functions as given below:

- 1) We conduct regional and state level conferences and involve and invite our senior students to attend the same and present before them reputed, academic icon personalities.

2) Through various Lecture Series such famous personalities are invited to put inspiration and enkindle urge in the students. During last years, we invited many scholars and eminent educationists.

3) We conduct various types of competitive exams in the fields like music, drama, general knowledge, elocution, essay writing, etc. and give prizes to the merit holders, winners, and outstanding students.

4) We have established Competitive Exam., Guidance Center and also Career and Counseling Cell –our college teachers and outside experts engage the guidance classes and help our students prepare for the various exams.

5) The new arrivals (new books) are displayed in the library and competitive exam. Center; students are eager to go through books / journals.

6) For the conducive atmosphere, we provide all possible infrastructural facilities to the students–library, reading hall, playgrounds, canteen, recreation hall, gardens, etc.

8) We conduct cultural activities throughout the whole year to create healthy and social atmosphere in the college premises.

9) We send our students outside to participate various cultural, debating, sports and other competitions.

10) Personal Counselling is given to students.

11) We arrange various functions like Annual Social Gathering, Welcome Programme, Send-off Programme, Principal's address, Blood Donation, etc. for the creation of conducive atmosphere for learning.

7.3.3 What are the key factors that attract students and stakeholders, to the institution and result in stakeholder satisfaction?

The very democratic, secular, humanitarian, social, and academic foundations of our Trust along with its noble and humane aims and objectives of social justice, equality and ideal citizenship are the key factors which have been continuously proved as attractions to the students, stakeholders and the society. The very principles of the founder teach us to be self-esteemed, self-dependent and patriotic. To speak very categorically following could be the key factors to attract others-

- 1) Our big library containing maximum reference books, encyclopaedias, literary books, newspapers and journals.
- 2) Sprawling, pleasant and silent college campus.
- 3) Fine Arts Asspociation
- 4) Availability of big stadium and all playgrounds.
- 5) Physical Education Department with sports equipments.
- 6) Sincere, qualified and honest teaching staff.
- 7) Students' Welfare Schemes implemented with the support of various UGCgrants.
- 8) Computer education facility,
- 9) Free coaching as regards competitive exams –Career Guidance.
- 10) Maximum concessions to SC /ST/ OBC / Poor students.

11) Democratic treatment to all.

12) Conduct of curricular and extra-curricular programmes throughout the year.

13) Availability of Canteen facility.

14) Teachers are free to have their political ideology –all facilities are available to the teachers as regards financial needs and academic progress is concerned.

15) Personal counseling

All the teachers are taking utmost care in counseling the students of their classes for their tasks in education and public life. Special lectures are being arranged with an intention to offer personal counseling to the students to stimulate their quality as a student and as a good human being.

16) Guidance & help for placement.

Personality Development / Personality Enrichment coaching are being given to the students by detailing the services of the various private sector organizations on hourly basis to promote the students skill in getting job opportunities and to face the interviews. The techniques are being guided to the students upto maximum level to face the interviews and guidance for getting placements also.

7.3.4 How does the institution elicit the cooperation from all stakeholders to ensure overall development of the students, considering the curricular and co-

curricular activities, research, community orientation and the personal/spiritual development of the students?

The student, the all round development of his personality, is at the center of all curricular and extra –curricular activities conducted in the college premises for which full co-operation is sought and elicited from almost all stakeholders. We want our student to develop academically, spiritually, physically and also should have some particular awarenesses such as social, human and political. For this, we seek help right from the Management members to the famous representatives of society who work as social, political, cultural leaders. Parents are asked about their valuable suggestions for the improvements.

Our staff successfully and satisfactorily imparts the knowledge of the curriculum while the various organizations like N.S.S., N.C.C., Cultural Department produce the required social awarenesses among the students by conducting camps, lecture—series and activities.

Our Competitive Exam, Guidance Center with the help of teachers and guest lecturers guide students as regards the exams are concerned. The aim of our institution is to produce students with a versatile personality. The Principal with his meetings with the staff and the student representatives guides all as regards overall development is concerned. The Principal is always interested in sending out both our teachers and students to attend conferences and seminars and participate various competitions. We have sent proposals to the UGC and have successfully conducted conferences during the past few years.

7.3.5 How do you anticipate public concerns in your current and future programme offerings and operations?

Majority of the staff members are from the rural areas, they are fully aware of the rural problems and difficulties. Students being from the rural and backward areas all our programmes, which we chalk out and particularly NSS, NCC and

Cultural department, are devoted for the enlightenments on the various public concerns like illiteracy, poverty, unemployment, corruption and agricultural awareneses etc.

7.3.6 How does the institution promote social responsibilities and citizenship roles among the students? Does it have any exclusive programme for the same?

'Ideal Citizenship' is one of our aims and objectives. Social bindings and responsibilities is one of our concerns –the objective of the institution is the upliftment of the poor, downtrodden and weaker sections of society. This all being at the base of all activities, the institution on the student's level through Students' Council and its various organizations –the institution on its own conduct and undertake many social programmes and endeavours to bring revolutionary changes in the above mentioned categories apart from the creation of the social aware nesses and feeling of patriotism among the students.

The Students' Organizations and the college conduct programmes like:

- 1) Blood Donations
- 2) Tree Plantation
- 3) Environment Awareness
- 4) Premises Cleanliness
- 5) NSS Camp at a nearby village for seven or ten days.
- 6) Debate and Elocution Competitions on Social and Political problems.

7) Annual Social Gathering Function

Through the above mentioned various programmes, we cultivate and generate social, democratic, secular feelings for the creation of ideal citizenship.

7.3.7 What are the institutional efforts to bring in community-orientation in its activities?

We know it perfectly that; it is going to be chaotic to bring divorce between academic education and the social awarenesses. So, we mould all our curricular and extra-curricular activities in such a way outside the college premises that we achieve the goal of community orientation on various social and national weaknesses and problems.

7.3.8 How does your institution actively support and strengthen the neighborhood communities? How do you identify community needs and determine areas of emphasis for organizational involvement and support?

Community orientation, support and strengthening the community is but the part and parcel of our institution's activities. Our staff interested in social works, particularly the NSS officers visit the rural areas, they interview and interact with the village leaders they take surveys along with NSS students and understand the community need and requirements. Prominent of them have been noted as village sanitation, water conservation, soil examination, medical check-ups, illiteracy, superstitions, carelessness regarding health and hygiene.

Our institution through its staff and students particularly the NSS camps have emphasized these issues and helped the villagers to do away with these problems. Our teachers have given them lessons through lectures arranged with the financial assistance through the government schemes. Our students have dug soak pits, dug the drainage gutters, water supply pipeline. Through co-operation of noble

hearted people, we have supplied medicines to the villagers free of cost. All the above activities are carried out by our students under the guidance of staff members in general and NSS and NCC officers, in particular.

7.3.9 How do the faculty and students contribute in these activities?

The teachers in our institution constantly remain in contact with the students, they have regular discussions on the various curricular and co-curricular activities and particularly their difficulties regarding the comprehension of the units taught, the teaching method, approach, etc. Through the dialogue, the teacher understands and judges the student's difficulties and as required he makes changes in the methods, approach and also many times takes the revision of the taught material. We also issue students' feedback forms to the students once in a year and try to know the shortcomings on the part of the teacher. Changes are brought as regards students' academic achievements are concerned. Regularly the teacher also involves in the discussions on the student's current and future needs, personality development and the students standing on his own feet after the completion of his education. Syllabus is prescribed by the university which cannot be changed. The teacher himself brings changes in his approach and advise students to change to a certain extent and get the knowledge. Almost all requirements are fulfilled by the teacher community. We try to develop a friendship relationship between the teacher and the student so that the students would feel free to talk about their problems (even personal) regarding academic progress and preparation of exams.

7.3.10 Describe how your institution determines student satisfaction, relative to academic benchmarks? Do you update the approach in view of the current and future educational needs and challenges?

First of all, we give full freedom to our students and there is a friendship relationship between the student and the teacher. To attract and retain students, we give all possible facilities to our student community and particularly to poor, meritorious and lady students. We give all kinds of facilities and provisions are made to meet their demands regarding the facilities of library, hostel, gymkhana, concessions in fees, scholarships and above all we maintain a high standard of our teaching skill; we take revisions, conduct seminars and discussions and help the student in almost all his academic requirements.

All efforts are taken throughout the whole academic year to enhance students' performance in all faculties of life that is –physical fitness, cultural development, social awareness, cognitive, affective and psychomotor aspects, general knowledge and academic achievements. We conduct extra revision periods and conduct regular class tests. Students are allowed to meet the teacher at any time. Remedial coaching classes are also conducted for the weak boys. There is constant motivation and inspiration to the students for their successful academic career – meritorious students are awarded with certificates, cash prize, etc. These students on various occasions are also felicitated on various functions at the hands of the function guests. What is of most effect is the personal relationship between the student and the teacher.

The general expectation of every human being in this world is to be self dependent, standing on one's own feet, earning his bread and butter on his own. After the graduation, the young student is out of the college in search of a good job. To achieve that job our institution helps the students in various ways. For his competency in English, we run Remedial Classes free of cost. To enable him to appear for the competitive exams on the regional, state and national levels, we guide him through the Competitive Exam Center. The center is kept open from morning to late night upto 7 pm. Our college teachers and invited guests deliver lectures on various topics relating to those competitive exams. We have also a Career

Guidance Bureau. The incharge guides students and also makes available newspapers, advertisements (The Employment News) and the concerned books on the topics and general knowledge. Recently, we have installed the UGC-Network Resource Centre which is available to our students free of cost.

7.3.11 How do you build relationships?

- ! to attract and retain students

- ! to enhance students performance and

- ! to meet their expectations of learning

What is your complaint management process? How do you ensure that these complaints are resolved promptly and effectively? How are complaints aggregated and analyzed for use in the improvement of the organization, and for better stakeholder-relationship and satisfaction?

The very set-up of our college is democratic. The Governing Council consists of majority members from teacher community. There is all transparency and impartiality in the affairs. We have in our institution two Redressal Cells—one is for students, the other one is for staff. The staff Redressal Cell is directly attached to the Management Committee which is presided by the Chairman of the Trust. As regards the student's complaints, the committee referred to before sorts out the problems and complaints are answered to by the Principal. The Principal is the Chairman in the Students' Redressal Cell. As regards staff complaints, collective decisions are taken by the Council members. Very strictly, the principle is adhered to that no injustice is made to anybody.

For Re-accreditation:

The same assessment framework will be used. However, additional information has to be provided for the following probes:

1. How are the Core Values of NAAC reflected in the various functions of the institution?

There is much similarity between the NAAC core values and our institution's 'Aims and Objectives' –they very well correspond to each other.

The College has started its function to the society before the independence of our Country. The alumni of the College occupying very high positions in the political, industrial, judicial, ministerial, Arts and its has a long list of departments.

To list a few functions or programmes in our college which perform these all duties as regards the core values—at the opening of the academic year the Principal, through his address to the students stresses all those important issues as regards the country, society, technology, competition, discipline and the human values like sympathy, love, co-operation and hard work. The Principal stresses the trio, the power of three 'H' (Head, Heart and Hand).

The academic year is full of anniversary functions –anniversaries of national and international figures are celebrated through which all the above mentioned qualities are interpreted. Our meetings with Alumni /Parents always stress these issues and try to seek their help for the development of the students and the educational Society. The functions like Annual Social Gathering, NSS camps, NCC, Cultural activities orient and enlighten students about the current situations, the challenges before the human society. We conduct debate, elocution and general knowledge competitions to make our students aware of the global competition everyone has to face in life.

We arrange and conduct regional, state and national level conferences / seminars for the teachers and students and facilitate interactions among them. We have in our college quite a rich computer unit through which we impart computer education to both our students and staff. In the same way, we have a very rich library which we go on enriching by adding to it new reference books, encyclopaedias, journals, magazines, etc.

In short, it is proud to submit that this historical institution is playing vital role in promoting the higher educational standard among the people of downtrodden, economically weaker, socially deprived, backward and most backward sections of society.

Our faculties are in high positions of the academic forums in the leading Universities. Through them they are offering their suggestions to frame the academic syllabi to enable the students community to compete the modern world. There is no end for the innovations and contributions to the society by upholding the lofty intentions of Vallal Pachaiyappa, the founder this College.