

Part –A

Plan for the academic year 2007-2008

We have planned

- To purchase more number of text books and reference books for each department
- To buy more number of educational audio and video CDs to enhance the knowledge of the students.
- To give incentive for outstanding sports persons and also for those who excel in extra curricular activities
- To conduct social services camp in the villages after discussing the needs of the village with the Village Administrative Officer and Panchayat head through the NSS units.
- To furnish the labs of Microbiology, Biochemistry and Biotechnology with additional glass wares and instruments.
- To conduct Faculty Development Programme for each semester
- To organize UGC and TNCST sponsored work shops in various departments
- To provide an I-Net Card for each student.
- To upgrade the system
- To give the details regarding the teaching staffs casual leaves, permission etc.
- To install a time table software
- To set up the Examination Seating Software
- To buy modern equipment for the Canteen and the Hostel Mess.
- To increase the intake capacity of MBA and MCA programmes.
- To start a Research Wing
- To start a College of Education.
- To provide accident mediclaim insurance coverage to all the students in tie-up with Gokulam Hospital,Salem.

Part – B

1. Activities reflecting the goals and objectives of the institution.

We follow innovative methods of teaching in tune with the changing scenario.

- a)** All the UG final year students and all the PG students are being given free Internet access so as to update their knowledge with the latest ideas. A separate lab with 60 P IV systems has been set up exclusively for 'Internet' purpose (768kbps bandwidth facility provided), Core II Duo→Processor→15 systems have been installed.
- b)** Number of AV theatres has been increased based on students' strength.
- c)** It is planned to have on line teaching with the help of Everon.

- d) An initiative has been taken to conduct Personality Development classes for all the UG and PG students.
- e) In addition to five English words, three Hindi words with their meanings and usage are also announced on alternative days.
- f) Moreover, news related to the subject of study is being collected by the Staff members from Magazines, Journals and Newspapers and information regarding the important happenings around the world are being announced over the public address system daily immediately after the prayer. Moreover, students are encouraged to develop their knowledge of worldly affairs by collecting informative facts, which will be announced after the news.
- g) The Dept. of Tamil tells a 'Kural' a day with its meaning to make the students grow ethically and morally strong.
- h) M/S 'Gold Scap Solutions', Bangalore set up a software that will help in preparing the Time Table for all the classes and the seating plan for examinations.
- i) The Management conducts a FDP (Faculty Development Programme) in order to train and motivate the faculty.
- j) The college has arranged to conduct Tally Programme for all final year B.Com and BBA students.
- k) College Day was celebrated for two days in the name of VYJOY '08 and students as well as the parents are honoured.

2. New academic programme initiated (UG and PG)

Additional intake capacity has been increased from 40 to 60 for MCA course.

3. Innovations in curricular design and transaction

We are following the pre-planned 'Scheme of Teaching' for effective teaching practice.

CD profiles are prepared in soft copies and hard copies and kept in the library for the reference of the staff members.

Subject wise PPT is prepared for the better understanding of the subject by the students.

Subject related Guest lectures, Industrial Visit are arranged for the benefit of the students.

4. Inter-disciplinary programmes started.

Apart from regular curricular teaching, students are taught Tally,(Version 9.0) Soft skill and personality Development classes are also conducted.

Life Science department has a tie-up with Naga Institute and DMLT course is taught to the willing students.

Soft skill training for final year BCA and B.Sc Computer Science students through an expert from Unique Academy, Bangalore.

Placement Training Programme for MBA, MCA and all Final UG has been arranged.

5. Examination reforms implemented.

To minimize manual work and save time, it is planned to prepare examination seating arrangements with the help of a software got from M/S Gold Scap Solutions, Bangalore. By using this we can identify the details of the students such as class, subject and attendance details.

6. Candidates qualified: NET/SLET/GATE etc.

DEPARTMENT	NAME OF THE STAFF	NET/SLET/GATE/M.Phil Before 1993
TAMIL	Mrs. S.Manimekalai.	M.Phil Before 1993
	Mr.A.Ambethkar	NET
	Mr.G.Kathiravan	NET
	Mr.IRA.Tamizadiyan	NET
	Mr. V.Dharmalingam	NET

HINDI	Mr.A.R .Chandrasekaran	SLET
ENGLISH	Mr.K.Ravichandran	M.Phil Before 1993
COMMERCE	Mrs. S.Jeyalakshmi	SLET
	Ms. K.A. Sheeba	NET
MANAGEMENT	Mrs. G. Padmavathy	NET
BIOCHEMISTRY	Mr.C.Ravi Kumar	NET
STATISTICS	Mr.M.Valavan	M.Phil Before 1993
ECONOMICS	Mr.S.Sivakumar	NET

7. Initiative towards Faculty Development Programme.

Faculty is encouraged to attend various faculty development programmes organized by various institutions and Universities. We are also conducting FDP for enriching the knowledge and get to know the latest in the respective fields of study. Invitations received from various institutions are accepted and our staff members are allowed to attend the seminars.

8. Total number of seminars/ workshops.

- The BBA Department conducted a National Conference and Intercollegiate Meet (VYBAS'08) on 16 and 17 of February.
- Management Development programme was conducted on 18th February.
- 'Cognition Burgeon' a national level seminar was conducted by the Department of Bio-Sciences on 23rd and 24th of February.
- A National Seminar (Constellatio'08) was conducted on March 21 by the Department of English.
- Various competitions were organized as part of the activities of the Tamil Elakkiya Mandram.

9. Research projects.

A Research Wing was started in Management Studies and 08 Scholars are currently pursuing the Doctoral Research.

10. Patents generated, if any.

Nil

11. New collaborative research programmes.

Nil

12. Research grants received from various agencies.

The college being a self-financing institution no grants will be received from any agency.

13. Details of research scholars.

Mrs. S. Jeyalakshmi, Faculty of Commerce has been awarded Ph.D degree in the year 2007-2008. The following staff members have registered for Doctorate Programme.

DEPARTMENT	NAME OF THE STAFF
MATHEMATICS	Mr. P. Venkatesan (Principal)
TAMIL	Mr.IRA Tamizhadiyan
	Mr.V. Dharmalingam
ENGLISH	Mr. K. Ravichandran
	Mrs.T.K.Santhi

MANAGEMENT	Mr. P. Kamalakannan
	Mrs. G. Padmavathy
	Mrs. Pallavi
COMPUTER SCIENCE	Miss.V. Sangeetha
	Mrs. P. Sumithra
	MR.A. Kajamohedeen
	Mrs. S. Rani chandra
STATISTICS	Mr. G. K. Balachandran

14. Citation index of faculty members and impact factor.

Various National and International seminars and workshops are attended by our Staff members which are conducted by various institutions and Universities. (Details are enclosed).

15. Honours/ Awards to the Faculty.

The following Staff members were awarded 'Best Teachers Award' by Tanishq Jewellers, Salem:

- Mr. K. Ravichandran
- Mr. M. Valavan
- Mr. S. Suresh Babu
- Mr. Senthil Raj
- Mr. P. Kamalakannan
- Our Tamil Department staff Mr. IRA. Tamizhadiyan won the Best Essayist Award given by University of Madras in collaboration with Mozhi Foundation, Chennai.
- P. Pradhap, Faculty of Statistics Department, was awarded the best NSS Programme Officer by Tamilnadu Consumer Vigilance Council.
- On the eve of the celebration of the Eradication of violence against Women, Mr. G. Kathiravan, Lecturer, Department of Tamil, was honoured by Mr. Venkatapathy, Minister of State for Law for editing a book "Mallika Akkavai Kelungal".

Moreover the Management honours the staff members with a Gold coin who shows 100% result in his/her subject in the university examination.

16. Internal Resources Generated.

Nil

17. Details of departments getting SAP, COSIST/DST/FIST etc. assistance/ recognition.

Nil

18. Community Services.

The poor students are given financial help by the Management.

The Management donates money to the temples and computers to the Govt. schools.

Three NSS units are functioning in our college. The NSS units conduct blood donation camps, eye check-up camp etc. They go on a camp to nearby village to create awareness about the necessity of hygienic living, cleanliness, importance of literacy etc.

The units also organize rally for the cause of public awareness, regarding, AIDS, consumer awareness, road safety etc. As a life saving activity, our students donate blood to various hospitals in Salem.

19. Teachers and officers newly recruited.

The college every year recruits new teaching staff and office staff as per the required workload for academic and administrative activities. The recruitment is based on the UGC norms. Interview is conducted in three sessions:

- i) Written test – a questionnaire is prepared by the panel from other reputed institution.
- ii) Class session – candidates are asked to handle classes at the PG level.
- iii) Personal Interview

20. Teaching and non-teaching ratio.

Ratio: 3:1
Total number teaching staff: 94
Non teaching staff : 30

21. Improvements in the library services.

The students are benefited as the library is computerized for the quick access. New Books, magazines and journals are added to the already existing stock of the library on the recommendation of the staff members. Students can make use of those facilities available at the library.

Dissertation of the PG final year students are kept in the library for future reference.

22. New books/ journals subscribed and their value.

S.No	Academic year	No. of Books	Price	No. of magazines	Price	No. of Journals	Price	No. of news papers	Price	No. of CDs
1.	2004-05	1370	308035	39	26122	24	27247	10	12000	840
2.	2005-06	1090	288720	52	33758	39	40044	10	12000	913
3.	2006-07	1912	574669	53	34498	42	43317	10	12000	913
4	2007-08	2164	525933	62	41546	41	56780	10	12000	1010

23. Courses in, which student assessment of teachers is introduced, and the action taken on student Feedback.

- A recorded feedback of students is collected from two boys and two girls every month from each class by the Administrative Officer along with two faculty members. Subject related questions are asked to check the understanding of the lessons by students. If there are any variations suitable corrective steps are taken.
- Guest lectures are arranged on topics specified by the students and Industrialists are invited to impart lectures on specific topics.
- The Principal visits all the classes once in a month and collects feed back in person from the students.
- A suggestion box is kept out side the Principal's chamber and suitable remedial measures are taken on the suggestions and complaints lodged in that.

24. Unit cost of Education.

Our college is a self-financing institution and doesn't collect any donation from the students. Students are charged only nominal fees. Fee structure copy is enclosed for your reference. (Ref Annexure - 1)

25. Computerization of administration and the process of admissions and examination results, issue of certificates.

It has been planned to post the Examination Results of the students on Internet. The students can view their results by using their I-net card. We are following the admission norms of the State and the eligible norms of Periyar University. Admission process is computerized. Applications are collected from the students and sorted out through separate software based on the marks and community in front of the applicants and their parents.

The data of the students regarding attendance, marks and their achievements are fed into the computer. We are issuing computerized TC to the students.

26. Increase in the infrastructural facilities.

- An Internet Lab and a Language Lab are being constructed.
- An auditorium with a capacity of 400 seats is being constructed.
- All final year UG and PG students are given free access of Internet for two hours per week.
- First Aid boxes are kept in all the staff rooms and the library.
- A notice board is set up in every class room.

27. Technology upgradation.

Language lab with advanced software package is set up. Latest video clippings related to the field of study are shown in the AV theatre. Thumb impression machine has been installed for the attendance of faculty.

MBA students' Group Discussions, seminars and their presentations are shot and they are shown back to view their own programme. The latest information from BBC and NDTV Profit are recorded and kept in the library for students' reference.

28. Computer and internet access and training to teachers and students.

Our college provides free computer and internet access to the teachers and the students round the year. Teachers can search through various websites and collect relevant information. They compile it and help the students to update their knowledge. We have tie-up with MMA, NIPM and Salem Productive Council, which organize corporate programme. Such programs are recorded and maintained in the library for further reference of the students.

29. Financial aid to students.

Our college is being run by the Vasavi Vidya Trust, which is community oriented and not being run for profit. It offers financial help to the poor students irrespective of their community. Some students are given concession to pay half amount of their fee. More than 76 students are benefited during the academic year 2007-2008 to pursue higher studies. Financially average families are given the opportunity to pay their fee in the installment basis.

District level sport students are given fee concession.

In case of any road mishap, student's part of medical expenditure is borne by the Management.

30. Activities and support from alumni association.

Alumni Association plays active part in implementing new ideas by giving useful information from their experience. Alumni students offer help in arranging guest lectures, industrial visits and placement. More than 2500 are members of Alumni Association.

31. Activities and support from PTA.

PTA (Parents Teacher Association) meetings are conducted at regular intervals. At such meetings, students and parents can air their views. The views will be given due consideration. A PTA meeting is made compulsory for all the I year UG and PG students at the time of admission to make clear about the college rules and regulations. All parents are informed of the phone numbers of the Principal and the college.

32. Health services.

Prompt medical service is available in the college. All the staff rooms and library are provided with the First aid box. Students and staff are provided with the medical insurance. All the teaching, non teaching staff and all the students have been given accident insurance coverage for Rs. 25,000/-

If any of the Hostelites fall ill, prompt medical aid is given to him/her by calling in a doctor from the nearby hospital. A separate vehicle is also arranged for taking the affected students to the hospital in case of emergency. The Management provides timely financial help to the students which will be reimbursed later.

Regular eye check up and medical check up are arranged in the college campus. To ensure the supply of pure water, Water Doctor with RO facility has been installed at various points in the college campus.

33. Performance in sport activities.

In our College sporting skills are given due importance. Sport activities are well taken care of by the efficient and skillful Physical Education Director.

During the academic year 2007-08, our students participated in various District and State Level sports meet and won many laurels.

CHESS: Our College team participated in Periyar University Inter Collegiate tournament and won overall Runners Position.

TABLE TENNIS: Our college Table Tennis team secured the Runners Trophy in Periyar University Intercollegiate Table tennis Tournament.

POWER LIFTING: The power lifting team of our college bagged various prizes in Periyar University Power Lifting Tournament.

VOLLEY BALL: Our College student is the University representative in the South Zone Inter University Volley Ball tournament.

HOCKEY: Our College student represented Periyar University Hockey Team in South Zone Inter University Hockey tournament.

CRICKET: Our College student represented Periyar University Cricket Team in South Zone Inter University Cricket tournament.

BASKET BALL: Our College student represented Periyar University Basket Ball Team in South Zone Inter University Basket Ball tournament.

Our College organized Power lifting, Weight lifting, Best physique Inter Collegiate Tournament for Men, 2007- 2008 in the campus and Periyar University Inter Collegiate Power lifting, Weight lifting Tournament for Women, 2007-2008 in our college GYM auditorium. We also conducted Periyar University Inter College Basket Ball Tournament for Men 2007-2008 in our flood lighted Basket Ball Court for two days.

34. Incentives to outstanding sportspersons.

Our students who shine in sports at the District and the State level competitions are given fee concession and some excellent students are given free education too.

Our college encourages the outstanding sport students by providing various benefits. Particularly sport students are given **on duty** and **full attendance** during the days of tournaments and competitions.

If any inter-collegiate sports meet is conducted in our college the participants and the referees are paid incentives.

35. Student achievement and awards.

Many of our students have secured University Ranks and won gold medals. Many of our students have been placed in top IT firms such as Infosys, Accenture, Wipro, MacMillan, HCL, TCS etc through campus interviews. Many of our students have excelled in various extra curricular activities conducted at various colleges in the District, State and National level. Students are selected in Lakshmi Vilas Bank, Reliance Communication and Cap Gemini. (Details are enclosed).

36. Activities of the guidance and counselling unit.

TANCET coaching classes are conducted for MBA and MCA classes.

A grievance cell with experienced Staff is organized to give counseling to the students even for their personal problems.

Staff members encourage the students to participate and present papers in National Conference, Seminar, etc.

Three day Orientation Programme is conducted for the Avin Employees.

A one week Training Programme is conducted for Women's Self-help Group regarding starting a business.

37. Placement services provided to students.

Various placement training programme are given to the final year UG and PG students to enhance their skill sets. Various job opportunities are made known to students by way of displaying the relevant paper clippings on the college main notice board.

38. Development programme for non-teaching staff.

Non-teaching staff who maintain details of the administration of the office are imparted computer training in MS-Office and Tally. Some others are given training in Multimedia Application Software.

39. Healthy practices of the institution.

- a) Eye Camps are conducted.
- b) AIDS awareness programme is conducted.
- c) Glass painting and embroidery and toy making classes are conducted for the interested girl students.
- d) Meditation and Yoga classes are conducted for the students.
- e) Remedial coaching classes for slow learners in MCA and MBA students.
- f) Classes to develop communication skills are also conducted.
- g) Accident mediclaim insurance coverage is provided to all the Teaching and the non-teaching staff. We have tie-up with Sri Gokulam Multispeciality Hospital, Salem, for this purpose.
- h) RO mineral water plant is installed.
- i) The management makes arrangements for the students to get Driving License and LLR.

40. Linkages developed with national and international, academic, research bodies.

Our college has membership with AIMA (All India Institute of Management Association), MMA (Madras Management Association, Salem Chapter) and NIPM (National Institute of Personal Management).

41. Any other relevant information the institution wishes to add.

- a. Our college acts as a venue for Annamalai University Examinations.
- b. It is a centre for JEE, SAIL Exams.
- c. It is a venue for Consortium Examination for MBA and MCA.
- d. Our college serves as the study centre for Pondicherry University.
- e. PCP is conducted for Annamalai University, Periyar (PRIDE), and TNOU.
- f. Renewal Energy lamps have been installed in the college campus.
- g. Our college Staff members have been sent to other states as observers of the Examinations conducted by the PRIDE.
- h. Fire extinguishers are installed in all the college buses.
- i. All the students are made known the emergency phone numbers----- Hospitals, Railway timings, police station, fire station, blood bank etc.,
- j. Staff members have been appointed to look after the road safety of the students.
- k. Rs 250/- per month given to poor families of the same community by the Vasavi Vidhya Trust.
- l. All final year UG and PG students are provided with Business Line newspaper at subsidized cost to enrich the knowledge.

Part:C

Plans of the institution for the next year (2008-2009)

1. To develop the quality of education, we are planning to provide online education through internet facilities.
2. To construct a new internet laboratory in order to provide internet to all UG and PG students.
3. To make the non teaching staff to be well versed in computer, special training will be given in MS office, Excel and Tally courses.
4. The head office of Lakshmi Vilas Bank is interested to recruit our students of MBA, MCA and M.Com (CA) for the post of Technical Officer.
5. To construct a huge auditorium with the capacity of 500 seats and an examination hall that is to be furnished with individual seats for all the students.
6. To call on the alumni to get industrial links from those who were placed in the leading corporate sectors.
7. To install a Book Bank approaching the Adi Dravidar officer to give books for the poor students.
8. To create awareness to the farmers through Farmers Fest '08, which is to be conducted in collaboration with Tamilnadu State Council for Science and Technology, Chennai.
9. To organize Inter-Collegiate Meet in all the major departments.
10. The management planning to conduct the Convocation Day.
11. To train the MCA students for Aptitude Test (In Bound) to secure job in leading MNCs.
12. To convert the college electricity line from LT to HT.
13. To provide standby power supply with the latest generator.
14. To purchase a machine to print ID cards.
15. A Bio-Metric Finger Print Reader is to be installed for maintaining attendance of the Teaching and Non-Teaching Staff.
16. To get Tie-up with American Council Library.
17. To install an automatic software for framing time table and exam seating arrangements through Goldscape consultancy, Bangalore.

Name & Signature of the Co-ordinator, IQAC

Name & Signature of the Chairperson, IQAC