Manonmaniam Sundaranar University, Tirunelveli | 2018-
Departmental Annual Quality Assurance Cell | 2019

Name of the Department   :...

Name of the HOD   :...

Contact Number   : ....

E-Mail id   : ....

Name of IQAC Liaison Officer: ....

Contact Number   : ....

E-Mail id   : ....

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Note: 1. All the columns are to be filled

2. Provide details related to **2018-19** alone

3. Attach the necessary enclosures as a proof (Soft and Hard copy)

4. Forward a soft bound hard copy as this will be treated as one year self study report in the forth coming NAAC Accreditation.

5. Also, forward a soft copy of the report along with scanned copies of proof in a DVD.

6. Extreme care may be taken as the data will be submitted online to the NAAC. Once submitted, modifications can not be carried out.

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Part - A

Sl. No.	Criteria	Details
1.	Does the department have the academic calendar: If 'yes' provide details	
2.	Do you have well defined internal quality assurance system: If 'yes' provide details.	
3.	Provide details regarding departmental level Quality initiatives such as academic audit, stock audit, etc taken during 2018 -19 and their	

	outcomes.		
4.	Provide details regarding the special status conferred by the Central/ State Government (UGC/CSIR/DST/DBT/ ICMR/ TEQIP/World Bank, etc. If 'yes' provide details such as scheme, funding agency, year of award with duration, Amount.		
5.	Number of Staff meeting held during the current academic year.		
6.	Significant Contributions made by the department for the growth of the University.		
7.	Plan of action chalked out by the department in the beginning of the year towards Quality Enhancement and the outcome achieved by the end of the year 2018 – 19	Plan	Outcomes
8.	Whether the departmental data submitted to the AISHE.	Yes/No	
9.	Does the department have Management Information System (MIS)	Yes/No	

Part – B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Design and Development

1.1.1 Programmes for which syllabus revision was carried out during the Academic year

Name of programme	Programme Code	Dates of revision

1.1.2 Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme/Course	Date of introduction

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at

the department during the Academic year.

Name of Programmes adopting CBCS	Integrated	PG	Date of implementation of CBCS / Elective Course System	Integrated	PG
Already adopted (mention the year)					

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

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No

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

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year and Student statistics

Programme name	No. of seats available	No. of applications received	Students Enrolled	Male	Female	With in State	Other State	Other Country	Economically Backward	Socially Challenged (SC/ ST/ OBC/ MBC)	No of Students receiving Full Tution Fee Reimbursementi from Govt	No of Students receiving full tuition fee from institute fund

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the Department (Integrated PG)	Number of students enrolled in the Department (PG)	Number of full time teachers available in the department teaching only integrated PG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both Integrated PG and PG courses

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	Number of	ICT tools and	Number of ICT	Number of	E-resources

teachers on roll	teachers using ICT *(LMS, e-Resources)*	resources available	enabled classrooms	smart class rooms (in working condition)	and techniques used

2.3.2 Is students mentoring system available in the department? Give details. (maximum 500 words)

Number of students enrolled in the department	Number of fulltime teachers	Mentor: Mentee Ratio

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

2.4.2 Honours and recognitions 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*

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

2.5.2 Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year
Do not include re-evaluation/ re-totalling

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage

2.6 Student Performance and Learning Outcomes

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

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final Semester /year examination	Pass Percentage

2.7 Student Satisfaction Survey

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Promotion of Research and Facilities

3.1.1 Teachers awarded National/International fellowship for advanced studies/ research during the year

	Name of the teacher awarded the fellowship	Name of the Award	Date of Award	Awarding Agency
National				
International				

3.1.2 Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other fellows in the Institution enrolled during the year

Name of Research fellowship	Duration of fellowship	Funding agency

3.2 Resource Mobilization for Research

3.2.1 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
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University				
Students Research Projects *(other than compulsory by the University)*				
International Projects				
Any other(Specify)				
Total				

3.3 Innovation Ecosystem

3.3.1 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(s)

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

3.3.3 No. of Incubation centre created, start-ups incubated on department during the year

Incubation Centre	Name	Sponsored by

Name of the Start-up	Nature of Start-up	Date of commencement

3.4 Research Publications and Awards

3.4.1 Ph. Ds awarded during the year

Name of the Department	No. of Ph. Ds Awarded

3.4.2 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National			
International			

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

Department	No. of publication

3.4.4 Patents published/awarded during the year

Patent Details	Patent status **Published/Filed**	Patent Number	Date of Award

3.4.5 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 the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops				
Presented papers				
Resource Persons				

3.5 Consultancy

3.5.1 Revenue generated from Consultancy during the year

Name of the Consultant(s) department	Name of Consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)

3.5.2 Revenue generated from Corporate Training by the institution during the year

Name of the Consultant(s) & Department	Title of the Programme	Agency seeking training	Revenue generated (amount in rupees)	Number of trainees

3.6 Extension Activities

3.6.1 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 **coordinated** in such activities	Number of students participated in such activities

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited

3.6.3 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	Name of the activity	Number of teachers **coordinated** in such	Number of students participated in such

	agency		activities	activities

3.7 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration

3.7.2 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-To)	Participant

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs

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

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Departmental area		
Class rooms		
Laboratories		
Seminar Halls		
Classrooms with LCD facilities		
Classrooms with Wi-Fi/ LAN		
Seminar halls with ICT facilities		
Video Centre		
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.		
Value of the equipment purchased during the year (Rs. in Lakhs)		
Others		

4.2 Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value Value
Text Books						
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Library automation						
Weeding (Hard & Soft)						
Others (specify)						

4.2.2 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

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Available band width (MGBPS)	Others
Existing				Not Applicable	Not Applicable			
Added				Not Applicable	Not Applicable			
Total				Not Applicable	Not Applicable			

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

………………… 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

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 incurred on maintenance of physical facilities

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) **- Not Applicable to departments -**

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 other sources			
a) National			
b) International			

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 implementation	Number of students enrolled	Agencies involved

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed

5.1.4 Institutional/ Departmental mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to

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	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year - Not Applicable to departments – Applicable to Department of Physical Education

Activity	Level	Participants

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/ International	Sports	Cultural	Student ID number	Name of the student

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words) – Not Applicable to departments -

5.3 Alumni Engagement

5.3.1 Whether the institution/ Department has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

5.3.2 No. of registered Alumni:

5.3.3 Alumni contribution during the year (in Rupees) :

5.3.4 Meetings/activities organized by Alumni Association **:**

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional/ Departmental Vision and Leadership

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

6.1.2 Does the institution have a Management Information System (MIS)? - N/A to departments -
 Yes/No/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)**: – Not Applicable to departments -**

- ❖ Curriculum Development
- ❖ Teaching and Learning
- ❖ Examination and Evaluation
- ❖ Research and Development
- ❖ Library, ICT and Physical Infrastructure / Instrumentation
- ❖ Human Resource Management
- ❖ Industry Interaction / Collaboration
- ❖ Admission of Students

6.2.2   :   Implementation of e-governance in areas of operations: **– Not Applicable to departments -**

- ❖ Planning and Development
- ❖ Administration
- ❖ Finance and Accounts
- ❖ Student Admission and Support
- ❖ Examination

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

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

Year	Title of the professional development programme organised for	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)

teaching staff				

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	Date and Duration (from – to)

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment): - Not Applicable to department

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime

6.3.5 Welfare schemes for (- Not Applicable to department-)

Teaching	
Non teaching	
Students	

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

  (with in 100 words each) **– Not Applicable to department -**

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/ Grants received in Rs.	Purpose

6.4.2 Total corpus fund generated

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				
Administrative				

6.5.2 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges? (if applicable) **– Not Applicable -**

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

6.5.4 Development programmes for support staff (at least three)

6.5.5 Post Accreditation initiative(s) (mention at least three) – b &c Not Applicable to department -

6.5.6
a. Submission of Data for AISHE portal   : (Yes /No)
b. Participation in NIRF   : (Yes /No) – Yes -
c. ISO Certification   : (Yes /No)

d. NBA or any other quality audit	: (Yes /No)

6.5.7 Number of Quality Initiatives undertaken during the year – not applicable to department -

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities - If applicable provide details -

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

Title of the programme	Period (from-to)	Participants	
		Female	Male

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

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift		
Ramp/ Rails		
Braille Software/facilities		
Rest Rooms		
Scribes for examination		
Special skill development for differently abled students		
Any other similar facility		

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders		
Title	Date of Publication	Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants

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

7.2 Best Practices

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 Institutional Distinctiveness

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

8. **Future Plans of action for next academic year (500 words)**

Name _____   Name _____

_____   _____

Signature of the Liaison Officer to IQAC   *Signature of the HOD*