

**The Annual Quality Assurance Report (AQAR) of the IQAC
for the Year 2011-12**

Submitted to
National Assessment and Accreditation Council
P.O. Box No. 1075, Opp: NLSIU, Nagarbhavi,
Bangaluru, 560072

by
LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE
Neyyoor-629802
Kanyakumari District
TAMILNADU

The Annual Quality Assurance Report (AQAR) of the IQAC of Lekshmipuram College of Arts and Science, Neyyoor-629802

Part – A

1. Details of the Institution

1.1. Name of the Institution	:	Lekshmipuram College of Arts and Science
1.2. Address Line 1	:	Lekshmipuram
Address Line 2	:	
City/Town	:	Neyyoor
State	:	Tamil Nadu
Pin Code	:	629802
Institution e-mail address	:	college_lpc@hotmail.com
Contact Nos.	:	04651- 222224
Name of the Head of the Institution	:	Dr. R. David Raja Bose
Tel. No. with STD Code	:	04651-222224
Mobile	:	09443579244
Name of the IQAC Co-ordinator	:	A. Tamil Selvi

Mobile : 09443728199

IQAC e-mail address : iqaclpc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879):

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/56/RAR/61 dated 16-09-2011

1.5 Website address : www.lpc.org.in

Web-link of the AQAR : <http://www.lpc.org.in/AQAR/2011-12.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	-	2004	5 years
2	2 nd Cycle	B	2.62	2011	5 years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC (DD/MM/YYYY) : 11/01/2005

1.8 AQAR for the year (for example 2010-11) : 2011-12

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University : State Central Deemed Private

Affiliated College : Yes No

Constituent College : Yes No

Autonomous college of UGC : Yes No

Regulatory Agency approved Institution : Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution : Co-education Men Women

Urban Rural Tribal

Financial Status : Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Arts, Science and Commerce

1.12 Name of the Affiliating University (*for the Colleges*):

Manonmaniam Sundaranar
University

1.13 Special status conferred by Central/ State Government--
UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers :

2.2 No. of Administrative/Technical staff :

2.3 No. of students :

2.4 No. of Management representatives :

2.5 No. of Alumni :

2.6 No. of any other stakeholder and community representatives :

2.7 No. of Employers/ Industrialists :

2.8 No. of other External Experts :

2.9 Total No. of members :

2.10 No. of IQAC meetings held :

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? : Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State
Institution Level

(ii) Themes

- Quality Teaching and Reaccreditation
- Effective Teaching, Time Management, Self Esteem

2.14 Significant Activities and contributions made by IQAC

- IQAC collects feedback from the stake holders and analysed.
- Arranged workshop for the promotion of research culture in the campus.
- Staff orientation and workshop
- Preparation of Action Plan and efforts to achieve and monitoring
- Orientation for the first year students and Exit meeting for the final year students

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year 2011-2012*

S.No.	Plan of Action	Outcome Achieved
1	Preparation for NAAC Peer Team Visit	Peer team successfully visited on 21 st and 22 nd July 2011 and accredited with B grade of 2.62
2	Introduce M.Phil in English UG course in English Literature	By studying the feasibility, the proposal is submitted for UG. M.Phil course introduced
3	To introduce Career oriented Programmes	COP in Tamil Journalism and Medicinal Plants from 2011-12 onwards
4	To strengthen extension activities such as awareness program	National Voters Day rally, Environment awareness rally, fixing safety directive stickers
5	To develop skill and competency among the students	Talent Shows, personality development programme, coaching classes, remedial

		coaching, book exhibition, etc.
6	More involvement from the PTA and Alumni	Salary to the management staff, fund for organising seminars, construction of toilet. ICT equipments are purchased from PTA
7	To improve toilet and hygienic water facility	Hygienic drinking water facility and toilet are constructed.
8	To provide computer literacy and online journal access facility	One week Total computer literacy is organised, internet access for using online journal facility, N-List subscription
9	To organise seminar, symposia and workshop in collaboration with other agencies	Department of Tamil organised one week Workshop, and seminars in every department
10	To promote research culture and enhance the research publications	Publication of LPC Bulletin on research, more research publications,

* Attach the Academic Calendar of the year as Annexure-I.

2.15 Whether the AQAR was placed in statutory body: Yes No

Management Syndicate Any other body

Provide the details of the action taken

- Placed before the management, shortcomings of the year were identified and efforts are made to rectify it.
- Non compliance are identified and discussed in their Executive Committee.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	-	1	-
M.Phil.	2	1	2	-
PG	7	-	7	-
UG	12	-	5	2
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	1	1	-	-
Certificate	2	2	-	-
Others	-	-	-	-
Total	25	4	15	2
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: **CBCS, Core, Elective options, and flexibility in curriculum transaction in terms of individual assignment, project work, group project, and activity method.**

(ii) Pattern of programmes:

Pattern	Number of Programs
Semester	22
Trisemester	-
Annual	2 (COP)

1.3 Feedback from stakeholders* (On all aspects) : Alumni Parents Employers
Students

Mode of feedback : Online Manual Co-operating schools

**Please provide an analysis of the feedback in the Annexure-II*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- **The affiliating university revises the curriculum once in every three years**
- **New Elective options are included in the curriculum.**
- **New units were included based on the emerging trends in various subjects**

1.5 Any new Department/Centre introduced during the year. If yes, give details.

M.Phil English

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
36+58*=95	29+63* =92	8+0	-	1

* Self Finance course

2.2 No. of permanent faculty with Ph.D.

18

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

2

-

14

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	37	9
Presented	1	26	7
Resource Persons	-	2	4

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Use of ICT, Activity, Student Centred teaching and learning, Individualised Learning

2.7 Total No. of actual teaching days during this academic year

184

2.8 Examination/ Evaluation Reforms initiated by the Institution
(for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Continuous Assessment, Objective Internal Assessment,
weightage to Class room Assignments.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

3

3

4

2.10 Average percentage of attendance of students :

96%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Tamil Literature	58	1.7	83.4	14.8	-	93.1
B.A English Literature	56	-	53	47		79
B.A History (T.M)	34	-	73.52	-	-	73.52
B.A. History (E.M)	37	-	70.27	-	-	70.27
B.Sc.Mathematics	54	22.2	40.7	7.4	-	70.3
B.Sc. Physics	40	6.89	93.10	-	-	72.5
B.Sc. Zoology	42	11.4	82.6	5.7	-	83.33
B.Sc.Inform. Tech.	38	26.32	63.15	-	-	89.47
B.Sc. Electronics	18	20	80			56
B.Sc. C. D.F.	17	29.4	64.7	5.8		100
B.Sc. Biochemistry	19	31.7	52.6	15.7	-	100
B.Com.	42	-	50	26.9	23.1	61
M.A .Tamil Literature	30	37	63	-		90
M.A. history	25	-	100	-	-	100
M.Sc. Mathematics	22	27	23			50
M.Sc. Physics	17	29	71	-	-	100
M.Sc. Biochemistry	14	7.14	71.4	14.2		100
M.Sc.Infor. Tech.	16	60	40	-	-	87.5
M.Com						
M.Phil Tamil Literature	15	13.3	86.7	-	-	100
M.Phil. Eng. Literature						
Ph.D Tamil						

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- IQAC organises regularly the orientation and workshop on pedagogical methods.
- IQAC conducted staff orientation on 17-12-2011 on Effective Teaching, Time Management and Self Esteem.
- Centralised Term and Model Examinations.
- Unit-wise test and Assignments.
- Student's performance is periodically monitored and informed to their parents.
- Collects feedback periodically from the students and teaching and learning are revised.
- Faculty are motivated to use ICT as an integral part of their teaching and learning.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	1
HRD programmes	
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	9
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	8
Others (Staff Training in the institution)	8

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13+58*=71	13	-	16
Technical Staff	8+12*=20	-	-	-

* 2nd part from Self-finance Courses

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Orientation to faculty on various funding agencies and preparing research proposals.
- The institution has Research cell for the promotion of research.
- Efforts to promote existing PG department to Research department.
- Motivation to participate various seminar, symposia and workshop.
- Efforts are made to get wide popularity of LPC Bulletin on Research, a bi-annual research publication.
- Faculty are motivated to apply for UGC-MRP

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	0.75	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	14	
Non-Peer Review Journals	-	12	15
e-Journals	-	1	-
Conference proceedings	3	12	21

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2009-11	UGC-MRP	0.75	0.75
Interdisciplinary Projects	-	-	-	-

Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	1		0.75 lakhs	0.75 lakhs

3.7 No. of books published i) With ISBN No. Chapters in Edited

ii) Without ISBN

3.8 No. of University Departments receiving funds from :

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges : Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy :

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	2	2	2	3
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons :

3.13 No. of collaborations : International National Any other

3.14 No. of linkages created during this year :

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total :

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution :

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: University level State level

National level International level

3.22 No. of students participated in NCC events: University level State level

National level International level

3.23 No. of Awards won in NSS: University level State level

National level International level

3.24 No. of Awards won in NCC: University level State level

National level International level

3.25 No. of Extension activities organized :

University forum College forum

NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility.

- Arranged awareness rally on social issues such as Road Safety Week, Voters Awareness rally and Drug Addiction.
- NSS Annual Camp, supporting the Police Administration during the Mondicadu Festival.
- Supporting District Administration for the conduct of Local body election as Zonal Officer, Presiding Officer, Polling Officer, and Counting Officer.
- Women Health awareness programme.
- Free coaching for competitive examination.
- Free tuition to orphanage students
- Financial assistance was provided to the poor students by remitting their examination fee and other special fee.
- Free Noon Meal Scheme to the students (27 students got benefitted)

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	32 acres	-	-	32 acres
Class rooms	45	-	-	45
Laboratories	10	-	-	10
Seminar Halls	1	-	-	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	12	UGC & Mgt Contribu.	12
Value of the equipment purchased during the year (Rs. in Lakhs)		Equip.	UGC 12(B)	1,251,023
Others				

4.2 Computerization of administration and library

- Initially library is automated using Autolib Software
- Due to its infeasibility, the open source software KOHA is installed and automation process is on.
- Barcode implemented
- Interactive Library Portal for accessing e-resources and digital libraries

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21950	19,59,622	165	65810.00	22115	20,25,432
Reference Books						
e-Books	1000	-	80	-	1080	-
Journals	27	16,500.00	3	3200.00	30	19,700.00
e-Journals	-	50000.00	-	5000.00	-	5000.00
Digital Database	-	-	-	-	-	-
CD & Video	73	-	-	-	73	-
Others (specify)	-	-	-	-	-	-

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	109	4	4	1	4	-	-	
Added	4	-	6	-	-	LAN	LAN	
Total	113	4	10	1	4	LAN	LAN	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- LAN Connectivity
- Internet connectivity in library, language lab and departments.
- Laptop is provided to final year students (Scheme of Government)
- Orientations are provided to the needed faculty for the use of ICT.
- E-transfer of government Scholarship

4.6 Amount spent on maintenance in lakhs :

i) ICT	3.9 Lakhs
ii) Campus Infrastructure and facilities	6 Lakhs
iii) Equipments	0.56 Lakhs
iv) Others	4 lakhs
Total :	13.65 Lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- **Various sub committees such as Eco Club, Book Review Club, NSS, NCC, etc.**
- **Orientation for the First Year Students and Total Computer Literacy Programme.**
- **Exit meeting for the Final semester students.**
- **Parent Teacher Meeting in frequent Interval & Meeting with parents**
- **Display on Notice Board**
- **Students Handbook**

5.2 Efforts made by the institution for tracking the progression

- Feedback from the students are collected and analysed, suggestions are implemented.
 - SWOT analysis is carried out department wise by the faculty sitting together .
- Seeking cooperation from the student council.
- Actions are taken based on the Complaint box and Suggestion Box.
- The PTA and Alumni meeting at least once in a year.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1395	295	32	80

(b) No. of students outside the state :

26

(c) No. of international students :

Nil

No	%
315	18.64

Men

No	%
1375	81.36

Women

Last Year (2010-2011)							This Year (2011-2012)						
General	SC	ST	BC	MBC	PC	Total	General	SC	ST	BC	MBC	P. C	Total
31	64	-	1466	51	-	1612	29	70	-	1521	70	4	1690

P.C – Physically Challenged

Demand ratio: 1:1.76

S.No	Subject	Sanctioned strength	Total Application	Demand ratio
1	B.A. Tamil Literature	60	97	1:1.6
2	B.A. English Literature	64	262	1:4
3	B.A history Tamil Medium	50	73	1:1.46
4	B.A. History English Med.	50	89	1:1.78
5	B.Sc.Mathematics	48	97	2:2.02
6	B.Sc. Physics	40	54	1:1.35
7	B.Sc. Zoology	48	72	1:1.5
8	B.Sc. I.T	48	77	1:1.6
9	B.Sc. Bio-Chemistry	36	43	1:1.19
10	B.Sc. Electronics	40	34	1:0.85
11	B.Sc. CDF	40	33	1:0.83
12	B.Com.	48	120	1:2.5
13	M.A.Tamil Literature	30	45	1:1.5
14	M.A. English Literature	30	47	1:1.56

14	M.Sc. Mathematics	25	43	1:1.7
15	M.Sc. Physics	20	44	1:2.2
16	M.Sc. Bio-Chemistry	20	30	1:1.5
17	M.Sc. IT	25	35	1:1.4
18	M.A. History	25	-	-
19	M.Com.	25	32	1:1.28
20	M.Phil Tamil	10	-	-
21	M. Phil English Lit.	15	35	1:2.3

Dropout % : 1.83%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Career Guidance information and coaching classes for competitive examination.
- Guidance is provided to the students for submission of online application form.
- Physical Fitness Training is provided for the students who attend recruitment for military and paramilitary forces.

No. of students beneficiaries :

130

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- **Personality development programme and Leadership orientation.**
- **Counselling for the women students**
- **Personality Development**
- **Motivation campaign to Civil Service aspirants on 25-01-2012.**
- **Prevention of Medicine**

No. of students benefitted :

300

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	9*

* campus placement in other institutions

5.8 Details of gender sensitization programmes

- **Proper representation is provided to the women students in student Council.**
- **More number of admission for women students in almost all classes.**
- **Women cell is constituted to protect the interest of the women.**
- **Counselling for women and protecting Child rights.**

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	43	60,000.00
Financial support from government	798	8,73,529.00
Financial support from other sources	4	46,200.00
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students :

5.13 Major grievances of students (if any) redressed:

- **Hygienic drinking water facility is provided.**
- **Effective Anti-ragging and Eve – teasing cells to monitor.**
- **By requesting the Government Transport Corporation, additional buses especially in the morning and evening are arranged from different boarding points.**
- **More news dailies are purchased.**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision

Promotion of Research in Agriculture, Fisheries, Rare Earths and Other subjects of Scientific Importance.

Our Mission

Promoting the cause of Higher Education and Advancement of the Physical, Mental and Cultural Interest of the Down-trodden student community.

6.2 Does the Institution has a management Information System

There is no centralised Management Information System

Efforts are made to establish Centralised Management Information System

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

As an affiliated college of the Manonmaniam Sundaranar University, the curriculum is framed by the University. The college implement it in strict accordance and the flexibility in teaching learning process. Members of the faculty served as Board members of curriculum Development.

6.3.2 Teaching and Learning

- **ICT based teaching- learning process.**
- **Objective based teaching and learning**
- **Individual Assignment and group learning.**
- **Weightage to students performance**

6.3.3 Examination and Evaluation

- **Formative and summative evaluation.**
- **Internal Assessment and Best two score out of three examination.**
- **Unit wise Test and Model Test**
- **Achievements are properly and timely informed to parents.**

6.3.4 Research and Development

- **Teachers are insisted to pursue Research Programmes.**
- **Teachers are motivated to apply major and minor research projects by establishing research cell.**
- **The College publish a Multi Disciplinary Research Journal with ISSN number 2239-3471.**
- **Wide exposure is provided to the faculty by participating seminars at various level**

6.3.5 Library, ICT and physical infrastructure / instrumentation

- **Journals are subscribed in the library and faculty are motivated to access and publish open access journals.**
- **Smart board are fixed in most of the class room.**
- **LCD Projector is purchased for all departments.**
- **Reproduction facility (Photocopy) is provided.**
- **Library Committee, Book Review Committee, Book Exhibition, etc.**

6.3.6 Human Resource Management

- **Human Resources Development Cell is functioning in the College.**
- **Frequent Staff orientation by inviting renowned academicians.**
- **Existing manpower is properly utilized for the development of the college by organising staff development programme(Counselling, Computer Literacy)**
- **Various committees are constituted and faculties are assigned as an additional charge for the integrative quality development.**
- **Faculty are serving as resource person for various programmes.**

6.3.7 Faculty and Staff recruitment

- **New faculty members are recruited as per the rules and regulations of the UGC and affiliated Unity.**
- **Social Justice through Community Roaster is strictly followed.**
- **Preference is provided to the merit.**

6.3.8 Industry Interaction / Collaboration

- **The rural background of the college resists the industries to make collaboration with us.**
- **Our college has collaboration with Rare Earth Company Ltd. For undertaking some laboratory research.**
- Tamil Department has Collaboration with National Progressive Literary in Tamil

6.3.9 Admission of Students

- **Admissions to the students are made through paper advertisement.**
- **Eligibility conditions are prescribed by the affiliated university and State Government.**
- **Strictly follows the Rules and Regulations of the State Government (Tamilnadu).**
- **Transparency in Admission Process.**
- **The state Government Reservation Policy is strictly adhered in the admission process.**
- **Admission is purely on merit.**

6.4 Welfare schemes for:

S.No	Category	Welfare
1	Teaching	Provident Fund, Health Insurance Scheme, Avail Loan, Earned Leave, Festival Advance
2	Non-teaching	Provident Fund, Health Insurance Scheme, Avail Loan, Earned Leave, Festival Advance
3	Students	Scholarships, Bus Concession, Noon Meal Scheme for the needy, Merit Scholarship, Minority Scholarship and Free Laptop (of Governemnt)

6.5 Total corpus fund generated

73 Lakhs

6.6. Whether annual financial audit has been done : Yes

No

6.7. Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	IQAC
Administrative	No	-	Yes	Faculty

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes :Yes No

For PG Programmes :Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable, Examinations are conducted by the University.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

- Alumni association donated a sofa set to the Principal's Office at the cost of Rs.5.300/- on 24-06-2011.
- Construction of Security Room at the cost of Rs. 44,500/-
- Financial Assistance of Rs. 5000/- to the Department of Physical Education for Staff Cricket Tournament.

6.12 Activities and support from the Parent – Teacher Association

- PTA meet the salary expenditure of the Management Staff of Rs. 3,10,000.00
- PTA funded Building Construction at the cost of Rs.2,00,000.00
- TA expenses of Students participation in Youth Festival for Rs.9000.00
- Furniture and Fixtures are donated by the PTA for Rs. 3272.00
- Cash award is presented to the University rank holders at a cost of 19,000.00
- PTA meets at least twice in year to decide the future course of action and actively involving the activities of the College.

6.13 Development programmes for support staff

- Computer training is provided to the supporting staff to enhance their digital literacy.
- LAN and Internet connectivity is provided in the Administration Building.
- Awareness is created by the IQAC about e-governance.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Green and Plastic Free Campus is our motto to keeping the campus eco-friendly.
- Use of Plastic materials are strictly prohibited in the campus
- Vermi -composit is maintained in the campus by the life science department.
- Rain Water is harvested in the campus.
- Apiculture is practiced in the campus by the Zoology department.
- Medicinal Plants are nurtured by the Botany department.
- Free land in the campus is properly used for Agriculture.
- Campus is greenery
- Botanical names of the tree are properly displayed
- NSS units periodically conduct campus cleaning programme especially on Republic Day, Independence day and Gandhi Jeyanthi.
- NSS annual camp is conducted with the motto of 'Protecting Environment'

Criterion – VII

7. Innovations and Best Practices

7.1. Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Strengthening of ICT oriented Teaching and Learning Process.
- Analysing the syllabus based on the feedback.
- Continuous assessment of student performance through assignment, unit wise examination, observation, classroom assignments and formative & summative evaluation.
- Internet and e-resources access facility to the students.
- Development of communication and soft skill.
- E-magazine is published with the intention to promote awareness about digital information resources.
- Gymnasium for the Physical development.
- Talent day celebrated to exhibit the innate and hidden talents of the Students.
- Publication of Multi-Disciplinary Research Journal titled “ LPC Bulletin on Research”

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Details of Action Taken Report on Plan of Action

- Based on the plan of action recommended by the IQAC, the College Committee submitted the proposal for a New Course in M.Phil. English.
- COP courses in Tamil Journalism and Medicinal Plants were introduced during 2011-12.
- The College successfully faced the NAAC Peer Team for reaccreditation on 21st & 22nd July 2011.
- To exhibit the talents of the Students, Talent show was organised on 10th Feb. 2012.
- Computer Literacy classes are provided.
- Involvement of PTA for the development of the College is Ensured by financial contribution to various curricular and co-curricular activities.
- Along with the co-operation of state administration, various awareness programmes are organised.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Total Computer Literacy Programme to the First Year students.
- ICT is an integral part of teaching and learning.

***Provided in annexure - III (annexure need to be numbered as i, ii,iii)**

7.4 Contribution to environmental awareness / protection

- Conducts awareness rally on environment protection by the Chemistry and other departments.
- Slogans are depicted in the campus.
- The theme for the NSS camp is centered on environment protection.
- Effective Zero waste management system in the campus.

7.5 Whether environmental audit was conducted? : Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- Fourteen Teaching Staff have obtained their Ph. D degrees .
- Free Noon Meal scheme, financially supported by the faculty – 27 students benefitted.
- Teaching and non-teaching staff extend their co-operation to district administration for the conduct of Local Body Election.
- Book Exhibition, Road Safety Week Celebration along with YRC, and NRC
- SWOT Analysis conducted by the IQAC (Enclosed, Annexure –IV).

8. Plans of institution for next year

- Proposed to upgrade the existing PG Departments into Research Departments.
- Expedite the process of the construction of indoor stadium with the help of UGC grant.
- Strengthen the existing mentor system to cater to the individual needs of the students.
- More number of research publications in referred journals
- Organise seminar/Symposia/Workshop in the campus in order to provide wide exposure in the emerging areas in their area of specialisation.
- Provide VPN connectivity.
- Organise the cultural programmes in the campus to develop and nurture the hidden talents of the learners.

Name: **Dr. P.Saravanan**



C. P. SARAVANAN

Signature of the Coordinator, IQAC

Name : **Dr. R.David Raja Bose**



DR. R. DAVID RAJA BOSE

Signature of the Chairperson, IQAC

Academic Calendar 2011-2012

Date	Day	Event
15-06-2011	Wednesday	Staff Orientation
16-06-2011	Thursday	
20-06-2011	Monday	First year Classes begins, Student Orientation, PTA meeting.
21-06-2011	Tuesday	Bridge Courses & TCLP for First year (one week)
22-06-2011	Wednesday	
23-06-2011	Thursday	
24-06-2011	Friday	
25-06-2011	Saturday	Bridge courses ends & Feedback Collection from students
27-06-2011	Monday	
28-06-2011	Tuesday	
29-06-2011	Wednesday	
30-06-2011	Thursday	
01-07-2011	Friday	
04-07-2011	Monday	
05-07-2011	Tuesday	
06-07-2011	Wednesday	
07-07-2011	Thursday	
08-07-2011	Friday	
11-07-2011	Monday	
12-07-2011	Tuesday	
13-07-2011	Wednesday	
14-07-2011	Thursday	
15-07-2011	Friday	
18-07-2011	Monday	
19-07-2011	Tuesday	
20-07-2011	Wednesday	
21-07-2011	Thursday	NAAC Peer Team Visit
22-07-2011	Friday	Exit Meeting
25-07-2011 to 29-07-2011	Monday	First Term Test begins
01-08-2011	Monday	
02-08-2011	Tuesday	
03-08-2011	Wednesday	
04-08-2011	Thursday	
05-08-2011	Friday	
08-08-2011	Monday	
09-08-2011	Tuesday	
10-08-2011	Wednesday	
11-08-2011	Thursday	
12-08-2011	Friday	

16-08-2011	Tuesday	
17-08-2011	Wednesday	
18-08-2011	Thursday	
19-08-2011	Friday	
22-08-2011	Monday	
23-08-2011	Tuesday	
24-08-2011	Wednesday	
25-08-2011	Thursday	
26-08-2011	Friday	
29-08-2011	Monday	
30-08-2011	Tuesday	
02-09-2011 to 07-09-2011	Friday to wednesday	2 nd Term test begins
08-09-2011	Friday	Celebration of Onam festival in the campus
12-09-2011	Monday	
13-09-2011	Tuesday	
14-09-2011	Wednesday	
15-09-2011	Thursday	
16-09-2011	Friday	
19-09-2011	Monday	
20-09-2011	Tuesday	
21-09-2011	Wednesday	
22-09-2011	Thursday	
23-09-2011	Friday	
26-09-2011	Monday	
27-09-2011	Tuesday	'Yoga Nutrition and Positive Health' by Gramodhya Training Centre, Inauguration of History Department and English department
28-09-2011	Wednesday	
29-09-2011	Thursday	
30-09-2011	Friday	
03-10-2011	Monday	
04-10-2011	Tuesday	
07-10-2011	Friday	Inauguration of Physics association
10-10-2011	Monday	
11-10-2011	Tuesday	
12-10-2011	Wednesday	
13-10-2011	Thursday	
14-10-2011	Friday	
17-10-2011to 24-10-2011	Model Examination	
27-10-2011 to 31-10-2011	Feedback on Model Examination, Remedial Teaching, Semester University examination form 04-11-2011 to 04-12-2011.	
05-12-2011	Monday	
07-12-2011	Wednesday	
08-12-2011	Thursday	
09-12-2011	Friday	

10-12-2011	Saturday	
12-12-2011	Monday	
13-12-2011	Tuesday	
14-12-2011	Wednesday	
15-12-2011	Thursday	
16-12-2011	Friday	
17-12-2011	saturday	
19-12-2011	Monday	
20-12-2011	Tuesday	
21-12-2011	Wednesday	
22-12-2011	Thursday	
23-12-2011	Friday	
26-12-2011	Monday	
27-12-2011	Tuesday	
28-12-2011	Wednesday	
29-12-2012	Thursday	
30-12-2012	Friday	
02-01-2012	Monday	
03-01-2012	Tuesday	
04-01-2012	Wednesday	
05-01-2012	Thursday	
06-01-2012	Friday	
09-01-2012 to 13-01-2012	Monday to friday	First Term Examination
17-01-2012	Tuesday	
18-01-2012	Wednesday	
19-01-2012	Thursday	
20-01-2012	Friday	Voters awareness Rally and Human Chain program
23-01-2012	Monday	
24-01-2012	Tuesday	IQAC meeting on Post Accreditation scenario
25-01-2012	Wednesday	
27-01-2012	Friday	
28-01-2012	Saturday	
30-01-2012	Monday	
31-01-2012	Tuesday	
01-02-2012	Wednesday	
02-02-2012	Thursday	
03-02-2012	Friday	
06-02-2012	Monday	Guest Lecture on 'Latest Telecom technology in India'
07-02-2012	Tuesday	
08-02-2012	Wednesday	Career Oriented course on <i>Archives (3 week program)</i>
90-02-2012	Thursday	
10-02-2012	Friday	
13-02-2012	Monday	Valedictory function of Physics Association

14-04-2012	Tuesday	
15-02-2012	Wednesday	
16-02-2012	Thursday	
17-02-2012	Friday	
21-02-2012	Tuesday	
22-02-2012	Wednesday	
23-02-2012	Thursday	
24-02-2012	Friday	
25-02-2012	Saturday	
27-02-2012 to 02-03-2012	Monday to Friday	Second term Examination, 'Rural self employment Training Camp'
05-03-2012	Monday	
06-03-2012	Tuesday	Mid semester holiday begins from 07-03-2012 to 13-03-2012.
14-03-2012	Wednesday	
15-03-2012	Thursday	Staff orientation programme y the IQAC
16-03-2012	Friday	
19-03-2012	Monday	IQAC meeting with PTA, Alumni, Stake holders
20-03-2012	Tuesday	
21-03-2012	Wednesday	
22-03-2012	Thursday	
23-03-2012	Friday	
26-03-2012	Monday	
27-03-2012	Tuesday	
28-03-2012	Wednesday	
29-03-2012	Thursday	
30-03-2012	Friday	
02-04-2012	Monday	
03-04-2012	Tuesday	
04-04-2012	Wednesday	
05-04-2012	Thursday	
09-04-2012 to 16-04-2012	Monday	Model Examination
17-04-2012 to 19-04-2012	Tuesday	Feedback on Examination, Remedial teaching
23-04-2012	Monday	University examination begins

Analysis of Feedback

1. Analysis of student's feedback on campus experience

- Analysis indicates that 23% of students feel the prevailing academic atmosphere is very good and 46% feel it is good and the remaining as satisfactory.
- Fifty two percent of the learners rate the existing facilities and services as good and only 19% as very good and the remaining satisfactory.
- Thirty five percent of the student's opinion that laboratory and language lab facilities are very good and 25% as good and the remaining as satisfactory.
- Majority (52%) of the student feel the activities are NSS/NSS/YRC/ ECO CLUB are good and provide opportunity to interact with the society.
- Over all responses reveals that 32% of students perceived the campus experience as very good, 41.5% as good and the remaining 26.5% as satisfactory.

2. Student Feedback on Teachers

IQAC of Lekshmipuram College of Arts and Science conducted a 'Student feedback on Teachers' based on the following criteria on a five point scale.

- Knowledge Base of a Teacher
- Preparation of the Class
- Sincerity and commitment of the Teacher
- Motivation by the Teacher
- Punctuality in conducting classes
- Planning and completion of syllabus on time.
- Clarity of the presentation or communication skill
- Quality of the language and clarity of the voice.
- Methodology used to impart the knowledge, use of Blackboard, Charts, and Teaching Aids.
- Active learning methodology used like group discussion, tutorials, assignments and seminar, field trips, quiz, etc.
- Accessibility of the teacher in and outside of the class rooms for clarification, counselling and career guidance, etc.
- His/her role as a mentor, motivator, guide, facilitator and councillor.

Presentation of overall analysis of response of the students is not possible to summarize here. However, general impression of the students about their teachers are 'as very good' in teaching and learning process.

3. Feedback of Alumni

Feedbacks from the alumni are collected and analysed their responses. Some of the inferences drawn from the analysis are summarised as follows:

- Most of the alumni felt the college has a remarkable progress in all aspects.
- Most of the building are same as previously and felt the need for their development.
- Alumni asserted that the coaching provided by the college previously helps them to achieve success in competitive examinations.

4. Feedback from PTA (Parent Teacher Association)

- Majority (62%) of the parents opined that their expectations are fulfilled.
- Parents are satisfied with the services rendered by the institution.
- Sixty two percent of the parents are highly satisfied with the Fee structure and programmes of instructional methods.
- Ninety per cent of the parents felt that the level of discipline is more than their level of expectations.

BEST PRACTICES for 2011-2012

1. Total Computer Literacy Programme

Goal

- To inculcate the computer literacy among the undergraduate students
- To familiarise the use of Computer and related technology as an effective media for learning by the students

The Context

The instructional methods are gradually centered on computer based technology and the familiarity in use of computer becomes prerequisite for effective learning and use of online & electronic resources. Now-a-days, most of the communications are based on computer related technologies. Hence, there is a need for educating the students for effective use of computer for education purpose and familiarise the electronic machine. Moreover, the State Government has freely distributed computer to students and so the practice of providing computer literacy is a best practice.

The Practice

The entry behaviour of the students in terms of their ability in the use of computer is identified and a one week intensive practice is provided. The course material prepared by the faculty is provided to the students for basic reference. The course details include basic fundamentals of computer, operating systems, MS-Word, MS-Excel, MS-power point, Basic in Internet, E-mail, and search pattern, etc. Both theoretical aspects as well as practicals are provided by the faculty of Information technology. Their progress is also periodically assessed by the faculty.

Evidences of Success

Now the students are able to operate the computer freely without the help of others, use the computer for their educational purposes and able to browse and download the educational materials independently and use for their educational purpose. Most of them have e-mail ID, facebook Account, twitter, etc. They prepare their group project presentation through power point and similar ICT oriented practices.

Problem Encountered

While, adapting the 'Total Computer Literacy' is a best practice, the poor communication skill in English hinder their free interaction with the computer. Initially, the techno phobia is prevailing among the students especially of rural students. Students of Arts faculty faced some problems than their counterparts in Science.

Notes

Familiarity with the latest development in Computer is the need of the hour and hence periodical instruction and training are required. The printed materials are available to the students for further reference.

Contact Details

Name of the Chair-Person: Dr. R. David Raja Bose, Principal.
 Course Convenor: Prof. C. Rajesh, 0948880777, igacipc@gmail.com;
www.lpc.org.in.

2. ICT as an Integral part of Teaching and Learning

Goal

- To use ICT as a major tool for effective teaching and learning process.
- To create awareness among the faculty and students to use ICT in their teaching and learning.

The Context

The traditional method of teaching and learning is more teacher centered than student centered. In order to make the teaching and learning process more effective, live and interest, teachers have to adopt and use latest ICT (Information Communication Technology) oriented pedagogical techniques. By realising the felt need of incorporating the latest technology of ICT, it is decided to follow ICT as an integral part of teaching and learning.

The Practice

The importance of incorporating ICT as a central point of teaching and learning is explained to the faculty. Orientation is also provided and training is also provided to the needed faculty in the preparation power point. Practically, it is implemented to final year students. They are also motivated to present their projects through power point presentation. The internet sources are downloaded from reliable source and they are included in their teaching learning process. The method of citing the downloaded materials in their project are explained and the consequences of plagiarism are briefed.

Evidences of Success

Almost all the faculties have used ICT in minimum number of their lecture classes. They are able to prepare the teaching materials of their own. Students have enjoyed much and their level of understanding is improved. Students have shown their innovative approach in their projects using ICT based technology and a sense of satisfaction among the faculty as well as among the students.

Problem Encountered

Some of the faculty are very resistant to change over new pedagogical approach. After participating the orientation, they have voluntarily used and like the ICT approach in teaching. Frequent power failure and lack of fixed system requirements pose some problems. It consumes more time for preparation and presentation.

Notes

This approach is not suitable for almost all topics. But in Science Subjects and Languages it can be effectively practiced.

Contact Details:

Name of the Principal: Dr.R.David Raja Bose
Name of the convenor: Prof. T.Xavier Oscar Dhas & P.Saravanan
09442402679, 09442711097, iqaclpc@gmail.com

SWOT Analysis 2011-2012

Strength

- High demand ratio
- Relatively higher percentage of Marks, Gold Medallists and University rank holders.
- Flexibility in curriculum dissemination
- ICT based teaching and learning process
- Effective Monitoring System of Students achievements and progress
- Remedial Teaching
- Total Computer Literacy programmes
- Student counselling and orientation
- Development of Leadership qualities and Personality Development Programmes.
- Publication of Research Journal for dissemination of research findings.
- Varied extension activities.

Weakness

- Limited placement opportunities.
- Moderate communication skills
- Limited infrastructures
- Limited departmental library facilities
- Minimum research output.
- Non-filling of teaching post.
- Limited placement opportunities

Opportunities

- Imparting qualitative higher education to the first generation learners
- Scope for undertaking research projects from various state and central government funding agencies.
- More usage of electronic information resources
- Upgrade some of the existing PG departments into Research Centre
- Faculty to pursue Ph.D and undergo orientation and refresher courses on their respective areas of discipline.
- Establish link with research centre as well as literary association for enrichment programmes in the campus.
- Introduce more number of COP (Career Oriented Programme) in areas where employment opportunities are available in plenty.

Threats

- Development of Infrastructure
- Minimum scope for undertaking inter disciplinary nature
- Economic conditions of the management and development of the college.
- Information literacy influences the accessing behaviour of the academic community consisting staff and students.

Minor Project Details for 2011-12

S.No.	Investigator	Title of the Project	Funding agency and Amount	Status
1	Dr. P.Saravanan Librarian	“Factors that Influences the uses of E-resources among the Faculty of Arts and Science Colleges in Kanyakumari District”	UGC – Minor Research Rs.0.75 lakhs	Completed

List of Rank Holders and Gold Medallists for 2011-12

S.No.	Name	Subject	University Rank
1	S. Aijitha Jeni	Tamil	16
2	M.S.Meena	Tamil	20
3	M.Beula	English Literature	9
4	S.Mary Kavitha	English Literature	15
5	G. P. Sheejith Monis	Costume Design & Fashion	3
6	M.Anuja	B.Sc. Bio-Chemistry	First Rank 1 Gold medal
7	Manjusha	B.Sc. Bio-chemistry	5
8	K. Karthika Devi	B.Sc. Information Technology	7
9	R.L. Lakshmi Priya	B.Sc. Information Technology	19
10	A. Ajila Alex	B.Sc. Electronics	3
11	J. Sundari Bai	B.Sc. Electronics	7
12	P.Jasphin Jenitta	B.Sc. Electronics	12
13	M.Senthil	B.Sc. Electronics	13
14	G. Sahila	B.Sc. Electronics	14
15	F. Roinsha	M.Sc. Biochemistry	2
16	Anu Joseph	M.A. English Literature	8

Abbreviations

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
ICT	-	Information Communication Technology
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
RRC	-	Red Ribbon Club
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
TCLP	-	Total Computer Literacy Programme
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
VPN	-	Virtual Public Network
YRC	-	Youth Red Cross
