



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	C. KANDASWAMI NAIDU COLLEGE FOR WOMEN
• Name of the Head of the institution	Dr. K. Mullai
• Designation	Principal (in-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04142-230408
• Mobile no	9487155691
• Registered e-mail	ckncnaac2017@gmail.com
• Alternate e-mail	cknc2017college@gmail.com
• Address	C. Kandaswami Naidu College for Women, Semmandalam
• City/Town	Cuddalore
• State/UT	Tamil Nadu
• Pin Code	607001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Semi-Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Thiruvalluvar University				
• Name of the IQAC Coordinator	Dr. S. Jancy Sophia				
• Phone No.	04142285053				
• Alternate phone No.	04142285053				
• Mobile	9994270987				
• IQAC e-mail address	antoniraj.69@gmail.com				
• Alternate Email address	ramyagashreya@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	http://www.cknccud.in/AQAR-2019-2020.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.cknccud.in/academic-calendar-2020-21.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.66	2018	16/08/2018	15/08/2022
6. Date of Establishment of IQAC			15/07/2015		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	3
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
Initiated the Green and Environmental Audit	
Initiated the conduct of certificate courses on micro credential skills.	
An online guidance programme was organised for the preparation of UPSC PRELIMS,MAINS and INTERVIEW.	
" Financial Literacy " programme was organised in association with Securities Exchange Board of India (SEBI) for teaching and administrative staff members.	
MOU has been signed with NextGen Education Training and Development Institute,Cuddalore-1 for the conduct of Capability enhancement programmes.	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
To initiate Online orientation Programme for under graduate first year students by the respective departments	Online orientation programme for under graduate first year students was organized from 26.8.2020 to 3.9.2020
To Initiate the Green Audit to be executed by the Green Club	Green Audit has been done by the Green Club and is signed by the external member
To Facilitate maximum number of Students to get benefit out of national Scholarship schemes	Online programme was conducted to all the first year students through Zoom platform to facilitate the students to get familiar about the Schemes in national scholarship portal, eligibility, necessary documents to be uploaded, etc..
To organize online orientation and guidance programme for competitive Examinations.	An online orientation programme was organised for civil service aspirants on 8.7.2020 in association with S.Prabakaran IRS, Assistant commissioner, Cuddalore GST and Central Excise 2. An online guidance programme for the preparation of UPSC PRELIMS, MAINS and INTERVIEW was organised for all Under graduate and postgraduate students on 17.07. 2020 in association with S.Prabakaran, IRS, Assistant commissioner, Cuddalore GST and Central Excise
To initiate and facilitate a webinar series through Zoom platform in order to familiarise the staff members for online platforms teaching	Eleven webinars were conducted by various departments from 9.6.2020 to 31.7.2020
To initiate the conduct of certificate courses on micro credential skills by the respective Departments.	Nineteen certificate courses were conducted by the various departments related to their micro credential skills.
To prepare an Institutional plan	Institutional plan for Reopening

for Reopening the College during post lock down period of COVID -19 Pandemic.	the College during post lock down period of COVID -19 Pandemic and guidelines for students were prepared on 02.12.2020 and it has been posted in the College Website. http://www.cknccud.in/plan-reopening-after-covid.pdf
To collect online Feedback from students, Alumni and Parents	Collected from 10.02.2021 to 29.02.2021 and analysis have been made and report has been uploaded in the institution website .
To conduct Academic Audit	All the departments have conducted their academic audit in the first week of April.
To initiate Alumni Meet by each Department	Alumni Meet was conducted by each Department On 27. 02.2021
To conduct an online Quality Enrichment Programme for administrative staff.	An International webinar on -"Good Ethics for Better Work Place" was organized for administrative staff members on 31.07.2020
To initiate the conduct of FDP for teaching staff by various Departments	Workshop on "Online teaching tools and assessment" was conducted for the Teaching faculty by Department of English from 1.8.2020 to 3.8.2020
To organize online internship for first and second year students.	An online Internship on social Media and Digital Marketing was organised in association with NextGen Education Training and Development Institute, Cuddalore-1 from 01.06.2020 to 13.06.2020 for I and II year Undergraduate students.
To upload all the activities of the College for the year 2019-20 in the E -samiksha Portal	Uploaded all the activities of the College for the year 2019-20 in the E -samiksha Portal and it has been completed on 10.06.2020

To organize a National Level Seminar .	A National Seminar on "21 st Century Science" was organized in association with Indian Universities Press on 07.01.2021
To organize a Programme on " Financial Literacy" for Academic and Administrative staff.	A Programme on " Financial Literacy " was organised in association with Securities Exchange Board of India (SEBI) for teaching and administrative staff members on 03.03.21.
To conduct a Capability enhancement programme on soft skills and Personality development for First year students.	Capability enhancement programme on soft skills and Personality development for Second year students were organized on 15th and 16th December 2020 and 21st and 22nd September 2020.
To sign MOU with various organisations.	MOU has been signed with NextGen Education Training and Development Institute,Cuddalore-1 for the conduct of Capability enhancement programme on soft skills and Personality development on 7.1.2021
To organize a programme on career guidance for final year students in association with placement cell.	Programme on Career Guidance was conducted by IQAC in association with Placement cell on 22.2.2021
To organize an exhibition on career guidance for final year students in association with placement cell.	An exhibition on Career Guidance was organised by IQAC in association with Placement cell on 22.2.2021
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
College Committee	22/03/2022

14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-2021	27/02/2022
Extended Profile	
1. Programme	
1.1	448
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2. Student	
2.1	2170
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2	509
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	739
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3. Academic	
3.1	95

Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2	95	
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1	21	
Total number of Classrooms and Seminar halls		
4.2	25,00,000	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	37	
Total number of computers on campus for academic purposes		
Part B		
CURRICULAR ASPECTS		
1.1 - Curricular Planning and Implementation		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
<p>C.Kandaswami Naidu College for Women, Cuddalore is affiliated to Thiruvalluvar University, Vellore and adheres to the curricula designed by the Board of Study of the affiliated University. At the beginning of every academic year, the college council meets and chalks out plans to ensure effective delivery of curricula. GeneralTime table schedule is set with proper work load.</p> <p>Meetings are held in each department to discuss about the coursedistribution. Semester wise teaching plan is prepared by every teacher. Departmental meetings are held periodically to review the syllabus completed. College Library has a good collection of books. As per the requirement new books are ordered.</p>		

Laboratory practicals, field projects, students' seminars, research projects, field survey, educational tours, industrial visits, etc., are being carried out. For the up-gradation of knowledge, college organizes seminars, conferences, and workshops. Submission of Assignments and conduction of Unit tests, internal tests and model exams are well planned and executed. Record of regular attendance, marklists are maintained. Remedial classes for slow learners, special guidance to advance learners are being made.

At the end of every academic year, feedback from students, parents and employees is collected analysed and analysis report is communicated to the administration.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar for the conduct of CIE. Before the commencement of each semester, University notifies an academic calendar for all the programs.

The Institution follows the calendar issued by the University and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The institute prepares an institute-level calendar in accordance with the academic calendar of the affiliated University. CIE and all activities are conducted in adherence to the calendar of events except unforeseen circumstances.

The academic calendars help faculty members to plan their respective course delivery, academic and co-curricular activities. Internal Assessment tests (IA), assignments, quizzes, and seminars are part of the Continuous Internal Evaluation (CIE) of students.

The course instructors prepare IA question papers along with the scheme of evaluation and get approved by the Department Head. Evaluation of answer scripts are carried out by respective Course Instructors. CIE is also done for laboratory course, project work and internships. Conduction of laboratory experiments, viva, submission of records are the major components of laboratory course evaluation. The Principal, through the academic committee meetings, frequently

reviews the progress. Institution incorporates necessary changes in case of revision of academic calendar by the university.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.cknccud.in/about-founder.html

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

16

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

14

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1474

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Our Institution integrates Cross-cutting issues of the society like Moral Values, Human Values, Professional Ethics, Ethical Values, Gender Equality, Environmental Awareness, which are inseparable part of our curriculum.

Environmental Studies and Value education are courses of 30 hours duration each, which are included in the curriculum of UG students of all programmes in the first and second semester respectively. The compulsory course Human Rights is included in the curriculum of UG History in the fourth semester and PG History in the second semester. The course is of 30 hours duration. These subjects provide free environment for inculcating values and developing ethical competence among the students.

College celebrates days of National and International importance as Republic day, Independence Day, Teacher`s day, Women`s day, Human Rights Day, International Yoga Day, National Integration Day, etc. These celebrations nurture the moral, ethical and social values in the students.

The college has Grievance Redressal Cell which counsells students and also deal with related issues of safety and security of female students, staff and faculty. The College has an integrated rain water harvesting System. The college organizes workshop/ seminars on Environment & Ecology to make students aware about efficient use of natural resources.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

453

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	http://www.cknccud.in/feedback-20-21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.cknccud.in/feedback-20-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

762

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

432

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The criteria for categorizing the students as advanced learners, average learners or slow learners are not based on their scores in the examination. It depends upon their participation in the classroom activities, or their performance in the first continuous internal assessments (CIA). On the basis of pedagogical convenience, students are steamed into these three categories. For which, advanced and slow learners have to be given more attention. Slow learners are those who need extra help outside the classroom.

The following are the strategies for slow learners:

- Tutor ward coaching
- Advanced learners coaching slow learners
- Remedial teaching
- Providing handwritten notes for easy understanding
- Group study methodology
- Giving additional learning materials like question bank, University question papers
- Compensatory teaching
- Encouraging them to articulate orally in the class and giving more chances for better classroom performance
- Encouraging them to spend more time on reading in libraries

outside the class hours.

Advanced learners or high achievers are those who are quite visible in the classroom through their active participation.

The following are the strategies for advanced learners:

- Group discussion
- Giving them additional reference books
- Coaching for competitive exams
- Motivating them for classroom presentation
- Engaging in peer teaching (slow learners)
- Book review
- Conducting quiz
- Writing assignments on more challenging topics

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2173	95

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

For enhancing learning experiences the faculty members adopt many ways, for example, lecture method, interactive method, project and field work method, computer-assisted method, experiment method etc. Teaching and learning activities are made effective by these practices. Many teachers use the conventional black-board presentation methods, especially in mathematics, commerce and science where they teach mathematics and statistics as numerical solving. Also, some teachers use power point presentations and computer-based materials.. They use the lectures of you-tube to make

learning interesting besides the conventional oral presenting methods.

The following are the strategies for Enhancing the Learning experience:

- Project Methods - The project work stimulates student's interest on the subject and provides student with an opportunity of freedom of thoughts and free exchange of different views. As per the requirement of syllabi, the project work is done.
- Interactive Methods - The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs, etc. Class room discussions in various topics are done under features
- Students Seminars - The Student seminars are organized where in the papers are presented by students on contemporary topics to enrich their learning experience.
- Experimental Learning - Experimental/Laboratory method is used in science subjects to acquaint the students with the facts through direct experience individually. Students verify the facts and laws of the subject with the help of experiments. Especially, the department of Chemistry, Botany and Zoology uses this method. Students take interest and learn things via experiential learning.
- Group study methodology
- Black Board Presentation and white board teaching.
- Audio- visual methodology
- Industrial Visits
- Field Work and Projects are some of the means utilize by the Departments to provide experiential and participative learning. BBA, Mathematics students are the one who had enhanced learning via experimental process.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to

support, enhance, and optimize the delivery of education. You- Tube, E- mails, WhatsApp group, Zoom and Google classrooms are used as platforms to communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information.

The following are the strategies for Effective Teaching Learning Process:

- PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.
- Industry Connect- Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.
- Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.
- Video Conferencing- Students are counseled with the help of Zoom / Google meet applications.
- Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.
- Pen Drive were also used a mode to communicate the study material to the students.
- Online competitions- Various technical events and management events such as Poster making, Ad-mad show, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.
- Workshops- Teachers use various ICT tools for conducting workshops on latest methods such as SPSS, Programming languages, simulations etc.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

87

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

95

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

54

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

838

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. Personal guidance is given to the poor performing the students after their assessment. The seminar presentation improves the communication skills of the students which is very essential to face the interviews. In this way mechanism of internal assessment is transparent and robust. MCQ- Multiple choice questions were trained for them to be able to appear for such examinations. MCQ question were conducted via the Google forms.

The following are the strategies for transparent and robust internal Assessment:

- The odd semester assessment were conducted online. • 1st, 2nd internals were conducted for 50 marks with the time duration of 2 hours from 9.30 am to 11.30 am. • The questions were uploaded at 9.25 am in whatsapp for the online assessment. • The students were given an hour to upload the answer sheets by 12.30 am on the same day
- 3rd internals were conducted for 75 marks with the time duration of 3 hours from 10.00 am to 1.00 pm. • The questions were uploaded at 9.55 am in whatsapp for the online assessment. •The students were given an hour to upload the answer sheets by 2.00 am on the same day. •The even semester assessment were conducted offline • 1st, 2nd internals were conducted in the classroom for 50 marks for 2 hours from 9.30 am to 11.30. • The respective invigilator has collected the answer sheets. • 3rd internals were conducted for 75 marks with

the time duration of 3 hours from 10.00 am to 1.00 pm. • The question papers print outs were distributed to the students and at the end of the examination hours, the invigilator has collected the answer sheets.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

For conducting the internal assessment test, a department level coordinator/committee is constituted for smooth conduction of internal assessment. The institute has devised an efficient mechanism to deal with examination related grievances which transparent in the pattern and conduction of CIA and rectification of grievances is time bound. Various internal examinations are being performed throughout the semester. To ensure proper conduct of formative tests, one dedicated invigilator is assigned to each room.

The following are the strategies for to deal with internal examination related grievances is transparent, time- bound and efficient:

- If a student is not able to appear for examination due to medical or any genuine reason examination is conducted for that student as per norms, provided that she submits application with proper documents.
- The faculty evaluates the papers within a week of conduction of test.
- The evaluated answer sheets are shown to students in class and faculty undertakes individual grievances with a student on the paper if required by the student.
- The answer sheet of such student is assessed by the faculty once again in the presence of the student.

- Any corrections in the total of marks or assessment of answer books as identified by students are immediately done by the faculty members.
- Teachers discuss the answer for the question paper with the students and are advised to make note of it to correct themselves.
- Students are counseled by the faculty mentor, and remedial classes are conducted for students who have failed in the examinations.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Communicating the Course outcome and programme outcome among the teachers and students is one of the rich ways to cultivate motivation and to enhance opportunities for more effective teaching learning Process and it has been done in our institution by the following methods

- POs and PSOs are displayed at prominent places
- PSOs and Cos are uploaded in the Institution Website

Meeting: - Through regular meetings of principal teacher are acquainted about the stated Program and course outcomes and also guided for effective implementation.

- POs and PSOs are discussed during Career counselling by the placement officer,
- Mentors will also discuss about Cos, Pos with their mentees.
- POs and PSOs are communicated through department whatsapp group.
- During the commencement of each unit and after the completion of the unit, the course outcomes are reviewed by the student and the teacher.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.cknccud.in/pso-20-21.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Program Outcomes (POs)/Program Specific Outcomes (PSOs) are the qualities that deal with the general aspect of graduation for a particular program, and the competencies and expertise a graduate will possess after completion of the program.

For every Course, there are number of outcomes to be achieved at the end of the course. This outcome is usually a combination of more than one topic. All course outcomes shall have linkage to programme outcomes in such a way that the strongest relation has more weight and the weakest relation will have the least weightage. The steps involved in the calculation of PO attainment are :

Step1: Develop CO - PO mapping at each Course Level and Program Level
 Step 2: COs Attainment Targets at Course Level
 Step 3: Calculating Attainment at each Level of Assessment for Course
 Step 4: Calculating Semester-wise Attainment for each Level
 Step 5: Calculating attainment at each level for a Programme
 The complete methodology for the attainment of programme outcome is uploaded below.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

726

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	http://cknccud.in/pass-percentage-2020-2021.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.cknccud.in/feedback-20-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

1

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

3

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The innovation eco system is essential to make the students a competent personality. Research and exploration to experience something new is the aim of innovation in education. The eco system of an institution encourages the faculties and students to nurture their talent. Creating an Eco system and structure for effective mentoring and introduction of something new is an innovation environment.

Institutions have been focusing on imparting education to the students with the best possible means & techniques. The recent outbreak of the deadly virus Covid19, which was declared pandemic by the WHO has made everyone with surprise. But as per the NAAC guidelines, the institutions focus on developmental requirements through innovations at institutions. The innovations be in improved communication skill, social awareness programs to the students, personality development programs, sessions on soft skills and various competitions. All these avenues equip the students with a

better hold on their perspective career.

INNOVATION ECO SYSTEM OF OUR COLLEGE

Innovations need to be inculcated as a habit among the students. Creative and fruitful outcomes are the results of innovation in education. Our College Innovation Eco system concentrates on the following points based on the need and capability of the students especially on the covid 19 outbreak. The various clubs constituted under the concurrence of College IQAC took the responsibility in implementing innovative practices among the students.

1. Undertaking minor projects by the faculty and the students.
2. Student internships
3. MOUs with the near by colleges, industries and NGOs by various clubs of our college.
4. For curriculum-based innovations certificate courses are conducted by the departments.
5. Conducting social awareness programs.
6. Encouraging the students to participate in seminars, workshops.
7. Aspire programs through career guidance and placement cell.
8. Book club have a significant role in students' knowledge thirst.
9. RISP- Regional Innovative Startup Policy of our College is like an incubation cell, which motivates the students to become budding entrepreneurs.
10. The role of Green Club is innovative
11. Vermiculture by the Zoology department is fruitful
12. Post-covid innovation eco system is mostly in virtual mode.
 - Virtual mode skill development programs
 - Digital platforms for E- LEARNING
 - Virtual mode knowledge-based activities.
 - Student webinars.
 - Work from home assignments, e-quizzes.

some of the club activities are highlighted here

Career Guidance and Placement Cell: Our College placement cell plays a crucial role in conducting career guidance program, soft skill programs with the help of IQAC of our college and this cell also locating job opportunities for UG's and PG's Passing out from the college by keeping MOU's and internships for the students with reputed firms and industrial establishments. Nextgen Solutions, Cuddalore guides our students in a best way.

Book Club: The College also has a vibrant book-club to provide sufficient knowledge to the students to enhance the habit of Reading books. It facilitates the creative thinking and transfer of knowledge.

RISP- Regulatory Innovative startup policy was started in our college in 2020 to inspire and create entrepreneurs float their own business/venture through various programs. creating awareness about Central Government Schemes like NEEDS to get grants. officials from DIC often gave awareness programs to motivate the students.

NSS, YRC, RRC, Women Cell, NCC & Green club also organizes many social awareness programs to motivate the students and to impart in social activities and to come up with innovative ideas for the Community.

We Encourage students to participate in club activities and in various competitions in order to improve the Creative thinking, Skills and face challenges.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.cknccud.in/NSS-ANNUAL-REPORT-2020-2021.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year	
3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year	
1	
File Description	Documents
URL to the research page on HEI website	https://tvu.edu.in/wp-content/uploads/2019/05/Ph-D-Guideslist-1.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File
3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year	
3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year	
9	
File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year	
11	
File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File
3.4 - Extension Activities	

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

EXTENSION ACTIVITIES

2020-21

C.KANDASWAMI NAIDU COLLEGE FOR WOMEN, CUDDALORE(CKNC)

ACCREDITED WITH B+ BY NAAC

(A UNIT OF PACCHAYAPPA'S TRUST, CHENNAI)

CKNC is an aided institution exclusively meant for women students of economically backward. The College is equipped with needed infrastructure and provides good academics in holistic learning. This encourages students to have critical thinking, effective communication skill and to explore new interests. The College is much interested in Extension activities, which are carried out in the neighbourhood community, sensitizing students to social issues for their holistic development and impact thereof during the year. Extension activities are carried out through NSS, NCC, CITIZEN CONSUMER CLUB, RRC, YRC, GREEN CLUB & WOMEN CELL with the integration of College IQAC.

- NSS - National Service Scheme is an Indian Government Sponsored Public Service Programme conducted by the Ministry of Youth Affairs and sports of Government of India.

The aim of this club is Personality Development of the Students through community service and it is a voluntary association of students in Colleges, working for a Campus-Community Linkage and creates awareness about the Government Schemes to the students.

The NSS OF CKNC was established in the year 1985 with one unit consisting 100 students. At present, NSS has three units with 300 volunteers actively contribute their services to the community and responsible citizens are created by NSS. The NSS units are co-ordinated by three faculty members.

FILE DESCRIPTION: NSS ANNUAL REPORT 2020-21

- RRC - RED RIBBON CLUB is a movement started by the Government of India to spread awareness on HIV/AIDS. This club coordinator

and the student members concentrates on creating awareness and developing healthy life style among the students and the society. RED RIBBON is a symbol for both drug prevention and AIDS Awareness and to develop positive approach in handling HIV/AIDS affected persons.

FILE DESCRIPTION: RRC ANNUAL REPORT 020-21

- YRC - YOUTH RED CROSS is a voluntary humanitarian organisation to protect human life & health. It is a part of International Red Cross and Red Crescent Movement. The mission of the club is to provide relief in times of disasters and emergencies and to promote health and care for vulnerable people and community. Also promotes National and International friendship.

FILE DESCRIPTION: YRC ANNUAL REPORT 2020-21

- CITIZEN CONSUMER CLUB It is a Club to create awareness among students and the society. The main motive of this club is to create awareness about consumer products and services with an ethical conscience. Motto of this club is AWARE, ALERT & ACT. Awareness on Consumer Rights and Consumer Protection Acts are the main objectives. The Club comes under the purview of Economics Department with one Economics faculty as the Co-Ordinator and membership is opened to 150 students.

FILE DESCRIPTION: CITIZEN CONSUMER CLUB ANNUAL REPORT 2020-21

- WOMEN CELL: Women Cell is constituted to help & maintain a harmonious atmosphere at the institute to enable women to pursue their work with dignity and reassurance. The cell has been working to raise awareness on gender-Equality issues.

FILE DESCRIPTION: WOMEN CELL ANNUAL REPORT 2020-21

- GREEN CLUB: MISSION of this Club is to keep the College Campus plastic free, green & clean. The Club comes under the purview of Department of Botany and one of the Botany Staff is acting as the Co-Ordinator. Green Club maintains a mini garden with medicinal plants. Botanical name stickers are there on the trees of our college campus to familiarise the students with

these names.Green Club planned to have Well being Out of Waste (WOW) Programme from the academic year 2021-22

- FILE DESCRIPTION; GREEN CULB ANNUAL REPORT 2020-21

File Description	Documents
Paste link for additional information	http://www.cknccud.in/2020-21-NCC-Repot-NAAC.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

33

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

3745

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Our Institution which has been serving the less privileged women students for more than 55 years has a successful history of opening up new avenues leading to prominent job opportunities and life-skill-oriented positions thus aiding the economic and social development of our great nation.

Our college facilitates the physical fulfillment of the infrastructure with adequate rooms and physical facilities for the developing and demanding needs of the students

The building is a heritaceous one constructed in 1967 fortified with furnished classrooms. A seminar hall named after our honored former president and renowned scientist Dr. A.P.J Abdul kalam provides a platform to upgrade the intellectual caliber and artistic skills of our interested and ambitious student's

There are ten classrooms with ICT facilities to update the digital knowledge of our enthusiastic students. Each department is equipped with sufficient computers to have e-transaction to respond to the university communications. Xerox machines and printers are also available to supply ample copies of notes and texts and supporting

documents to enable each student to learn and achieve. Apart from theoretical teaching and learning each student is assigned with a separate set of computers and works related to kindle their interest in learning and research.

Individual departments with their laboratory facilities are involved in making every student a budding scientist by acquiring practical knowledge through the experiments done in their respective laboratories. Full-fledged department libraries serve the purpose of enriching students with subject knowledge as well as current affairs to meet the demands of the intellectual and competitive world outside.

The general library of the college possess 33,961 books, 6000 e-journals (N-List), 1,35,00 e-books (N-List), 2 lakh audiobooks (LIBRIVOX), videos (NPTEL), 1 Lakh e-theses & Synopsis, 7 Lakh e-books through NDL, N-List Databases, and open access resources. Library with an adequate number of books and internet facilities are available around the clock for the students. The vast spread ground of about 9 acres is used for the astounding accomplishments of sports students. A well-equipped canteen caters to the needs of our students and staff. Altogether, the environment provided by our Institution ensures the proper grooming and personality development of our young students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.cknccud.in/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The sports ground of the college spreads over nearly 9 acres of land facilitating sports, games (indoor, outdoor) gymnasium, and cultural activities. The physical education department maintains it periodically and offers various training and coaching for outdoor games like Kabbadi, Volley Ball, Ball Badminton, Basketball, Kho Kho, and Shuttle cock. It also has the facilities for promoting indoor games like Chess and Table Tennis.

To add yet another feather to the cap of victory college hockey team and handball team have brought laurels as winning teams. Expert senior coaches from outside are invited to the college premises to

give extra coaching to the students enhancing their ability to learn new strategies, rules, and regulations. Further, it motivates them to develop more knowledge and technique in the latest style of performances. To maintain a high level of strength and stamina sports students are supplemented with nutritious breakfast and energy drinks.

To honour the glory of games and sportsmanship, a distinct uniform is provided to the sports team. To participate in the state and national level tournaments sports students are offered technical and financial support from the college from its sports fund.

Periodical tournaments at the State and National level conducted in the college sports ground boosts up their spirits of sports and general morale. During the time of Annual sports, the college students and staff are encouraged to participate in various sports events. In an attitude of honouring the winners and acknowledging their contribution to sports, prizes and certificates are accorded to them with a mark of pride.

The college yoga center in the Abdul kalam Block offers yoga coaching and conducts certificate programmes to promote the merit of yoga and its significance in everyday life. All these various activities conducted with utmost care fall in line with the proverbial expression

“ A Sound Mind in a sound body “

for a bright and beautiful feature of the students

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

8

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.cknccud.in/ICT-FACILITIES-20-21.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

75000

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is partially automated with "KOHA" software, 16.11.06version, 2018.

Inflibnet-NLIST with e-books, e-journals, digital database, CD and videos.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sites.google.com/view/cknclibrary/home?authuser=0

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above								
<table border="1"> <thead> <tr> <th data-bbox="86 360 550 421">File Description</th> <th data-bbox="555 360 1471 421">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 427 550 521">Upload any additional information</td> <td data-bbox="555 427 1471 521">View File</td> </tr> <tr> <td data-bbox="86 528 550 698">Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)</td> <td data-bbox="555 528 1471 698">View File</td> </tr> </tbody> </table>	File Description	Documents	Upload any additional information	View File	Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File			
File Description	Documents								
Upload any additional information	View File								
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File								
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)									
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)									
.69 lakhs									
<table border="1"> <thead> <tr> <th data-bbox="86 1032 550 1093">File Description</th> <th data-bbox="555 1032 1471 1093">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1099 550 1149">Any additional information</td> <td data-bbox="555 1099 1471 1149">View File</td> </tr> <tr> <td data-bbox="86 1155 550 1216">Audited statements of accounts</td> <td data-bbox="555 1155 1471 1216">View File</td> </tr> <tr> <td data-bbox="86 1223 550 1393">Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)</td> <td data-bbox="555 1223 1471 1393">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Audited statements of accounts	View File	Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File	
File Description	Documents								
Any additional information	View File								
Audited statements of accounts	View File								
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File								
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)									
4.2.4.1 - Number of teachers and students using library per day over last one year									
30									
<table border="1"> <thead> <tr> <th data-bbox="86 1682 550 1742">File Description</th> <th data-bbox="555 1682 1471 1742">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1749 550 1798">Any additional information</td> <td data-bbox="555 1749 1471 1798">View File</td> </tr> <tr> <td data-bbox="86 1805 550 1901">Details of library usage by teachers and students</td> <td data-bbox="555 1805 1471 1901">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Details of library usage by teachers and students	View File			
File Description	Documents								
Any additional information	View File								
Details of library usage by teachers and students	View File								
4.3 - IT Infrastructure									
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi									

The advanced teaching-learning strategy involves using IT tools that have become part and parcel of innovative education. To fulfill the needs of the modern educational system, our institution adopts IT facilities including WiFi with a data update.

IT infrastructure

1. Our college has provided computers with the latest configurations to facilitate computer-aided teaching to maintain all the data.
2. Entire campus was connected with Fiber Optic Cable.
3. Separate ledgers were maintained for hardware assets.
4. Thirty seven computers were used in the individual departments, computer laboratory, language laboratory, and in the general college library of the college.
5. Staff members in each department facilitated the students to acquire computer knowledge. Internet facility was available in the college library, language laboratory, computer laboratory, Abdul Kalam Block, and also in all the departments.
6. LAN facility was maintained in computer laboratory.
7. Software like C, C++, Java, Oracle 8, Visual Studio, Photoshop, .net software, PHP, UNIX, Web Technology, xampp and other Open sources software were available in the computer laboratory and general library.

Aided Teaching-learning materials

The students were provided with computers with the latest configurations to facilitate computer-aided teaching to maintain all the data. Each department has a minimum of 1 to 2 computers. Department of computer science had a computer: student ratio of 1:5. In the common hall in Abdul Kalam Block furnished with IT facility. Employability skill development training and soft skill training programs were conducted for students through private organizations and government-sponsored schemes.

Staff members updated themselves to facilitate the students with the latest knowledge in the required areas of learning. Technology-mediated instructions were carried out by the students. Our staff and students accessed e-journals and e-books and other database

resources from the internet as they had the membership of inflibnet N-List. Teachers instructed the students on available e-facilities in the library and to refer to e-materials. With the excellent skills of the staff, teaching-learning took place very effectively. Creating blogs, poster presentations, PowerPoint presentations, and other relevant innovative learning methods were taught to the students.

During the pandemic period the college promoted the usage of ICT TOOLS by the entire department with 8 smart class room facilities. Separate time tables were followed for smart class room for both shift I and Shift II.

Most of the students were provided with a free laptop by the Tamilnadu Government. To maintain and manage hardware, separate ledgers were used. Accessed e-journals, e-books and resources from the internet in the college General Library.

Access to computer-aided teaching-learning materials helped the teachers in preparing computer-aided teaching-learning materials. Teachers prepared their computer-aided teaching-learning materials either in their respective departments or in the General Library. The smart classroom or the seminar hall where the LCD projector was fixed for presentation enabled PowerPoint presentation. Almost all students were given free Laptops under Tamil Nadu Government Scheme. It enabled faculty to teach the students by using computer-aided teaching-learning materials. Generally, the departments made necessary arrangements for the maintenance of computers and their accessories.

The Computer Science Department used the Stationary Fund for the maintenance of computers. The Programme Officer working in the Computer Science Department gave the guidelines and helped in the maintenance of computers and their accessories.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.cknccud.in/ICT-FACILITIES-20-21.pdf

4.3.2 - Number of Computers

37

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

35000

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

During 2020-2021 the classes were conducted through online from 3rd August to 22nd March 2022 due to the spread of COVID-19. IQAC of the institution extended its support in conducting online classes by organizing FDP on Online Teaching Tools and Assessment in association with department of English.

The academic activities based on the curricula framed by the University, have been scrupulously carried out with the help of the subject experts at the College level, University (affiliated) level and other Universities level by using unpaid ZOOM platform for online classes and Paid ZOOM Platform for conducting interdisciplinary program on various subject.

Financial support is extended to staff members to participate in National/International Conferences. Permission is granted to participate in the Orientation / Refresher Courses at various Universities and other recognized institutions of higher learning.

During 2020-21 Rs. 68841/- from special fees is used for the purchase of books and Journals for the library

Due to pandemic, in-house games were organized as they were not allowed to take part in various tournaments at inter-collegiate, district and other higher levels

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1440

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

6

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

B. 3 of the above

File Description	Documents
Link to Institutional website	http://www.cknccud.in/reports-on-capability-building-and-skill-enhancement-programme.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2170

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2170

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

24

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education****159**

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year****1**

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

C.Kandaswami Naidu College for Women, Cuddalore has an active Students' Union, that links the management, staff and the students. The college conducts elections each year in accordance with the guidelines laid down by the College Council. The office bearers of the Students' Union are Chairman, Vice-Chairman, The Secretary, The Joint-Secretary and Treasurer, Ten other elected members are one from each department. Two more students are selected by the Principal. All students of the college are members of the council, all members of the staff are its honorary members

Office bearers of the executive committee

1. Principal (President)
2. Three staff members nominated by the principal (2 Advisors & 1 Treasurer)
3. Students' council

The students' Union function under the guidance of the Principal and the Staff advisors to the Students' Union. To empower the Office Bearers, Class Representatives, Assistant Representatives and other Committee Members, Leadership Training Programme is organised every

year.

Academic responsibilities:

The Chairman of Students' Union, are members of the

a. College Council and

b. IQAC

Final Year Student Representatives from all Departments are members of the Career Guidance Cell.

Administrative responsibilities:

The office bearers of the Students' Union conduct daily assembly and General Assembly which is organized once a week. They pass on important information from the Management and the Staff to the students. They monitor the functioning of different committees that take care of Discipline, Cultural Activities and Cleanliness, and are responsible for the effective planning and execution of all the programmes organized in the college.

The Students' Union gets feedback on all issues from the student community. The Management and the College Administration look into it. Students' Union monitors the students' activities on campus to maintain the integrity and discipline of the students. The members share responsibilities in the organization of any event taking place on campus or elsewhere on behalf of the College. They have a special role in the conduct of medical camps. Students' role in various committees of the college:

The Chairman and the Secretary of Students' Union are members of the Cell for the Prevention of Sexual Harassment.

Sports Representatives take part in all the activities of the college. All College activities are conducted under the effective leadership of student representatives. Students are on the editorial board of the College Magazine.

Each Department Association is headed by a Student Committee that organizes relevant programmes.

Student Representatives take part in the Library activities. Office Bearers of Students' Union are part of the Library Committee.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

ALUMNI CONTRIBUTION

Alumni Association contribution happens in various non-financial forms. By rendering academic services and organizing career development programmes alumnae involvement is manifested in contributing holistically to the development of the Institution.

ACADEMIC SERVICES

- Subject experts among the Alumnae deliver special Lectures.
- Alumni visit the campus at regular intervals to support existing batch of students in organizing events and extend guidance and support for the functioning of various student clubs.

- Alumnae motivate the students to do well in academics and extracurricular activities.

CAREER DEVELOPMENT PROGRAMMES

- Alumni help the juniors by conducting mock interviews and also guide the students about the career opportunities in different fields.
- They also share their personal experiences with students.
- Alumni extend support for campus placement and internship

DEVELOPING ENTREPRENEURSHIP QUALITIES

- Alumni who were entrepreneurs help the students to start new start up.
- By giving training on Waste Paper Recycling, the alumnae promote entrepreneurship among the students. The alumnae entrepreneurs are encouraged to put up stalls on campus. Paper recycling unit functions effectively teaching entrepreneurial skills to the students. The units also organise special training programmes .Intensive training is offered to the students to make paper bags, files and covers. Incubation Centre aims to nurture and develop innovative ideas of the alumnae and motivates the students to establish successful business start-ups.

File Description	Documents
Paste link for additional information	http://www.cknccud.in/alumni-contribution.pdf
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the

institution

Our institution with an aim for holistic higher education has a conducive academic ambience for students to acquire knowledge in synergy with highly dedicated teachers and members of the governing body.

Apart from our academic teaching and learning to empower our less privileged young women students in accordance with our Vision and Mission, this institution, in its multifarious curricular and co-curricular activities focuses on their self-reliance, social competency and morale boosting.

The governing body of the college which constitutes the Management, Principal, Members of the College Committee and college Council meet periodically and approve the decisions taken by the individual staff members who are in charge of the various clubs and associations that conduct and perform multiple events and activities that result in personality development and career readiness of students. The individual teachers who are the program officers of the different clubs and activities take part in the decision making meetings along with the members of the governing body of the college in order to incorporate the motto and values of our Vision and Mission added to our value and credit based curriculum.

The following Clubs and Association of the college serve the purpose of our Vision and Mission.

1. Alumni Association
2. Anti -Ragging disciplinary Committee
3. Anti-Sexual Harassment committee
4. Book Club
5. Consumer Club
6. Career Guidance and Students Advisory Committee
7. Counseling Cell
8. Calendar Committee
9. Student Welfare and Documentation Committee

10. Discipline Committee
11. Fine Arts Committee
12. Furniture Committee
13. Grievance Redressal Cell
14. Green Club
15. Library Advisory Committee
16. Magazine Committee
17. National Integration Club
18. National Service Scheme (NSS)
19. NAAC Committee Members
20. Placement Cell
21. Quiz Club
22. SC/ST Cell and Advisory Committee
23. Sports Committee
24. UGC Fund Processing Committee
25. Vermiculture/Aqua culture Club
26. Women Cell
27. YRC Club
28. Yoga Club
29. National Cadet Corpse (NCC)

File Description	Documents
Paste link for additional information	http://cknccud.in/organogram.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institute implements a governance system which is decentralized and enhanced with proper well-defined inter relationships among Society, Institution and Department.

All major decisions related to the institution are made by the principal, the committee and the council. All the decisions related to academics and the institution is made by this governing body.

The day-to-day administration of the various departments and matters related to student welfare come within the preview of the Head of the Departments. All staff members are encouraged to give suggestions for improvement. The management and trust board members are approachable and are gracious enough to accept suggestions.

Our institute strongly believes in the culture of participative management. Hence in all stages of management, the staff and students are encouraged to participate whole heartedly through their opinions and suggestions in all aspects. ie Strategic, Functional and Operational levels

Case study - Cleanliness and Personal Hygiene Committee

A cleanliness + Personal Hygiene committee was formed comprising of 13 members. They ensured that all safety measures were carried out meticulously before the reopening date. They continue with all the safety measures on a daily basis in all working days as it is a matter of students' welfare and safety.

File Description	Documents
Paste link for additional information	http://cknccud.in/plan-reopening-after-covid.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Gaining Interdisciplinary Knowledge through Webinars Series

Internal Quality Assurance cell of our institution has planned to conduct interdisciplinary Webinars in association with all the departments to promote Interdisciplinary Knowledge among the students and staff by availing the paid version of ZOOM software platform. The pandemic situation gave rise to the opportunity of conducting webinars on related topics by experienced faculty from various educational institutions.

Following are the Topics covered in the Webinar Series

1. Role of Molecules and Materials in Life Processes
2. Introduction to Mathematical Modeling
3. Recent Trends in Biological Sciences
4. Disaster Mitigation through Coastal ecosystem management
5. Environmental Excellence for Excellent Human Living
6. Life of Tamils and Temple Culture
7. Webinar on Feminism
8. Impact of Covid-19 on Economy, Women and Digitalization in India
9. International webinar on Good Ethics for better workplace

Two Faculty Development Programs(FDP) were organized by the Department of English and Library Science and they are 'Online Teaching Tools and Assessment' and 'Digital Classroom Techniques' respectively.

The FDP enabled the teachers to use the online teaching tools and assessment materials like Mentimeter, KOPPA, Quizlet, Kohoot etc., and Digital classroom techniques like Google class room, Zoom, Google Meet etc. effectively after attending the programme.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.cknccud.in/strategic-plan-and-deployment-documents.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

C. Kandaswami Naidu College for Women, Cuddalore is governed by a board of Trustees called Pachaiyappa's Trust Board. The members of the Trust are elected by all the Teaching staff and their tenure lasts for five years. On completion of the tenure of the Trust members, the Trust is under the Interim Administrator until the following election. During the academic year 2020-2021, the Trust was governed by Mr. Justice P. Shanmugam, Interim Administrator (IA) Formerly Judge, High Court of Madras. The Financial powers are given to the Secretary appointed by the government. Under the auspices of IA, the Principal in-charge, Dr.K.Mullai, Associate Professor & Head of the Department of Zoology executes all the Academic and Non-Academic activities in consultation with the college committee and College Council. The IQAC of the college functions effectively and monitors all the Curricular and Co-curricular activities.

The institution is affiliated to Thiruvalluvar University, Vellore and it adheres to the University guidelines. The institution follows the state government's service rules for the staff. The college is certified by AISHE (MHRD) and accredited by NAAC with B+ grade. The Institution always adheres to the Vision and Mission with the support of all the participating members of the Organogram.

File Description	Documents
Paste link for additional information	https://en.wikipedia.org/wiki/Pachaiyappa%27s_College
Link to Organogram of the institution webpage	http://cknccud.in/organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Institution has following welfare Measures for teaching and non-teaching staff and for students during the academic year 2020-21:

Welfare measures pertaining to teaching staff / Non-Teaching

- Extended financial support by sanctioning PF Loans, Festival Advance, and Housing Loan on time without any hitches.
- Group insurance scheme and health insurance schemes are updated.
- As per the Government norms, non- teaching staff are encouraged to write exams for career promotion

Welfare measures pertaining to teaching staff

- Extended Academic support by Reimbursing the registration fee

paid for Presenting papers in national/ international seminar/ Conference.

- Granted permission to avail OD
 - To act as External/ Additional Chief Superintendent during University Examinations.
 - To participate in FDP / refresher/ orientation courses
 - To undergo three month Pre-Commissioned Officer Training course

Welfare measures pertaining Students:

- Assisted students in getting State Scholarship, National Scholarship.
- Introduced Meritorious Scholarship based on community who secured first mark among the students of their community.
- Anti- Ragging committee and student redressal committee rendered complete support to the students.
- The NSS and NCC students are provided with snacks / nutritious working lunch as and when the situation demands

File Description	Documents
Paste link for additional information	https://www.tn.gov.in/department/22
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

3

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**3**

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year****22**

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**During the academic year 2020-2021, consistent assessment of**

performance of teaching and non-teaching staff is carried out systematically to ensure professional growth and development. Appraisal of teaching staff is done by getting feedback from students at the end of each academic year by sending a feedback handouts to the students. The student's appraisal is based on factors like content delivery, interactive teaching, material provided, punctuality and ability to motivate. The feedback thus collected is analysed and used for the professional growth and development. Appraisal of faculty is also done by the HODs and Principal i.c.. The self appraisal of the staff along with the student's suggestions are the parameters which ensure improvement of the caliber of the staff.

The appraisal of the non-teaching staff is done by getting feedback from the students and faculty. The feedback is analysed by the office superintendent and the Principal i.c. as they are in charge of assisting the students in getting government scholarships and getting official documents from the University. The appraisal system of the non-teaching is thus based on regularity, quality of student service, documentation and team work. Suggestions for remedial action given by the Principal i.c. ensure upgradation and self-improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The accounts of the College are being segregated in two streams, i.e., Aided Stream and Unaided stream. The head of accounts for the Aided stream are being maintained as per the norms of the DCE and the TN Private Colleges Regulation Act / Rules 1976. Similarly, the accounts pertaining to the Unaided stream are being maintained as per the norms framed by the Pachaiyappa's Trust.

The accounts pertaining to the Aided Stream are being externally audited by the Collegiate Education Department and the Accountant General and internally audited by the Chartered Accountants

appointed by the Pachaiyappaa's Trust with the orders of the Hon'ble High Court .

The Chartered Accountants appointed by the Pachaiyappaa's Trust with the orders of the Hon'ble High Court for audit of accounts pertaining to Unaided Stream and there is no provision for external audit for Unaided stream as per the regulations of Pachaiyappaa's trust.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Our Institution is an Aided Institution and the funds for the enhancement of curricular, co-curricular and infrastructure of the Institution are mobilized by the Parent Teachers Association and Corpus fund.

During this academic year (2020-2021), in order to develop the infrastructure of the Institution Rs. 500/- is collected from each student during the admission. The amount collected, Rs. 5,50,000 is deposited in PTA account operated by the Principal and the Secretary. A maximum of 15% of the fees of the students studying in

Self-Financing stream of the Institution is contributed towards the accumulation of Corpus fund. During the academic year 2020-2021 Rs. 15,00,000 is generated as corpus fund.

Being an Aided Institution, the funds mobilized can be utilized after getting then approval of the management. Two proposals are sent to the management to use the funds mobilized by the PTA and Corpus fund.

1. Proposal to reinstall the water purifying plant of the Institution using the PTA fund.
2. Proposal to raise the compound wall to arrest the inundation of water during the rainy season.

Due to the pandemic situation the proposals are yet to be approved.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Internal quality Assurance cell of the college always strives hard for the holistic development of the Institution and it equips students with the knowledge and skills for future through a conducive learning environment.

This report presents the two of the initiatives institutionalised by IQAC

MOU for the conduct of capability building programme.

In order to enhance the innate and hidden capabilities of the students, capability building programmes were organised on aptitudinal and interpersonal skills by IQAC in association with NextGen Solutions for Education and Training and Development ,Cuddalore with whom we have got an MOU signed on 07.01.2021.

Green Audit by Green Club

Ever since the inception of the Institution there has been a keen

interest in the development of greenery on the campus. Our institution proudly records that it has plenty of more than fifty year old trees which includes the rare species of cycus.

Following the norms of NAAC IQAC of our institution has institutionalised green audit through Green Club. The biodiversity of our institution has been analysed and systematised. The identified rare herbs and plants were given more attention and flora and fauna of our institution were recorded and maintained.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC assesses the learning needs of the students and accordingly develop and implement the teaching and learning strategies .Two among them are :

1. Introduction of micro credential certificate courses :

Micro-credential certification courses with reference to their subjects were designed by the respective departments to educate their students with information, skills, values, and competences in their specific field of study and introduced the following 12 courses during the academic year 2020-2021.

- Basics of Microsoft office
- Information Economics
- Role of Chemistry in Forensic Science
- Hands on Training of Basic Chemistry software
- PC Software Training
- Programming Skill
- Preparation for Competitive Exams
- Business law
- Consumer Protection
- Leadership skills.
- Industrial Relationship and Labour Laws
- Yappilakkana Marabu Kavithai Aakkam

2. Conduct of Faculty development Programme on Online teaching .

The year 2020-2021 was a period of transition where in the teachers are forced to reconfigure most of their teaching methodology in accordance to online teaching in a very short time . Hence IQAC has organised an FDP programme on Online Teaching Tools and Assessment for 3 days in association with Department of English and it helped a lot to cope with the scenario.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.cknccud.in/annual-report-2020-2021.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Feminism: Then and Now and Forever

(17.06.2020 - 21.06.2020)

International Workshop Synopsis

Purpose of the International Workshop

Feminist ideas, which are receiving great attention internationally, have grown to gain prominence in the field of Tamil studies. The nature of this workshop is how was it in the past, how is it in the present context, the theme of this international workshop is "Feminism: Then and Now and Forever" and with the aim of researching, evaluating and speculating on the future direction of development.

Planning

Due to the Corona pandemic online educational activities are accelerating as there are major disruptions in the learning-teaching environment. In such an environment, the workshop was organized on behalf of the Tamil Department of C. Kandasamy Naidu Women's College, Cuddalore with the plan of the National Workshop is integrating online, inviting trainers and participants from around the world to certify only participants who provide feedback on all sessions of the five-day workshop, recording the instructors' lectures and uploading them on youtube.

Workshop Committee

The workshop will be chaired by Dr. K. Mullai, Principal of the College, Dr. M. Gomati, Head of the Tamil Department and Dr. P. R. Tilakavathi, Associate Director of the Department of Tamil. Dr. S. Vijayalakshmi, Assistant Professor, Department of Tamil, also officiated.

A total of 1168 professors, researchers and activists from all over the world registered to participate in the workshop. The workshop was conducted daily from 11.00 am to 12.00 pm on e-Commerce and the discussion of the participants was held from 12.00 pm to 01.00 pm.

Dr. Mulla, Principal of the College and Director of the Workshop delivered the introductory speech on 17.06.2020 at the first session of the workshop. The objective of the workshop was presented by Dr. M. Gomati, Co-Director of the workshop. Following this, Dr. C. Kalaimagal, Head of the Tamil Department, Queen Mary's Women's College, Chennai, gave a lecture on "Tolkappiya Penmai".

18.06.2020 In the second session, Prof.Dr.SelvanalayakiSreedas from Canada gave a lecture on "Women's Equality".

19.06.2020 In the third session, Dr. K. Narmada, Research Officer, Central Institute of Classical Tamil Studies, gave a lecture on "Women Dissolved in Art".

In the fourth session on 20.06.2020, Dr.Umadevi, Professor of Indian Languages and Literature, University of Delhi, gave a lecture on "Female Leadership Narratives".

On the closing day of the workshop on 21.06.2020, Madurai Transgender Research Centre Coordinator ThirunangaiPriyaBabu gave a talk on "TamililThirunar".

The synopsis of the workshop was given by the workshop co-director Dr. P.R.Tilakavathi. Coordinator and Dr. S. Vijayalakshmi thanked them.

Of the 1168 delegates who registered to participate in the workshop, 760 delegates who participated in all the sessions and provided feedback were awarded certificates of participation.

Dr. S. Vijayalakshmi

Assistant Professor & Workshop Coordinator,

Tamil Department

C. Kandasamy Naidu College for Women,

Cuddalore

File Description	Documents
Annual gender sensitization action plan	http://www.cknccud.in/reports-of-webinar-series.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.cknccud.in/counselling-20-21.pdf

7.1.2 - The Institution has facilities for

D. Any 1 of the above

alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management in college campus. Adequate dust bins are kept in various places. Effective measures are taken to collect degradable and non-degradable waste separately. Pit is provided to store degradable waste and bin is provided to store non-degradable waste separately.

E Waste Management:

The e waste generated in the college is initiated to dispose with the help of WOW consultant

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

INSTITUTIONAL INITIATIVES IN PROVIDING AN INCLUSIVE ENVIRONMENT i.e., tolerance and harmony towards cultural, regional, linguistic, communal and socio economic and other diversities.

The College believes in equal treatment of all. The College

encourages all the students to participate in different inter-departmental programmes within the College, inter Collegiate events organised by the Colleges to make them sensitise towards tolerance and harmony towards cultural, regional, linguistic, communal and socio economic and other diversities.

EQUAL OPPORTUNITIES

- CKNC is a government aided institution and at the time of admission Government Reservation Policy is implemented. Transparency during admission process, National Scholarship to the minority and meritorious students and other Government scholarship is ensured.
- To ensure tolerance and harmony Students' Grievances Cell, Anti- Sexual Harassment Cell, Women Cell, Anti- Ragging and Discipline Committees creates awareness among the students through various programmes and meetings. (Uploaded on Website)

INCLUSIVE ENVIRONMENT

Inclusive Environment is much needed for an educational institution. Various Clubs of Our College join hands with NGO'S & Other Social organisations conducts programmes to bring inclusive environment in the campus as well as in the society. Few of those programmes are highlighted here.

- Orientation for First Year Students: In our college the orientation programme was scheduled between 26th August to 03rd September through Online Mode. NSS-National Integration: The College NSS Units functions with 300 students and three staff co coordinators. To bring patriotism and National Integration a talk on "Indrum Thevai Gandhi" was organised by NSS.
- RRC-Health Awareness: 2020-21 is the year - COVID19 Awareness is need of the hour, one such programme on "Prevention of Covid19" was organised by RRC.
- WOMEN CELL-Socio and Economic Diversity: Webinar on "Human Trafficking & Domestic Violence" was informative and students got benefited.
- YOGA CLUB- Health Awareness: The main goal of Yoga Club is the students must be educated about the importance of their health, hygiene, nutrition and fitness, SKILL DEVELOPMENT: College IQAC in association with NEXTGEN SOLUTIONS organises number of Skill Oriented programmes, one such two days programme was to develop inter personal skill. Also organises

**International Webinar for Non- teaching Staff & Teaching Staff
on " Good Ethics For Better Work place".**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Sensitization of students

Every institution has the responsibilities in promoting the values, rights, duties. In accordance with this policy NCC is one of the student bodies which actively involves itself in inculcating the social and moral values and duties by organizing following programs

- AthmanirubarBharath Awareness Campaign to aware the students to buy Indian Product by taking online Pledge
- Webinar on Mental and Physical health to encourage the students to remain healthy and fit by including physical activities and sports in their daily lives
- Webinar on Indian Constitution Day to provide awareness about the Indian Constitution Day.
- The students know the goal of the preamble of Indian Constitution by taking oath.
- India's Swachh Bharat Mission to achieve the sustainable development goal of universal access to safe sanitation
- Covid Awareness - Finding ways to protect ourselves from covid-19 and learn precaution measures.
- Seminar on The Menstrual Cycle And Overall Health to know about safety measures and sanitary napkin usage.
- Anticorruption Integrity Pledge and seminar helps to learn never to take or to offer bribe and to follow rule of law.
- Awareness about the International Day of Yoga

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.cknccud.in/2020-21-NCC-Repot-NAAC.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

INSTITUTION CELEBRATES NATIONAL AND INTERNATIONAL COMMOMERATIVE DAYS, EVENTS AND FESTIVELS.

CKNC is committed to promote ethics and values amongst the students and faculty and to encourage the same the College celebrates and organises National festivals and Anniversaries for the great Indian Personalities. Various Clubs like NSS, NCC, RRC, YOGA CLUB and the Department of History have the pride in these celebrations. Some of those celebrations are highlighted here.

INTERNATIONAL YOGA DAY: Yoga club conducted the online yoga

Programme, for I year students of all the departments of the institution on 14.10.2020 & 15.10.2020

Objective of the yoga programme is to enable the students to have good health, mental hygiene and strength, to possess emotional stability, to integrate moral values, to attain higher level of consciousness.

WORLD SPARROW DAY: Mr. M. Selvam, I.F.S, District Forest Officer, Cuddalore Forest Division and Mr. L. Abdul Hameed, Forest Range Officer, Cuddalore Forest Range, were invited as Chief Guest., the models of nest box for sparrows were displayed. It was also explained to the students to do the model nest box using cardboard.

INDEPENDENCE DAY & REPUBLIC DAY CELEBRATIONS:

The National flag was hoisted on Independence Day by Mrs. Bhuvaneshwari, College Director of Physical Education, CKNC and NCC Care Taker Mrs.K.NaliniSelvi CKNC . Since it was Covid 19 Pandemic situation no gathering was permitted.

Republic Day was celebrated on 26.01.2021. The program was organized by NCC Care Taker Mrs.K.NaliniSelvi.

GANDHI JAYANTHI: NSS Units of our college organized a "Webinar on Gandhian Principles" on 3rd October 2020 on the event of Gandhi Jayanthi through Google meet. Mr.Balki delivered a lecture on "IndrumThevai Gandhi".

DR.APJ. ABDUL KALAM'S BIRTHDAY:NSS Units of our college and TVC Electronics jointly organized Tree Plantation Ceremony in our College premises on 15th October 2020 on the mark of Dr. A.P.J. Abdul Kalam Birthday. 15 Saplings were planted, 25 NSS volunteers were helped to plant the saplings by following social distance.

Our students are on a mission towards better Indian. Thoughts of great Indian Personalities on their birth days sowed into the young minds by garlanding their photos and programmes were conducted on these days by the staff, Department of History.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Department of Botany

C. Kandaswami Naidu College for Women, Cuddalore - 607 001.

Best practice

1) Title :

Inculcation of research attitude, creative skills and awareness about plants and environment in students

2) Objectives of the practice:

This practice has been effectively implemented for the stakeholders with the following objectives:

- To inculcate research attitude
- To spread awareness about plants and environment
- To provide a platform for interaction of students with the past faculty of the department
- To improve creative skills in the students.

3) The Context:

Botany Department of C. Kandaswami Naidu College for women, Cuddalore is organized each year towards in honor of the eminent botanist and teacher who steered the department to success in its infancy. The world of plants holds the solution to most of our problems namely Environment and Earth, the major issues faced globally. To throw light on this aspect of plants, students are encouraged to portray their knowledge about plants and environment in the form of poster, rangoli, flower arrangement, fruit art and

models. This not only provides an outlet to their innovative ideas but also puts to test their creative skills. Students are able to interact with the past faculty of the department and gain from their expertise and knowledge. A lecture is organized in which eminent people in the field of plant sciences are invited. This introduces the students to the latest happenings in the world of plants. Keeping the above objectives in mind various departments in our institute have formulated events which serve as a platform where interaction, presentation of research by students is the main aim.

4) The Practice:

Department of Botany has an annual event which encourages the students to prepare models, posters on the themes given. Students of the college are invited to present their work related to the theme of the event in the form of Paper, Posters, Models, Rangoli, Flower arrangement or Fruit art. The best presenters, posters, models are awarded which creates a positive competition in the students. Also the students are able to interact amongst the peers which helps widen their perspectives about the topic.

Apart from the academic part, these events are managed by the B. Sc III students with guidance from their teachers. This event also serves to be platforms for the students to learn management skills.

5) Evidence of Success :

- Each year the participation of students has shown overwhelming response.
- The feedback from the students is positively encouraging.
- The students have formed a CLUB to spread the popularity of Plant Sciences.

6) Problems Encountered and Resources Required:

- Financial resources need to be raised for conducting events which at times becomes a shortcoming in the management of events.
- Publicity of the events can be improved by using the power of internet networking.
- Availability of a parallel acoustically well- equipped auditorium would ease the load off the main auditorium.

Best Practice

1. Title: Vermiculture

2. Objective of the practice:

Objective of the vermiculture practice is to convert organic waste from the college by using Vermicomposting technique into compost, thereby achieving dual outcomes of sustainable waste management and its use as organic compost.

Intended outcomes of vermicomposting practice, produce compost of superior value with very high nutritional value. The vermicompost is not only used inside the campus garden, but is also sold to public at very subsidized rate.

3. The Context:

Garden waste involves a lot of solid waste in the form of dry twigs, leaves, flowers, ripe fruits etc seen everywhere littering the campus. There are a large number of trees in the campus, which gives a good ambience to the college. Moreover the trees provide shade, where the students relax during the break. The students and the workers in the college play a main role in collecting all these debris and transferring them into the vermicompost pit.

There is a dual purpose, one is solid waste management and the other is obtaining high quality compost.

4. The Practice:

Compost pits are formed for the purpose of vermicomposting. The pits are filled with organic waste every day. Each pit has a capacity of 300-400 kgs. The organic waste is mixed with cow dung, which ensures proper mixing and faster decomposition.

It also improves the quality of compost. The composting is done on a phased manner. Once the compost is ready, it is then sealed in bags and containers.

The compost takes only 40 days. Uniqueness of this project lies in the fact that it has a potential for skill development and employment generation besides solid waste utilization in the form of

nutrient rich compost.

The raw material is easily available inside the college campus and training can be easily imparted. It can be done in variety of places ranging from villages to metros.

The setup cost is minimal and the return on investment is good. Vermicomposting requires no energy or electricity input unlike production of synthetic fertilizers which is an energy intensive process.

Most of the energy is derived from fossil fuel based sources in order to produce synthetic fertilizers.

Vermicompost contains plant hormones like auxin and gibberellins and enzymes which are believed to stimulate plant growth and discourage plant pathogens.

Thus, Vermicompost result into good plant yield. Adding Vermicompost enriches soil by adding essential plant nutrients like nitrogen, phosphorus and potassium, improve crop yields, and reduce chances of plant diseases.

5. Evidence of Success:

We are converting 50-60% of waste into compost. The compost is of good quality. The compost is used in garden for enriching the soil.

This has eliminated the need for chemical fertilizers for the same. Surplus compost is also marketed as green compost. It provides the revenue to the department and organic compost to the end users.

We also provide skill training to students from other departments, who wish to learn this skill of vermicomposting. This enhances their job potential and provides a sustainable source of income to them.

We also encourage other department students to visit our vermiculture pit and learn about practices of vermiculture. Active involvement of students, enhance their waste management skills and inculcate green habits in them.

Our initiative has extended over a period of time and is greatly accepted by students and other staff members too, who show interest in buying vermicompost for their gardens.

Instead of reading from text books prescribed in the syllabus, the

students get real hands on training and they get a chance to visualize the process of waste getting converted to compost.

The students, who are involved in the process, show a lot of interest in applying the same to their garden plants and seeing the results in the growth and yield of plants.

6. Problems encountered and Resources required:

Vermicompost requires consistent supply of organic waste, segregated from all non-biodegradable things that otherwise can be present and affect the productivity of earthworms and quality of compost thereby.

Availability of cow dung was abundant. It has to be mixed along with the waste and soil for the production of best quality compost, which is rich in organic content. No major problems are encountered as such in converting waste to organic compost.

File Description	Documents
Best practices in the Institutional website	http://www.cknccud.in/best-practices-20-21.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Aggregate Agro sponsored by CKNC via Entrepreneurship development cell

Every institute aligns to support the students to be successful in life. The purpose of education is to make good human beings with skill and expertise in enduring them with self belief, self esteem to shape them to evolve as socially responsible human beings, enhancing them as women entrepreneurs and empowerment.

How does the CNKC as an institute tries to ensure that the true essence of making the students realize the various facets of life ahead by building the capacities of the spirit of inquiry,

creativity, entrepreneurial and moral leadership among students .

As Dr.APJ Abdul Kalam sir once said:

"When we tackle obstacles, we find hidden reserves of courage and resilience we did not know we had. And it is only when we are faced with failure do we realise that these resources were always there within us. We only need to find them and move on with our lives."

CNKC is unique in its ability to empower the lives of the rural girl students to become self reliant and also how it has helped not only for their family but also for the society around them.

An anecdote is for our virtual treat to all eyes which would fascinate and bring good feel factor and of interest which can be implemented in all the institutes. The idea may be simple but a sophisticated one for all involved in this magic.

Let us get a brief introduction on the backdrop of the student's family, before we dwell into the details. With all due respect, majority of the girls hail from the poor background. Most of the parents are farmers, daily wage earners and they all send their children with the hope and belief that there wards would become successful in their life by having a proper education.

It was the beginning of the festive seasons in the year 2019 (vinayagar chaturthi) and the beginning of auspicious things followed by many a festivals .

During that time there were few students who were struggling to meet out their basic ends meet as they were saying it is becoming difficult to pay the fees, to make it simpler it was even difficult for them to pay the bus fare to travel to college. That is when the idea of supporting the students which should be a win-win for both the end users, i.e - the students and the teachers. In turn it should also help the student's families.

We as teachers had a discussion with the students to bring the products that the parents are cultivating from their farm lands. When we interacted with the students there were loads of difficulties in making the money out of the products that they produce. They were saying it is not the profit they are looking for but not even the break-even amount of what they spend for brining the end product. Sometimes they used to cultivate is also not coming to their hands when they used to sell it in market. They incur loss as there are practical difficulties in getting the right amount for

their products. The student's parents are cultivating them in a small way with their available lands. They were cultivating various types of vegetables - ladies finger, brinjal, lemon, tomatoes, drumsticks, Broad beans, and different keerai in a small scale. The other vegetables are all the produce of a banana tree- bananas, plantain, vazhaipoo, banana leaves.

The key highlight here is that they are grown organically and it is highly nutritious which were bought by the few professors to start with as an incubation period as a trial and error method.

Later we brain stormed this with our principal and all the departments. We wanted to bring this financial freedom to the greater extent not only for the individuals but for their entire family by starting up a new incubation center - start-up to promote the farm fresh products of the student's family.

We started this in the academic year 2019-2020. We have driven this not only as a onetime affair, during the offline classes that took place in the academic year 2020- 2021, we devoted an hour per week on a Monday morning from 930 AM to 1030 AM. All teaching, Non teaching staff and the student communities can avail the benefit of buying this for their family. Thus the money earned can be used for paying their needs and to meet their expenses. We had conducted workshop on how to do the pricing, advised and made them understand the market value. Later they had kept working on our inputs and there exploration of the market value to do the pricing.

The saying goes "A well begun is half done". By these activities they will be able to explore the entrepreneurship qualities and to stand on their own legs. This will make the students start doing the small things right way to reach the greater things in life.

In order to help the students and to compensate this one hour, we had taken the extra classes after the college hours. If I am allowed to quote with a arithmetic operator or as a mathematician: - SUCCESS IS A SUM OF SMALL EFFORTS REPEATED. We have future plans to take this up in a next level once everything comes to normal in the upcoming days.

A synopsis of what and how this has been done is given below.

Start-up - Aggregate Agro incubated on campus during the year 2019-2020, supported, sponsored by CKNC Entrepreneurship development cell which has flourished during 2020-2021 and is sure of bringing giant strides in the lives of the student's families and the society

around in the near future. This noble and novel idea will certainly inculcate the self belief in each and every student of our campus.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- To do Surveys to get students' suggestions to improve the reputation of the College.
- To enrich the laboratories with the equipments related to basic research.
- To embrace technology and digital initiatives for Skill development.
- To identify and make maximum use of the available potential resources.
- To seek for cheaper, faster, more accessible and/or more convenient alternatives to overcome the financial crisis.
- To upgrade the methodology of Green, Energy and Environmental audit