



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

Part A	
Data of the Institution	
1.Name of the Institution	H. H. The Rajah's College (Autonomous)
• Name of the Head of the institution	Dr. B. Buvaneswari
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	04322221558
• Alternate phone No.	04322230490
• Mobile No. (Principal)	9842122829
• Registered e-mail ID (Principal)	iqac@hhrc.ac.in
• Address	9, Thirumayam Road
• City/Town	Pudukkottai
• State/UT	Tamil Nadu
• Pin Code	622001
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	05/11/1998
• Type of Institution	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)				
• Name of the IQAC Co-ordinator/Director	Dr. Velu Suresh Kumar				
• Phone No.	04322221558				
• Mobile No:	9965789273				
• IQAC e-mail ID	iqac@hhrc.ac.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://hhrc.ac.in/pdf/AQAR_21-22.pdf				
4.Was the Academic Calendar prepared for that year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.hhrc.ac.in/img/Academic_Calendar-2023-24.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B+	75	2006	02/02/2006	01/02/2011
Cycle 3	B	2.49	2024	02/05/2024	01/05/2029
6.Date of Establishment of IQAC			18/06/2004		
7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
Nil	Nil	Nil	Nil	0	
8.Provide details regarding the composition of the IQAC:					
• Upload the latest notification regarding the composition of the IQAC by the HEI	View File				
9.No. of IQAC meetings held during the year					

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions taken 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. Did IQAC receive funding from any 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)		
Revised Syllabus has been introduced from the academic year 2024-2025		
12. Plan of action chalked out by IQAC at 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	
Syllabus to be revised and implemented in the current year	Syllabus has been revised and implemented in the year 2024-2025	
To encourage the faculty members to contribute towards publication in Web of Science/ Scopus / UGC CARE listed journals	Faculty members have published papers in Web of Science/ Scopus / UGC CARE listed journals	
Conducting of International Yoga day	More number of students have participated in the International Yoga day celebration	
Conducting of Anti Drug Awareness programme	NSS and NCC volunteers participated in the Anti Drug Awareness programme	
13. Was the AQAR placed before the statutory body?	No	

<ul style="list-style-type: none"> Name of the statutory body 	
Name of the statutory body	Date of meeting(s)
Governing Body	25/04/2022
14. Was the institutional data submitted to AISHE ?	Yes
<ul style="list-style-type: none"> Year 	
Year	Date of Submission
2023-2024	17/01/2025
15. Multidisciplinary / interdisciplinary	
<p>The curriculum consists of Extra Disciplinary and Multidisciplinary courses. Each UG Programme contains two Non-Major Elective courses and PG Programme contains one Extra-Disciplinary course. The Exam for these courses are of objective type and the student take the Examination with the aid of a computer. A Computer based semi-online examination is conducted for both UG and PG students. The students can know their results immediately after the examination because of its technological advancement.</p>	
16. Academic bank of credits (ABC):	
<p>Efforts are being taken in the form of creating awareness among the students about the Academic bank of credits.</p>	
17. Skill development:	
<p>There are three Soft Skill courses in every Under Graduate Curriculum with four credits each. Every student must undergo such Soft Skill courses during their Graduation. Apart from the regular Soft Skill courses students are trained by external Soft Skill Training Agencies like ICT Soft Skill Training Academy and so on. Recently the Tamil Nadu State Government launched a pilot scheme entitled "Naan Mudhalvan" exclusively to hone the soft skills of college students. All of our students have registered under the scheme for special soft skill training. This facilitates the students to gain competency skill besides acquiring of subject knowledge.</p>	

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college strongly believes in the Indian knowledge system due to its rich heritage spanning 145 years of educational service to the needy poor students from socially and financially backward area. History, Economics, Tourism and Travel management, Maths, Physics, Chemistry, Botany and Zoology under graduate programmes are offered through Tamil medium also. Books for study and reference for tamil medium students are available in plenty in the Department and General Libraries. Four Hindi language coursees are also offered in the Part-I as an optional language along with Tamil taught during the first four semeter of the UG programme. A handful of students are poting to undertake the Hindi course. The students of Tamil medium courses are given a stipend of Rs.900 each for all the six semesters. The importance of value of our culture and heritage has been imparted to the students to make aware of our rich cultural heritage.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Our curriculum design is basically designed in the line with learning outcome based curriculum framework of University Grants Commission. Every programme is offered with programme objectives, programme specific objectives and the expected programme outcomes. Also every course in a programme is designed with the course objective and course outcomes. Syllabus Articulation matrix and PO-CO mapping have been drawn for all the courses included in the entire curriculum.

20.Distance education/online education:

Our college does not offer any distance education programme on its own. However, Learner Support Centers for Bharathidasan University Center for Distance Education and Tamil Nadu Open University are functioning in our college. Weekend contact classes are conducted as per the schedule prepared by the Parent Universities. Several students and working employees are benefitted with the help of these learning support centers.

Extended Profile**1.Programme**

1.1

26

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1 **4821**

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2 **1551**

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3 **4729**

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1 **586**

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2 **160**

Number of full-time teachers during the year:

Extended Profile	
1.Programme	
1.1 Number of programmes offered during the year:	26
File Description	Documents
Institutional Data in Prescribed Format	View File
2.Student	
2.1 Total number of students during the year:	4821
File Description	Documents
Institutional data in Prescribed format	View File
2.2 Number of outgoing / final year students during the year:	1551
File Description	Documents
Institutional Data in Prescribed Format	View File
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	4729
File Description	Documents
Institutional Data in Prescribed Format	View File
3.Academic	
3.1 Number of courses in all programmes during the year:	586
File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	160
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
3.3	160
Number of sanctioned posts for the year:	
4.Institution	
4.1	1996
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	80
Total number of Classrooms and Seminar halls	
4.3	212
Total number of computers on campus for academic purposes	
4.4	50.75
Total expenditure, excluding salary, during the year (INR in Lakhs):	

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The curricula at our college are designed to address local, national, regional, and global developmental needs, as reflected in the Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) across its 26 programs. These include 15 undergraduate and 11 postgraduate programmes. To align with its mission, the college adopted the Choice Based Credit System (CBCS) in 2005 and implemented Outcome-Based Education

(OBE) in 2018, following the Learning Outcomes-Based Curriculum Framework (LOCF). Regular curriculum updates are driven by feedback from students, faculty, industry experts, alumni, and the Board of Studies, whose recommendations are approved in the Academic Council meetings. The curriculum integrates holistic development through a five-part structure: Part I: Languages - Tamil/ Hindi, Part II: English, Part III: Core, Core Electives and Allied, Part IV: Non-Major Electives, Skill-Based Elective, and Part V: Extension activities. Additionally, students participate in NSS, NCC, YRC, and clubs like Eco-club and Entrepreneurial Development Cell, fostering community engagement and skill development. Departments also offer job-oriented coaching for All India Service Exams. The curriculum ensures that the POs are partially attained through individual courses and fully achieved by program completion, emphasizing outcome- and research-oriented learning to meet diverse developmental goals.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	https://www.hhrc.ac.in/syllabus2021-2024.php

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

26

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

586

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

215

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

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

26

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The curriculum includes courses with appropriate credit that

address human values, gender equity, sustainability, the environment, and professional ethics. Among them are

1. **Gender Studies:** This course addresses the need for gender parity through women's empowerment and education on laws and regulations that have been passed to shield women from abuses.

2. **Environment Studies:** The topics covered in this course include protecting our environment from pollution, biodiversity loss, the negative consequences of deforestation, and other major environmental challenges. Additionally, it raises students' knowledge of the need to preserve the environment and save resources in order to promote sustainable growth.

3. **Value Education:** The goal of teaching human values is for students to comprehend and honor the values that can be attributed to every individual for a variety of reasons. As a result, a course on value education has been added to the curriculum, focusing on the different values that a person might have to make their life worthwhile and responsible.

The first, second, and sixth semesters are dedicated to teaching Environmental Studies, Value Education, and Gender Studies, respectively.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

29

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above	
3957	
File Description	Documents
List of students enrolled	View File
Any additional information	View File
1.3.4 - Number of students undertaking field work/projects/ internships / student projects	
296	
File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File
1.4 - Feedback System	
1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	A. All 4 of the above
File Description	Documents
Provide the URL for stakeholders' feedback report	https://www.hhrc.ac.in/img/SSS_2021-2022.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	View File
1.4.2 - The feedback system of the Institution comprises the following	B. Feedback collected, analysed and action taken

File Description	Documents
Provide URL for stakeholders' feedback report	https://www.hhrc.ac.in/img/SSS_2021-2022.pdf
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

1848

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

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

1848

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 students' learning levels and organises special programmes for both slow and advanced learners.

The Institution identifies slow and advanced learners based on the following parameters:

1. Past school performances.
2. Response during classroom activities (theory and practice)
3. Performance in Continuous Internal Assessment (CIA).

In addition to the three aspects mentioned above, Mentors' (Tutors in Charge) exclusive monitoring of each student aids in the categorization of learners. The respective mentors have launched a motivational process to maximize the potential of the associated student. To track and assess students' learning levels, a systematic evaluation method is used, which includes periodic tests and class performance.

Activities for Advanced Learners:

- Extension to an elaborative environment to think beyond (out of box).
- Creation of New facilities to have a global connectivity.
- Motivation to either take-up research career or to prepare for competitive exams.

Activities for Slow Learners:

On the other hand, slow learners are given extra attention in the form of remedial coaching which enable them to stay ease and gain confidence for a better performance.

- Student counseling.
- Remedial classes
- Serious monitoring of the path of progress.

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

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
08/06/2023	4821	160

File Description	Documents
Upload 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:

Experiential Learning: Practical courses are offered during each semester. Whatever the students learn in theory has a practical application. Students gain more practical understanding by participating in hands-on training, such as building electronic circuits, which serve as the brain for the electronics we use on a daily basis. Dealing with acids and bases in chemistry laboratories, comprehending the life of plants and animals, and the composition of such biological systems in botany and zoology labs, piques the student's interest in the subject as well as their willingness to learn extensively. Computer Science, Commerce, and Mathematics students have computer practical. Arts students are encouraged to participate in a variety of extracurricular and co-curricular activities that help them develop their organizational and managerial skills.

Participatory learning: Student seminars are made mandatory in the postgraduate curriculum. This encourages students to participate in the peer group's teaching and learning processes. **Problem Solving Methodologies:** Students are given problem-solving assignments as part of their coursework. This increases pupils' confidence in tackling real-world situations. The curriculum encourages critical thinking and lateral thinking through semi-online objective type assessments.

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

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Teachers are urged to use ICT resources on a broad scale. Students with diverse educational backgrounds and experiences can benefit from cutting-edge ICT teaching practices that improve their learning patterns. The institute promotes the use of ICT-enabled teaching approaches by practically all faculty members by providing the appropriate infrastructure.

LCDs and other teaching aids are offered in either fixed or mobile modes. In addition to the traditional chalk and talk way of teaching, ICT-enabled teaching tools allow students to learn fundamental pedagogy.

Seminar halls with ICT capabilities and smart class rooms are offered in all disciplines. These instructional aides allow students to properly understand ideas. Students are also more motivated and excited to observe what is occurring in their specific subject of interest.

E-contents are accessible for download on the college website. The downloadable lecture notes allow students to arrange and study important materials with greater ease and comfort.

Students are also encouraged to use open educational resources such as SWAYAM, NPTEL, YouTube videos, and so on to improve their overall learning skills.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://www.hhrc.ac.in/ePortal/
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

168

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Lesson Plan

All the courses have 5 units each. Before mid-term examination 3 units should be completed.

Mid-term exam will be conducted immediately after the 45th working day.

For, Unit - I: 2 ½ cycles of 6 days = 15 days.

Unit - II: 2 ½ cycles of 6 days = 15 days.

Unit - III: 2 ½ cycles of 6 days = 15 days.

- A part of the unit may be assigned to Assignment I for 15 marks in the pre mid-term portion and the remaining portion may be assigned to Assignment II for 10 marks.
- Remaining two units i.e., Unit - IV and Unit - V will be taught in 30 working days.
- After 75 working days a model examination of 3 hours duration will be conducted for the entire portion of the syllabus. Fifteen working days are exclusively allotted for examinations.

Unit - IV: 2 1/2 cycles of 6 days = 15 days.

Unit - V: 2 1/2 cycles of 6 days = 15 days.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

160

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	View File

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

160

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

1670

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

34

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

41

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	View File

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

In our college, we have an enhanced version of Examination Management System, also known as Autonomous Management System. The method begins with entering the students' roll numbers and passport-sized photos. The software has the following tabs for their respective uses.

1. Master: Subject, Scheme, Exam fees structure, Student, Semester setup, Log sheet, Reports.
2. Pre examination: Student scheme, Long Absentees, Not Enrolled, Redo, Rejoin, Galley, Fees import, Condonation, Main sheet.
3. Continuous Internal Assessment (CIA) Mark Entry: CIA Group, CIA Component, Test Mark Entry, Re-Test Mark Entry, CIA Process, Test Lock, Reports.
4. Continuous Internal Assessment (CIA): Consolidation, CIA Grace Mark, CIA Improvement.
5. Hall Allotment Master: Exam Type, Session, Exam Time, Time Table, Hall Setup, Hall Scribe Setup, Hall Audit, Hall Allotment, SMS, Reports.
6. Time of Examination: Addition, Absentees, Mal-Practice, Packet Number, Dummy Number, Session, Question Paper Dispatch, Practical Session.
7. External Mark Entry: Master, Pre-valuation, Valuation, Central Valuation, Reports
8. Post Examination: Result Processing, Result Posting, Publish Date, Course Completion Process, Cumulative Process, Private Mark Entry, SMS.
9. Other tabs include Re-Valuation, Instant Examination, Monthly Attendance, Online Exam and Invigilation.

These provisions ensure that the examination procedures and processes are completed comprehensively. As a result, significant modifications in the examination and evaluation systems have been

implemented.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://www.hhrc.ac.in/coe/index.php

2.6 - Student Performance and Learning Outcomes

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

Programme and course outcomes are communicated to students along with the syllabus, and they are made available on the college's website. Students can simply obtain the syllabus, as well as the course and programme outcomes. Teachers are fully aware of the course outcomes. The course outcomes are reached through improved teaching, learning, and evaluation strategies.

Course Outcomes: The program and course outcomes of every course are passed by the respective Board of Studies and Academic Council.

1. Outcomes are expressed in easy terms and it will reflect the knowledge, skills, and competencies which can be acquired after the completion of the course.
2. The outcomes are assessed and evaluated continuously to ascertain the extent of goal accomplishment.
3. Scaling of prescribed outcomes during the delivery of a program by the method of course-curriculum assessment.
4. The emphasis on the holistic development of students in achieving the career objectives, this college has a practice of organizing programs like guest lectures, conferences, seminars, and workshops, and so on, on a regular basis. The institute ensures the evaluative learning process by adopting 3 pedagogical strategies:
 - Instruction
 - Learning unit composition
 - Delivery and achievement of the course objectives

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	Nil

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The fundamental elements of a curriculum design are Programme Outcomes. And the most important element that guarantees the achievement of the course objectives is evaluation. However, achieving the programme's outcomes requires a different perspective. Both traditional and unconventional evaluation techniques have been used by the organization. The RCAASE method comprises of Read, Comprehend, Analyse, Apply, Synthesize and Evaluate components with regard to Bloom's taxonomy is the basic tool to analyse the attainment of POs, in general, and COs, in particular. The main factor in achieving programme outcomes is the student's comprehension level. In general, the program's outcomes are determined in a way that helps students grow in accordance with societal demands.

Every programme is unique, and the programme results are easily specified. Feedback from students on course and programme results is a better way to understand whether the outcomes were met successfully. The students' opinions on the syllabus and the outcomes are overwhelmingly positive, indicating that the syllabus they studied obviously achieves the desired results. The pass rate for both undergraduate and postgraduate programmes is an indicator of outcome attainment.

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

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

1335

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	Nil

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

<https://www.hhrc.ac.in/student-feedback.php>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Research Policy

The college has carefully framed the following well-defined policies for pursuing research.

- Outcome of research findings for the benefits of the society and subject.
- Implementation of research centric teaching and learning.
- Promoting the research culture among faculty and students for the future development of the Institution.
- Taking up the research findings to the society.
- Encourage our faculty members to publish research articles in high quality peer reviewed international journals and to present the research articles in standard International Conferences in India and abroad.
- Motivate the faculty and students to get research grants from National and International Funding Agencies to carry out research.
- Encourage the faculty, by presenting Senior Researcher Award, Junior Researcher Award, and Woman Researcher Award every academic year.

- Encourage all the departments to organize National / International Level Conferences / Workshops and to publish the peer reviewed conference papers in quality International Journals.

Research Committee

A Research committee develops the research policies and ethics to be followed. Our college has 12 recognized Ph.D. Research Departments that are actively conducting research.

1. Tamil
2. English
3. History
4. Economics
5. Mathematics
6. Physics
7. Chemistry
8. Botany
9. Computer Science
10. Physical Education
11. Commerce
12. Business Administration

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://www.hhrc.ac.in/research@hhrc.php
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	View File
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	View File
Any additional information	View File

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	View File
List of teachers and details of their international fellowship(s)	View File
Any additional information	View File

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

0

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

0

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

43

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

0

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	Nil
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Twelve of our college's 15 departments are accredited as Research Centres of Bharathidasan University, Tiruchirapalli. They are:

1. Department of Tamil
2. Department of English

3. Department of Mathematics
4. Department of Physics
5. Department of Chemistry
6. Department of Botany
7. Department of Computer Science
8. Department of Physical Education
9. Department of History
10. Department of Economics
11. Department of Commerce, and
12. Department of Business Administration

They serve as forums for creativity, the development of new topics, the exchange of knowledge among minds, and the promotion of new approaches. Language Departments derive the depth of culture, heritage, and tradition from the great works of Sangam literature. The Department of Commerce focuses on new possibilities for entrepreneurship, while the Department of History projects communal orientation. Mathematics, physics, chemistry, and biology departments are active incubation centers. New materials have been created, and their applications are thoroughly investigated. The Botany department's hybridization creates novel plant types, which contributes to the level of innovation that the college is suggested to foster. Similar contribution from the Department of Computer Science in the Data Structure analysis and Data keeping techniques is also a mark of innovation.

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

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

1

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	View File

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

8

File Description	Documents
URL to the research page on HEI website	https://www.hhrc.ac.in/research@hhrc.php
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

37

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	View File

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

0.06875

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

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed**3.4.5.1 - Total number of Citations in Scopus during the year**

0

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University**3.4.6.1 - h-index of Scopus during the year**

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	View File

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	View File
Any additional information	View File

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	View File
List of facilities and staff available for undertaking consultancy	View File
Any additional information	View File

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

- International Day of Drug Abuse and Illicit Trafficking on 26.06.2023
- Garden Maintenance on 19.07.2023
- Plantation of Sapling on 10.08.2023
- Taking pledge for "Meri Mati Merah Desh" on 12.08.2023
- Campus Cleaning work on 04.09.2023 to 06.09.2023
- Swatchhata Hi Seva Taking Pledge on 27.09.2023
- Palm Tree Seed Plantation on 01.10.2023
- Gandhi Jayanthi Celebration on 02.10.2023
- AADHAR Update Camp on 06.10.2023
- Campus Cleaning Program 01.12.2023 to 04.12.2023
- Anti-Drug Awareness Program & National Human Rights Day Pledge on 08.12.2023
- Official Language Act Week Awareness Rally on 27.12.2023
- National Voters Day Awareness Rally on 24.01.2024
- NSS Special Camp 27.10.2024 to 02.02.2024

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

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

3

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	View File

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

34

File Description	Documents
Reports of the events organized	View File
Any additional information	View File
3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year	
2405	
File Description	Documents
Reports of the events	View File
Any additional information	View File
3.7 - Collaboration	
3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work	
5	
File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File
3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)	
2	
File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	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 equipments, etc.

The College contains 32 acres, of which all 32 acres are used for infrastructure construction. This is a great asset that will allow the college to grow significantly.

The Arts and Science Departments are housed in different blocks. Classrooms, Laboratories, and Seminar Halls are located in several blocks. The blocks are known as Main Block, L Block, Economics Block, Commerce Block, Botany Block, New Block, and MGR Block.

Three new blocks are now ready to occupy. The college contains a large playground and a pavilion. Basketball, badminton, and volleyball courts, as well as an athletic track, round out the sporting facilities. A gymnasium with current equipment benefits those who are more concerned with physical fitness.

The college has five National Service Scheme and National Cadet Corps units (army and air). Rainwater is being gathered. The campus is kept immaculately clean. The college has a well-developed infrastructure.

- Well-furnished 70 classrooms.
- Well equipped 10 science laboratories
- 07 ICT classrooms.
- 02 ICT laboratories.
- Spacious seating arrangements with the qualitative furniture.
- Black, White and Green Boards are available in the classrooms.
- A Computerized administrative office along with ICT enable cabin of the Principal.
- Computer Laboratories with smart board.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hhrc.ac.in/pdf/4.1PhyFac.pdf

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

The Institution has adequate facilities for cultural activities,

sports, games (indoor, outdoor). Details are given below:

SPORTS FACILITIES

College encourages sports activities. A number of players have played district, university, state and even national level games. It provides indoor games as well as outdoor games. Some of the outdoor games are:

- Kabaddi
- Kho-Kho
- Handball
- Cricket
- Badminton
- Football

Some of the indoor games available in college are:

- Carrom board
- Chess

CULTURAL PROGRAMMES

To conduct cultural activities in the college, a cultural committee has been constituted. There are two auditoriums (old and new) for conducting meetings and cultural events. The cultural committee organizes many cultural programmes including literary events. Some interesting programmes by the committee are debate, rangoli, painting, quiz, model and poster making, essay writing, slogan writing, sangeet and drama preparation etc.

GYMNASIUM

The College maintains a gymnasium with modern equipments. The physical education department looks after it.

YOGA

Yoga and Meditation method adapted from Manavalakkalai method with Physical Exercises, simplified Kundalini Yoga, Meditation for the well-being of physical and mental health and Kayakalpa practices for strong body and sound mind.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	https://hhrc.ac.in/pdf/4.1PhyFac.pdf

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

7

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

50.75

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	View File

4.2 - Library as a Learning Resource

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

Our College library is housed in a separate block and contains over 69,329 text volumes in various topics, as well as 1436 reference books. The total worth of these books is around 50.42 lakhs in Indian rupees. In 2020-2021, our library will be digitized using 'Autolib' software.

The library has an outstanding collection of textbooks, reference books, back volumes, competitive test books, and periodicals such

as journals, magazines, newspapers, and e-resources in several fields. The library keeps a gate register to track the in- and out-time of users and to calculate the overall number of users per day. In the circulation area, systems are established to monitor book issue, return, and renewal, and daily reports are generated. The Online Public Access Catalogue (OPAC) is used to obtain library collections based on location, availability, or issue status of books, user profile, accounting information, project search, and today's arrival. The reprography service is offered for the multiplication of reading materials.

Ph.D. and M.Phil. thesis are available in department libraries for research purposes, as well as a distinct reference section with specialized publications for competitive examinations. E-resources can be retrieved using the Digital Library, INFLIBNET, and NDLI databases.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.hhrc.ac.in/about_Library.php

**4.2.2 - Institution has access to the following:
e-journals e-ShodhSindhu Shodhganga
Membership e-books Databases Remote
access to e-resources**

E. None of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

3.99

File Description	Documents
Audited statements of accounts	View File
Any additional information	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 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

60

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	View File

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The college has seven smart classrooms and two smart labs available. In addition, the college operates well-equipped computer labs. There are plans to install Wi-Fi connectivity throughout the library building. All teaching staff members use ICT in the classrooms and laboratories as needed. The students are presented various educational websites via a smart device.

The majority of official work is done using ICT. Here are some basic facilities for updating:

- Video Conferencing is among the most recent ICT features installed.
- 12 transportable LCD projectors serve as ICT instruments in smart classrooms. LCD projectors are used in the IQAC, Seminar, and Conference Halls.
- There are 300 computers available for students to use, including computer labs and a language lab.
- The communication lab has been modernized with suitable equipment, PCs, and software resources.
- 4 Fibernet Broadband Internet connections with 100 Mbps each for improved Internet service. Examination software,

transfer certificate software, and student admission software are in use.

- Online mark entry system for CIA & EOS Examinations was introduced from the academic year 2018-2019.
- Online examinations are conducted for extra-disciplinary courses. CCTV Cameras are installed in the COE building for the security purpose.
- The online mark input method for CIA and EOS examinations was implemented in the school year 2018-2019. Extra-disciplinary courses require online exams. CCTV cameras are put throughout the COE building for security purposes.

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

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
4821	212

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	View File

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

E. None of the above

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

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

50.75

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

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

The Public Works Department (PWD) is responsible for the repair and periodic maintenance of the institutional physical infrastructure (both civil and electrical), which includes classrooms, labs, playgrounds, libraries, and other facilities. At the beginning of each academic year, all Department Heads, Librarians, and Physical Directors shall provide an outline of the repair and maintenance projects that will be undertaken. The indents will be reviewed by a committee comprised of the Principal, Estate Officer (Teaching Staff member), and PWD Technical Division Officer in charge of the maintenance work, and a final draft of the work to be undertaken will be submitted to the Director of Collegiate Education (DCE) for approval.

The DCE will conduct a state-level meeting for all PWD Technical Division Engineers, Regional Joint Directors, and College Principals. The criteria for fund allocation and work preference will be established during the meeting, and the Maintenance and Repairs (M&R) and Special Repairs (S&R) monies will be allocated accordingly. The PWD will complete all approved Maintenance and Repairs works within the Financial Year, and the PWD's responsible Executive Engineer and the College Principal will submit a Work

Completion Certificate to the DCE.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://hhrc.ac.in/pdf/Infra Maint.pdf

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year****4534**

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year**0**

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

E. None of the above

File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

0

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 adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	View File
Upload any additional information	View File

5.2 - Student Progression	
5.2.1 - Number of outgoing students who got placement during the year	
128	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
5.2.2 - Number of outgoing students progressing to higher education	
254	
File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	View File
5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year	
5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year	
0	
File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year	
14	

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Students have the ability to project themselves as leaders. Some pupils have innate leadership abilities. Leadership quality encourages kids to have a multidimensional personality. At an early age, the ability to lead a team, a class, or a group of peers will undoubtedly increase their future prospects of becoming an active leader in any line of life. Despite the fact that some pupils are capable of leading peers, they are unable to do it voluntarily owing to feelings of inferiority.

A well-groomed leader is in high demand right now. The biggest disadvantage of selecting student leaders through democratic elections is that political parties can directly influence the election by putting their cadres as student representatives. In such cases, a true leader cannot emerge, prompting the college administration to adopt a new policy of appointing the academic topper of a specific class as their class representative. This strategy instills leadership qualities in applicants while also promoting academic performance. Women are also given proper reservations in the form of being appointed as delegates for entry-level classes. Student representatives serve on many committees, including sports.

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

5.3.3 - Number of sports and cultural events / competitions organised by the institution

7

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	View File

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

A student's gratitude might be communicated by an act of reciprocation toward his or her Alma mater. It could take the shape of a small payment to the institution from which they received their higher education. With a 142-year history and a reputation for academic quality, the college has produced a number of notable alumni. After completing the course, each student can join the alumni association by paying a one-time subscription fee of one hundred rupees. There is also the option of becoming a lifetime member for a fee of Rs. 10,000. Interestingly, alumni serve as heads of numerous departments in the college, including English, Hindi, Maths, Chemistry, Botany, Computer Science, and Commerce.

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

5.4.2 - Alumni's financial contribution during the year

E. <2 Lakhs

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 an effective leadership in tune with the vision and mission of the Institution

Vision:

The college's vision is to provide quality higher education to students from underserved socioeconomic backgrounds. Mission:

- To promote knowledge and skills through higher education.
- To engage students in social responsibility, global challenges, and employment opportunities.
- To promote community cohesion.

In terms of institutional governance, the Principal is the ultimate decision-maker. He/She alone wields financial power. He has received regular advice from the Governing Body. Apart from this, policy choices are made by the College Council. It assists the Principal in the pursuit of successful administration.

The Principal, in turn, delegated some powers to the most senior member of each department by appointing them as Head-in-Charge of that department. The heads of the departments serve as ex-officio members of the College Council. For other matters, numerous committees have been formed. The College also aims to give quality education to rural youngsters, particularly female students. Aside from that, the goal is to develop pupils' self-reliance and independence. Our primary goal continues to be to fully develop their overall identity, which encompasses intellectual, athletic, artistic, environmental, and ethical principles.

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

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Empowering faculty-centered practices:

The Principal is the Administrative Head of the Institution. He/She is aided by the Department Head in Charge, who is the most senior member of the relevant Department. The annual budget distribution from the grant obtained from the State Government under various heads shall be done with the permission of the College Council, which includes all department heads as ex-officio members. Heads will create a list of stuff to buy and things to

maintain. After receiving proper approval from the Institution's Head, they proceed with the purchase. Department heads seek assistance from their colleagues to run their departments. Faculty members are encouraged to contribute to the institution's development at all levels.

Participation of Teachers in Decision-Making Bodies:

Faculty members play a crucial role in carrying out the college's vision and objectives. The college council appoints different statutory and non-statutory committees with representation from faculty members across disciplines. The committee's convener will be the most senior academic member on that committee. The Principal nominates programme officers from among the faculty members with the approval of the College Council to coordinate the NCC, NSS, YRC, RRC, and various other club activities.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Strategic / Perspective plan:

- To augment the curriculum
- To incorporate a digital platform
- To promote research and consulting, industry-institute interaction, and entrepreneurship.
- To increase alumni engagement
- To make a greater contribution to society and the environment.

Curriculum Development:

- Curriculum has been revised following the guidelines of UGC and Tamil Nadu State Council for Higher Education model curriculum. More emphasis is given to employment

enhancement, skill development courses.

- Feedback from Alumni, Industrial experts, Subjects experts from other premier institutions and student stakeholders are also considered and incorporated.

Teaching and Learning:

- Faculty Members are motivated to use ICT's and On-line tools

Examination and Evaluation:

- There is a complete transparency in the examination system, Evaluation of internal assessments for 25 marks through continuous assessment. The tentative dates of internal tests and semester examinations are presented in the academic calendar.
- The question papers and the detailed key are obtained from the question paper setter.
- The students are given opportunity to review their evaluated answer sheets.

Development and Research:

- Bharathidasan University has approved all of the programmes for U.G., P.G., and Ph.D. studies.
- Faculties are encouraged to participate in national and international conferences.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

The institution's Governing Body consists of the Academic Council, the Board of Studies, and the Finance Committee. The Governing Body advises the college head on a variety of issues, including administration, student admissions, and teaching and learning mechanisms. The Principal is the administrative head nominated by the Principal Secretary of Higher Education, Government of Tamil

Nadu. He/she is completely in control of all college activities. He/she is the President of the Student Union, Cooperative Stores, and several committees. Principal serves as Chairman of various institutional bodies such as the Academic Council and the Finance Committee. However, each department's Board of Studies is chaired by its Head in Charge.

The Academic Council, which consists of University representatives, all Heads of Departments, Teachers from each category, and Representatives from Academicians, Professionals, Industrialists, and Alumni, approves the Board of Studies' resolutions. The Teachers Recruitment Board of Tamil Nadu will recruit eligible teachers as Assistant Professors on a regular basis. The UGC regulations are strictly followed during the appointment. Tamil Nadu Public Service Commission is hiring Junior Assistants. These Junior Assistants in turn will become Assistants, Superintendents, Bursars, and Assistant Directors depending on their state-wide seniority. Compassionate ground appointments are also made for non teaching cadres.

File Description	Documents
Paste link to Organogram on the institution webpage	https://www.hhrc.ac.in/Organogram.php
Upload any additional information	View File
Paste link for additional Information	Nil

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) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The college implements humanitarian welfare measures for both teaching and non-teaching workers. Measures for teaching members include:

- General Provident Fund
- Medical and Maternity Leave as per Government Norms
- Medical Insurance
- Group Insurance
- Festival advance
- Car loan from State Government
- House loan from State Government
- Gratuity Scheme of Pensions and Compensatory Pension Scheme
- On Duty for attending Refresher Course, Orientation Course and short term course.

Non-Teaching:

- General Provident Fund
- Training for Promotion
- Medical and Maternity Leave
- Medical Insurance
- Gratuity Scheme of Pensions and Compensatory Pension Scheme

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

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

0

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 programmes organized by the Institution for its teaching and non-teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

118

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization**6.4.1 - Institution conducts internal and external financial audits regularly**

Since it is a Government College, it is headed by a Principal who is assisted by a Bursar in financial matters. Periodical Internal and External financial audits are carried out by the Competent Authorities. Internal (Local fund) audit is carried out by the authorities appointed by the Director of Collegiate Education. External audit is done by a team of auditors appointed exclusively for external auditing by the Accountant General of Tamil Nadu, Chennai. Both internal and external audits have been done very recently.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	View File

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Since it is a State Government Institution, the main sources of funds are student fees and Grants in aid from State Government as per budgetary allocations. Funds received from State Government are spent on payment of salary of teaching, non-teaching and administrative staff of the institution. The fund for purchase and maintenance is sanctioned by the State Government on the basis of amount spent in yester years by the institution. College utilizes the Research fund for various developmental activities including research. Teachers voluntarily forgo the monetary benefits for attending Research Committee meetings and other meetings which can fetch them allowances and sitting fees. This act mobilizes a huge sum of money which in turn can be spending for the college development.

Optimum utilization of funds

Though the funds sanctioned by the State Government are moderate, the college plans well to utilize to the fullest potential of it. The grant allotted by the Government for purchase of new equipment for stores was equally divided among the Science departments. They prepare indent list and call for quotation from suppliers and make the purchase following the conditions laid down by the State Government.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

Strategies of IQAC

1. Ensure timely, efficient, and progressive performance of academic, administrative, and financial obligations.
2. Ensuring academic and research programs remain relevant and maintain quality.
3. Optimize and integrate current teaching and learning approaches.
4. Ensure sustainable and inclusive growth and development.
5. Always strives for higher quality initiatives.

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

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Academic and administrative audits are undertaken once a year, with one internal and one external audit to improve programme quality. Curriculum, student programme development, teaching learning evaluation systems, and faculty academic improvement programmes were all subjected to a detailed audit. The aforesaid audit committee verified the following documents:

- Regulation & Syllabus book
- Seminars/Workshop conducted and attended
- Students Bio data file

- Students' Results of the academic year and pass percentage
- Orientation, Refresher Course attended by the Staff
- Publication by Faculty
- Copy of Time Table
- Students Attendance
- Students Placement
- Faculty Profile
- Circular
- Students Counseling
- Feedbacks etc.

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

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

B. Any 3 of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://www.hhrc.ac.in/pdf/Annual_Report-2022-23.pdf
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	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

Safety and Security:

Women are expected to feel equal to their male counterparts. The programme includes a mandatory course on gender studies, which emphasizes the following subjects. There are many female faculty members who participate in the safety and wellbeing of female students. The college provides the most amenities to female students. The institution is completely risk-free, and the environment is quite safe and secure.

Counseling:

The women's cell offers individual counseling to students as needed. Since many women students are first generation learners / single girl child for the family, tutors provide guidance on pursuing further education, career counseling, and guidance on writing competitive tests.

Common Room:

There is a separate common room for female students. The females are given with adequate furnishings, as well as a small room to take rest. There are separate toilets for staff and students, which are kept nice and clean. There are two distinct incinerators for workers and students. Women instructors and students have a safe and secure environment.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

A. Any 4 or All of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Housekeepers clean and collect rubbish from the campus on a regular basis. Waste is put in dustbins stationed throughout each block, which are then collected by the municipality and dumped in the major garbage storage. The college does not often generate hazardous wastes. The purity of chemicals used in academic laboratories is kept at set levels in order to do no harm in general, and they are evacuated through drain pipes. As a college with female students, the Women's Cell has provided facilities for disposing of soiled sanitary napkins on a regular basis.

The girls are also provided proper guidance on how to maintain Mensural Hygiene, as well as their environment in general. The campus has two unique huge collecting receptacles for plastic wastes. Degradable and non-biodegradable wastes have also been gathered in collection bins placed throughout the departments.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	View File
Any other relevant information	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

B. Any 3 of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

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

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy 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

A. Any 4 or all 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	View File
Any other relevant information	View File

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres

B. Any 3 of the above

Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing assistance	View File
Any other relevant information	View File

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

Our Institution has undertaken various initiatives to celebrate the days of birth anniversaries of eminent leaders, National Festivals, N.S.S., N.C.C. foundation days. The college also promotes activities to provide an inclusive environment and to foster the spirit of tolerance and harmony towards culture by bringing students and teachers with diverse social, economic and linguistic backgrounds on a single Platform. The Subjects 'Environment Science', 'Gender Studies' and 'Value Education' are mandatorily taught to all U.G. students. In addition to Independence Day and the Republic Day celebrations, the following programmes were conducted in the college: International Day of Drug Abuse and Illicit Trafficking, Gandhi Jayanthi Celebration, Anti-Drug Awareness Program, National Human Rights Day Pledge, Official Language Act Week Awareness Rally, Global Investors Meet Live Stream Visualization Program, National Voters Day Awareness Rally and NSS Special Camp.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:	
<p>The Institution maintains the tradition of celebrating days of National and International importance. The college celebrated Independence Day and Republic Day to impart patriotism and nationhood among the younger generation. Pledges and oaths have been administered to the students on National Voters day, Anti-terrorism day, and other others days of national importance. The college takes steps to stress among the students about the constitutional obligations of a citizen and impart the values and power of democracy.</p>	
File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	View File
<p>7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization 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 Annual awareness programmes on the Code of Conduct are organized</p>	<p>C. Any 2 of the above</p>

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 programmes, 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

The Institution maintains the tradition of celebrating important days of National and International importance. The college celebrated the Independence Day and Republic day with fervor. Also, International Women's Day was celebrated to highlight the great progress made by women in our country in all fields. Women achievers were invited as guests who delivered inspiring speeches.

1. International Day of Drug Abuse and Illicit Trafficking
2. Gandhi Jayanthi
3. Anti-Drug Awareness Program
4. National Human Rights Day Pledge
5. World Heart Day Rally
6. Dengue Fever Awareness Programme
7. National Youth Day
8. National Voters Day Rally
9. World Tourism Day
10. N.C.C. and N.S.S. Days were celebrated.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

1. Grooming the Academically Talented as Student-Leaders

Objectives:

- To recognize students' academic talents and make them the representatives of the college union

Practice:

- The academic toppers of every class are made as representatives of the college student union.
- By Departmental rotation, a final year PG student as Student Chairman and a final year UG student as Student-Secretary will be elected.
- Girls-toppers of I year classes will be class representatives.

Evidence of Success: The new practice has boosted students' to compete with the classmates for academic proficiency. Moreover students of all departments can become the secretary of the college union.

Challenges and prospects: Student-leaders find it difficult to balance academics and ensuring peer-welfare.

2. Alumni the custodian of College's Interests:

Objectives: To boost the college-infrastructure and developmental activities

Practice: The College is having good rapport with Alumni. Alumni

assist their alma mater's current students by sharing their knowledge and experiences to help them succeed professionally. This can include offering advice on career choices, recommending job opportunities, and serving as mentors to guide students through various challenges they may face during their academic and professional journey. Alumni Reunions are frequently held in Commerce Department. During 2023-24, 1984-87 B.Com Day College students contributed Glass door and sliding glass windows to the smart room of Commerce Department and one of the Alumini (2001-2003 M.Com Batch) contributed three Wall Clocks to the department.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Vision of the Institution:

The College has based its motto on the Vedic dictum "Thamasoma Jyotirgmaya" (Irunlil Irunthu Oliyai Nokki") which means "From Darkness to Light" The goal reflects the objectives of higher education with emphasis on the regional demands.

The institution has the pride of delivering quality higher education for socially and economically weaker students for 145 years. Most of the students getting education are first graduates. If this college did not exist in the past, gross enrolment ratio of the locality might be very low. With this distinction quality initiatives such as Special classes for SC/SCA/ST and OBC students are aimed to impart and cement subject knowledge among the students. Collaborations with the small scale or large scale industries are looked upon to promote self employment among the youngsters. The college also strives to provide quality education to the rural youth, those who are more or less localized, especially girl students. To develop their all-round personality which includes academic, athletic, aesthetic, environmental and ethical values to the fullest extent remains our fundamental objective. The teachers as well as NSS, YRC and Eco Club give

appropriate focus on the thrust areas with full determination and commitment towards realizing these goals.

File Description	Documents
Appropriate link in the institutional website	https://www.hhrc.ac.in/our-vision.php
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- As the college has nearly 40 Research Advisers, we plan to publish more number of Research articles at least one per each teacher.
- More usage of ICT facilities for teaching and learning will be encouraged.
- We plan to offer more number of value added courses for all streams of students.
- E-governance will be given uplift.
- Zero tolerance in sensitive issues like Ragging, Sexual Harassment and other unwanted incidents is to be maintained.
- More number of awareness programmes on gender equity, environment friendliness, and health and hygiene are to be conducted.