



YEARLY STATUS REPORT - 2020-2021

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. C. Thiruchelvam**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone No. of the Principal **04322221558**
- Alternate phone No. **04322230490**
- Mobile No. (Principal) **9600860274**
- 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. N. Athavan**
- Phone No. **04322221558**
- Mobile No: **9842475649**
- IQAC e-mail ID **iqac@hhrc.ac.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://hhrc.ac.in/img/AQAR%20Report-2019-20.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/pdf/2020-2021.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	Three Star	65	1999	09/10/1999	08/10/2004
Cycle 2	B+	75	2006	02/02/2006	01/02/2011

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 **1**

- Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10. Did IQAC receive funding from any funding agency to support its activities during the year? **No**

- If yes, mention the amount

11. Significant contributions made by IQAC during the current year (maximum five bullets)

1. A new programme, B.A. Tourism and Travel management, was started in this academic year

2. Due to the imposed lock down and other hinderances faced due to the covid-19 pandemic, Webinars were conducted almost in all the departments by using the Google Meet and Zoom Platforms

3. An online training was conducted for the staff members on how to use Google Classroom for effective online teaching.

4. Several staff members were encouraged to do online refresher courses to enrich their knowledge base due to the covid-19 restrictions.

5. UG and PG admissions were made through online for the first time and it had a good response.

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
Due to the lock down, webinars are to be conducted through online platform	Totally Fourteen Webinars were conducted, one each, by almost all the departments
An online training for the staff members to be conducted to conduct the online classes effectively	An online training was conducted for the staff members on how to use Google Classroom for effective online teaching.
UG and PG admissions are to be conducted through online	Applicants applied through online portal and got their admission order through electronic means
Due to the lock down only online exams are to be conducted	The Exams were conducted by sending questions through emails to the students and collected their answer scripts by email/post
Staff members are to be encouraged to undergo online refresher courses and make their lock down period more purposeful	Several staff members attended online refresher courses and enriched their knowledge

13. Was the AQAR placed before the statutory body? Yes

- 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

- Year

Part A**Data of the Institution**

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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
01/06/2020	22/02/2022

15.Multidisciplinary / interdisciplinary
16.Academic bank of credits (ABC):
17.Skill development:
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
20.Distance education/online education:

Extended Profile

1.Programme

1.1 35

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1 3727

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2 1219

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3

3727

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

451

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2

157

Number of full-time teachers during the year:

Extended Profile

1. Programme

1.1 35

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2. Student

2.1 3727

Total number of students during the year:

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Institutional data in Prescribed format	View File

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3. Academic

3.1 451

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	157
Number of full-time teachers during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.3	170
Number of sanctioned posts for the year:	

4. Institution

4.1	994
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	

4.2	75
Total number of Classrooms and Seminar halls	

4.3	185
Total number of computers on campus for academic purposes	

4.4	19.67563
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.

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It offers various courses through thirty five programmes: 15 UG Programmes, 11 PG Programmes, 9 M.Phil Programmes. The college introduced Choice Based Credit System (CBCS) in 2005, and Outcome Based Education (OBE) in 2018 reflecting the graduate attributes of the Learning Outcomes-based Curriculum Framework (LOCF), and in line with the Vision and Mission of the College.

Choice Based Credit System is followed in all programmes. Curriculum is updated periodically based on feedback from students and faculty. Board of Studies revise syllabus of all the programmes as per the need.

The five-part curriculum of the UG programmes has been designed. 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. Part V of the curriculum ensures holistic development by enrolling students in NSS/ NCC/YRC and also motivates student participation in Eco-club / Entrepreneurial Development Cell / Consumer Club / Sports and Fitness Club.

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

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

35

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

455

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

455

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

35

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

Courses which are relevant to professional ethics, gender, human

values, environment and sustainability are being added into the curriculum. They are

1. Gender Studies

This course deals with the necessity of gender equity, women empowerment, Rules and Acts to safeguard women from atrocities.

2. Environment Studies

This course on Environment addresses the issues regarding the preservation of our environment from pollution, biodiversity, ill-effects of deforestation, and other important issues. This course creates awareness among the students on the conservation of resources and preservation of environment for sustainable growth.

3. Value Education

Human values are to be taught in such a way that the student should understand and respect the values possessed by every fellow human being. With that in mind, a course on Value Education has been included in the curriculum which mainly categorizes the various possible values a man or woman can possess and how those values make the life of them meaningful.

All the above courses are made compulsory in the UG curriculum and have 2 credits each. Environmental Studies, Value Education and Gender Studies are taught in first, second and sixth semesters, 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

1

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**977**

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**276**

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

C. Any 2 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://www.hhrc.ac.in/img/SSS_2020-2021.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

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://www.hhrc.ac.in/img/SSS_2020-2021.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

1387

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)

957

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 learners and advanced learners under 3 factors over a year.

1. Variation in performance at Higher Secondary and UG levels.
2. Classroom-Practical Class, Question and Answer Sessions, Tutorials.
3. Performance in Continuous Internal Assessment (CIA).

Mentors and mentee lists are prepared by the College. Teachers interact with students to categorize learners and accordingly motivate them for performance that will suit their needs. A systematic evaluation process consisting of periodic tests, and class performance is followed to keep track and assess the learning levels of students

Activities for Advanced Learners:

- Advanced learners are identified and are encouraged to score higher grades.
- Students are guided to effectively utilize the available resources.
- Special guidance is provided for undertaking research and encouraged to paper presentations in State / National / International level seminars and motivate them to prepare for competitive exams as well.

Activities for slow learners:

Academically slow learners are given individual attention and coaching which enable them to gain confidence and reach desired academic goals

- Students struggling with inferiority complexes, hearing,

language acquisition difficulties, low morality, etc. are exposed to a comfortable learning environment to overcome such issues.

- Remedial classes are arranged.
- Regular improvement assesment was done.

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
01/07/2020	3727	154

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 for each course like a demonstration, hands-on experience, self-directed learning by doing practical record monitoring, field visit, industrial visit, NSS, NCC camps, excursion, tour & group discussion helps students in experiential learning.

Well equipped laboratories are available for science students to get a hands-on approach and practical exposure to the concepts taught in the classroom. The experimental procedure is recorded by the students and is continuously assessed based on the University scheme.

The students are encouraged to take part in various extra and co-curricular activities, intra/interdepartmental, inter/Intra college events which enhance their planning, organizational and managerial skills.

Participative learning:

Curricular aspects such as Group Assignment, Group Projects, Group Practical, Survey, and Practical make theoretical knowledge stronger as per the requirement of present-day learning.

Students are encouraged to take part in various academic and non-academic competitions/events to widen their holistic and life learning skills.

. Activities such as seminars, quizzes, and projects are conducted to stimulate the lateral thinking skills of the students.

Problem Solving Methodologies:

Students are trained to make themselves ready to face problems exist in real life situations. They are given clues and guidances to solve the problem of their own and others.

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

Effective and efficient use of ICT resources are encouraged at all levels. The diversity of the students in terms of their educational background and experiences makes it necessary to implement innovative ICT teaching strategies to enhance learning patterns. The Institution has made conscious efforts in this direction.

LCDs and other teaching aids are available for staff with an emphasis on the students' growth path. Along with the chalk and talk, ICT enabled classes teaching tools to enable students to understand the concepts effectively. Conference hall is available within the Institution's campus which is well-equipped with the latest technology. Departments are IT-enabled with internet and LAN connectivity.

Google classroom sessions and Zoom Classroom sessions helps students to know the current information which is subject relevant. Online Quizzes and other activities are also conducted through internet facilities during the lock down period.

Most of the Departments are equipped with modern teaching aids like computers, LCD, Slide Projectors. Science Departments are facilitated with Dry and Wet lab technique for practical work done with technical instruments.

Open Educational Resources such as NPTEL, YouTube Videos, etc. are assessed by teachers and recommended to the students.

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/eresources.php
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

154

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 45 days were completed. i.e., 7 ½ cycles of 6 days each.

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

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

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

- A part of the unit may be assigned for assignment-15 marks in the pre mid-term portion and Assignment-II for 10 marks in the post mid-term portion.
- Remaining 2 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.

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

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

- 60% of the portion will be covered by using the conventional chalk and talk method. 30% of the portion will be covered using ICT Tools. 10% of the portion will be covered by giving assignments and students seminars.

Teaching Pattern

60%

Chalk and Talk

30%

ICT

10%

Assignments & students seminars

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

154

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

119

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)

1632

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

83

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

1

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

Continuous Internal Assessment and External Assessment are practiced.

The process of internal evaluation starts at the classroom level.

Two Assignments are given on any of the topic of the course followed by a central mid-term examination.. A model exam will be conducted before the semester examinations. A compulsory pass in the internal examination in order to successfully complete the course makes the student to take the internal assesment seriously. Question papers are set with due attention by the course teachers.

External Assesment is done in the traditional way. Each programme has an online paper and the students take up their exam with the aid of the computer. This reform was introduced ifrom 2018-19 and it is well taken by the students.

It takes 10 days to publish the results after the examination. Evaluation by the external teachers takesplace which will be

followed by a passing board's recommendation for any moderation of marks that need to be given to maintain the fairness. The outcome "Fail" has been replaced with "Re-appear". The results will be published in the college website after the consent of the College Examination Committee. Revaluation, Retotalling and Supplementary examinations are the special provisions available for the re-appear students.

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

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

Course Outcomes:

The program outcomes and learning outcomes are well defined by the respective Board of Studies and given along with the syllabus.

1. Outcomes are complete declarative sentences that will clearly describe the student expectations such as knowledge, skills, and competencies acquired after completion of the course.
2. The outcomes are assessed and evaluated frequently to identify the extent to which goals are accomplished.
3. In order to measure the desired outcomes during the delivery of a program, course curriculum assessment methods are decided
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, etc. The institute ensures the evaluative learning process by adopting 3 pedagogical strategies:
 - Instruction
 - Designing the learning unit:
 - Delivery and achievement of the course:

Program outcomes and learning outcomes are circulated along with the syllabus to the respective students. Also the program outcomes and learning outcomes are made available on the college website. Students can easily download the syllabus and the course and programme outcomes from it. Teachers are well aware of the course outcome. Hence the course outcomes are achieved.

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

Designing of programme structure should to done in line with the programme objectives. Evaluation is the key factor which determines the attainment of the course outcomes. But the programme objectives are to be taken in a different perspective. The evaluation methods prescribed by the institution are conventional in nature. The RCAASE method comprises of Read, Comprehend, Analyse, Apply, Synthesize and Evaluate components,. Understanding level of the student is the major part of attainment of Programme Outcomes. Generally, the Programme outcomes are designed in such a way that the programme develops the students according to the need of the society. Every Programme has its own uniqueness and the programme objectives are well defined in easy terms. Feedback received from the students on the course and programme outcomes can be a better tool to study the successful attainment of the outcomes. As the students' comments on the syllabus and the outcomes are on a high note, it is understood that the syllabus they studied clearly yields the defined outcomes. The passout percentage of both the undergraduate programmes and the post graduate programmes indicate that the programme objectives are successfully attained.

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

1166

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	https://hhrc.ac.in/img/HHRC_AnnualReport_2020-21.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

https://www.hhrc.ac.in/img/SSS_2020-2021.pdf

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 a well-defined following policies for doing research at elevated levels.

- Implementation of research centric teaching and learning.
- Promoting the research culture among Faculty and students

as basic long term research provides the foundation for future development of the Institution.

- Take 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 drafts the research policies and ethics to be practices at the highest academic level.

The following 12 Departments of our college are Research Departments.

- Tamil
- English
- History
- Economics
- Mathematics
- Physics (Ph. D only)
- Chemistry
- Botany
- Computer Science
- Physical Education (Ph. D only)
- Commerce
- Business Administration (Ph. D only)

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)

NIL

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

1

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)

NIL

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

NIL

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

52

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.

The college has ten recognized research centres of Bharathidasan University. They act as platforms to perform innovations, creation of new matter, transfer of knowledge among the intellects. The department of commerce promotes entrepreneurship, department of history projects community orientation, and the physics and biology departments are sources of incubation. New materials have been synthesized and their applications are studied at deeper levels. Culturing of new plants adds to the level of innovation the college is proposed to promote.

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

13

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

B. Any 3 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

4

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

49

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

8

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

31

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

4

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)

NIL

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 YOGA DAY CELEBRATION on 21.06.2020

NSS DAYCELEBRATION on 24.09.2020

online quiz programme was conducted for the NSS Volunteers.

GANDHI JAYANTHI CELEBRATION

On 2nd October 2020, Mahathma Gandhiji's 121st birth day was celebrated.

CONSTITUTION DAY CELEBRATION

Date: 26.11.2020

On the eve of Constitution Day, an online quiz programme with the theme of our Indian Constitution was conducted through online for the NSS Volunteers.

FIT INDIA PRABHATPHERI (Morning Walk) CELEBRATION

Fit India Prabhatpheri has been celebrated by the NSS Officers by going morning walk between 5.30am to 6.30am during 01.12.2020 to 06.12.2020.

ALCOHOL ABUSE AWARENESS PROGRAMME

Date: 12.02.2021

Along with Department of Police, Pudukkottai, an awareness rally programme was by NSS Volunteers.

NEIGHBORHOODS YOUTH PARLIAMENT

Date: 12.02.2021

Neighborhoods Youth Parliament Programme was conducted with the collaboration of Nehru Yuva Kendra, Pudukkottaiby NSS.

PARTICIPATION IN THE TRAINING OF YOUTH ON CLEAN AND GREEN VILLAGE.

Date: 16.03.2021

Along with Nehru Yuva Kendra, Pudukkottai, a training programme on "Clean and Green Village" was conducted. by NSS.

PARTICIPATION IN THE COVID-19: MAY I HELP YOU PRAGRAMME.

Date: 22.05.2021

MAY I HELP YOU programme was conducted at Government Hospital and Medical College, Pudukkottai by NSS volunteers.

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	
0	
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)	
9	
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	
623	
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	
0	
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)

0

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.

College has 70 class rooms out of which 7 classes are equipped with ICT facilities to improve teaching learning process of the student community. There are 14 departments and 16 laboratories including research laboratories with modern equipments and a language lab.

Library is situated in the main building itself. A digital library (with 12 computers) is functioning within the library. In addition, all the Departments have separate library with considerable amount of books for the students. Library has question paper bank reference section and newspaper reading section apart from the stacks.

In order to provide facility for knowledge sharing, the college has seminar halls, a multipurpose hall and an auditorium with state-of-the-art and ICT facilities. IQAC has adequate facility to conduct meetings. Seminar and Conference halls can be used for conducting guest lectures and workshops.

NSS, NCC, YRC, and other co-curricular forums are given separate rooms for effective functioning. Students of these forums actively participate in campus cleaning and various social service activities to realize their social responsibilities.

The College promotes Green Campus and tries to cut emission by using renewable energy resources. Reprographic center and canteen are functioning within the campus for the convenience of the students.

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

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 college has a fine arts club. It concentrates on the cultural activities of the college

The College has excelled in sports and games and in the university championship in athletics for the past 29 years or so. The College spends around 3 LakhRupees every year for the Intra-college competitions, allowance for the students, Jersies, coaching camp, sports equipments purchase, ground maintenance, prizes, officiating charges etc.

Outdoor Facilities

The college has a sprawling playground. Football & Cricket field with athletics track. Kho-Kho, Kabaddi courts, Ball Badminton court, well fenced Volleyball court, Cricket practice nets, a concrete Basketball court and a Hockey field are available with pavilion and Gallery.

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	Nil

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)

589

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)

Name of ILMS Software :

Autolib

Nature of Automation

Partially automated with Barcode.

Year of Automation

2017 - onwards Excel

2020-21 onwards Autolib Software

Library as a Learning Resource

The library uses "Autolib" an automated software developed by Autolib. The software is being updated time to time as per the requirements.

The library constitutes excellent collection of text books, reference books, back volumes, competitive exam books and periodicals like journals, magazines, newspapers and E-resources in different disciplines.

The library maintains Gate register to monitor in-time and out-time of the users and helps to calculate total number of users per day. In the circulation section, systems are installed to monitor issue, return and renewal of books and also reports are generated daily.

Online Public Access Catalogue (OPAC) is used to retrieve the library collections regarding location, availability or issue status of the books, User profile, Accounting information, Project search and Today's arrival.

Reprography facility is available for multiplication of the reading materials. Ph.D. and M.Phil, thesis are available in department libraries also for research reference and separate reference section is available for competitive examinations with specialized books.

The Digital Library, INFLIBNET and NDLI databases are available to retrieve the e-resources.

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

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu

E. None of the above

Shodhganga Membership e-books Databases Remote access to e-resources

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)

0.84803

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

5209

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 been updating its IT facilities periodically with the following:

- Latest ICT facilities are installed with Video Conferencing, E-Learning and Web Conferencing which helps

teaching learning more effective.

- 12mobile LCD Projectors are used as ICT tools in smart class rooms.
- LCD Projectors are used in IQAC Hall, Seminar and Conference halls.
- 300 computers are provided for students usage which includes computer labs and communication lab(Language Lab).
- Communication lab is updated with adequate infrastructure, computers and software facilities.
- 4 Fibernet Broadband Internet connectivity with 100 Mbps each to have better Internet service.
- Examination software, Transfer Certificate Software and Student admission softwares are being used.
- Online mark entry system for CIA & EOS Examinations is introduced from the academic year 2018-2019.
- Online examinations are conducted for extra-disciplinary courses involving multiple choice questions.
- CCTV Cameras are installed in the COE building for the security purpose.

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
3734	1354

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)

19.67563

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 infrastructure policy of the college: Designed, developed and revised based on the requirements, need analysis, technical uplift, etc. under the rules and regulations of the Directorate of Collegiate Education, Government of Tamil Nadu. The Principal of our college is responsible for provisioning and maintaining the overall infrastructure.**

- Public Works Department(PWD), Government of Tamil Nadu, is supporting the establishment of the infrastructure and their maintenance.
- PWD take care of the day-to-day maintenance of the campus including Class room and other building maintenance. Plumbing, repairing electrical appliances, civil works, painting, carpentry work etc.
- Annual maintenance grant for civil and electrical works allotted by the Government will be used for the above purpose.
- The Special requirements of the departments will be dealt under the special repair and Maintenance scheme of PWD.
- Laboratory equipments will be purchased following the State Government Procedure out of the fund allotted exclusively.
- Cost of maintenance of laboratory equipments will be borned under the Machinery Equipment and Maintenance head.
- The College has a vast area for playground and other facilities. Basket Ball court and Football/Hockey ground are maintained by the Physical Director. The College has a pavilion and a gallery for spectators.

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 benefitted by scholarships and freeships provided by the Government during the year

2406

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

A. All of the above

with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

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

22

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

142

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

1

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

0

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

The versatility of the students can be understood from their inherent qualities. One such quality is the leadership quality. Though we have a student strength of around 4000, it is a tough task to find the students who voluntarily come forward to lead a team of students.

Democratic type elections, the gateway for the student leaders was practiced until a few years ago in this college. But recently, due to the direct involvement of political parties in the election, planning to put their cadres as student representatives, the college administration had to resort to the policy of making the academic topper of a particular class as their class representative. This method was mainly chosen, to instill the leadership quality within the academically potential candidate. All the student representatives are members of the college student union and a final year PG student by department rotation will be selected as student-chairman and a final year UG student as student-secretary for the entire academic year.

Next year new representatives of classes will be selected upon

their academic merit. Girl student-topper of I year classes will be the class representatives. Thus, the college gives reservation for girls in the student council.

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

0

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

Any academic institution can extend its horizon by the contributions made by the alumni of it. Alumni are the real outcomes of the college which can be graded itself to a suitable position depending upon the capacities the alumni have in the society. Thus the college, with a huge strength of alumni due to its 140 years academic excellence, possess handful of illustrious alumni. The contribution they pay back to their alma mater increases day by day and year after year. By an one hundred rupee one time subscription the college alumni association extending its membership.

According to recent findings, one thousand students are added to the strength of alumni every year. The college has several teachers and non-teaching members who had their graduation at this institute and contributing to the welfare of the college in many aspects. Some of the illustrious alumni of this institute are Dr. Muthulakshmi Reddy, Theerar Sathiyamoorthi, Actor Gemni Ganesan, Actor AVM Rajan, MurariIAS, Akilan, Sahayam IAS, Shri

S.Ragupathy MLA, Shri V.Meyyanathan MLA, Mr. Palaniappan (USA) and so on. The college proposed to conduct alumni meetings of all the departments and wanted to honor them individually in the forthcoming academic year.

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

D. 2 Lakhs - 5 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

The vision of the institution is—to provide quality higher education to rural youth, inculcating research spirit, promoting research activity at global standard, inculcating the value of health and hygiene and instilling entrepreneurship and creativity in them. Special classes for SC/SCA/ST and MBC students are aimed to impart/cement subject knowledge among the students. Collaborations with the small/large scale industries are looked upon to promote self-employment among the youngsters.

Career counseling and competitive examination coaching classes are conducted to build students' confidence and to train them to face the challenges at job-front. Since majority of the students are first generation - learners, individual counseling for their higher education or job opportunities is provided to them.

The college also strives to provide quality education to the rural youth, 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 students are trained to guide the deprived masses towards a better standard of living, giving due impetus to social justice. Teachers and organizations like the NSS, YRC and Eco Club give appropriate focus on the above areas and work with full determination and commitment towards realizing these goals.

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: All Heads of the departments are empowered to prepare budget for their departments with the concerned faculty members of the departments and lab in-charges. Faculty members are given full freedom to organize various programs and to participate in programmes organized by different organizations. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. They are given full rights to arrange industrial visits relevant to their courses and to have tie up with industrial experts and are appointed as coordinator and convener for organizing seminars/workshops/conferences/FDPs. Participation of Teachers in Decision-Making Bodies: Teachers discharge an important role in implementing the vision and mission of the college. Teachers are members and conveners of various committees that are instituted for the day-to-day functioning of the college. Teachers also discharge pervasive role as motivators for cultural and socially conscious activities in the institution by steering the NCC unit, NSS unit, Rotaract club, Women Empowerment cell, etc. The formal and informal arrangements in the premises to co-ordinate the academic and administrative planning and implementation reflects the Colleges efforts in achieving its vision.

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:

1. To enrich curriculum
2. To incorporate digital platform to improve teaching- learning process
3. To encourage research and consultancy, industry-Institute interaction and entrepreneurship activities.
4. To strengthen alumni engagement and enhance student experience.
5. To enhance contribution towards society and the environment.
6. To formulate development plans to improve the overall quality of the institute

Curriculum Development:

1. The Curriculum has been revised with more emphasis on employment enhancement, skill development courses.
2. Feedbacks from students and teachers were received

Teaching and Learning:

Faculty Members are motivated to use ICT's and On-line tools like Zoom, Google Class room etc.

Examination and Evaluation:

1. There is complete transparency in the examination system, Evaluation of internal assessments for 25 marks through continuous assessment that includes internal tests and two assignments
2. For all the subjects, the question papers and the detailed key is obtained from the question paper setter, given to the examiner during valuation.
3. Revaluation and Transparency of the scripts system available

Research and Development:

1. Ten departments have recognized research centres of Bharathidasan University.
2. Teachers are encouraged to publish their research work in international journals.
3. Teachers can attend Workshops and 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 Principal in the college council runs the administration. This democratically delegated, decentralized mode of administration imparts the right momentum for the smooth running of the institution. The activities connected with the day to day administration of the department are also decentralized. The information and instructions from the Principal reach the HOD who in turn passes on the information to the tutor in-charge of each class and the information is conveyed to the students. Staff order note book is maintained in which instructions in regard to the duties and responsibilities given by the HOD are entered. Various committees have been constituted to take care of the academic ventures and admission work. To deal with any issues related to the discipline of the students, a Disciplinary

committee has been formed. Statutory bodies like Governing body, Academic Council, Board of Studies, Finance committee, Internal Quality Assurance Cell(IQAC), Rashtriya Uchchatar Shiksha Abhiyan(RUSA), Autonomous Committee, Placement Cell, Discipline Committee, Academic Calendar in Charge, Webmaster, All India Survey on Higher Education(AISHE), Red Ribbon Club(RRC), Youth Red Cross(YRC), National Cadet Corps(NCC), Sports Committee, Fine Arts Club, Internal Complaints Committee, Anti Ragging Committee, National Service Scheme (NSS) Advisory Committee, Alumni Association, Parent Teacher Association (PTA).

File Description	Documents
Paste link to Organogram on the institution webpage	https://www.hhrc.ac.in/administration.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

Teaching:

- General Provident Fund

- Medical and Maternity Leave
- Medical Insurance
- Gratuity Scheme of Pensions and Compensatory Pension Scheme

Non-Teaching :

- General Provident Fund
- 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.)

107

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. Every year, Internal audit and external financial audits are carried out by the Tamil Nadu Government. Internal audit is carried out with the local auditor. External audit is done by Directorate of Collegiate Education and Account General Office, Chennai.

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)

Nil

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. Each and every amount of fund received from State government is on par with budget allocation. The budget of the Institution is prepared keeping in mind, the developmental activities of the institution; accordingly provisions are made in the Budget, which is ultimately approved by State government, and then fund is sanctioned, which is deployed on different Heads of Expenditures in accordance with the approval of various statutory committees constituted by the Institution time to time for efficient use of funds/grants received from government. The Institution follows cent percent transparency in use of funds. Fund generated from the above are principally used for maintenance and development of the Institution and students.

Optimum utilization of funds is ensured through:-

- Adequate funds are allocated for effective teaching-learning practices. Budget is utilized to meet day to day operational and administrative expenses and maintenance. The enhancement of library facilities needs to augment learning practices and accordingly requisite funds are utilized every year. The main motto of resource mobilization and optimal utilization of resources is to put our Institution on bench mark in tune with quality teaching and unique growth of students.

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. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
2. The relevance and quality of academic and research programmes.
3. Optimization and integration of modern methods of teaching and learning.

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 Audit are conducted once in a year comprising of one internal audit and one external audit each year for enhancing the quality of the programme. Detailed audit was conducted on the curriculum, development of student programmes, Teaching learning evaluation processes and faculty academic improvement programmes. The List of documents verified by the above audit committee are :

- 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)

C. Any 2 of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://hhrc.ac.in/img/HHRC AnnualReport 2020-21.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 sensitized to feel on par with their male counterparts. Regarding curriculum activities the curriculum contains a compulsory course on gender studies in which the following areas are given due significance.

Women faculty members are good in number and they take part in the safeguard and welfare activities of girl students. The college provides maximum facilities to girl students.

The Institution is totally risk free and the environment is absolutely safe and secure.

Counseling:

The women cell provides counselling to individual students as on when the need arises Since, many women students are first generation learners / single girl child for the family, guidance on pursuing higher education, career counselling and guidance on writing competitive examinations are provided by the tutors of that class.

Common Room:

There is a separate common room exclusively for girl students. Sufficient furniture is provided to the girls and there is a small room to take rest. There are separate toilets for staff and students which are maintained neatly and cleanly. There are two incinerators separately for staff and students. There is a safe and secure environment for women faculty and students.

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

D. Any 1of 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)

Solid Waste management:

The campus is cleaned and the waste is collected regularly by a team of house keepers. The wastes are dumped in the dustbins stationed in each blocks which are collected later by the municipality dump in the main municipality garbage storages. The college does not generally produce hazardous wastes. Chemicals like alcohol are diluted beyond their capacity to do any harm in general and left through the drain pipes. Being a college with women students, facilities has been procured by the Women Cell of the college to dispose of the used sanitary napkins regularly. The girls are also given proper instructions to maintain their environment hygienic.

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: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	B. Any 3 of the above
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: <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities 	E. None 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

<p>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres 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.</p>	<p>C. Any 2 of the above</p>
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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 College has undertaken various initiatives in the form of celebration of days related to Eminent Personalities., National Festivals, NSS, NCC and other such activities to provide for 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 have been made mandatory to all UG students across disciplines.

The Institution makes every effort in fostering the spirit of inclusiveness among the students. Independence Day and the Republic day were celebrated in the college. NCC cadets & NSS students participated in the Republic Day Celebrations, with the relaxation of COVID restrictions. An awareness programme on Corona Virus was organized in the college (to highlight the preventive measures) in which the NCC cadets and NSS volunteers participated. Also, there was a rally comprising our students to create awareness on Alcohol abuse. Also, the NSS units of the college organized a training programme for youth to create a clean/green atmosphere in villages. Our NCC cadets regulated the traffic and volunteered service during the COVID period.

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:

The Institution gives utmost importance to sensitize students and employees regarding their constitutional obligations. Our NSS students participated in the Neighbourhood Youth Parliament Programme which had entrepreneurship as its theme. Faculty members, NCC cadets and NSS volunteers participated in the Independence Day, Republic Day Programmes and NSS -organized COVID awareness programmes (with themes like 'May I help you'). Also, Consumer awareness programme was conducted in the college to highlight the rights of consumers.

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>
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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, 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. Also, Consumer awareness programme was conducted in the college to highlight the rights of consumers. To highlight the significance of NSS, Gandhi Jayanthi and Constitution Day, Online Quizzes were conducted by the NSS units of the college.

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

Grooming the Academically Talented as Student-Leaders

Objectives:To recognize students' academic talents and their role in the college union

Practice:The academic toppers, as student representatives, remain the members of the college student union.

i)By Departmental rotation, a final year PG student as Student-Chairman and a final year UG student as Student-Secretary will be elected.

ii)Girls-toppers of I year classes will be class representatives.

Evidence of Success:The new practice has boosted students' academic success and council-participation.

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

AlumnAssociation - Custodian of College's Interests:

Objectives:To boost the college-infrastructure and developmental activities

Practice:During 2019-20 and 2020-21, 300 sets of steel benches and desks of the college were repaired at the cost of Rs.3,00,000.

i)The Alumni - sponsored, RO system to purify water is to be

installed in the college shortly.

ii) Stationery material will be provided for the I UG students to write their examinations.

iii) Merit scholarships/ awards will be given to the Academic Toppers.

Evidence of Success: Executive and General Body meetings of the Association are conducted regularly. There is no shortage of quality-furniture for students.

Challenges and prospects: More number of life members have to be enrolled and more financial help is needed.

File Description	Documents
Best practices in the Institutional website	https://www.hhrc.ac.in/naac-best-Practices.php
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 vision of the institution is to become a premier institution by providing higher education with excellent quality to the rural youth; to inculcate research spirit and to promote research activity at global standard to inculcate the value of health and hygiene among the youth and to instil entrepreneurship and creativity. Quality initiatives such as Special classes for SC/SCA/ST and MBC 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 the organizations such as the NSS, YRC and Eco Club give appropriate focus on the above areas and work 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

To encourage every department of conduct meeting of their alumni and make them to contribute for the development of the college.

To request all its staff members and students to get vaccinations to combat the covid-19

To revise the syllabus for all the programmes offered by all the departments in line with the existing demand

To conduct the meetings of all the statutory body and committee meetings

To conduct academic audit, green audit and energy audit before going for NAAC reaccreditation