YEARLY STATUS REPORT - 2021-2022

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)	hhrajahscollege@gmail.com
• 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/pdf/AQAR_20-21.pdf
4.Was the Academic Calendar prepared for that year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://hhrc.ac.in/pdf/2021-2022.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	**3**

• 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. Under Graduate Student sanctioned strength has been raised from 950 to 1350. 2. Post Graduate Student sanctioned strength has been raised from 250 to 370 3. Revised Syllabus has been introduced from the academic year 2021-2022 4. Alumni meetings have been conducted in all the departments and several alumni have attended with great vigor. 5. All the statutory body meetings have been conducted in the year 2021-2022

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:

08-02-2023 11:40:27

Plan of Action	Achievements/Outcomes
Syllabus to be revised and implemented in the current year	Syllabus has been revised and implemented in the year 2021-2022
Meeting by inviting all the alumni of the departments has been proposed	Alumni meetings have been conducted in all the departments and several alumni have attended with great vigor.
Request the State Government to sanction a new library building with all modern facilities	State Government has sanctioned a new library building to be built with a plan estimate of 600 lakhs during the state budget
Request the State Government to sanction new laboratories to the existing science department	State Government has sanctioned a new building with four laboratories
International /National Seminars to be conducted	An international conference has been conducted in the Botany Department
Green campus Audit, Environment Audit and Energy Audit of the campus to be undertaken	Green Campus Audit, Environment Audit and Energy audit of the campus were undertaken on 5th January 2022and

13.Was the AQAR placed before the statutory body?	No

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Nil	25/04/2022

14.Was the institutional data submitted to AISHE ?	Yes

- Year

Year	Date of Submission
2021-2022	07/12/2022

15.Multidisciplinary / interdisciplinary

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.

16.Academic bank of credits (ABC):

Efforts are being taken in the form of creating awareness among the students about the Academic bank of credits.

17.Skill development:

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.

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 142 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   **35**

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.Student

2.1   **4069**

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	[View File](#)

2.2   **1143**

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	[View File]()

2.3   **4069**

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   **619**

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	[View File]()

3.2   **156**

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		**4069**
Total number of students during the year:		

File Description	Documents
Institutional data in Prescribed format	View File

2.2		**1143**
Number of outgoing / final year students during the year:		

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3		**4069**
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		**619**
Number of courses in all programmes during the year:		

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2 Number of full-time teachers during the year:	**156**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

3.3 Number of sanctioned posts for the year:	**160**

4.Institution	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	**1775**
4.2 Total number of Classrooms and Seminar halls	**80**
4.3 Total number of computers on campus for academic purposes	**212**
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	**72.00284**

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.

Our curriculum is basically designed in line with the 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-COmapping have been drawn for all the courses included in the

entire curriculum.

Choice Based Credit System is being followed in all programmes. The five-part curriculum is being followed for all the UG programmes. 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.

Curriculum is updated periodically based on the feedback received from students, faculty and other stakeholders.Board of Studies revise entire syllabus of all the programmes once in three years on routine basis. Therevision of Syllabusgetsapprovalfrom the Academic Council before introduction as per the UGC guidelines.

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

471

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

471

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 equity,

human values, environment and sustainability are being taught in the curriculum with due credits. They include

1. Gender Studies: This course deals with the necessity of gender equity by the way of, women empowerment, awareness on enacted Rules and Acts to protectwomen from atrocities.
2. Environment Studies: This course on Environment addresses the issues regarding the preservation of our environment from pollution, biodiversity, illeffects of deforestation, and other serious threats to our environment. It also creates awareness among the students on the conservation of resources and preservation of environment for sustainable growth.
3. Value Education: Human values are taught with an objective that the student should understand and respect the values which can be ascribed to each and every human being on various accounts. This makes a course on Value Education which has been included in the curriculum focussing on the various possible values which a man or woman can posses for making the life of them valuable and accountable .

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 infirst, 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

16

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

2428

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

226

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   **B. Any 3 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 **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_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

1723

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)

1225

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 based upon the following parameters:

1. **Past performances from school**
2. **Response during Classroom endeavors (Theory and Practical)**

3. Performance in Continuous Internal Assessment (CIA).

In addition to the above three aspects, exclusive monitoring of each student by Mentors(Tutor Incharge)helps to categorize learners. Motivational process, for effective use ofthe potential that the corresponding student have, has been initiatedby the respective mentors. 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:

- Extension to an elaborative environment to think beyond(out of box).
- Creation of New facilitites 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 counselling.
- 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
09/08/2021	4069	156

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:Science programmes have Practical courses. Practical courses are offered a course each in all the semesters. Whatever the student learn in theory have a practical counterpart. By doing hands on training like constructing electronic circuits which acts as the brain for the devices which we use in our day to day life, the students earn more practical knowledge. Dealing with the acids and bases in chemistry labs, understanding of life of plants and animals and the composure of such biologocal systems in botany and zoology labs induce the interest upon the subject as well as the attitude of the student to do learn elaborately. Computer science, Commerce and Mathematics students have computer practicals.The arts students are encouraged to take part in various extra and cocurricular activities, which improvesorganizational and managerial skills.

Participative learning:Student seminars are made compulsory in the post graduate curriculum. This makes them to participate in the teaching learning process of the peer group.

Problem Solving Methodologies:Students are given problem solving assignments during their course works. This improves the confidence of the students to tackle problems of real life. Critical thinking and lateral thinking are encouraged by giving semi-online objective type exams in the curriculum.

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 encouraged to use ICT resources at a larger scale. Student from different educational backgrounds and experiences can cop-up with the latest ICT teaching strategies which enhance their learning patterns. The institute supports the usage of ICT enabled teaching methodologies almost by all the faculty members by

providing necessary infrastructure possible.

LCDs and other teaching aids are available either on a fixed mode or on a mobile mode. In addition to the conventional chalk and talk method of teaching, ICT enabled teaching tools enable students to understand the basic pedagogy. Conference hall is available within the Institution's campus which is well-equipped with the latest technology.

Seminar halls with ICT facility and smart class rooms are availble in all departments. Students learn concepts thoroughly through these teaching aids. Also the students get more motivation and excitement to see the actual happenings in the particular field of their interest.

E-contents are available in the college website for downloading. The available lecture notes help the students to plan and study the relevant materials with much ease and comfort.

Open Educational Resources such as NPTEL, YouTube Videos, and so on are also recommended to the students to improve their comprhensive 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/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

156

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.**
- **Course duration: Minimum 90 working days of five periods per day.**
- **Mid-term exam will be conducted immediately after the 45th working day.**

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 for15 marks in the pre mid-term portion and Assignment-II for 10 marks in the remaining 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. Fifteen working days are exclusively allotted for examinations.**

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 and Students seminars(PG)

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

156

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

117

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)

1800

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

14

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

67

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 a improved version of Examination Management System otherwise called Autonomous Management System. The procedure starts with the feeding in of roll number of the students and their passport size photos. All the examination procedures and processes will take care by the software. Software contains the following tabs for their respective purposes.

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. CIA Mark Entry: CIA Group, CIA Component, Test Mark Entry, Re-Test Mark Entry, CIA Process, Test Lock, Reports.
4. Continuous Internal Assesment(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 ExamandInvigilationWith these arrangements the examination procedures and processes are comprehensively done. Thus considerable reforms have been undertaken regarding Examination and Evaluation.

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

Programme outcomes and Course outcomes are intimated along with the syllabus to the respective students and the same 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 outcomes. The course outcomes are achieved by a better way of teaching, learning and evaluation stratergies.

Course Outcomes:

The program outcomes 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 reflectthe knowledge, skills, and competencies which can be acquired after the completion of the course. (Web link:https://hhrc.ac.in/2021-24/Course%20Outcomes%202021-2022.pdf)

2. The outcomes are assessed and evaluated continuously to ascertainthe extent of goalaccomplishment.

3. Scaling ofprescribed 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	https://hhrc.ac.in/2021-24/Course%20Outcomes%202021-2022.pdf

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

Programme outcomes are the basic components of a Curriculum Design. And evaluation is the key factor which ensures the attainment of the course outcomes.But the programme outcomes attainment needs a different perception. The evaluation methods adopted by the institution are both conventional and non-conventional in nature. 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. Understanding level of the student is the major part of attainment of Programme Outcomes. Generally, the Programme Outcomes are derived 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 outcomesare well defined in easy terms. Feedback received from the students on the course and programme outcomes is a better way of understanding the sucessful attainment of the outcomes. As the students' comments on the syllabus and the outcomes are very much positive,which reveals that the syllabus they studied clearly yields the defined outcomes. The passout percentage of both UG and PG programmes is an indicator for outcomes 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

1149

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://www.hhrc.ac.in/img/AnnualReport_2021-22.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_2021-2022.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 carefully framed thefollowing 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 theresearch 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 practiced

The following 12 Departments of our college are recognized Research Departments pursuing active research..

- 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)

2.898

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)	**No File Uploaded**
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	No File Uploaded

3.2.3 - Number of teachers recognised as research guides

49

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 out of 15 Departments of our college are recognized as Research Centres of Bharathidasan University, Tiruchirapalli. They are

Department of Tamil, Department of English, Department of Mathematics, Department of Physics, Department of Chemistry, Department of Botany, Department of Computer Science, Department of Physical Education, Department of History, Department of Economics, Department of Commerce, and Department of Business Administration

They act as platforms to perform innovations, creation of new matters, transfer of knowledge among the intellects and promotion of new methodologies. Language Departments extracts the richness of culture, heritage and tradition fromthe great literary works of sangam literature. The Department of commerce focusses on new avenues of entrepreneurship, Department of history projects community orientation.The science disciplines, which include Maths, Physics, Chemistry and Biology departments, are active sources of incubation centres. New materials have been synthesized and their applications are analyzed comprehensively. Hybridization yields to new plant varieties by the Botany department adds to the level of innovation the college is proposed to promote. 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

3

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

13

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

0.2308

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

0.0064

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

16

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

5

File Description	Documents
Bibiliometrics 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

Tree Plantation on 24.09.2021

College Campus Cleaning on 22.10.2021

7 Days Special Camp by 4 units of NSS from 22.12.2021 to 28.12.2021 in Kottaiyur village

COVID -19 First Doses Vaccination Camp on 07.01.2022

Pledge taking programme towards protection of Children and Youth on 08.03.2022

COVID -19 Second Doses Vaccination Camp on 11.03.2022

Identification of the non-injected COVID 19 persons programme on 26.03.2022

College Campus Cleaning on 12.04.2022

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)

27

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

2114

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	<u>View File</u>
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	**No File Uploaded**
Any additional information	<u>View File</u>

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 has 32 acres out of which fully 32 acres are utillized for infra structure developments. This is a huge asset and leave scope for robust growth of the college.

Arts and Science Departments are located in separate blocks. The Classrooms, Laboratories and Seminar Halls are housed on various blocks. The blocks are named as Main block, L Block, Economics block, Commerce Block, Botany Block, New Block, and MGR Block. Three new blocks are under construction. The college has spacious playground and a pavilion. Baket ball court, Badminton court, Volley ball court and a track for atheletics add to the sports facilities. A gymnasium with modern equiptments facilitates who cares more for physical fitness. The college has unit of National Service Scheme and National Cadet Corps(Both Army wing and Air wing).

Rain water is being harvested. Atmost care is being given to the cleanliness of the campus.The college has well-equipped 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	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 Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor). Details are given below:

(A) 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**

(B) 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 culturalcommittee 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.

(C) Gymnasium: The college maintains a gymnasium with modern equipments. The physical education department looks after it.

(D) 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)

376.00284

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 functions in the separate block with nearly 67,505 text books in various subjects and 1334 reference books. Total worth of these books works to about 44.38 Lakhs in Indian rupees. Our library is digitalized with 'Autolib' software in the year 2020-2021. The work is under progress.

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 outtime 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. None of the above
e-journals e-ShodhSindhu 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)

2.62

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 07- smartclassrooms, 02-smart lab available.

Well equipped computer labs are also functioning in the college. There is a plan to establish the Wi-Fi connectivity facility to the library building.All teaching staff member use the ICT in the classrooms and laboratories, whenever needed. The different educational sites are shown to the students with the help of digital device.

Most of the official work is being done with the help of ICT. Following are some basic facilities for updating:

Latest ICT facilities are installed with Video Conferencing.

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 andcommunication 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. 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
4069	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)

72.00284

File Description	Documents
Audited statements of accounts	<u>View File</u>
Upload any additional information	<u>View File</u>

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.

Repair and periodical maintenance of the institutional physical infrastructure(both civil and electrical)which includes classrooms, laboratories, play ground, library and other facilities are taken care of by Public Works Department(PWD).At the start of every academic year an indent of repair and maintenance works to be taken up will be obtained from all the Heads of the Departments, Librarian and Physical Director. The indents will be scrutinized by a committee comprises of The Principal, Estate Officer(Teaching Staff member) and PWD Technical Division Officer incharge of the maintenance work and a final draft of works to be taken up will be sent to the Director of Collegiate Education(DCE) for approval. A state level meeting will be convened by the DCE with all the PWD Technical Division Engineers, Regional Joint Directors and the College Principals. Criteria for fund allocation and preference of work will be charted out in the meeting and accordingly the Maintenance and Repairs(M &R) and Special Repairs(S&R) funds will be allocated. The PWD will execute all the approved Maintenance and Repairs works within the Financial Year and a Work completion Certificate will be submitted to the DCE by the concerned Executive Engineer of the PWD and the College Principal.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	<u>https://hhrc.ac.in/pdf/Infra_Maint.pdf</u>

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

2944

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 benefited 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

32

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

179

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

3

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

34

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 potential to project themselves as leaders. In some students the leadership quality is inherent. Leadership quality promotes students to have a multifacted personality. At the young age, the ability to lead a team or a class or a group of peer will definitely boost their future fortunes to become an

active leader in any walk of life.Despite the fact that some students are able to lead the peer, due to inferior feeling they could not come up voluntarily.

A well groomed leader is the need of the hour. Selection of students leaders by democratic type of elections has a main drawback ofdirect involvement of political parties in the election by the way ofputtingtheir cadres as student representatives. In such situationsa true leader could not come up which makes, after careful observation and analysis,thecollege administration to resort to a different policy of making the academic topper of a particular class as their class representative. This method basically instills the leadership quality within candidates with academic excellence as well. Women also get due reservation in the form of making them representatives for the entry classes. Sports and other committees have student representatives.

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

23

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

The gratefulness of a student can be expressed by an act ofreciprocation to his/her Alma mater. It may be in the form of a small contributionto the institution from which they learnt their

higher education. The college, with a remarkable history ofits 142years existence and academic excellence, has a number of illustrious alumni. Every student, upon completion of the course, can be the member of the alumni association by paying one hundred rupee one time subscription. The option of becoming life time member by paying Rupees ten thousand is also available. Interestingly, the Heads of various departments of the college like English, HIndi, Maths, Chemistry, Botany, Computer Science, and Commerceare alumni. Recent list ofillustrious alumni in the realm of active contributors of this institute include The Law Minister of Tamil Nadu State Government Honorable S.Regupathy MLA, and Environmental Minister Honarable V.Meyyanathan MLA, and Mr. Natarajan (USA) and so on. The alumni asssociation has conducted alumni get-together meetings individually for all the departments and honored the alumni during the occassions. A contribution of Rs. 2.0 Lakhs by Dr. MR. Natarajan has been received and the same has been utilized for Audio-Visual facility of Seminar Hall.

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   **C. 5 Lakhs - 10 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 primary motto of this college is to provide quality higher educationto the students hails from educationally and economically weaker sections of the society.

Mission :

- To proclaim the knowledge and skills through Higher Education.
- To make the students socially responsible, meet global challenges and employable.
- To achieve communal harmony.

Regarding Governance of the institution Principal is the supremo of the administration. The finance power only rests with him. He has been advised by the Governing Body as and when necessary. Apart from this the policy decisions are taken by the College Council. It helps the Principal in the path of effective administration. The Principal in turn delegates certain powers to the senior most member of every department by making them Head-incharge of the respective Department. The Head incharge of the Departments are the ex-officio members of the College Council. For other matters various committees have been constituted, The college also strives to provide quality education to the rural youth, especially girl students. Besides this, in the endeavor to make the students self-reliant and independent. To develop their all-round personality which includes academic, athletic, aesthetic, environmental and ethical values to the fullest extent remains our fundamental objective.

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:

Principal is the Administrative Head of the Instituion. He/She is assisted by the Department Head in charges who are the senior most member of the Department concerned. Annual Budget allocation out of the grant received from the State Government under various heads will be done with the consent of College Council in which all he department heads are the ex-officio members.Heads will prepare a list ofitems to be purchased and things to be maintained. Getting proper approval from the Head of the Instituion they make the purchase accordingly.Heads of the departments seek assistance from their department colleagues in

running the department. Faculty membersare encouraged to act in favour of the development of the Instituion at all levels.

Participation of Teachers in Decision-Making Bodies:

Teachers discharge an important role in implementing the vision and mission of the college. The college council constitute various satutory and non statutory committees by having representations of teachers from various disciplines. Senior most teacher of a particular committee will beconvenerof the committee. Programme officers, from teachers, are nominated by the Principal with College Council's resolutionto coordinate the NCC,NSS, YRC, RRC and several 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:

1. To augment the curriculum

2. To incorporate a digital platform

3. To promote research and consulting, industry-institute interaction, and entrepreneurship.

4. To increase alumni engagement

5. To make a greater contribution to society and the environment.

Curriculum Development:

1.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.

2. 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:

1. 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.

2. The question papers and the detailed key is obtained from the question paper setter.

3. The students are given opportunity to review their evaluated answer sheets.

Development and Research:

1. Bharathidasan University has approved all of the programmes for U.G., P.G., and Ph.D. studies.

2. Faculty 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 has the Governing Body, Academic Council, Board of Studies and Finance Committee. Governing body advises the college Head on various accounts including adminstration, student admission, teaching and learning mechanism. Principal is the Head of the administrationappointed by Principal Secretary of Higher Education, Government of Tamil Nadu. He is the complete incharge of all tha activities occuring inside the college. He is the President of student union, Cooperative stores, Various committees and so on. The other institutional bodies like Academic Council and Finance Committee have Principal as the Chairman. However the Board of Studies of every department has its Head incharge as chair-person. Academic Council consists of University representatives, All Head of the Departments, Teachers from each category, Representatives among Academicians, Professionals, Industrialists and Alumni approves the resolutions passed by the Board of studies.Regarding the appointment, Teachers Recruitment Board of Tamil Nadu will recruit the eligble teachers as Assistant Professors in a periodic manner. The UGC norms are scrupulously followed in the appointment. Tamil Nadu Public Service Commission recruits Junior Assistants. These Junior Assistants in turn become Assistants, Superintendent,Bursar and Assistant Directors based upon 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/img/HHRC_Organograph.jpg
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 take welfare measures for teaching and non-teaching staff members on a humanitarian basis. The 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

2

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.)

127

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) 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 Genral 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 instituion.Recently the college utilizes the Research fund for various developmental activities including research. Teachers voluntarily forgo the monetary benefits for attending Research commitee meetings and other meetings which can fetch them allowances and sitting fees. This act mobilises a huge sum of money which in turn can be spend for the college development.

Optimum utilization of funds is ensured through:

Though the funds sanctioned by the State Government is 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. **Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.**
2. **The relevance and maintenance of quality in academic and research programmes.**
3. **Optimization and integration teaching and learning modern methodologies**
4. **Sustained and inclusive growth and development**
5. **Always desires for a better quality initiative**

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
- StudentsCounseling
- 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://www.hhrc.ac.in/img/AnnualReport_2021-22.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.The quality of chemicals used in the laboratories for academic purposesare maintained at the prescribed levels in order to do no harm in general and drained 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 the Mensural Hygiene in particular and their environment in general .Two distinct large collection-boxes are available in the campus to collect plastic-wastes.Also degradable and non-degradable wastes have been collected in the collection-boxes put in every department.

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:

A. Any 4 or all of the above

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions/awards**
5. **Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<u>View File</u>
Certification by the auditing agency	<u>View File</u>
Certificates of the awards received	<u>View File</u>
Any other relevant information	<u>View File</u>

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.

B. Any 3 of the above

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 ValueEducationhave 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.

Our college conducted two camps separately to provide COVID first and second dose to the staff and students. A District level awareness camp on PM Employment Generation Programme, organized by Khadi and Village Industries, Pudukkottai. A Health Awareness Programme (Out reach Programme) was conducted by Dept., of Zoology.

Pledge was taken towards Protection of Children and Youth, on part of ARAN Awareness Programme conducted by Pudukkottai District Administration.Students of Dept., of History and N.S.S. volunteers went to Thiruveppur Muthumariyamman Temple and helped the temple authorities in counting the Hundi-collection.

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.

To sensitize the students and staff of the Institution regarding Constitutional Values, A programme was conducted on Gandhi Jayanti.

1. Ambedkar Jayanti was celebrated.
2. Periyar's birthday was celebrated as "Social Justice Day" and a pledge was taken on the occasion.
3. Saplings were planted by N.S.S. volunteers, students and Alumni in the campus.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	[View File](#)
Any other relevant information	[View File](#)

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

C. Any 2 of the above

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various 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. **Social Justice Day, Gandhi Jayanti, Human Rights Day, Bharathiar Day, Voters Awareness Day and Ambedkar Jayantiwere celebrated.**
2. **N.C.C. and N.S.S. Days were celebrated.**
3. **World Earth Day, International Yoga Day, Vigilance Awareness Week, World Ocean Day, Anti Tobacco Daywerecelebrated by N.C.C. Cadets.**

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 ofthe college union

Practice:

The academic toppers of every class are made as representativesof 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' 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:All the departments conducted alumni meetings this academic year and honoured all the alumni present on the occasion. Contribution of Rs.2,00,000.by US based Alumni for providing ICT facilities to the Seminar Hall was made during such an interactive meeting(https://hhrc.ac.in/pdf/Alu_Aud_Stmt_2021-22.pdf). More alumni members assured to contribute more in the future.

Challenges and prospects: More number of life members have to be enrolled and more contribution is expected

File Description	Documents
Best practices in the Institutional website	https://hhrc.ac.in/pdf/Best_Practices_2021-22.pdf
Any other relevant information	https://www.hhrc.ac.in/naac-best-Practices.php

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" (Irulil 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 142 years.Most of the students getting education are first graduates. If this college was not existing in the past, Gross enrolment ratio of the localitymight be very low.With this distinctionquality 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 thrustareas with full determination and commitment towards realizing these goals.

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.

Our curriculum is basically designed in line with the 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-COmapping have been drawn for all the courses included in the entire curriculum.

Choice Based Credit System is being followed in all programmes. The five-part curriculum is being followed for all the UG programmes. 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.

Curriculum is updated periodically based on the feedback received from students, faculty and other stakeholders.Board of Studies revise entire syllabus of all the programmes once in three years on routine basis. Therevision of Syllabusgetsapprovalfrom the Academic Council before introduction as per the UGC guidelines.

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

471

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

471

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 equity, human values, environment and sustainability are being taught in the curriculum with due credits. They include

1. Gender Studies: This course deals with the necessity of gender equity by the way of, women empowerment, awareness on enacted Rules and Acts to protectwomen from atrocities.
2. Environment Studies: This course on Environment addresses the issues regarding the preservation of our environment from pollution, biodiversity, illeffects of deforestation, and other serious threats to our environment. It also creates awareness among the students on the conservation of resources and preservation of environment for sustainable growth.
3. Value Education: Human values are taught with an objective that the student should understand and respect the values which can be ascribed to each and every human being on various accounts. This makes a course on Value Education which has been included in the curriculum focussing on the various possible values which a man or woman can posses for making the life of them valuable and accountable .

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 infirst, 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

16

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

2428

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

226

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	B. Any 3 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	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_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

1723

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)

1225

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 based upon the following parameters:

1. Past performances from school
2. Response during Classroom endeavors (Theory and Practical)
3. Performance in Continuous Internal Assessment (CIA).

In addition to the above three aspects, exclusive monitoring of each student by Mentors(Tutor Incharge)helps to categorize learners. Motivational process, for effective use ofthe potential that the corresponding student have, has been initiatedby the respective mentors. 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:

- Extension to an elaborative environment to think beyond(out of box).
- Creation of New facilitites 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 counselling.

- **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
09/08/2021	**4069**	**156**

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:Science programmes have Practical courses. Practical courses are offered a course each in all the semesters. Whatever the student learn in theory have a practical counterpart. By doing hands on training like constructing electronic circuits which acts as the brain for the devices which we use in our day to day life, the students earn more practical knowledge. Dealing with the acids and bases in chemistry labs, understanding of life of plants and animals and the composure of such biologocal systems in botany and zoology labs induce the interest upon the subject as well as the attitude of the student to do learn elaborately. Computer science, Commerce and Mathematics students have computer practicals.The arts students are encouraged to take part in various extra and cocurricular activities, which improvesorganizational and managerial skills.

Participative learning:Student seminars are made compulsory in the post graduate curriculum. This makes them to participate in the teaching learning process of the peer group.

Problem Solving Methodologies:Students are given problem

solving assignments during their course works. This improves the confidence of the students to tackle problems of real life. Critical thinking and lateral thinking are encouraged by giving semi-online objective type exams in the curriculum.

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 encouraged to use ICT resources at a larger scale. Student from different educational backgrounds and experiences can cop-up with the latest ICT teaching strategies which enhance their learning patterns. The institute supports the usage of ICT enabled teaching methodologies almost by all the faculty members by providing necessary infrastructure possible.

LCDs and other teaching aids are available either on a fixed mode or on a mobile mode. In addition to the conventional chalk and talk method of teaching, ICT enabled teaching tools enable students to understand the basic pedagogy. Conference hall is available within the Institution's campus which is well-equipped with the latest technology.

Seminar halls with ICT facility and smart class rooms are availble in all departments. Students learn concepts thoroughly through these teaching aids. Also the students get more motivation and excitement to see the actual happenings in the particular field of their interest.

E-contents are available in the college website for downloading. The available lecture notes help the students to plan and study the relevant materials with much ease and comfort.

Open Educational Resources such as NPTEL, YouTube Videos, and so on are also recommended to the students to improve their comprhensive 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/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

156

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.**
- **Course duration: Minimum 90 working days of five periods per day.**
- **Mid-term exam will be conducted immediately after the 45th working day.**

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 for15 marks in the pre mid-term portion and Assignment-II for 10 marks in the remaining 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. Fifteen working days are exclusively allotted for examinations.

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 and Students seminars(PG)

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

156

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

117

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)

1800

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

14

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

67

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 a improved version of Examination Management System otherwise called Autonomous Management System. The procedure starts with the feeding in of roll number of the students and their passport size photos. All the examination procedures and processes will take care by the software. Software contains the following tabs for their respective purposes.

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. CIA Mark Entry: CIA Group, CIA Component, Test Mark Entry, Re-Test Mark Entry, CIA Process, Test Lock, Reports.
4. Continuous Internal Assesment(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 includeRe-Valuation,Instant Examination, Monthly Attendance,Online ExamandInvigilationWith these arrangements the examination procedures and processes are comprehensively done. Thus considerable reforms have been

undertaken regarding Examination and Evaluation.

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

Programme outcomes and Course outcomes are intimated along with the syllabus to the respective students and the same 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 outcomes. The course outcomes are achieved by a better way of teaching, learning and evaluation stratergies.

Course Outcomes:

The program outcomes 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 reflectthe knowledge, skills, and competencies which can be acquired after the completion of the course. (Web link :https://hhrc.ac.in/2021-24/Course%20Outcomes%202021-2022 .pdf)
2. The outcomes are assessed and evaluated continuously to ascertainthe extent of goalaccomplishment.
3. Scaling ofprescribed 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	https://hhrc.ac.in/2021-24/Course%20Outcomes%202021-2022.pdf

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

Programme outcomes are the basic components of a Curriculum Design. And evaluation is the key factor which ensures the attainment of the course outcomes.But the programme outcomes attainment needs a different perception. The evaluation methods adopted by the institution are both conventional and non-conventional in nature. 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. Understanding level of the student is the major part of attainment of Programme Outcomes. Generally, the Programme Outcomes are derived 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 outcomesare well defined in easy terms. Feedback received from the students on the course and programme outcomes is a better way of understanding the sucessful attainment of the outcomes. As the students' comments on the syllabus and the outcomes are very much positive,which reveals that the syllabus they studied clearly yields the defined outcomes. The passout percentage of both UG and PG programmes is an indicator for outcomes 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

1149

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://www.hhrc.ac.in/img/AnnualReport_2021-22.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_2021-2022.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 carefully framed thefollowing 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 theresearch 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 practiced

The following 12 Departments of our college are recognized Research Departments pursuing active research..

- 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)

2.898

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)	**No File Uploaded**
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	No File Uploaded

3.2.3 - Number of teachers recognised as research guides

49

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 out of 15 Departments of our college are recognized as Research Centres of Bharathidasan University, Tiruchirapalli. They are

Department of Tamil, Department of English, Department of Mathematics, Department of Physics, Department of Chemistry, Department of Botany, Department of Computer Science, Department of Physical Education, Department of History, Department of Economics, Department of Commerce, and Department of Business Administration

They act as platforms to perform innovations, creation of new matters, transfer of knowledge among the intellects and promotion of new methodologies. Language Departments extracts the richness of culture, heritage and tradition fromthe great literary works of sangam literature. The Department of commerce focusses on new avenues of entrepreneurship, Department of history projects community orientation.The science disciplines, which include Maths, Physics, Chemistry and Biology departments, are active sources of incubation centres. New materials have been synthesized and their applications are analyzed comprehensively. Hybridization yields to new plant varieties by the Botany department adds to the level of innovation the college is proposed to promote. 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

3

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

13

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

0.2308

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

0.0064

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

16

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

5

File Description	Documents
Bibiliometrics 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

Tree Plantation on 24.09.2021

College Campus Cleaning on 22.10.2021

7 Days Special Camp by 4 units of NSS from 22.12.2021 to 28.12.2021 in Kottaiyur village

COVID -19 First Doses Vaccination Camp on 07.01.2022

Pledge taking programme towards protection of Children and Youth on 08.03.2022

COVID -19 Second Doses Vaccination Camp on 11.03.2022

Identification of the non-injected COVID 19 persons programme on 26.03.2022

College Campus Cleaning on 12.04.2022

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)

27

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

2114

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	No File Uploaded
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 has 32 acres out of which fully 32 acres are utillized for infra structure developments. This is a huge asset and leave scope for robust growth of the college.

Arts and Science Departments are located in separate blocks. The Classrooms, Laboratories and Seminar Halls are housed on various blocks. The blocks are named as Main block, L Block, Economics block, Commerce Block, Botany Block, New Block, and MGR Block. Three new blocks are under construction. The college has spacious playground and a pavilion. Baket ball court, Badminton court, Volley ball court and a track for atheletics add to the sports facilities. A gymnasium with modern equiptments facilitates who cares more for physical fitness. The college has unit of National Service Scheme and National Cadet Corps(Both Army wing and Air wing).

Rain water is being harvested. Atmost care is being given to

the cleanliness of the campus.The college has well-equipped 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	[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 Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor). Details are given below:

(A) 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

(B) 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 culturalcommittee 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.

(C) Gymnasium: The college maintains a gymnasium with modern equipments. The physical education department looks after it.

(D) 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](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)

376.00284

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 functions in the separate block with nearly 67,505 text books in various subjects and 1334 reference books. Total worth of these books works to about 44.38 Lakhs in Indian rupees. Our library is digitalized with 'Autolib' software in the year 2020-2021. The work is under progress.

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 outtime 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 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)

2.62

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 07- smartclassrooms, 02-smart lab available.

Well equipped computer labs are also functioning in the college. There is a plan to establish the Wi-Fi connectivity facility to the library building.All teaching staff member use the ICT in the classrooms and laboratories, whenever needed. The different educational sites are shown to the students with the help of digital device.

Most of the official work is being done with the help of ICT. Following are some basic facilities for updating:

Latest ICT facilities are installed with Video Conferencing.

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 andcommunication 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. 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
4069	**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)

72.00284

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.

Repair and periodical maintenance of the institutional physical infrastructure(both civil and electrical)which includes classrooms, laboratories, play ground, library and other facilities are taken care of by Public Works Department(PWD).At the start of every academic year an indent of repair and maintenance works to be taken up will be obtained from all the Heads of the Departments, Librarian and Physical Director. The indents will be scrutinized by a committee comprises of The Principal, Estate Officer(Teaching Staff member) and PWD Technical Division Officer incharge of the maintenance work and a final draft of works to be taken up will be sent to the Director of Collegiate Education(DCE) for approval. A state level meeting will be convened by the DCE with all the PWD Technical Division Engineers, Regional Joint Directors and the College Principals. Criteria for fund allocation and preference of work will be charted out in the meeting and accordingly the Maintenance and Repairs(M &R) and Special Repairs(S&R) funds will be allocated. The PWD will execute all the approved Maintenance and Repairs works within the Financial Year and a Work completion Certificate will be submitted to the DCE by the concerned Executive Engineer of the PWD and the College Principal.

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

2944

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 benefited 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

32

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

179

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

3

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

34

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 potential to project themselves as leaders. In some students the leadership quality is inherent. Leadership quality promotes students to have a multifacted personality. At the young age, the ability to lead a team or a class or a group

of peer will definitely boost their future fortunes to become an active leader in any walk of life.Despite the fact that some students are able to lead the peer, due to inferior feeling they could not come up voluntarily.

A well groomed leader is the need of the hour. Selection of students leaders by democratic type of elections has a main drawback ofdirect involvement of political parties in the election by the way ofputtingtheir cadres as student representatives. In such situationsa true leader could not come up which makes, after careful observation and analysis,thecollege administration to resort to a different policy of making the academic topper of a particular class as their class representative. This method basically instills the leadership quality within candidates with academic excellence as well. Women also get due reservation in the form of making them representatives for the entry classes. Sports and other committees have student representatives.

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

23

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

The gratefulness of a student can be expressed by an act

ofreciprocation to his/her Alma mater. It may be in the form of a small contributionto the institution from which they learnt their higher education. The college, with a remarkable history ofits 142years existence and academic excellence, has a number of illustrious alumni. Every student, upon completion of the course, can be the member of the alumni association by paying one hundred rupee one time subscription. The option of becoming life time member by paying Rupees ten thousand is also available. Interestingly, the Heads of various departments of the college like English, HIndi, Maths, Chemistry, Botany, Computer Science, and Commerceare alumni. Recent list ofillustrious alumni in the realm of active contributors of this institute include The Law Minister of Tamil Nadu State Government Honorable S.Regupathy MLA, and Environmental Minister Honarable V.Meyyanathan MLA, and Mr. Natarajan (USA) and so on. The alumni asssociation has conducted alumni get-together meetings individually for all the departments and honored the alumni during the occassions. A contribution of Rs. 2.0 Lakhs by Dr. MR. Natarajan has been received and the same has been utilized for Audio-Visual facility of Seminar Hall.

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	**C. 5 Lakhs - 10 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 primary motto of this college is to provide quality higher educationto the students hails from educationally and economically weaker sections of the society.

Mission :

- To proclaim the knowledge and skills through Higher Education.
- To make the students socially responsible, meet global challenges and employable.
- To achieve communal harmony.

Regarding Governance of the institution Principal is the supremo of the administration. The finance power only rests with him. He has been advised by the Governing Body as and when necessary. Apart from this the policy decisions are taken by the College Council. It helps the Principal in the path of effective administration. The Principal in turn delegates certain powers to the senior most member of every department by making them Head-incharge of the respective Department. The Head incharge of the Departments are the ex-officio members of the College Council. For other matters various committees have been constituted, The college also strives to provide quality education to the rural youth, especially girl students. Besides this, in the endeavor to make the students self-reliant and independent. To develop their all-round personality which includes academic, athletic, aesthetic, environmental and ethical values to the fullest extent remains our fundamental objective.

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:

Principal is the Administrative Head of the Instituion. He/She is assisted by the Department Head in charges who are the senior most member of the Department concerned. Annual Budget allocation out of the grant received from the State Government under various heads will be done with the consent of College Council in which all he department heads are the ex-officio members.Heads will prepare a list ofitems to be purchased and

things to be maintained. Getting proper approval from the Head of the Instituion they make the purchase accordingly.Heads of the departments seek assistance from their department colleagues in running the department. Faculty membersare encouraged to act in favour of the development of the Instituion at all levels.

Participation of Teachers in Decision-Making Bodies:

Teachers discharge an important role in implementing the vision and mission of the college. The college council constitute various satutory and non statutory committees by having representations of teachers from various disciplines. Senior most teacher of a particular committee will beconvenerof the committee. Programme officers, from teachers, are nominated by the Principal with College Council's resolutionto coordinate the NCC,NSS, YRC, RRC and several 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:

1. To augment the curriculum

2. To incorporate a digital platform

3. To promote research and consulting, industry-institute interaction, and entrepreneurship.

4. To increase alumni engagement

5. To make a greater contribution to society and the environment.

Curriculum Development:

1.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.

2. 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:

1. 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.

2. The question papers and the detailed key is obtained from the question paper setter.

3. The students are given opportunity to review their evaluated answer sheets.

Development and Research:

1. Bharathidasan University has approved all of the programmes for U.G., P.G., and Ph.D. studies.

2. Faculty 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 has the Governing Body, Academic Council, Board of Studies and Finance Committee. Governing body advises the college Head on various accounts including adminstration, student admission, teaching and learning mechanism. Principal is the Head of the administrationappointed by Principal Secretary of Higher Education, Government of Tamil Nadu. He is the complete incharge of all tha activities occuring inside the college. He is the President of student union, Cooperative stores, Various committees and so on. The other institutional bodies like Academic Council and Finance Committee have Principal as the Chairman. However the Board of Studies of every department has its Head incharge as chair-person. Academic Council consists of University representatives, All Head of the Departments, Teachers from each category, Representatives among Academicians, Professionals, Industrialists and Alumni approves the resolutions passed by the Board of studies.Regarding the appointment, Teachers Recruitment Board of Tamil Nadu will recruit the eligble teachers as Assistant Professors in a periodic manner. The UGC norms are scrupulously followed in the appointment. Tamil Nadu Public Service Commission recruits Junior Assistants. These Junior Assistants in turn become Assistants, Superintendent,Bursar and Assistant Directors based upon 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/img/HHRC_Organograph.jpg
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 take welfare measures for teaching and non-teaching staff members on a humanitarian basis. The 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

2

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.)

127

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) 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 Genral 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 instituion.Recently the college utilizes the Research fund for various developmental activities including research. Teachers voluntarily forgo the monetary benefits for attending Research commitee meetings and other meetings which can fetch them allowances and sitting fees. This act mobilises a huge sum of money which in turn can be spend for the college development.

Optimum utilization of funds is ensured through:

Though the funds sanctioned by the State Government is 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. **Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.**
2. **The relevance and maintenance of quality in academic and research programmes.**
3. **Optimization and integration teaching and learning modern methodologies**
4. **Sustained and inclusive growth and development**
5. **Always desires for a better quality initiative**

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**

- **StudentsCounseling**
- **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://www.hhrc.ac.in/img/AnnualReport_2021-22.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.The quality of chemicals used in the laboratories for academic purposesare maintained at the prescribed levels in order to do no harm in general and drained 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 the Mensural Hygiene in particular and their environment in general .Two distinct large collection-boxes are available in the campus to collect plastic-wastes.Also degradable and non-degradable wastes have been collected in the collection-boxes put in every department.

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 | **B. Any 3 of the above**

greening the campus are as follows:

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

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-

B. Any 3 of the above

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.

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 ValueEducationhave 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.

Our college conducted two camps separately to provide COVID first and second dose to the staff and students. A District level awareness camp on PM Employment Generation Programme, organized by Khadi and Village Industries, Pudukkottai. A

Health Awareness Programme (Out reach Programme) was conducted by Dept., of Zoology.

Pledge was taken towards Protection of Children and Youth, on part of ARAN Awareness Programme conducted by Pudukkottai District Administration.Students of Dept., of History and N.S.S. volunteers went to Thiruveppur Muthumariyamman Temple and helped the temple authorities in counting the Hundi-collection.

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.

To sensitize the students and staff of the Institution regarding Constitutional Values, A programme was conducted on Gandhi Jayanti.

1. Ambedkar Jayanti was celebrated.
2. Periyar's birthday was celebrated as "Social Justice Day" and a pledge was taken on the occasion.
3. Saplings were planted by N.S.S. volunteers, students and Alumni in the campus.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	[View File](#)
Any other relevant information	[View File](#)

7.1.10 - The institution has a prescribed	C. Any 2 of the above

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

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. **Social Justice Day, Gandhi Jayanti, Human Rights Day, Bharathiar Day, Voters Awareness Day and Ambedkar Jayantiwere celebrated.**
2. **N.C.C. and N.S.S. Days were celebrated.**
3. **World Earth Day, International Yoga Day, Vigilance Awareness Week, World Ocean Day, Anti Tobacco Daywerecelebrated by N.C.C. Cadets.**

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 ofthe college union

Practice:

The academic toppers of every class are made as representativesof 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' 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:All the departments conducted alumni meetings this academic year and honoured all the alumni present on the occasion. Contribution of Rs.2,00,000.by US based Alumni for providing ICT facilities to the Seminar Hall was made during such an interactive meeting(https://hhrc.ac.in/pdf/Alu_Aud_Stmt_2021-22.pdf). More alumni members assured to contribute more in the future.

Challenges and prospects: More number of life members have to be enrolled and more contribution is expected

File Description	Documents
Best practices in the Institutional website	https://hhrc.ac.in/pdf/Best_Practices_2021-22.pdf
Any other relevant information	https://www.hhrc.ac.in/naac-best-Practices.php

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" (Irulil 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 142 years.Most of the students getting education are first graduates. If this college was not existing in the past, Gross enrolment ratio of the localitymight be very low.With this distinctionquality 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 thrustareas with full determination and commitment towards realizing these goals.

File Description	Documents
Appropriate link in the institutional website	https://hhrc.ac.in/pdf/DISTINCTIVENESS.pdf
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Submission of IIQA and SSR for third cycle NAAC Accredidation is the primary plan for the next academic year. For this purpose efforts have to be taken for the development of campus with additional buildings and all round facilities.

As the college has nearly 40 Research Advisers, we plan to publish more number of Research articles atleast 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 an 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 hygeine are to be conducted.