YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	KG COLLEGE OF ARTS AND SCIENCE
• Name of the Head of the institution	Dr.J.Rathinamala
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	91422441 9999
• Mobile no	9677431784
• Registered e-mail	principal@kgcas.com
• Alternate e-mail	info@kgcas.com
• Address	365, KGiSL Campus, Saravanampatti
• City/Town	Coimbatore
• State/UT	Tamilnadu
• Pin Code	641 035
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

	• Name of the Affiliating University	**Bharathiar University**
	• Name of the IQAC Coordinator	**Dr.S.Vidhya**
	• Phone No.	**91422441 9999**
	• Alternate phone No.	**00**
	• Mobile	**9092923261**
	• IQAC e-mail address	**iqac@kgcas.com**
	• Alternate Email address	**vidhya.s@kgcas.com**
3.Website address (Web link of the AQAR (Previous Academic Year)		https://www.kgcas.com/wp-content/uploads/2021/05/AQAR-2019-20.pdf
4.Whether Academic Calendar prepared during the year?		**Yes**
	• if yes, whether it is uploaded in the Institutional website Web link:	https://www.kgcas.com/academics/academic-calendar/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**2.78**	**2016**	**16/09/2016**	**15/09/2021**

6.Date of Establishment of IQAC	**10/08/2016**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr.M.Usha	Dissemination of Innovation Technology	Tamilnadu State Council for Science and Technology	2020 - 3 Days	50000
Dr.S.Vidhya	Tamil Magazine	Tamilnadu State Council for Science and Technology	2020 - 1 year	20000
Dr.V.V.Gomathi	Student Project	Tamilnadu State Council for Science and Technology	2020 - 1 year	7500

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	3	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the 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. Organized one week FDP on OBE 2. Implemented Capability Maturity Model framework for online classes 3. Increased the usage of ICT tools through FDPs. 4. Conducted online NET workshop for paper-1 for the members of the faculty 5. Introduced Moodle platform for internal assessment through online. 6. Conducted Academic audit

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To implement OBE	* Faculty Development Programmes were organized * Question paper settings based on Bloom's taxonomy. * Attainment of Course Outcome are measured for all the courses
To introduce more number of ICT tools for Teaching and Learning	* One week Faculty Development Programme was organized on ICT tools for Teaching and Learning. The important tools used by the faculty members are Google classroom, Edmodo classroom, Moodle platform, quizziz, Google forms, Google sheets, Google meet, Microsoft teams, Google slides, Google document, Screencastify etc.
To Strengthen the extension activities	* NCC, YRC and RRC Units are established * increased the activities of the NSS * One week yoga program for II year was conducted
To organize the Life skill programmes for the students	* One week yoga programme was organized for the second year female students
To conduct online internal assessment	* Moodle platform was introduced to conduct internal assessment
To conduct system audit and upgraded the ISO certification	* Received ISO 9001 : 2015 certification in the month of January 2021

13.Whether the AQAR was placed before	Yes

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
College committee	06/10/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	31/01/2021

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	462

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	3987

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1146

File Description	Documents
Data Template	[View File](#)

2.3	1363

Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**142**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**153**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**84**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**84.24**
4.3 Total number of computers on campus for academic purposes	**650**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

KG College of Arts and Science, being an affiliated college follows the curriculum prepared by Bharathiar University, Coimbatore. The institution ensures a Standard Operating Procedure for curriculum implementation and verification.

Teaching-Learning Process:

The Teaching Learning Process of the college ensures that the curriculum is implemented through schedule of course plan, micro and macro plan, online study materials, tests, assignments and seminars. The review on effectiveness of curriculum delivery is done through class committee meetings class observations by the Heads of the Departments, Deans, Principal and feedback by the students on syllabus completion and effectiveness of classroom management.

E-campus:

Allotment of assignment topics by teachers and subsequent submission of the same by the students and award of marks by the faculty all done through e-campus. Google, Edmodo classroom platforms are used for effective teaching and learning. Internal exams conducted in the Moodle platform are marked automatically and the marks are entered in E-campus on time.

Uniqueness of teaching and learning:

Online classes were conducted through google meet. Capability Maturity Model (CMM) was followed by the members of the faculty. To ensure effectiveness of teaching and to retain interest in the students when they are not physically present in the class.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.kgcas.com/wp-content/uploads/2022/05/1.1.1.pdf

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

The academic calendar is prepared and posted well in advance on the college website. It includes the following

? Dates of Reopening of the College

? Dates for submission of Assignments

? Dates for CIA – I, CIA – II and Model Examination.

? Tentative Dates for University practical exams and theory examinations

? List of working days, holidays and vacation.

? Date of last working day

Google, Edmodo Classroom platforms are used to post the schedules of Assignments and Examination. Faculty members of respective courses prepare question banks (with need-based revision and modification from time to time) and upload in the e-campus.

Questions for internal exams are randomly generated from the Question Bank and marks are instantly generated in the Moodle Platform and entered in the e-campus. Marks secured are intimated to the students within seven days of the completion of the last exam and parents can have the access to the same. We schedule two Internal Exams (CIA).After completion of 30 working days covering at least 2 units of the syllabus one CIA is completed. Model exams are conducted before the end semester exams covering all the units.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.kgcas.com/wp-content/uploads/2022/05/1.1.2.pdf

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

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

1.2 - Academic Flexibility

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

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

19

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

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

18

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

3880

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

1.3 - Curriculum Enrichment

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

The curriculum offered by the Bharathiar University is a set with core, eligible elective and supportive courses with due credit to teach students the ethical values of human living and humanity through subjects like Environmental Studies, Human Rights, Yoga for Human Excellence and General Awareness in order to nurture mental and physical health in the students. In addition, the following activities are charted by the college to integrate all the relevant cross cutting issues.

1. All the Departments celebrate special days such as birthday days of Freedom Fighters, National Leaders.

2. World Environment Day (5th June 2020) is celebrated by The Environmental Club in order to educate the students about the necessity of keeping the environment green and clean.

3. International yoga day (21st June 2020) is celebrated by conducting webinars, organizing yoga classes with the guidance of certified yoga teachers, and conducting awareness on Yoga through Quiz.

4. Guest lectures/Webinars are conducted on National and International Women's Day to celebrate the same and webinars on cyber - security to create awareness on women safety. Since 2019 Management conducts International Women's Day by honouring outstanding Women in different walks of life in the name of our Founder Smt. Divyalakshmi awards.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

12

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

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

817

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://www.kgcas.com/iqac/aqar-2020-2021/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.kgcas.com/iqac/aqar-2020-2021/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1305

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

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

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

1212

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

2.2 - Catering to Student Diversity

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

Initially the college conducts an Induction Program for the fresher's every year introducing the students about the academic and physical infrastructure, support services available on campus. Subsequently a Bridge Course spanning 30 contact hours is conducted for all the first years to fill the learning gaps in communicative English, Basic Mathematics and Computer literacy. Based on the marks secured in the first internal test and their higher secondary marks, the learning levels of the students are assessed, and the students are categorized as advanced learners and slow learners.

Advanced learners are the students with more capability to learn their course effectively whereas slow learners are the students who take more time to learn comparatively, also need some assistance.

File Description	Documents
Paste link for additional information	https://www.kgcas.com/wp-content/uploads/2022/05/2.2.1.pdf
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
3987	142

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

KGCAS practices various methodologies of teaching and learning such as participative learning, problem – solving and experiential learning. Participative learning comprises Producers classes handled by the students who practice peer learning. In addition, seminars and group discussions are part of the teaching learning. Value Added Courses (VAC) are the special courses provided with industrial collaborations (Beta Technologies) to make the students gain the knowledge of a given course with Industry requirement through practical and theory sessions.

In Problem – Solving, science students are obliged with project based learning while case presentations are mandatory for arts students. As a member of the Institution's Innovation Council, we conduct a minimum of 10 programs per year on Innovation, Startup, Entrepreneurship and IPR for the benefit of the students. The ideation camps conducted on campus support the students to create designs out of their critical thinking and to solve the baffling problems. Boot camps are conducted to support students in converting their concepts to prototype. The Product Development Centre / Pre-incubation Centre with essential infrastructure and monetary provisions offers training for skill enhancement to incubate prototypes to product and later assists to patent either the process or the product.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	[https://www.kgcas.com/wp-content/uploads/2022/05/2.3.1.pdf]()

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

KGCAS is an Industry Implanted Campus, ICT tools are appropriately unified in the teaching learning process. The Learning Management System is integrated in the e-campus.

Teaching -Learning Process:

Effective online learning as an objective, ICT tools such as Google classroom and Edmodo are used for classroom management to post materials related to respective subjects. Standard Operating Procedures are given for the same through the Faculty Development Programme.

- The teachers create the PPT, Video lectures, video materials and Web sources and upload them in the e-campus.

- Cloud Coder is constructed to train students in the Test-Driven Methodology and students are assigned with Unique ID code for access.

- Structured lesson notes are created through youneedawiki.com platform

- ICT tools like Blogging, Stack Overflow, Sticky Notes and GitHub are used for Collaborative Learning through our alliance with industry partners.

- Practical classes are conducted through, repl.it, try it V3 and Editor, and Amritha Virtual Labs.

- MOOC is encouraged both for the teachers and the taught through NPTEL -SWAYAM. KGCAS is the active chapter and one of our faculties is recognized as SPOC of SWAYAM – NPTEL.

ICT Enabled Tools for Teaching Learning Process

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

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

2.3.3.1 - Number of mentors

142

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

2.4 - Teacher Profile and Quality

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

142

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

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

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

40

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

610

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

2020-21 being a pandemic period, KGCAS followed Online Continuous Internal Assessment .The Academic Calendar is planned well in advance with the details of date and time of Internal Assessment Tests (CIA) and posted on the website for the benefit of the teachers, students and parents. Assignment topics are allotted and subsequently the assignments submitted by the students are evaluated and awarded marks by the faculty all through e-campus. IAny grievance expressed by the student in the first stage is addressed by the course teacher and the head of the department. Based on the severity of the grievance, it is directed to the Grievance Redressal Committee for redressal.

For access to the Moodle platform, the teachers and students are given a unique Login ID. As per the curriculum prescribed by the parent university, internal test is given weightage of 25% for core and elective, and for skill-based paper it is 20. The components for internal assessment include Test I, II, III (Best of Two + Model Exam + Assignments). All this information can be accessed by the student through the website. After the completion of 30 working hours, internal exam is conducted for the students.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.kgcas.com/wp-content/uploads/2022/05/2.5.1.pdf

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

In the academic year of 2020, due to pandemic, Internal Examinations were handled in an online exam portal namely Moodle as per the dates planned in the academic calendar. Grievances of students related to the examinations are solved through proper channels of 1) Mentor, and 2) HoD. Students can share their grievances to class mentor who can rectify the problem with the proper intimation to the Head of the Department. In the online exam portal, Moodle, students can write the exams and get to know the marks immediately. T

Students are given training well in advance about the do's and don'ts during the end semester online exam. Normally, students face two issues

1. Downloading the question paper

2. Uploading the answer script

In both the cases, mentors and invigilators assist them.

Grievances if any are informed to the College Exam Cell to avoid repetition. Issues of withheld results due to technical issues are informed on time to Bharathiar University by the College Exam Cell for immediate action.

File Description	Documents
Any additional information	[View File]()
Link for additional information	[https://www.kgcas.com/wp-content/uploads/2022/05/2.5.2.pdf]()

2.6 - Student Performance and Learning Outcomes

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

KGCAS, affiliated to Bharathiar University follows Outcome Based Education (OBE) for all Programmes from the academic year 2020. Bharathiar University syllabus is posted on the website. The Programme and Course Outcomes of the programme are uploaded in the college website. KG College of Arts and Science has started to follow the OBE pattern for the internal assessment one year earlier than its introduction by the parent University. The college has been

practising Bloom's Taxonomy for testing the knowledge levels in order to of attaincourse outcome. End of the academic year, the course outcome attainment levels are faithfully measured.

On the commencement of online classes during pandemic of 2020, the students were well informed about the Programme and Course Outcomes while introducing the syllabus of the respective courses by the course teachers. Syllabus with POs and COs are posted in the Google Classrooms for transparency and familiarity. Marks are entered in the e-campus in the COs-Ks format.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.kgcas.com/academics/departments/department-of-mathematics/peos-pos-psos/
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The OBE is introduced by the parent university only in the year 2020. CO-PO Mapping can be done only at the end of the programme 2023. However, levels of course attainment are measured by our teachers as Strong, Medium and Low using Bloom's taxonomy of learning levels.

Method of measuring: Course Outcomes are measured through Continuous Internal Assessments and Model Examination. In the question paper, the CO's and K's level are mentioned at the end of the question. Based on the students' performance the attainment of CO's are marked accordingly. Each internal and model examination marks are considered for the defining the levels of attainment.

Level of Attainment: Levels of attainment are measured to indicate the performance of the students in three levels. They are Strong, Medium and Low with levels of attainment CO-PO mapping is done. In every subject course outcomes attainment are measured. This is mapped with programme outcome. Calculations of Programme Outcome and Programme Specific Outcomes are done at the end of the programme.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.kgcas.com/iqac/aqar-2020-2021/

2.6.3 - Pass percentage of Students during the year

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

1153

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://www.kgcas.com/iqac/annual-reports/

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.kgcas.com/wp-content/uploads/2022/05/2.7.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

77,500

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

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

3.1.2.1 - Number of teachers recognized as research guides

7

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

2

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	http://www.tanscst.nic.in/

3.2 - Innovation Ecosystem

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

The Institution has established the Institution's Innovation Council (IIC) by being a member of IIC under the Ministry of Education

(MoE). In this banner 54 events are conducted namely Webinars/ workshops/ Ideathon/ Hackathon/ Toycathon in this academic year.

The Product Development Center (PDC) conventionally motivates and guides the students to create their innovative ideas into prototypes with constant support and aids of materials as well as guidance. Workshops on IPR, Entrepreneurship and Start-up are conducted to promote them from Job seeking to Job providing. All our efforts in this direction have receivedrecognition by ARIIA in BAND-B and Institution Innovation Council with 5 - Star rating. In the Toycathon event, the students of KGCAS were selected for the second level.

The EDI cell of the institution conducts workshops for the students about Entrepreneurship. Members of Students in EDI cell participate in Boot Camps organized by EDI cell of Anna University. The CAED Cell conducts webinars related to agri-entrepreneurship and students are taken out for field visits. By the end of the field visits, students are encouraged to share their experience. Repositories of the ideas are created through webinars conducted related to innovation and design thinking.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kgcas.com/research-innovations/iic/

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

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

28

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://www.kgcas.com/iqac/aqar/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

67

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

48

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

KGCAS carries out the extension activities to bring up the students to be a socially responsible human being. During 2020, students and faculty members of every department visited the local orphanage and old-age homes and provided them with masks, sanitizers and lunch. Participants of these extension activities have given awareness speeches about the precautionary measures to avoid Covid to the orphanage inmates. Children at the orphanage are provided with Stationary items. The students spent time with mentally challenged inmates in Orphanages to make them feel that they are cared for.

Tree saplings are offered to Govt. Schools/ Offices to initiate the mechanism saving the ecosystem of earth which help in increasing oxygen levels in the future. Awareness programs regarding COVID-19 protocol is conducted to school students. The institution has provided Oxygen Bus for the Covid patients which facilitate them with enough oxygen at the time of insufficiency of oxygen supply in the hospitals. The timely effort of ours was helpful in saving 24 patients starving for oxygen at a time before they could get admission in the hospitals. Awareness rallies, Sensitization programmes are conducted like Save Girl Child, Avoid Plastic, Plant Trees, and Voter Awareness.

File Description	Documents
Paste link for additional information	https://www.kgcas.com/campus-life/co-curricular-activities/
Upload any additional information	View File

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

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

9

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

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

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

37

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

2829

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

3

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

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

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate infrastructure both academic and physical to facilitate teaching learning. To accommodate 14 UG and 5 PG programmes offered, the institution has 83 classrooms. In terms of space and infrastructure, these classes are fully equipped. In addition to the blackboards, the classrooms are ICT enabled.

- **There are 10 computer labs and 650 computers with all necessary software installed to take care of the practical classes. Few systems in these labs are loaded with software to benefit the visually challenged students. The student, computer ratio is 6: 1**

- **In addition to the computer lab, there is a Biotechnology lab equipped with the most modern and sophisticated equipments to facilitate the practical classes.**

- **The electronic devices installed in ECS lab and MATLAB facilitates the students to think and learn out of box.**

- **The campus is Wi-Fi – enabled with bandwidth of more than 50 mbps which offers 24/7 internet connectivity.**

- **There is an auditorium and 2 seminar halls to conduct college level and department level activities like seminar/workshop.**

- **The five storied building has a facility of operating lifts.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.kgcas.com/campus-life/amenities/

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

Cultural Activities:

The institution facilitates conduct of cultural activities during the most important festivals of the state. The open air auditorium on campus is used for mega functions like convocation, award ceremonies, inter collegiate cultural fests.

Sports and Games:

Sports and Games are given equal importance on campus. We have a Physical Education Director who takes care of the activities related to sports and games. The following are the details of equipment related to indoor and outdoor games.

Specification of outdoor games:

S. No.

Games

Specification of facilities & equipment

1.

Volleyball

A standard volleyball court of size 9.4m x 18.3m

2.

Football Ground

70m x 106m

3.

200m Track

57.3m x 100m

4.

Cricket Net Practice

7.32m x 21.12m

5.

Handball Ground

20m x 40m

6.

Basket Ball Ground

15.24m x 26m

7.

Long and High Jump

56.81m x 4m

8.

Kabadi Ground

10m x 19.5m

9.

Tennikot Ground

6.6m x 12.2m

10.

Kho-Kho Ground

28m x 17m

Specification of Indoor Games:

S. No.

Name of the Indoor Game

Available Numbers

1.

Chess Board

8

2.

Carrom Board

4

3.

Shuttle Court

1

4.

Table Tennis

2

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

19

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.kgcas.com/campus-life/amenities/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

0.55

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

Library has an Online Public Access System and N-List membership. We have an online journal through DEL NET, Library is partially automated and Wi-Fi enabled. Library has an adequate computer with appropriate software making the system user friendly and a photocopying machine.

Name of the ILMS software

Nature of automation (fully or partially)

Version

Year of automation

E-campus – Library Management Systems

Fully

3.0

2010

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.kgcas.com/campus-life/amenities/

4.2.2 - The institution has subscription for the   A. Any 4 or more of the above

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.15

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

74

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

KG College of Arts and Science had good IT facilities with state-of

the art infrastructure and Wi-Fi facilities. All the computers are connected through LAN and available to the students as per the requirements and need based.

S. No.

Academic year

Bandwidth

1.

2017 – 18

20 Mbps

2.

2018 - 19

50 Mbps

3.

2019 – 20

50 Mbps

4.

2020 - 21

100 Mbps

5.

2021 - 22

100 Mbps

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

4.3.2 - Number of Computers

650

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

83.5

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports, computers, classrooms etc. The college ensures optimal allocation and utilization of the available physical resources for maintenance and upkeep of different facilities by raising tickets (the system followed in our KGiSL group) to the facilities department.

1. Classroom:

Maintenance and upkeep of infrastructure is done by a separate department called as Facilities Department of KGiSL group. At the departmental level, HoDs submit their furniture requirements to the Principal and the same is sent to Management for approval. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment.

2. Laboratory

1. Stock register is maintained in the departments for the incoming and outgoing entries of systems, equipment's and chemicals. The request for new requirements, if any, are received from departments concerned for making new purchases before the commencement of the year.

2. Record of maintenance is maintained by lab technicians and supervised by HoDs of the concerned departments. Other measures to maintain laboratories are as follows:

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

Government during the year

65

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

16

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	https://www.kgcas.com/wp-content/uploads/2022/05/5.1.3-2020-21-Supporting-Documents.pdf
Any additional information	[View File]()
Details of capability building and skills enhancement initiatives (Data Template)	[View File]()

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

3597

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

3597

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

1036

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

126

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

0

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

5.3 - Student Participation and Activities

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

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

4

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

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

The college has a vibrant student community. Every department of the institution has its own club and departmental association which plans for the academic as well as co-curricular activities to add

value to the curriculum. There are student representatives in all the clubs and associations and committees. The intercollegiate activities at the department level are systematically conducted by students having teachers as mentors.

The active clubs and association are listed below:

1) Discipline Committee

2) Department Associations

3) Placement Cell

4) Women Empowerment Cell

5) Research and Development Cell

6) Agri - Business Cell

7) Fine Arts

8) Grievance Redressal Cell

9) Entrepreneurship Club

10) Competitive Exam Cell

The college has 3 NSS units with 22 boys and 17 girls for NCC. In all departments, there are student representatives. Student representatives attend the class committee meeting. Student care leaders also serve as volunteers to connect the student community with professional student counsellors.

In addition, various cells namely Internal Quality Assurance Cell, Internal Complaints Committee (ICC) and Women Empowerment Cell, Institution's Innovation Council and Research & Development Cell, Anti-Ragging Cell, Grievance redressal cell and Internal Complaints Committee.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

26

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

5.4 - Alumni Engagement

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

Alumni Guest Lecture:

As on date, we have around 12,000 alumni on the roll. KGCAS feels proud to acknowledge the alumni posted in coveted positions far and near. We are happy to know that some of the alumni have become successful entrepreneurs. We are equally glad to acknowledge a few of our alumni are currently serving their alma mater.

KGCAS never misses an opportunity to get associated with alumni as they are very regularly contacted for getting inputs on recent trends in industry and the feedback on curriculum.

Alumni of the institution volunteer themselves to share their winning experience to the students to motivate them. They do participate in alumni talk series to educate the students on Professional/Personal Skills, Career opportunities and Placement drives etc.,

Alumni Association of the college aims to maintain a strong rapport between passed out students and the college which helps the growth of each other.

Through their contribution to the alumni fund, they have provided financial support.

As scholarships for the needy number of students to be given who are single parented /economically poor and first generation learners. Besides, the alumni has contributed a Xerox machine to the library.

File Description	Documents
Paste link for additional information	https://www.kgcas.com/alumni/registration/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The governance of the institution is derived from its CMVO Statements. Our culture being Work is Worship, our mission facilitates More Learning and Help Students to,

- be curious about interests

- gain cross disciplinary knowledge

- build skills that are relevant and employable

- generate ideas and solutions that tackle real-world/wicked problems

Our vision is To be accepted as the #1 Arts and Science College by the stakeholders for delivering graduates with the maximum industry orientation.

The Objectives are,

- To achieve better placement performance by strengthening the industry embedded education value proposition.

- To achieve a minimum of 90 percent graduation rate.

- To achieve a minimum of 75 per cent student satisfaction and 80 per cent faculty satisfaction.

Our commitment to follow the CMVO statements starts from being FIRST in all aspects. We are Focused, Highly Innovative, prepare Industry -Ready students, through our association with Smart and Talented people.

The institution's vision and mission are recognized through the perspective plan in the following areas:

1.Curriculum Development

2. Students Capability Enhancement

3. Faculty and Staff Development

4. Research

5. Collaborations and Linkages

File Description	Documents
Paste link for additional information	https://www.kgcas.com/about-us/college-committee/
Upload any additional information	No File Uploaded

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

In carrying out academic and administrative activities with an executive organizational strategy, the institution runs smoothly and it is led by the managing trustee, who approves the mission, strategic goals and objectives and the annual budget for the

college. The secretary plays an important role in carrying out the responsibility of implementing the strategic plans and putting thoughts, ideas and innovative practice into action. The College Committee has empowered the Principal with the authority required to undertake the day-to-day academic administration.

The Vice-Principal - Academics takes care of all the processes in the academics and its implementation. The Vice-Principal -Administration is involved in the exam and administrative process. In addition, Dean – Science, Dean-Commerce, Dean – Research, Dean-Student Affairs supports all statutory compliances, extension of co-curricular activities and discipline on campus. Even vibrant IQAC takes care of preparing the institution for quality enhancement.

The head of the departments are given responsibility to take care of day-to-day administration of the department. The heads of the department plan all the department activities, programs and events to be conducted, technical training to be provided for the students, the budget requirement, deputation of faculty to attend conferences/workshops/seminars with sponsorship, etc.

File Description	Documents
Paste link for additional information	https://www.kgcas.com/about-us/administration/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Planning

The recommendation of the Peer Committee members during the First cycle of NAAC Accreditation regarding increase the use of ICT in teaching is taken as strategic plan.

Implementation

Academic years2017 – 19

- The E-campus has integrated with complete LMS platform

- Faculty members are instructed to prepare the E-content for their courses

- Short videos are prepared on important topics

Academic year 2020 - 21

- The major ICT tools used for teaching are Google classroom, Google Meet, Edmodo, Kami, Quizziz, Kahoot, Screen castify, Jam board, Microsoft teams, Educaplay, Quizwhizzer, Pole Everywhere

- Dedicated Moodle server is used for Internal assessment

- Capability Maturity Model is introduced for online classes

Training

Faculty Development Programmes, Workshops and Training Programmes on ICT Tools for teaching and learning were organized for the faculty members.

Review and refinement

.Classes are monitored by the HoDs, Deans and remark mails are sent to faculty members

- Class Committee meetings are conducted to get the students' feedback

- Implementation level of CMM by the faculty members are evaluated and action taken by the IQAC

Enhancement

To use ICT tools during the offline classes, IQAC gives proposal to increase the number of classrooms and seminar halls with ICT facilities.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.kgcas.com/wp-content/uploads/2022/05/6.2.1.pdf
Upload any additional information	View File

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

The HR manual has due policies and procedures for the appointment of various positions. Faculty recruitments are done through advertising in faculty plus and through print media. Initial appointment of the faculty is for one year probationary and extended based on their performance in handling the classes and their involvement in curricular and co-curricular activities. Probation and confirmation rules are applicable only at the initial stage of recruitment.

The Vice Principals, Deans render their fullest support in counselling and checking all the assignments of the departments. The Director of IQAC works with the departmental IQAC Coordinators, to maintain the records, channelize and systematize the efforts and measures of an institution towards academic excellence. The Administrative Officer with his team of office members, incessant placement officer, with trainers and coordinators, interminable librarian and Assistant Librarian, Physical Education Director smart and ever working Dean , Research , Serving the glory of the Institution.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.kgcas.com/iqac/agar/
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

- **EPF is applicable to both the teaching and non-teaching staff from their date of joining the institution.**

- **Institution facilitates Employees' State Insurance to all eligible teaching and non-teaching staff.**

- **Group Insurance policy is obtained for both teaching and non-teaching staff.**

- **To protect the faculty members from Covid, they are also provided with individual Mediclaim.**

- **Teaching and Non-teaching staff with five years and above experience, are eligible for additional Gratuity benefits.**

- **Faculty members are eligible for Casual leave, medical leave, vacation leave, on-duty leave.**

- **Teaching and Non-teaching staffs are given outbound training for improving their physical and mental health.**

- **Covid-19 Antibody Test is provided to faculty members and non-teaching faculty at the discounted rate.**

- **Eye Camp and Physiotherapy training are provided to faculty members and non-teaching faculty at free of cost.**

- **Teaching and Non- Teaching staff members who were affected by Covid while in service were sanctioned with medical leave till their recovery with full salary.**

- **Faculty members are given laptops.**

- **Seed Money -**

  Eligible project proposals submitted by the faculty members are granted with seed money.

File Description	Documents
Paste link for additional information	https://www.kgcas.com/wp-content/uploads/2022/05/6.3.1.pdf
Upload any additional information	View File

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

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

80

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

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

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

9

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

207

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

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Self-appraisal system is followed for teaching and non-teaching

staff. The annual performance review system is followed for the faulty members to analyse their performance.

The self -appraisal is made based on the following:

1. Faculty Educational Qualification

2. Teaching Experience

    1. Research Experience

    2. Roles and Responsibility in Department and College

    3. Research publication, proposals and paper presentation.

    4. Completion of Online course like Swayam, NPTEL., etc.,

    5. Membership in Professional bodies

    6. Result analysis of the class taken

    7. Publications details

a. Articles in Journal

b. Articles in Conference Proceeding

c. Books

d. Manuals

    1. Research Guidance

The faculty members are well instructed about the self -appraisal system in the beginning of the year to enable them to submit the self-appraisal form by the end of the year. Performance of the faculty members is analysed based on

    1. The content submitted through self-appraisal form

    2. Feedback received from the students, concerned heads of the department, deans of the discipline, and the principal.

Thus, 360-degree feedback system is followed for performance appraisal for faculty members.

A structured feedback system is followed for collecting and analysing the performance of non-teaching staff members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File]()

6.4 - Financial Management and Resource Mobilization

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

Institution conducts internal and external audits regularly.

- Internal Audit

- External Audit

Monitoring financial management practices is a significant process in the internal audit. Internal audit is carried out by the finance officer who also reviews the budget and statement of expenses every quarter. External financial audit is executed by an audit firm.

The institution's centralised audit system handles both internal and external audits.

Annual financial statements / annual reports are checked internally by an external auditor at least annually. Internally audited financial statements are audited by an external auditor and may be recorded for reporting purposes. Regular internal audits are conducted within the Treasury department from time to time to ensure that all transactions are properly documented with receipts and records.

The guidelines were presented as well as the Companies Act and audit opinions. The external auditor's report was prepared during the

Institute's annual meeting, proposing appropriate actions to management related to conformity, compliance, performance assessment, closure of specific businesses, and cost-benefit analysis, for drawing conclusions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

Strategies for Mobilization of Funds and Optimal Utilization of Resources

Institution maintains & follows a well-planned process for the mobilization of funds and resources. The process involves various committees of the institution as well as the Department Heads and Accounts office. Institution has designed some specific rules for the fund usage and resource utilization.

Sources of Funds

- The management is the major provider of the funds for creating physical and human infrastructure of the college.

- Student Tuition fee is the second major source of income for

the institution.

- To conduct events like seminars and workshops and training programme funds are mobilized from DST, TNSCST,ICSSR in which case the management sanctioned 20%.

- Contribution by alumni.

Procedure

- Before the financial year begins, the budget for the college is prepared

- The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs.

- It includes planned expenses such as lab equipment purchases, furniture, and other development expenses.

- The quotations are scrutinized before a final decision is made based on parameters like pricing, quality, terms of service, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

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

IQAC has played a key role in initiating quality improvement and sustenance mechanisms. IQAC has played the major role in following areas:

1. Initiated the use of ICT Tools for teaching – learning process

2. Upgraded the institution with ISO 9001: 2015 Certification.

3. Established Institution Innovation Council

4. Instrumental in signing the Memorandum of Understanding with industry and institutions.

5. Motivated the faculty members and students to register themselves in Swayam, NPTEL, MOOC Course

6. Trained the non-teaching staff on Google applications along with E-campus management

7.Introduced to faculty members and students to involve themselves in the Continuous learning process.

8. IQAC has arranged the workshop for non-teaching faculty to train them on email, MS-Excel, MS-Word and Google Application. They are given training, regarding e-campus management fee-collection and admission regarding entries.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

The IQAC has implemented the structured teaching-learning process by implementing the mechanism given below:

Initiative 1: Capability Maturity Model

CMM Model for the teaching and learning process with the expected course outcomes and pedagogies of teaching. The faculty members are asked to submit the course / teaching plans in e-campus management for the subjects allocated to them.

Initiative 2: Continuous Quality Improvement through Outcome Based Education

Graduate attributes, the institution's mission, and its vision are being used to define Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs).Outcomes describe what the students can achieve or what the students would be able to do after completing the course or programme.The analysis of attainment is done at the programme level. Attainment of COs ensures the attainment of POs. A mechanism is developed to monitor and ensure the achievements of Course Outcomes, Program Educational Objectives and Program Outcomes.

Feedback on Curriculum:

A framework is developed to collect curriculum feedback on the curriculum offered by the University from the stakeholders namely students, teachers, employer and alumni. Suggestions are sent to the University for Further Improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.kgcas.com/iqac/annual-reports/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Undertaking the social responsibility of promoting gender equity is part of the Institution. It is done through,

i) Curriculum

ii) Co-curricular activities

iii) Facilities for women

1. Curriculum:

Courses on Environmental studies, Human Rights, Women's rights are part of the curriculum for first and second-year students. The Foundation course Environmental studies is offered to first year students in the first semester.

ii) Co-Curricular Activities:

The Women's Forum of KGCAS regularly organizes programmes on gender equity.

iii) Facilities:

Safety and Security:

- Safety and Security is assured in this institution for 24x7.

- The surveillance camera has been fixed in each floor, parking area, hostels, canteen, common areas and entrance gate.

- Fire extinguishers

- Ambulance service is available inside the campus from KG Hospital.

- Wheelchair and structure facilities are available in campus

Counselling:

The students are trained by members of Faculty Counsellors, Personality Developers and Mentors to manage interpersonal and Intrapersonal, improve their communication, attain positive attitude towards life, Goal Setting, show progress and to obtain resilience.

- **Entry level counselling provided for the first-year students to prepare them for campus life.**

- **Individual counselling by the mentors and trainers.**

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.kgcas.com/wp-content/uploads/2022/05/7.1.1.pdf

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

A. 4 or All of the above

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

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

Solid waste management:

Exclusive waste management system is followed by the institution to separate degradable and non- degradable waste. Food waste from college and hostel are collected and used to composite manure for trees and plants. At regular intervals, the waste papers are

disposed to authorized vendors for recycling. Banners are displayed on the campus to give awareness about the Hazards of plastic and ban plastics. The non-degradable waste material and scrap like packaging sheets, wrappers, plastic waste, etc. are disposed of with the help of our trust hospital waste management section.

Liquid waste management:

The institution is maintaining the waste water recycle plant to water the plants and trees. Liquid waste from all over will be collected and recycled and reused by irrigating the plants.

Biomedical waste and e-waste management:

Biomedical waste from Biochemistry labs and e-waste from the college are collected separately and disposed in rightly planned way.

Hazardous chemicals and radioactive waste management:

The Hazardous chemicals generated in the college are very minimal and the same is disposed. Radioactive waste is not generated in any department in the college. The degradable vegetable waste is decomposed and used as manure for plants.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All 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
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
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 disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage

B. Any 3 of the above

including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	**No File Uploaded**

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

The institution plans to ignite the minds of youth with moral and intellectual governance through an inclusive environment in order to realize the prevalent pluralism and make positive contributions that will lead to the prosperity of society and the nation.

To develop cultural harmony among students and to help students appreciate the diversities the college organizes various events and celebrations on account of Christmas, New Year, Onam, Pongal, Saraswathi Pooja and Vijayadhasmi etc. In order to respect the regional diversities, the college celebrates College Day with the theme of dance forms of various states.

National Service Scheme (NSS), Red Ribbon Club (RRC) and Youth Red Cross (YRC) of the college play a vital role in sensitizing the students towards the communal and socio-economic diversities. NSS organizes camps to help socially and economically backward people in the society by conducting various programs including creating awareness about sensitive issues like save girl child, voter awareness, blood donation camp thereby serving the society.

Eco club conducts events on pollution control and banning plastics.

It regularly distributes the tree saplings to the students in order to nurture the future for the students, besides celebrating world environment day.

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

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

The institution recognizes its critical role in shaping responsible citizens for the country. One of the institution's roles is in developing an integrated personality capable of contributing to nation building. Diverse activities and programmes are conducted in the college focusing on sensitizing students, faculty, and staff to constitutional obligations: values, rights, duties, and responsibilities.

Activities organized to sensitization on Constitutional Obligation to include the following:

- The human value, constitutional rights and duties were introduced to students through conference, workshop and seminar, besides giving credit courses (by the affiliating University).

- Expert lectures were conducted to sensitize the students on constitutional obligations.

- Voters Day commemoration and Voter's Awareness Campaigns have spread the electoral responsibility of the citizens.

- Every year, constitution day is celebrated to inculcate the sense of responsibility on rules and rights of the constitution of India.

- To instill values among students, the curriculum has two credit courses namely Human rights and Women's rights. This provides students with a thorough understanding of their rights and aids in the development of suitable interventions to eliminate discrimination and violations rights. Integrating

Human Rights and Gender Equality is critical in empowering women and making meaningful progress.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**Nil**
Any other relevant information	**Nil**

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

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

It is essential for today's youth to understand and value the contributions to humanity made by eminent personalities in the Indian and international arenas. Commemorating National and International Days raises awareness and instill patriotism, civic responsibility, environmental concern, and appreciation for the humanities, sciences, and all arts.

Our Institution plans and organizes the events in advance. Days of National Importance, Events and festivals are charted and shared among the departments in the beginning of every academic year also incorporated in the academic calendar of the college.

To promote national ideals, programs are organized to abide by the fundamental duty of the constitution. All the major national festivals are celebrated with enthusiasm and great joy in the campus which provides rich history and cultural diversity that makes the nation proud. Workshops, seminars and expert lectures on the contribution of great Indian leaders and significant national events are organized to spread cultural harmony and national integration.

Students can honour the noble ideals that inspired our nation's struggle for freedom, uphold and protect India's sovereignty, unity, and integrity, and perform national service by commemorating national holidays. These festivals keep the spirit of patriotism alive in the institution.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Practice- I: Game Based learning

Objectives : To make learning an experience of enjoyment using software applications.

The context:In virtual class, the physical presence of both the teacher and the student is not felt by both, where the teacher has to engage the students for an hour, without letting the student divert their attention.

The practice:After 20 minutes of regular class, there is an intellectual break for 5 minutes. Also towards the end of class 10 mins is spent on the measurement of outcome of learning in the

class.

Evidence of success: Students of all the programmes get satisfactory learning in an enjoyable way which is given in the feedback.

Resource required:software

Practice- II: Counselling for Mental health and Emotional wellbeing.

Objective : During the pandemic, the students don't get the opportunity to talk to their peer group and share their emotion.

The context : The Face to face classes are temporarily cancelled to deal with the covid situation.

The practice :Created WhatsApp group and group mail id and got in touch with them constantly to remind them that we are here to help them.

Evidence of success:Received good feedback from the students.

Resources Required:Professional counsellors

File Description	Documents
Best practices in the Institutional website	https://edu.kgisl.com/mental-health-emotional-wellbeing-counselling-for-students-coimbatore/
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Industry - Institute Connect:

In line with the vision and mission, KGCAS always desires to be recognized as No.1 Arts and Science College. In this regard, it is believed that a strong institution industry connection will give an edge to the institution to prove on mission.

The activities taken under are purely academic are with the aim of motivating the students to excel in their performance. The

department associations are very unique as well as inclusive where the students are given more freedom and space to involve themselves to nurture their creative skills.

Guest lecture series inviting industry experts and notable Alumni are the notable activities of the department association. Besides, department associations are also in charge of conducting seminars, workshops, expo, interdepartmental competitions and Hackathon.

When the industrial experts share their working experience and expectations of industry to the student community, the students get high motivation.

Various activities organize by the departments are,

1. Guest Lecture,

2. Alumni Lecture,

3. Inter-Departmental Competition,

4. Inter-Collegiate Competition,

5. Outreach Programme,

6. Expo.

Through these above activities, we bridge the gap between Industry and academic curriculum. We create the Industry ready students. We have placed 1036 out of 1359 final year students in the reputed companies.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

KG College of Arts and Science, being an affiliated college follows the curriculum prepared by Bharathiar University, Coimbatore. The institution ensures a Standard Operating Procedure for curriculum implementation and verification.

Teaching-Learning Process:

The Teaching Learning Process of the college ensures that the curriculum is implemented through schedule of course plan, micro and macro plan, online study materials, tests, assignments and seminars. The review on effectiveness of curriculum delivery is done through class committee meetings class observations by the Heads of the Departments, Deans, Principal and feedback by the students on syllabus completion and effectiveness of classroom management.

E-campus:

Allotment of assignment topics by teachers and subsequent submission of the same by the students and award of marks by the faculty all done through e-campus. Google, Edmodo classroom platforms are used for effective teaching and learning. Internal exams conducted in the Moodle platform are marked automatically and the marks are entered in E-campus on time.

Uniqueness of teaching and learning:

Online classes were conducted through google meet. Capability Maturity Model (CMM) was followed by the members of the faculty. To ensure effectiveness of teaching and to retain interest in the students when they are not physically present in the class.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	[https://www.kgcas.com/wp-content/uploads/2022/05/1.1.1.pdf]()

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

The academic calendar is prepared and posted well in advance on the college website. It includes the following

? Dates of Reopening of the College

? Dates for submission of Assignments

? Dates for CIA – I, CIA – II and Model Examination.

? Tentative Dates for University practical exams and theory examinations

? List of working days, holidays and vacation.

? Date of last working day

Google, Edmodo Classroom platforms are used to post the schedules of Assignments and Examination. Faculty members of respective courses prepare question banks (with need-based revision and modification from time to time) and upload in the e-campus.

Questions for internal exams are randomly generated from the Question Bank and marks are instantly generated in the Moodle Platform and entered in the e-campus. Marks secured are intimated to the students within seven days of the completion of the last exam and parents can have the access to the same. We schedule two Internal Exams (CIA).After completion of 30 working days covering at least 2 units of the syllabus one CIA is completed. Model exams are conducted before the end semester exams covering all the units.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.kgcas.com/wp-content/uploads/2022/05/1.1.2.pdf

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

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

1.2 - Academic Flexibility

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

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

19

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

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

18

File Description	Documents
Any additional information	[View File](#)
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

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

3880

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

1.3 - Curriculum Enrichment

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

The curriculum offered by the Bharathiar University is a set with core, eligible elective and supportive courses with due credit to teach students the ethical values of human living and humanity through subjects like Environmental Studies, Human Rights, Yoga for Human Excellence and General Awareness in order to nurture mental and physical health in the students. In addition, the following activities are charted by the college to integrate all the relevant cross cutting issues.

1. All the Departments celebrate special days such as birthday days of Freedom Fighters, National Leaders.

2. World Environment Day (5th June 2020) is celebrated by The Environmental Club in order to educate the students about the necessity of keeping the environment green and clean.

3. International yoga day (21st June 2020) is celebrated by conducting webinars, organizing yoga classes with the guidance of certified yoga teachers, and conducting awareness on Yoga through Quiz.

4. Guest lectures/Webinars are conducted on National and International Women's Day to celebrate the same and webinars on cyber – security to create awareness on women safety. Since 2019 Management conducts International Women's Day by honouring outstanding Women in different walks of life in the name of our Founder Smt. Divyalakshmi awards.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View File](#)

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

12

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

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

817

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	https://www.kgcas.com/iqac/aqar-2020-2021/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.kgcas.com/iqac/aqar-2020-2021/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1305

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

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

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

1212

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

2.2 - Catering to Student Diversity

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

Initially the college conducts an Induction Program for the fresher's every year introducing the students about the academic and physical infrastructure, support services available on campus. Subsequently a Bridge Course spanning 30 contact hours is conducted for all the first years to fill the learning gaps in communicative English, Basic Mathematics and Computer literacy. Based on the marks secured in the first internal test and their higher secondary marks, the learning levels of the students are assessed, and the students are categorized as advanced learners and slow learners.

Advanced learners are the students with more capability to learn their course effectively whereas slow learners are the students who take more time to learn comparatively, also need some assistance.

File Description	Documents
Paste link for additional information	https://www.kgcas.com/wp-content/uploads/2022/05/2.2.1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
3987	142

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

KGCAS practices various methodologies of teaching and learning such as participative learning, problem – solving and experiential learning. Participative learning comprises Producers classes handled by the students who practice peer learning. In addition, seminars and group discussions are part of the teaching learning. Value Added Courses (VAC) are the special courses provided with industrial collaborations (Beta Technologies) to make the students gain the knowledge of a given course with Industry requirement through practical and theory sessions.

In Problem – Solving, science students are obliged with project based learning while case presentations are mandatory for arts students. As a member of the Institution's Innovation Council, we conduct a minimum of 10 programs per year on Innovation, Startup, Entrepreneurship and IPR for the benefit of the students. The ideation camps conducted on campus support the students to create designs out of their critical thinking and to solve the baffling problems. Boot camps are conducted to support students in converting their concepts to prototype. The Product Development Centre / Pre-incubation Centre with essential infrastructure and monetary provisions offers training for skill enhancement to incubate prototypes to product and later assists to patent either the process or the product.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.kgcas.com/wp-content/uploads/2022/05/2.3.1.pdf

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

KGCAS is an Industry Implanted Campus, ICT tools are appropriately unified in the teaching learning process. The Learning Management System is integrated in the e-campus.

Teaching -Learning Process:

Effective online learning as an objective, ICT tools such as Google classroom and Edmodo are used for classroom management to post materials related to respective subjects. Standard Operating Procedures are given for the same through the Faculty Development Programme.

- The teachers create the PPT, Video lectures, video materials and Web sources and upload them in the e-campus.

- Cloud Coder is constructed to train students in the Test-Driven Methodology and students are assigned with Unique ID code for access.

- Structured lesson notes are created through youneedawiki.com platform

- ICT tools like Blogging, Stack Overflow, Sticky Notes and GitHub are used for Collaborative Learning through our alliance with industry partners.

- Practical classes are conducted through, repl.it, try it V3 and Editor, and Amritha Virtual Labs.

- MOOC is encouraged both for the teachers and the taught through NPTEL -SWAYAM. KGCAS is the active chapter and one of our faculties is recognized as SPOC of SWAYAM – NPTEL.

ICT Enabled Tools for Teaching Learning Process

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

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

2.3.3.1 - Number of mentors

142

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

2.4 - Teacher Profile and Quality

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

142

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

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

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

40

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

610

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

2020-21 being a pandemic period, KGCAS followed Online Continuous Internal Assessment .The Academic Calendar is planned well in advance with the details of date and time of Internal Assessment Tests (CIA) and posted on the website for the benefit of the teachers, students and parents. Assignment topics are allotted and subsequently the assignments submitted by the students are evaluated and awarded marks by the faculty all through e-campus. IAny grievance expressed by the student in the first stage is addressed by the course teacher and the head of the department. Based on the severity of the grievance, it is directed to the

Grievance Redressal Committee for redressal.

For access to the Moodle platform, the teachers and students are given a unique Login ID. As per the curriculum prescribed by the parent university, internal test is given weightage of 25% for core and elective, and for skill-based paper it is 20. The components for internal assessment include Test I, II, III (Best of Two + Model Exam + Assignments). All this information can be accessed by the student through the website. After the completion of 30 working hours, internal exam is conducted for the students.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.kgcas.com/wp-content/uploads/2022/05/2.5.1.pdf

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

In the academic year of 2020, due to pandemic, Internal Examinations were handled in an online exam portal namely Moodle as per the dates planned in the academic calendar. Grievances of students related to the examinations are solved through proper channels of 1) Mentor, and 2) HoD. Students can share their grievances to class mentor who can rectify the problem with the proper intimation to the Head of the Department. In the online exam portal, Moodle, students can write the exams and get to know the marks immediately. T

Students are given training well in advance about the do's and don'ts during the end semester online exam. Normally, students face two issues

1. Downloading the question paper

2. Uploading the answer script

In both the cases, mentors and invigilators assist them.

Grievances if any are informed to the College Exam Cell to avoid repetition. Issues of withheld results due to technical issues are informed on time to Bharathiar University by the College Exam Cell for immediate action.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.kgcas.com/wp-content/uploads/2022/05/2.5.2.pdf

2.6 - Student Performance and Learning Outcomes

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

KGCAS, affiliated to Bharathiar University follows Outcome Based Education (OBE) for all Programmes from the academic year 2020. Bharathiar University syllabus is posted on the website. The Programme and Course Outcomes of the programme are uploaded in the college website. KG College of Arts and Science has started to follow the OBE pattern for the internal assessment one year earlier than its introduction by the parent University. The college has been practising Bloom's Taxonomy for testing the knowledge levels in order to of attaincourse outcome. End of the academic year, the course outcome attainment levels are faithfully measured.

On the commencement of online classes during pandemic of 2020, the students were well informed about the Programme and Course Outcomes while introducing the syllabus of the respective courses by the course teachers. Syllabus with POs and COs are posted in the Google Classrooms for transparency and familiarity. Marks are entered in the e-campus in the COs-Ks format.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.kgcas.com/academics/departments/department-of-mathematics/peos-pos-psos/
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

The OBE is introduced by the parent university only in the year 2020. CO-PO Mapping can be done only at the end of the programme

2023. However, levels of course attainment are measured by our teachers as Strong, Medium and Low using Bloom's taxonomy of learning levels.

Method of measuring: Course Outcomes are measured through Continuous Internal Assessments and Model Examination. In the question paper, the CO's and K's level are mentioned at the end of the question. Based on the students' performance the attainment of CO's are marked accordingly. Each internal and model examination marks are considered for the defining the levels of attainment.

Level of Attainment: Levels of attainment are measured to indicate the performance of the students in three levels. They are Strong, Medium and Low with levels of attainment CO-PO mapping is done. In every subject course outcomes attainment are measured. This is mapped with programme outcome. Calculations of Programme Outcome and Programme Specific Outcomes are done at the end of the programme.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.kgcas.com/iqac/aqar-2020-2021/

2.6.3 - Pass percentage of Students during the year

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

1153

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.kgcas.com/iqac/annual-reports/

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.kgcas.com/wp-content/uploads/2022/05/2.7.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

77,500

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

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

3.1.2.1 - Number of teachers recognized as research guides

7

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

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

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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.tanscst.nic.in/

3.2 - Innovation Ecosystem

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

The Institution has established the Institution's Innovation Council (IIC) by being a member of IIC under the Ministry of Education (MoE). In this banner 54 events are conducted namely Webinars/ workshops/ Ideathon/ Hackathon/ Toycathon in this academic year.

The Product Development Center (PDC) conventionally motivates and guides the students to create their innovative ideas into prototypes with constant support and aids of materials as well as guidance. Workshops on IPR, Entrepreneurship and Start-up are conducted to promote them from Job seeking to Job providing. All our efforts in this direction have receivedrecognition by ARIIA in BAND-B and Institution Innovation Council with 5 - Star rating. In the Toycathon event, the students of KGCAS were selected for the second level.

The EDI cell of the institution conducts workshops for the students about Entrepreneurship. Members of Students in EDI cell participate in Boot Camps organized by EDI cell of Anna University. The CAED Cell conducts webinars related to agri-entrepreneurship and students are taken out for field visits. By the end of the field visits, students are encouraged to share their experience. Repositories of the ideas are created through webinars conducted related to innovation and design thinking.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.kgcas.com/research-innovations/iic/

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

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

28

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://www.kgcas.com/iqac/aqar/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	[View File](#)

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

67

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

48

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

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

KGCAS carries out the extension activities to bring up the students to be a socially responsible human being. During 2020, students and faculty members of every department visited the local orphanage and old-age homes and provided them with masks, sanitizers and lunch. Participants of these extension activities have given awareness speeches about the precautionary measures to avoid Covid to the orphanage inmates. Children at the orphanage are provided with Stationary items. The students spent time with mentally challenged inmates in Orphanages to make them feel that they are cared for.

Tree saplings are offered to Govt. Schools/ Offices to initiate the mechanism saving the ecosystem of earth which help in increasing oxygen levels in the future. Awareness programs regarding COVID-19 protocol is conducted to school students. The institution has provided Oxygen Bus for the Covid patients which facilitate them with enough oxygen at the time of insufficiency

of oxygen supply in the hospitals. The timely effort of ours was helpful in saving 24 patients starving for oxygen at a time before they could get admission in the hospitals. Awareness rallies, Sensitization programmes are conducted like Save Girl Child, Avoid Plastic, Plant Trees, and Voter Awareness.

File Description	Documents
Paste link for additional information	https://www.kgcas.com/campus-life/co-curricular-activities/
Upload any additional information	View File

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

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

9

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

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

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

37

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

2829

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

3

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

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

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate infrastructure both academic and physical to facilitate teaching learning. To accommodate 14 UG and 5 PG programmes offered, the institution has 83 classrooms. In terms of space and infrastructure, these classes are fully equipped. In addition to the blackboards, the classrooms are ICT enabled.

- **There are 10 computer labs and 650 computers with all necessary software installed to take care of the practical classes. Few systems in these labs are loaded with software to benefit the visually challenged students. The student, computer ratio is 6: 1**

- **In addition to the computer lab, there is a Biotechnology lab equipped with the most modern and sophisticated equipments to facilitate the practical classes.**

- **The electronic devices installed in ECS lab and MATLAB facilitates the students to think and learn out of box.**

- **The campus is Wi-Fi – enabled with bandwidth of more than**

50 mbps which offers 24/7 internet connectivity.

- **There is an auditorium and 2 seminar halls to conduct college level and department level activities like seminar/workshop.**

- **The five storied building has a facility of operating lifts.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.kgcas.com/campus-life/amenities/

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

Cultural Activities:

The institution facilitates conduct of cultural activities during the most important festivals of the state. The open air auditorium on campus is used for mega functions like convocation, award ceremonies, inter collegiate cultural fests.

Sports and Games:

Sports and Games are given equal importance on campus. We have a Physical Education Director who takes care of the activities related to sports and games. The following are the details of equipment related to indoor and outdoor games.

Specification of outdoor games:

S. No.

Games

Specification of facilities & equipment

1.

Volleyball

A standard volleyball court of size 9.4m x 18.3m

2.

Football Ground

70m x 106m

3.

200m Track

57.3m x 100m

4.

Cricket Net Practice

7.32m x 21.12m

5.

Handball Ground

20m x 40m

6.

Basket Ball Ground

15.24m x 26m

7.

Long and High Jump

56.81m x 4m

8.

Kabadi Ground

10m x 19.5m

9.

Tennikot Ground

6.6m x 12.2m

10.

Kho-Kho Ground

28m x 17m

Specification of Indoor Games:

S. No.

Name of the Indoor Game

Available Numbers

1.

Chess Board

8

2.

Carrom Board

4

3.

Shuttle Court

1

4.

Table Tennis

2

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

19

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.kgcas.com/campus-life/amenities/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

0.55

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

Library has an Online Public Access System and N-List membership.

We have an online journal through DEL NET, Library is partially automated and Wi-Fi enabled. Library has an adequate computer with appropriate software making the system user friendly and a photocopying machine.

Name of the ILMS software

Nature of automation (fully or partially)

Version

Year of automation

E-campus – Library Management Systems

Fully

3.0

2010

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.kgcas.com/campus-life/amenities/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

0.15

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

74

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

KG College of Arts and Science had good IT facilities with state-of the art infrastructure and Wi-Fi facilities. All the computers are connected through LAN and available to the students as per the requirements and need based.

S. No.

Academic year

Bandwidth

1.

2017 – 18

20 Mbps

2.

2018 - 19

50 Mbps

3.

2019 - 20

50 Mbps

4.

2020 - 21

100 Mbps

5.

2021 - 22

100 Mbps

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

650

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in

A. ? 50MBPS

the Institution

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

83.5

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports, computers, classrooms etc. The college ensures optimal allocation and utilization of the available physical resources for maintenance and upkeep of different facilities by raising tickets (the system followed in our KGiSL group) to the facilities department.

1. Classroom:

Maintenance and upkeep of infrastructure is done by a separate department called as Facilities Department of KGiSL group. At the departmental level, HoDs submit their furniture requirements to the Principal and the same is sent to Management for approval.

The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment.

2. Laboratory

1. Stock register is maintained in the departments for the incoming and outgoing entries of systems, equipment's and chemicals. The request for new requirements, if any, are received from departments concerned for making new purchases before the commencement of the year.

2. Record of maintenance is maintained by lab technicians and supervised by HoDs of the concerned departments. Other measures to maintain laboratories are as follows:

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

65

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

16

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	https://www.kgcas.com/wp-content/uploads/2022/05/5.1.3-2020-21-Supporting-Documents.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

3597

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

3597

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	[View File](#)

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

1036

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

126

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

0

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

5.3 - Student Participation and Activities

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

one) during the year

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

4

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

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

The college has a vibrant student community. Every department of the institution has its own club and departmental association which plans for the academic as well as co-curricular activities to add value to the curriculum. There are student representatives in all the clubs and associations and committees. The intercollegiate activities at the department level are systematically conducted by students having teachers as mentors.

The active clubs and association are listed below:

1) Discipline Committee

2) Department Associations

3) Placement Cell

4) Women Empowerment Cell

5) Research and Development Cell

6) Agri - Business Cell

7) Fine Arts

8) Grievance Redressal Cell

9) Entrepreneurship Club

10) Competitive Exam Cell

The college has 3 NSS units with 22 boys and 17 girls for NCC. In all departments, there are student representatives. Student representatives attend the class committee meeting. Student care leaders also serve as volunteers to connect the student community with professional student counsellors.

In addition, various cells namely Internal Quality Assurance Cell, Internal Complaints Committee (ICC) and Women Empowerment Cell, Institution's Innovation Council and Research & Development Cell, Anti-Ragging Cell, Grievance redressal cell and Internal Complaints Committee.

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

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

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

26

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

5.4 - Alumni Engagement

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

Alumni Guest Lecture:

As on date, we have around 12,000 alumni on the roll. KGCAS feels proud to acknowledge the alumni posted in coveted positions far and near. We are happy to know that some of the alumni have become successful entrepreneurs. We are equally glad to acknowledge a few of our alumni are currently serving their alma mater.

KGCAS never misses an opportunity to get associated with alumni as they are very regularly contacted for getting inputs on recent trends in industry and the feedback on curriculum.

Alumni of the institution volunteer themselves to share their winning experience to the students to motivate them. They do participate in alumni talk series to educate the students on Professional/Personal Skills, Career opportunities and Placement drives etc.,

Alumni Association of the college aims to maintain a strong rapport between passed out students and the college which helps the growth of each other.

Through their contribution to the alumni fund, they have provided financial support.

As scholarships for the needy number of students to be given who are single parented /economically poor and first generation learners. Besides, the alumni has contributed a Xerox machine to the library.

File Description	Documents
Paste link for additional information	https://www.kgcas.com/alumni/registration/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The governance of the institution is derived from its CMVO Statements. Our culture being Work is Worship, our mission facilitates More Learning and Help Students to,

- be curious about interests

- gain cross disciplinary knowledge

- build skills that are relevant and employable

- generate ideas and solutions that tackle real-world/wicked problems

Our vision is To be accepted as the #1 Arts and Science College by the stakeholders for delivering graduates with the maximum industry orientation.

The Objectives are,

- To achieve better placement performance by strengthening the industry embedded education value proposition.

- To achieve a minimum of 90 percent graduation rate.

- To achieve a minimum of 75 per cent student satisfaction and 80 per cent faculty satisfaction.

Our commitment to follow the CMVO statements starts from being FIRST in all aspects. We are Focused, Highly Innovative, prepare Industry -Ready students, through our association with Smart and Talented people.

The institution's vision and mission are recognized through the perspective plan in the following areas:

1.Curriculum Development

2. Students Capability Enhancement

3. Faculty and Staff Development

4. Research

5. Collaborations and Linkages

File Description	Documents
Paste link for additional information	https://www.kgcas.com/about-us/college-committee/
Upload any additional information	**No File Uploaded**

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

In carrying out academic and administrative activities with an executive organizational strategy, the institution runs smoothly and it is led by the managing trustee, who approves the mission, strategic goals and objectives and the annual budget for the college. The secretary plays an important role in carrying out the responsibility of implementing the strategic plans and putting thoughts, ideas and innovative practice into action. The College Committee has empowered the Principal with the authority required to undertake the day-to-day academic administration.

The Vice-Principal - Academics takes care of all the processes in the academics and its implementation. The Vice-Principal -Administration is involved in the exam and administrative process. In addition, Dean – Science, Dean-Commerce, Dean – Research, Dean- Student Affairs supports all statutory compliances, extension of co-curricular activities and discipline on campus. Even vibrant IQAC takes care of preparing the institution for quality enhancement.

The head of the departments are given responsibility to take care

of day-to-day administration of the department. The heads of the department plan all the department activities, programs and events to be conducted, technical training to be provided for the students, the budget requirement, deputation of faculty to attend conferences/workshops/seminars with sponsorship, etc.

File Description	Documents
Paste link for additional information	https://www.kgcas.com/about-us/administration/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Planning

The recommendation of the Peer Committee members during the First cycle of NAAC Accreditation regarding increase the use of ICT in teaching is taken as strategic plan.

Implementation

Academic years2017 – 19

- The E-campus has integrated with complete LMS platform

- Faculty members are instructed to prepare the E-content for their courses

- Short videos are prepared on important topics

Academic year 2020 - 21

- The major ICT tools used for teaching are Google classroom, Google Meet, Edmodo, Kami, Quizziz, Kahoot, Screen castify, Jam board, Microsoft teams, Educaplay, Quizwhizzer, Pole Everywhere

- Dedicated Moodle server is used for Internal assessment

- **Capability Maturity Model is introduced for online classes**

Training

Faculty Development Programmes, Workshops and Training Programmes on ICT Tools for teaching and learning were organized for the faculty members.

Review and refinement

.Classes are monitored by the HoDs, Deans and remark mails are sent to faculty members

- **Class Committee meetings are conducted to get the students' feedback**

- **Implementation level of CMM by the faculty members are evaluated and action taken by the IQAC**

Enhancement

To use ICT tools during the offline classes, IQAC gives proposal to increase the number of classrooms and seminar halls with ICT facilities.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.kgcas.com/wp-content/uploads/2022/05/6.2.1.pdf
Upload any additional information	View File

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

The HR manual has due policies and procedures for the appointment of various positions. Faculty recruitments are done through advertising in faculty plus and through print media. Initial appointment of the faculty is for one year probationary and extended based on their performance in handling the classes and their involvement in curricular and co-curricular activities. Probation and confirmation rules are applicable only at the

initial stage of recruitment.

The Vice Principals, Deans render their fullest support in counselling and checking all the assignments of the departments. The Director of IQAC works with the departmental IQAC Coordinators, to maintain the records, channelize and systematize the efforts and measures of an institution towards academic excellence. The Administrative Officer with his team of office members, incessant placement officer, with trainers and coordinators, interminable librarian and Assistant Librarian, Physical Education Director smart and ever working Dean , Research , Serving the glory of the Institution.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://www.kgcas.com/iqac/aqar/
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

- EPF is applicable to both the teaching and non-teaching staff from their date of joining the institution.

- Institution facilitates Employees' State Insurance to all eligible teaching and non-teaching staff.

- Group Insurance policy is obtained for both teaching and non-teaching staff.

- To protect the faculty members from Covid, they are also provided with individual Mediclaim.

- Teaching and Non-teaching staff with five years and above experience, are eligible for additional Gratuity benefits.

- Faculty members are eligible for Casual leave, medical leave, vacation leave, on-duty leave.

- Teaching and Non-teaching staffs are given outbound training for improving their physical and mental health.

- Covid-19 Antibody Test is provided to faculty members and non-teaching faculty at the discounted rate.

- Eye Camp and Physiotherapy training are provided to faculty members and non-teaching faculty at free of cost.

- Teaching and Non- Teaching staff members who were affected by Covid while in service were sanctioned with medical leave till their recovery with full salary.

- Faculty members are given laptops.

- Seed Money -

  Eligible project proposals submitted by the faculty members are granted with seed money.

File Description	Documents
Paste link for additional information	https://www.kgcas.com/wp-content/uploads/2022/05/6.3.1.pdf
Upload any additional information	View File

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

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

80

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

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

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

9

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

207

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

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Self-appraisal system is followed for teaching and non-teaching staff. The annual performance review system is followed for the faulty members to analyse their performance.

The self -appraisal is made based on the following:

1. Faculty Educational Qualification

2. Teaching Experience

    1. Research Experience

    2. Roles and Responsibility in Department and College

    3. Research publication, proposals and paper presentation.

    4. Completion of Online course like Swayam, NPTEL., etc.,

    5. Membership in Professional bodies

    6. Result analysis of the class taken

    7. Publications details

a. Articles in Journal

b. Articles in Conference Proceeding

c. Books

d. Manuals

    1. Research Guidance

The faculty members are well instructed about the self -appraisal system in the beginning of the year to enable them to submit the self-appraisal form by the end of the year. Performance of the faculty members is analysed based on

    1. The content submitted through self-appraisal form

    2. Feedback received from the students, concerned heads of the department, deans of the discipline, and the principal.

Thus, 360-degree feedback system is followed for performance appraisal for faculty members.

A structured feedback system is followed for collecting and analysing the performance of non-teaching staff members.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

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

Institution conducts internal and external audits regularly.

- **Internal Audit**

- **External Audit**

Monitoring financial management practices is a significant process in the internal audit. Internal audit is carried out by the finance officer who also reviews the budget and statement of expenses every quarter. External financial audit is executed by an audit firm.

The institution's centralised audit system handles both internal and external audits.

Annual financial statements / annual reports are checked internally by an external auditor at least annually. Internally audited financial statements are audited by an external auditor and may be recorded for reporting purposes. Regular internal audits are conducted within the Treasury department from time to time to ensure that all transactions are properly documented with receipts and records.

The guidelines were presented as well as the Companies Act and audit opinions. The external auditor's report was prepared during the Institute's annual meeting, proposing appropriate actions to management related to conformity, compliance, performance

assessment, closure of specific businesses, and cost-benefit analysis, for drawing conclusions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

Strategies for Mobilization of Funds and Optimal Utilization of Resources

Institution maintains & follows a well-planned process for the mobilization of funds and resources. The process involves various committees of the institution as well as the Department Heads and Accounts office. Institution has designed some specific rules for the fund usage and resource utilization.

Sources of Funds

- The management is the major provider of the funds for creating physical and human infrastructure of the college.

- Student Tuition fee is the second major source of income for the institution.

- **To conduct events like seminars and workshops and training programme funds are mobilized from DST, TNSCST,ICSSR in which case the management sanctioned 20%.**

- **Contribution by alumni.**

Procedure

- **Before the financial year begins, the budget for the college is prepared**

- **The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs.**

- **It includes planned expenses such as lab equipment purchases, furniture, and other development expenses.**

- **The quotations are scrutinized before a final decision is made based on parameters like pricing, quality, terms of service, etc.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

6.5 - Internal Quality Assurance System

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

IQAC has played a key role in initiating quality improvement and sustenance mechanisms. IQAC has played the major role in following areas:

1. **Initiated the use of ICT Tools for teaching – learning process**

2. **Upgraded the institution with ISO 9001: 2015 Certification.**

3. **Established Institution Innovation Council**

4. **Instrumental in signing the Memorandum of Understanding with industry and institutions.**

5. **Motivated the faculty members and students to register themselves in Swayam, NPTEL, MOOC Course**

6. **Trained the non-teaching staff on Google applications along with E-campus management**

7. **Introduced to faculty members and students to involve themselves in the Continuous learning process.**

8. **IQAC has arranged the workshop for non-teaching faculty to train them on email, MS-Excel, MS-Word and Google Application. They are given training, regarding e-campus management fee-collection and admission regarding entries.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

The IQAC has implemented the structured teaching-learning process by implementing the mechanism given below:

Initiative 1: Capability Maturity Model

CMM Model for the teaching and learning process with the expected course outcomes and pedagogies of teaching. The faculty members are asked to submit the course / teaching plans in e-campus management for the subjects allocated to them.

Initiative 2: Continuous Quality Improvement through Outcome Based Education

Graduate attributes, the institution's mission, and its vision

are being used to define Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs).Outcomes describe what the students can achieve or what the students would be able to do after completing the course or programme.The analysis of attainment is done at the programme level. Attainment of COs ensures the attainment of POs. A mechanism is developed to monitor and ensure the achievements of Course Outcomes, Program Educational Objectives and Program Outcomes.

Feedback on Curriculum:

A framework is developed to collect curriculum feedback on the curriculum offered by the University from the stakeholders namely students, teachers, employer and alumni. Suggestions are sent to the University for Further Improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

File Description	Documents
Paste web link of Annual reports of Institution	https://www.kgcas.com/iqac/annual-reports/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Undertaking the social responsibility of promoting gender equity is part of the Institution. It is done through,

i) Curriculum

ii) Co-curricular activities

iii) Facilities for women

1. Curriculum:

Courses on Environmental studies, Human Rights, Women's rights are part of the curriculum for first and second-year students. The Foundation course Environmental studies is offered to first year students in the first semester.

ii) Co-Curricular Activities:

The Women's Forum of KGCAS regularly organizes programmes on gender equity.

iii) Facilities:

Safety and Security:

- Safety and Security is assured in this institution for 24x7.

- The surveillance camera has been fixed in each floor, parking area, hostels, canteen, common areas and entrance gate.

- Fire extinguishers

- Ambulance service is available inside the campus from KG Hospital.

- Wheelchair and structure facilities are available in campus

Counselling:

The students are trained by members of Faculty Counsellors, Personality Developers and Mentors to manage interpersonal and Intrapersonal, improve their communication, attain positive attitude towards life, Goal Setting, show progress and to obtain resilience.

- **Entry level counselling provided for the first-year students to prepare them for campus life.**

- **Individual counselling by the mentors and trainers.**

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.kgcas.com/wp-content/uploads/2022/05/7.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**A. 4 or All of the above**

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

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

Solid waste management:

Exclusive waste management system is followed by the institution

to separate degradable and non- degradable waste. Food waste from college and hostel are collected and used to composite manure for trees and plants. At regular intervals, the waste papers are disposed to authorized vendors for recycling. Banners are displayed on the campus to give awareness about the Hazards of plastic and ban plastics. The non-degradable waste material and scrap like packaging sheets, wrappers, plastic waste, etc. are disposed of with the help of our trust hospital waste management section.

Liquid waste management:

The institution is maintaining the waste water recycle plant to water the plants and trees. Liquid waste from all over will be collected and recycled and reused by irrigating the plants.

Biomedical waste and e-waste management:

Biomedical waste from Biochemistry labs and e-waste from the college are collected separately and disposed in rightly planned way.

Hazardous chemicals and radioactive waste management:

The Hazardous chemicals generated in the college are very minimal and the same is disposed. Radioactive waste is not generated in any department in the college. The degradable vegetable waste is decomposed and used as manure for plants.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	*View File*
Geo tagged photographs of the facilities	*View File*

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

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

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
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 disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	**No File Uploaded**

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

The institution plans to ignite the minds of youth with moral and intellectual governance through an inclusive environment in order to realize the prevalent pluralism and make positive contributions that will lead to the prosperity of society and the nation.

To develop cultural harmony among students and to help students appreciate the diversities the college organizes various events and celebrations on account of Christmas, New Year, Onam, Pongal, Saraswathi Pooja and Vijayadhasmi etc. In order to respect the regional diversities, the college celebrates College Day with the theme of dance forms of various states.

National Service Scheme (NSS), Red Ribbon Club (RRC) and Youth Red Cross (YRC) of the college play a vital role in sensitizing the students towards the communal and socio-economic diversities. NSS organizes camps to help socially and economically backward people in the society by conducting various programs including creating awareness about sensitive issues like save girl child, voter awareness, blood donation camp thereby serving the society.

Eco club conducts events on pollution control and banning plastics. It regularly distributes the tree saplings to the students in order to nurture the future for the students, besides celebrating world environment day.

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

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

The institution recognizes its critical role in shaping responsible citizens for the country. One of the institution's roles is in developing an integrated personality capable of contributing to nation building. Diverse activities and programmes are conducted in the college focusing on sensitizing students, faculty, and staff to constitutional obligations: values, rights, duties, and responsibilities.

Activities organized to sensitization on Constitutional Obligation to include the following:

- The human value, constitutional rights and duties were introduced to students through conference, workshop and seminar, besides giving credit courses (by the affiliating University).

- **Expert lectures were conducted to sensitize the students on constitutional obligations.**

- **Voters Day commemoration and Voter's Awareness Campaigns have spread the electoral responsibility of the citizens.**

- **Every year, constitution day is celebrated to inculcate the sense of responsibility on rules and rights of the constitution of India.**

- **To instill values among students, the curriculum has two credit courses namely Human rights and Women's rights. This provides students with a thorough understanding of their rights and aids in the development of suitable interventions to eliminate discrimination and violations rights. Integrating Human Rights and Gender Equality is critical in empowering women and making meaningful progress.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**Nil**
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

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

It is essential for today's youth to understand and value the contributions to humanity made by eminent personalities in the Indian and international arenas. Commemorating National and International Days raises awareness and instill patriotism, civic responsibility, environmental concern, and appreciation for the humanities, sciences, and all arts.

Our Institution plans and organizes the events in advance. Days of National Importance, Events and festivals are charted and shared among the departments in the beginning of every academic year also incorporated in the academic calendar of the college.

To promote national ideals, programs are organized to abide by the fundamental duty of the constitution. All the major national festivals are celebrated with enthusiasm and great joy in the campus which provides rich history and cultural diversity that makes the nation proud. Workshops, seminars and expert lectures on the contribution of great Indian leaders and significant national events are organized to spread cultural harmony and national integration.

Students can honour the noble ideals that inspired our nation's struggle for freedom, uphold and protect India's sovereignty, unity, and integrity, and perform national service by commemorating national holidays. These festivals keep the spirit of patriotism alive in the institution.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Practice- I: Game Based learning

Objectives : To make learning an experience of enjoyment using software applications.

The context:In virtual class, the physical presence of both the teacher and the student is not felt by both, where the teacher has to engage the students for an hour, without letting the student divert their attention.

The practice:After 20 minutes of regular class, there is an intellectual break for 5 minutes. Also towards the end of class 10 mins is spent on the measurement of outcome of learning in the class.

Evidence of success: Students of all the programmes get satisfactory learning in an enjoyable way which is given in the feedback.

Resource required:software

Practice- II: Counselling for Mental health and Emotional wellbeing.

Objective : During the pandemic, the students don't get the opportunity to talk to their peer group and share their emotion.

The context : The Face to face classes are temporarily cancelled to deal with the covid situation.

The practice :Created WhatsApp group and group mail id and got in

touch with them constantly to remind them that we are here to help them.

Evidence of success:Received good feedback from the students.

Resources Required:Professional counsellors

File Description	Documents
Best practices in the Institutional website	https://edu.kgisl.com/mental-health-emotional-wellbeing-counselling-for-students-coimbatore/
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Industry - Institute Connect:

In line with the vision and mission, KGCAS always desires to be recognized as No.1 Arts and Science College. In this regard, it is believed that a strong institution industry connection will give an edge to the institution to prove on mission.

The activities taken under are purely academic are with the aim of motivating the students to excel in their performance. The department associations are very unique as well as inclusive where the students are given more freedom and space to involve themselves to nurture their creative skills.

Guest lecture series inviting industry experts and notable Alumni are the notable activities of the department association. Besides, department associations are also in charge of conducting seminars, workshops, expo, interdepartmental competitions and Hackathon.

When the industrial experts share their working experience and expectations of industry to the student community, the students get high motivation.

Various activities organize by the departments are,

1. Guest Lecture,

2. Alumni Lecture,

3. Inter-Departmental Competition,

4. Inter-Collegiate Competition,

5. Outreach Programme,

6. Expo.

Through these above activities, we bridge the gap between Industry and academic curriculum. We create the Industry ready students. We have placed 1036 out of 1359 final year students in the reputed companies.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Enhancing the learning resources
- Improving physical infrastructure
- Appointing psychological professional counselors for mental well being
- Enhancing the experiential learning by the students by making mandatory project work / field work / internship / industrial visit
- Encouraging the faculty members to submit the proposals to apply for real life issues
- Inculcating the innovative sprit of the students and teachers