# Appendix - I
## Quality Assessment Criteria and Key aspects

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Criteria</th>
<th>Key aspects</th>
</tr>
</thead>
</table>
| 1.    | Mission, Goals and Objectives         | 1.1. Concise Mission statement  
1.2. Measurable objectives for each function  
1.3. Description of attainment     |
| 2.    | Organization Setting – External       | 2.1. Description of organization  
2.2. Organization chart  
2.3. Satisfaction of criterion set |
| 3.    | Organization Setting – Internal       | 3.1. Internal Structure  
3.2. Interdisciplinary co-operation, co-ordination and collaboration  
3.3. Policies on Institutional commitment |
| 4.    | Governance                            | 4.1. Important committee and its structure  
4.2. Faculty contribution  
4.3. Performance assessment |
| 5.    | Resources                             | 5.1. Availability of Human resources  
5.2. Infrastructure and Learning resources  
5.3. Identification of outcome measures |
| 6.    | Instructional Programmes              | 6.1. Publication of programmes and practice placements  
6.2. Evaluation of students progress  
6.3. Measurement of Pass rate and Placement rate |
| 7.    | Research                              | 7.1. Policies and procedures of research  
7.2. Amount and sources of research fund  
7.3. Evaluation of research activities |
| 8.    | Service                               | 8.1. Agreement with External agencies  
8.2. Nature and targets  
8.3. Students involvement in services |
| 9.    | Faculty                               | 9.1. Policies on Recruitment and promotion  
9.2. Faculty development programmes  
9.3. Evaluation of process and competency |
| 10.   | Students                              | 10.1. Admission and referral services  
10.2. Advising and counseling services  
10.3. Role of students in governance and functioning |
| 11.   | Evaluation and Planning               | 11.1. Procedure of Planning and evaluation  
11.2. Measures to evaluate effectiveness  
11.3. Strength and weakness |
### Appendix- II

#### Quality Assessment Criteria and Key aspects

**A: INSTITUTIONAL CONTEXT**

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<th>Key aspects</th>
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<tbody>
<tr>
<td>1.</td>
<td>Mission, Goals and Objectives</td>
<td>1.1. Guide about Goals and objectives</td>
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<tr>
<td></td>
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<td>1.2. Creative and scholarly activity</td>
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<td>1.3. Collaborative participation</td>
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<td></td>
<td></td>
<td>2.2. Assign right resources and prioritize projects</td>
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<td></td>
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<td>2.3. Review of relevant qualitative and quantitative data</td>
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<td>3.</td>
<td>Institutional Resources</td>
<td>3.1. Availability and utilization of resources</td>
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<td>3.2. Rationale and consistent policies</td>
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<td>3.3. Acquisition and equipments replacement process</td>
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<td>3.4. Periodic assessment and utilization of resources</td>
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<td>4.</td>
<td>Leadership and Governance</td>
<td>4.1. Involvement in policy development and decision making</td>
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<td>4.2. Periodic assessment of effective function</td>
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<td>4.3. Students representation on governance</td>
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<td>5.</td>
<td>Administration</td>
<td>5.1. Facilitate learning and Research activities</td>
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<td>5.2. Foster quality improvement</td>
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<td>5.3. Support institutions organization and Governance</td>
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<tr>
<td>6.</td>
<td>Integrity</td>
<td>6.1. Redressal of students grievances</td>
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<td>6.2. Fair and impartial</td>
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<td>6.3. Honesty and trust worthy in students studies</td>
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<td>7.</td>
<td>Institutional Assessment</td>
<td>7.1. Review of policies</td>
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<td>7.2. Review of promotion and tenure activities</td>
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<td>7.3. Review of students guidance</td>
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<td>7.4. Support of evaluation process</td>
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<td>Criteria</td>
<td>Key aspects</td>
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<td>8.</td>
<td>Students Admission</td>
<td>8.1. Admission policy and criteria</td>
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<td>8.2. Academic flexibility</td>
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<td>8.3. Congruence among recruitment, admission, retention</td>
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<td>8.4. Persistence and attrition data</td>
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<td>9.2. Advertisement procedures</td>
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<td>9.3. Students complaints</td>
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<td>9.4. Assessment and improvement</td>
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<td>10.</td>
<td>Faculty</td>
<td>10.1. Qualification to position</td>
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<td>10.2. Advancement and development</td>
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<td>10.3. Linkage among teaching</td>
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<td>11.</td>
<td>Educational Offering</td>
<td>11.1. Periodic evaluation of curricular and co-curricular activities</td>
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<td>11.2. Learning resources, library and services</td>
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<td>11.3. Revision of course syllabi</td>
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<td>12.</td>
<td>Related Educational Activities</td>
<td>12.1. Development of basic skills</td>
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<td>12.2. Experiential learning</td>
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<td>12.3. Non credit offering</td>
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<td>13.2. Persistence and Graduation rate</td>
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<td>13.3. Students goal attainment</td>
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<td>13.4. Alumni satisfaction and achievement</td>
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<td>13.5. Parity of outcomes across different students group</td>
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# Appendix– III

## Quality Assessment Criteria and Key aspects

<table>
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<tr>
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<th>Criteria</th>
<th>Key aspects</th>
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</table>
1.2. Statutes and governance  
1.3. Strategic objectives |
| 2.    | Student                              | 2.1. Criterion for Selection  
2.2. Course Preparation  
2.3. Progression  
2.4. Career Placement and Support  
2.5. Student services |
| 3.    | Quality of Programmes                | 3.1. Program design, content and delivery  
3.2. Program evaluation  
3.3. Compatibility with similar program offered at other universities |
| 4.    | Personnel Development                | 4.1. Personal effectiveness  
4.2. Direct application of skills |
| 5.    | Contribution to the Community        | 5.1. Social and economic contribution  
5.2. Extracurricular activities  
5.3. Services to education |
| 6.    | Research and Development             | 6.1. Research activities  
6.2. Innovation |
| 7.    | Faculty                              | 7.1. Faculty size and composition  
7.2. Faculty policy and Management  
7.3. Faculty development |
8.2. Premises and equipment  
8.3. Library facilities  
8.4. Computing facilities  
8.5. General Support facilities |
9.2. Impact on development of institutions and its programmes  
9.3. Effectiveness of links between University and the employer |
| 10.   | Links with other Universities        | 10.1. Policy for adding a successful Linkages  
10.2. Policy on partnership with other Institutions |
## Appendices – IV
### Quality Assessment Dimension and Key aspects

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Dimension</th>
<th>Key aspects</th>
</tr>
</thead>
</table>
| 1. | Organization and Governance | 1.1. Planning and Monitoring  
1.2. Recruitment procedure and its effectiveness  
1.3. Promotional policies / procedures  
1.4. Leadership  
1.5. Motivational initiatives  
1.6. Transparency  
1.7. Decentralization, Delegation |
| 2. | Financial resources, allocation and Utilization | 2.1. Budget allotted to the institution and utilization  
Recurring budget  
Non recurring budget  
2.2. Budget allocated in the Department and utilization  
Recurring budget  
Non recurring budget |
| 3. | Physical resources and central facilities | 3.1. Students Hostel (Men and Women)  
3.2. Power back up: Instn/Dept/Hostels  
3.3. Reprographic facilities  
3.4. Bank, Post office  
3.5. Counseling and guidance, language lab, medical facility  
3.6. Internet facility  
3.7. Canteen and Transport |
| 4.1 | Human resources (Faculty and Staff) | 4.1.1. Faculty (Number, students-faculty ratio, cadre ratio, average experience, faculty retention, turnover  
4.1.2. Service rules, pay package, incentives  
4.1.3. Participation of faculty in Institutional development / Departmental development / Academic matters / Students development / Self growth  
4.1.4. Implementation and impact of faculty development initiatives  
4.1.5. Analysis and follow up of Performance appraisal  
4.1.6. Support staff (Technical / administration) – Number, Qualification / Skills (lab, office, computer centre, etc.) |
| 4.2 | Human Resources – Students | 4.2.1. Students admission  
4.2.2. Academic results  
4.2.3. Performance in competitive examinations  
4.2.4. Placement |
| 5. | Teaching - Learning Resources | 5.1. Delivery of syllabus, contents beyond the syllabus  
5.2. Academic calendar continuation equation procedures  
5.3. Utilization of laboratories / equipment  
5.4. Information access facilities  
5.5. Students and centric learning initiatives  
5.6. Students feed back |
6.2. Academic / Sponsored / Industrial  
6.3. Publication and Patents  
6.4. Industry participation in development and other related activities |
| 7. | Supplementary Progress | 7.1. Extra and Co-curricular activities  
7.2. Personality Development initiatives  
7.3. Professional society activities  
7.4. Alumni Interaction  
7.5. Students Publications / Awards |
### Appendix – V

#### Quality Assessment Dimension and Key aspects

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Dimension</th>
<th>Key aspects</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Curricular Aspects</td>
<td>1.1. Curricular design and development&lt;br&gt;1.2. Academic flexibility&lt;br&gt;1.3. Feedback on curriculum&lt;br&gt;1.4. Curriculum update&lt;br&gt;1.5. Best practices in curriculum aspects</td>
</tr>
<tr>
<td>2.</td>
<td>Teaching, Learning and Evaluation</td>
<td>2.1. Admission process and students profile&lt;br&gt;2.2. Catering to diverse needs&lt;br&gt;2.3. Teaching learning process&lt;br&gt;2.4. Teacher quality&lt;br&gt;2.5. Evaluation process and reforms&lt;br&gt;2.6. Best practices in Teaching, Learning and Evaluation</td>
</tr>
<tr>
<td>3.</td>
<td>Research, Consultancy and Extension</td>
<td>3.1. Promotion to Research&lt;br&gt;3.2. Research and publication output&lt;br&gt;3.3. Consultancy&lt;br&gt;3.4. Extension activities&lt;br&gt;3.5. Collaboration&lt;br&gt;3.6. Best practices in Research, Consultancy and Extension</td>
</tr>
<tr>
<td>4.</td>
<td>Infrastructure and Learning resources</td>
<td>4.1. Physical facilities for learning&lt;br&gt;4.2. Maintenance of infrastructure&lt;br&gt;4.3. Library as a learning resource&lt;br&gt;4.4. ICT as learning resources&lt;br&gt;4.5. Other facilities&lt;br&gt;4.6. Best practices in the development of infrastructure and learning resources</td>
</tr>
<tr>
<td>5.</td>
<td>Students Support Progression</td>
<td>5.1. Students progress&lt;br&gt;5.2. Students support&lt;br&gt;5.3. Student activities&lt;br&gt;5.4. Best practices in student support and progression</td>
</tr>
<tr>
<td>7.</td>
<td>Innovative Practices</td>
<td>7.1. Internal quality Assurance system&lt;br&gt;7.2. Inclusive practices&lt;br&gt;7.3. Stakeholder relationships</td>
</tr>
</tbody>
</table>
Appendix – VI

Questionnaire for Students

Note: The students are requested to put a tick mark (✓) against the statement depending on their views in the box. The response is taken only for research purpose and hence they are requested to give true response. Eg:

AWARENESS OF THE STUDENTS ABOUT VISION, MISSION AND CURRICULUM

1. The Institution explains the aims and objectives of the curriculum to the students

   YES   NO

2. The students are clear about the institutions’ vision and mission

   YES   NO

3. The design of curriculum is effective

   YES   NO

4. The institution’s motto, vision and mission reveals the needs of the society.

   YES   NO

5. The students understand the purpose, structure and process of the curriculum.

   YES   NO

6. The curriculum and the learning outcome will help the students to get placement.

   YES   NO

7. The curriculum bears thrust on issues of National development.

   YES   NO
ASSESSMENT OF THE PERFORMANCE OF THE STUDENTS AND THEIR FEEDBACK

1. Different types of assessment techniques are used by the faculty to test student’s performance.
   YES ☐          NO ☐

2. Tests are conducted every month to find out unit wise performance of students.
   YES ☐          NO ☐

3. The questions asked in the test are based on the University examination pattern.
   YES ☐          NO ☐

4. The answer scripts are corrected and distributed to the students
   YES ☐          NO ☐

5. The marks awarded to the students are informed to the parents.
   YES ☐          NO ☐

6. The feedback of the students with regard to the test are collected and filed.
   YES ☐          NO ☐

7. The teachers are appointed based on merit.
   YES ☐          NO ☐

8. The feedback forms are received from the students to know the quality of Teaching
   YES ☐          NO ☐

9. The feedback from the Examination assessment is made available to the parent/guardian
   YES ☐          NO ☐
UTILITY OF MODERN TECHNOLOGY IN CLASS ROOM TEACHING

1. The use of ICT (information and communication technology) makes teaching effective.
   YES □    NO □

2. The teachers are competent to use ICT in the class room.
   YES □    NO □

3. The institution provides computers, LCD/OHP and Internet for teaching.
   YES □    NO □

4. Training is given to the faculty to use modern technology in the class room.
   YES □    NO □

5. The teachers prepare teaching aids such as slides, diagrams and charts.
   YES □    NO □

SERVICE RENDERED TO THE UNDER PRIVILEGED STUDENTS AND SLOW LEARNERS

1. The Under privileged students are given special priority in admission.
   YES □    NO □

2. Scholarship, fees concession is given to socially backward and economically weaker students.
   YES □    NO □

3. The teachers take special efforts for the improvement of slow learners.
   YES □    NO □

4. Teachers conduct special class and remedial class for the weak and slow learners.
   YES □    NO □

5. Socio economic profile of the weaker students is maintained.
   YES □    NO □

6. Certificate courses on soft skills are conducted for economically poor students.
   YES □    NO □
ROLE OF TEACHERS IN MEETING STUDENTS NEEDS

1. The teachers take special effort to improve student’s communication skills.
   YES ☐  NO ☐

2. Training is given to the students to attend interviews and participate in group discussion.
   YES ☐  NO ☐

3. Students are given necessary practice to use books and journals in the library.
   YES ☐  NO ☐

4. Teachers encourage the efforts of high achievers.
   YES ☐  NO ☐

TEACHING AIDS AND LEARNING RESOURCES IN THE INSTITUTION

1. Adequate number of computers is available.
   YES ☐  NO ☐

2. The Students and teachers prepare slides and charts for better teaching and learning.
   YES ☐  NO ☐

3. OHP/LCD is available for use in class rooms, seminar hall and labs.
   YES ☐  NO ☐

4. The details of Books and journals are computerized for easy reference and identification.
   YES ☐  NO ☐

5. Public announcement system (PA) is available to address all the students and staff at a time.
   YES ☐  NO ☐

6. Adequate microphone facility is available for all the students and staff to adopt interactive method of teaching and learning.
   YES ☐  NO ☐
EXTRA CURRICULAR ACTIVITIES

1. Students participate in NSS, RRC, YRC, AICUF, CCC and SHG activities.
   YES [ ] NO [ ]

2. Faculty guides the students in extra-curricular activities.
   YES [ ] NO [ ]

3. The students have adopted nearby village to help their rural poor.
   YES [ ] NO [ ]

4. Blood donation camp is conducted to create awareness among the students.
   YES [ ] NO [ ]

5. Students participate inter collegiate, inter University sports meet.
   YES [ ] NO [ ]

6. Every year annual sports meet is conducted to encourage the students in sports and games.
   YES [ ] NO [ ]

PHYSICAL INFRASTRUCTURE AVAILABLE IN THE INSTITUTION

1. Adequate number of class room is available.
   YES [ ] NO [ ]

2. All the labs are spacious enough to accommodate the students at a time.
   YES [ ] NO [ ]

3. Enough number of software is available.
   YES [ ] NO [ ]

4. Adequate furniture is available in all class rooms and in all the labs.
   YES [ ] NO [ ]

5. Internet facility is available for students and staff.
   YES [ ] NO [ ]

6. Toilet facility and rest rooms are available for the students and the staff.
   YES [ ] NO [ ]
7. Required number of books is available for the staff and students.

   YES □     NO □

8. Photo copier facility is available in the college campus for the benefit of staff and students.

   YES □     NO □

9. Hygienic Canteen facility is available for non-resident students and staff.

   YES □     NO □

10. Playground is well maintained for conducting sports and games.

    YES □     NO □

HOSTEL AND TRANSPORT FACILITIES

1. Adequate rooms are available in the hostel to accommodate the students and staff who need accommodation.

   YES □     NO □

2. Hygienic food is served in the hostel.

   YES □     NO □

3. Qualified nurse is available in the hostel to take care of the inmates of the hostel.

   YES □     NO □

4. Faculty members staying in the hostel are helpful to the hostel students.

   YES □     NO □

5. Adequate college buses are available for non-resident students.

   YES □     NO □

6. Generator facility is available to meet the power demand.

   YES □     NO □

7. Clean drinking water facility is available.

   YES □     NO □
SELECTION OF STUDENTS FOR VARIOUS COURSES AND ADMISSION PROCESS

1. The institution gives advertisement for admission in various courses in regional newspaper.
   - YES ☐  NO ☐

2. The number of students admitted depends on wide publicity.
   - YES ☐  NO ☐

3. Students are admitted on the basis of community reservation.
   - YES ☐  NO ☐

4. The institution relaxes the norms of admission for the physically challenged.
   - YES ☐  NO ☐

5. The institution allots some seats for sports personnel.
   - YES ☐  NO ☐

6. The students from weaker section are given priority in admission.
   - YES ☐  NO ☐

7. The rural students are given special priority in admission.
   - YES ☐  NO ☐

CONTRIBUTION TO COMMUNITY DEVELOPMENT

1. The students and staff take part in the function organized by the neighboring village community.
   - YES ☐  NO ☐

2. The students visit nearby villages and prepare a list of requirements and grievance.
   - YES ☐  NO ☐

3. The college attempts to solve the grievance of the village community.
   - YES ☐  NO ☐

4. The officials are contacted to meet the basic requirements of the village.
   - YES ☐  NO ☐

5. The college takes efforts to identify the physically challenged in the villages and help them to get financial assistance.
   - YES ☐  NO ☐
UTILITY OF FACILITIES BY THE STUDENTS

1. The students utilize the internet and computer facility frequently.
   YES ☐ NO ☐

2. Books in the reference section of the library are referred by the students and they take notes.
   YES ☐ NO ☐

3. All non-resident students utilize transport facility to reach their places.
   YES ☐ NO ☐

4. The students from far away places use the hostel facilities.
   YES ☐ NO ☐

5. The slow learners make use of extra coaching classes.
   YES ☐ NO ☐

6. The students make use of the playground and sports equipment.
   YES ☐ NO ☐

7. The students find the labs and equipment sufficient to do the experiment individually.
   YES ☐ NO ☐

FEEDBACK OF STUDENTS ON ASSESSMENT AND TEACHING

1. The faculty members use different types of assessment methods to find out the strength of teaching.
   YES ☐ NO ☐

2. The assessment method is similar to the University valuation.
   YES ☐ NO ☐

3. The questions asked in the test are to assess the in-depth study of the subject.
   YES ☐ NO ☐

4. Both objective and descriptive questions are asked in the test.
   YES ☐ NO ☐

5. Continuous assessment helps the students to know the level of learning.
   YES ☐ NO ☐
6. The tests conducted are helpful for the preparation for the University examination.
    YES □    NO □

7. The assessment helps the students to know the topics which need more preparation.
    YES □    NO □

8. The assessments of the teachers are unbiased.
    YES □    NO □

9. The assessment helps the teachers to give remedial exercises.
    YES □    NO □

FEEDBACK OF STUDENTS ON CLASS ROOM TEACHING

1. The teacher uses interactive method in the class room.
    YES □    NO □

2. The teacher gives freedom to ask questions in the class room.
    YES □    NO □

3. The teacher encourages the slow learners by asking simple questions.
    YES □    NO □

4. The teacher appreciates the students who give correct responses to the questions in the class room.
    YES □    NO □

5. Peer learning is encouraged in the class room.
    YES □    NO □

6. The teacher uses simple language in the class room for the easy understanding of the subject.
    YES □    NO □

7. The teacher uses audio visual aids for teaching in the class room.
    YES □    NO □
RESPONSE OF THE STUDENTS ON THE LEARNING ENVIRONMENT

1. The college is established in a beautiful location surrounded by mountains.

   YES □    NO □

2. The college is free from all kinds of pollution.

   YES □    NO □

3. The computer centre is kept open from 8.00 a.m. to 6.00 p.m. for the students to work.

   YES □    NO □

4. A beautiful grassy stretch of land is available within the campus and so the students can sit comfortably to study.

   YES □    NO □

5. The library is kept open from 8.00 a.m. to 6.00 p.m. for the students to read books.

   YES □    NO □

6. Resident tutors are available in the hostel to help the students academically.

   YES □    NO □

7. The gifted students are always ready in the hostel to help the slow learners.

   YES □    NO □

8. The college is located in a rural atmosphere and so the students do not have any distraction.

   YES □    NO □

9. The principal and the sisters of the congregation are always available in the campus and so the students could get all academic help.

   YES □    NO □
ADDITIONAL FACILITIES AVAILABLE IN THE CAMPUS

1. Recreational activities are arranged for the students to refresh themselves.
   YES ☐ NO ☐

2. Health care centre is available in the campus to attend to sick students
   YES ☐ NO ☐

3. Water facility is ensured all the time in the campus.
   YES ☐ NO ☐

4. Telephone facility is given for the poor students.
   YES ☐ NO ☐

5. A committee of teachers is available in the campus to give counseling and to prevent sexual harassment
   YES ☐ NO ☐

ALUMNI PARTICIPATION IN THE COLLEGE ACTIVITIES

1. Alumni meet once in a year in the institution.
   YES ☐ NO ☐

2. Alumni suggest their ideas for the development of the college.
   YES ☐ NO ☐

3. Alumni participate the functions organized in the college.
   YES ☐ NO ☐

4. Alumni guide the students on employment and training.
   YES ☐ NO ☐

5. Alumni organize cultural programmes in the institution.
   YES ☐ NO ☐

6. Alumni help the institution to admit deserving students.
   YES ☐ NO ☐
ACTIVITIES OF STUDENT’S ASSOCIATION IN THE COLLEGE

1. All the departments have separate associations to update their knowledge in the respective field.

   YES ☐  NO ☐

2. Guest lectures are arranged to know the latest developments in the field.

   YES ☐  NO ☐

3. Seminars are arranged under the auspices of each association to develop students research attitude.

   YES ☐  NO ☐

4. Competitions and exhibits are arranged to encourage the students.

   YES ☐  NO ☐

5. Paper presentation sessions are organized by all the associations separately.

   YES ☐  NO ☐

BEST PRACTICES IN THE INSTITUTION

1. Students representative election is conducted every year and it enlightens the students about democratic functioning of the institution.

   YES ☐  NO ☐

2. The student representatives meet the principal and the management to solve the problems.

   YES ☐  NO ☐

3. Bridge course is conducted for the students in the beginning of the academic year to help the students to cope with the syllabus.

   YES ☐  NO ☐

4. On all Fridays, spoken English course is conducted to help the rural students to improve their communication.

   YES ☐  NO ☐

5. Training on citizenship, consumer awareness, home making are given to shape the students as responsible individuals in the Indian society.

   YES ☐  NO ☐
APPENDIX-VII

Questionnaire for Faculty

Note: The faculty members are requested to put a tick mark (√) against the statement depending on their views in the box. The response is taken only for research purpose and hence they are requested to give true response.

TEACHERS’ AWARENESS OF THE AIMS AND OBJECTIVES OF THE CURRICULUM

1. The Institution explains the Aims and objective of the curriculum to the teachers.
   YES ☐ NO ☐

2. The teachers are clear about the institution’s vision and mission
   YES ☐ NO ☐

3. The design of the curriculum is effective
   YES ☐ NO ☐

4. Teachers have the freedom to suggest their views on the contents of the curriculum.
   YES ☐ NO ☐

5. The curriculum is carefully planned and sequenced
   YES ☐ NO ☐

6. The present curriculum of various courses will achieve the aims and objectives.
   YES ☐ NO ☐

7. The institution’s Motto, Vision and Mission reveal the needs of the society.
   YES ☐ NO ☐
TEACHERS’ PERCEPTION ON THE CURRICULUM

1. The present curriculum of various courses is designed to help the students to apply their knowledge to different situations, issues and problems.

   YES ☐  NO ☐

2. The curriculum is clearly understood and appropriate method is adopted to teach

   YES ☐  NO ☐

3. The curriculum must be updated to incorporate the latest available knowledge in the field.

   YES ☐  NO ☐

4. Frequent revision of curriculum brings improvement.

   YES ☐  NO ☐

5. The curriculum is revised to meet the National and global requirements.

   YES ☐  NO ☐

6. The college follows the curriculum prescribed by the University to which it is affiliated.

   YES ☐  NO ☐

ROLE OF TEACHERS IN CURRICULUM DESIGN AND REVISION

1. The teachers are involved in curriculum design by the University.

   YES ☐  NO ☐

2. The teachers suggest suitable changes in the curriculum.

   YES ☐  NO ☐

3. The teachers deliberately keep in mind the objectives of the curriculum while teaching.

   YES ☐  NO ☐

4. The classroom teaching and objectives of the curriculum help the students to bring out the intented outcome.

   YES ☐  NO ☐
TEACHERS’ VIEWS ON THE ASSESSMENT OF THE PRESENT CURRICULUM OF VARIOUS COURSES

1. The effectiveness of the curriculum could be measured from the learning outcome.
   YES ☐ NO ☐

2. The present curriculum is relevant and the teachers are satisfied
   YES ☐ NO ☐

3. The present curriculum meets the requirement of the employers.
   YES ☐ NO ☐

4. The teachers periodically meet and review the effectiveness of the curriculum.
   YES ☐ NO ☐

5. The suggested changes in the curriculum are communicated to the University.
   YES ☐ NO ☐

UTILITY OF MODERN TECHNOLOGY IN CLASS ROOM TEACHING

1. The use of ICT (information and communication technology) makes teaching effective.
   YES ☐ NO ☐

2. The teachers are competent to use ICT in the class room.
   YES ☐ NO ☐

3. The institution provides computers, LCD, OHP and Internet for teaching.
   YES ☐ NO ☐

4. Training is given to the faculty to use modern technology in the class room.
   YES ☐ NO ☐

5. The teachers prepare teaching Aids such as slides, diagrams and charts.
   YES ☐ NO ☐
PARTICIPATION OF TEACHERS IN COLLEGE CAMPUS ACTIVES

1. Teachers are involved in admission process
   YES □  NO □

2. The teachers maintain students profile regularly.
   YES □  NO □

3. Teachers discuss the problems of the students with them.
   YES □  NO □

4. Teachers organize functions and meetings.
   YES □  NO □

5. The students are given suitable counseling.
   YES □  NO □

6. The teachers meet the parents and explain the performance of the students in examinations periodically.
   YES □  NO □

SERVICE RENDERED TO THE UNDER PRIVILEGED STUDENTS AND SLOW LEARNERS

1. The Under privileged students are given special priority in admission.
   YES □  NO □

2. Scholarship, fees concession is given to the socially backward and economically weaker students.
   YES □  NO □

3. The teachers take special efforts for the improvement of slow learners.
   YES □  NO □

4. Teachers conduct special class and remedial class for the weak and slow learners.
   YES □  NO □

5. Socio economic profile of the weaker students is maintained.
   YES □  NO □

6. Certificate courses on soft skills are conducted for economically poor students.
   YES □  NO □
ROLE OF TEACHERS IN MEETING STUDENTS NEEDS

1. The teachers take special efforts to improve student’s communication skills.
   YES □ NO □

2. Training is given to the students to attend interviews and participate in group discussion.
   YES □ NO □

3. Students are given necessary practice to use books and journals in the library.
   YES □ NO □

4. Teachers encourage the efforts of high achievers.
   YES □ NO □

TEACHING AIDS AND LEARNING RESOURCES IN THE INSTITUTION

1. Adequate number of computers is available.
   YES □ NO □

2. The Students and teachers prepare slides and charts for better teaching and learning.
   YES □ NO □

3. LCD/OHP is available for use in class rooms, seminar hall and labs.
   YES □ NO □

4. The details of Books and journals are computerized for easy reference and identification.
   YES □ NO □

5. Public announcement system is available to address all the students and staff at a time.
   YES □ NO □

6. Adequate microphone facility is available for all the student and staff to adopt interactive method of teaching and learning.
   YES □ NO □
TEACHING FACULTY IN THE INSTITUTION

1. Qualified teachers are appointed for teaching position.
   YES  NO

2. Adequate number of teachers is available in institution.
   YES  NO

3. Additional faculty members are appointed for extra coaching classes.
   YES  NO

4. Teachers update their knowledge and undergo necessary training periodically.
   YES  NO

5. Teachers are appointed based on merit.
   YES  NO

6. Teachers are sent for in service training to improve teaching content and methodology.
   YES  NO

ROLE OF THE INSTITUTION IN MOTIVATING AND TRAINING THE TEACHERS

1. Teachers are encouraged to participate seminars and science exhibition.
   YES  NO

2. Teachers are given leave to go for research.
   YES  NO

3. The institution permits the faculty to do additional courses by distance education mode or on part time basis.
   YES  NO

4. Teachers are permitted to register for Ph.D.
   YES  NO

5. Teachers are also encouraged to prepare articles for the journals.
   YES  NO

6. The faculty members who register for Ph.D are given permission to meet their research guides.
   YES  NO
QUALITY MAINTAINING MECHANISM IN THE COLLEGE

1. Academic activities are discussed among the faculty and principal before implementing.
   
   YES [ ] NO [ ]

2. Class committee meeting is arranged periodically to discuss the effectiveness of class room teaching.

   YES [ ] NO [ ]

3. Feedback forms are received from the students to know the quality of teaching.

   YES [ ] NO [ ]

4. The feedback from the Examination assessment is made available to the parents/guardian.

   YES [ ] NO [ ]

5. Parents’ views about their daughters’ performance in examination are collected.

   YES [ ] NO [ ]

6. The outcome of the university result is discussed in the college committee meeting so as to take remedial actions.

   YES [ ] NO [ ]

7. Suitable counseling is given to the needy students.

   YES [ ] NO [ ]

8. The students secure University rank in the semester examination.

   YES [ ] NO [ ]

RESEARCH, CONSULTANCY AND EXTENSION SERVICES IN THE INSTITUTION

1. In the institution, research activities are encouraged.

   YES [ ] NO [ ]

2. The students are encouraged to prepare Project Report

   YES [ ] NO [ ]

3. Seminars and workshops are arranged to motivate the students and the faculty to do research.

   YES [ ] NO [ ]
4. The faculty is encouraged to prepare research article for publication.

YES  ☐  NO  ☐

5. Meetings of the faculty members are arranged to know the area of their research.

YES  ☐  NO  ☐

6. Faculty members are permitted to download research article from the internet.

YES  ☐  NO  ☐

7. The faculty members are given leave with pay to visit advanced research institutions such as IIT, NIT, IISC, and IIM.

YES  ☐  NO  ☐

EXTRA CURRICULAR ACTIVITIES

1. Students participate in NSS, RRC, YRC, AICUF, CCC and SHG activities.

YES  ☐  NO  ☐

2. Faculty guides the students in extra-curricular activities.

YES  ☐  NO  ☐

3. The students have adopted nearby village to help the rural poor.

YES  ☐  NO  ☐

4. Blood donation camps are conducted to create awareness among the students.

YES  ☐  NO  ☐

5. Students participate inter collegiate, inter University sports meet.

YES  ☐  NO  ☐

6. Every year annual sports meet is conducted to encourage the students in sports and games.

YES  ☐  NO  ☐
PHYSICAL INFRASTRUCTURE FACILITIES AVAILABLE IN THE INSTITUTION

1. Adequate number of class rooms is available.
   YES □ NO □
2. All the labs are spacious enough to accommodate all the students.
   YES □ NO □
3. Enough number of software is available.
   YES □ NO □
4. Adequate furniture is available in all the class rooms and in all the labs.
   YES □ NO □
5. Internet facility is available for the students and staff.
   YES □ NO □
6. Toilet facility and rest rooms are available for the students and the staff.
   YES □ NO □
7. Required number of books is available for the staff and students.
   YES □ NO □
8. Photo copier facility is available in the college campus for the benefit of staff and students.
   YES □ NO □
9. Hygienic Canteen facility is available for non-resident students and staff.
   YES □ NO □
10. Playground is well maintained for conducting sports and games.
    YES □ NO □

HOSTEL AND TRANSPORT FACILITIES

1. Adequate rooms are available in the hostel to accommodate the students and staff who need accommodation.
   YES □ NO □
2. Hygienic food is served in the hostel.
   YES □ NO □
3. Qualified nurse is available in the hostel to take care of the inmates of the hostel.
   YES □ NO □
4. Faculty members staying in the hostel are helpful to the hostel students.
   YES ☐     NO ☐

5. Adequate college buses are available for the non-resident students.
   YES ☐     NO ☐

6. Generator facility is available to meet the power demand.
   YES ☐     NO ☐

7. Clean drinking water facility is available.
   YES ☐     NO ☐

FINANCIAL ALLOCATION FOR THE MAINTENANCE & DEVELOPMENT OF THE INSTITUTION

1. The management allots adequate funds to equip and maintain the labs.
   YES ☐     NO ☐

2. Sufficient money is allotted to buy books, journals and magazines every year.
   YES ☐     NO ☐

3. For the purchase of software and instructional material required money is allotted in the budget.
   YES ☐     NO ☐

4. The charges towards internet are met from the funds allotted by the college.
   YES ☐     NO ☐

5. For obtaining permission for new courses from the University, funds are provided in the college budget.
   YES ☐     NO ☐

6. Funds are allotted by the management for the construction of the additional buildings.
   YES ☐     NO ☐

7. Enough funds are allotted for the payment of monthly salary to teaching, administrative and supporting staff.
   YES ☐     NO ☐

8. Expenditure towards prizes, awards and rewards is met from the funds allotted by the college.
   YES ☐     NO ☐
TEACHER INVOLVEMENT IN COLLEGE ADMINISTRATION AND CAMPUS ACTIVITIES

1. Academic programmes are finalized in the teachers meeting chaired by the principal and the management

   YES [ ]  NO [ ]

2. Introduction of new courses is decided by the heads of department in the meetings every year.

   YES [ ]  NO [ ]

3. Students’ admission and students’ welfare programmes are decided by the teachers and approved by the management.

   YES [ ]  NO [ ]

4. A democratic system of administration is followed in the college.

   YES [ ]  NO [ ]

5. Decentralization of power has made everyone feel collectively responsible for the activities in the college

   YES [ ]  NO [ ]
APPENDIX-VIII

Questionnaire for Administrative staff

Note: The Administrative staff is requested to put a tick mark (√) against the statement depending on their views in the box. The response is taken only for research purpose and hence they are requested to give true response.

AWARENESS OF ADMINISTRATIVE STAFF ON VISION AND MISSION OF THE INSTITUTION

1. The Institution explains the aims and objectives of the institution.
   
   YES ☐ NO ☐

2. The administrative staff are clear about the institution’s vision and mission
   
   YES ☐ NO ☐

3. The motto and mission of the institution reveal the needs of the society.
   
   YES ☐ NO ☐

4. The administrative staff understand the implications of the vision and mission of the institution.
   
   YES ☐ NO ☐

AVAILABILITY OF ACADEMIC PROGRAMME TO THE STUDENTS

1. The University provides academic programme option to the students.
   
   YES ☐ NO ☐

2. The institution gives opportunity to the students to choose the course of study.
   
   YES ☐ NO ☐

3. Facility is available for the international students and other state students to study in the institution.
   
   YES ☐ NO ☐

4. Various courses are offered to international and other state students
   
   YES ☐ NO ☐
MAINTENANCE OF THE FEEDBACK RECORD OF THE STUDENTS

1. The feedback from the examination assessment is made available to the parents/guardian/relatives.

   YES ☐    NO ☐

2. The feedback from the examination is communicated to the affiliating University.

   YES ☐    NO ☐

3. The parents are happy to know the examination feedback from the institution.

   YES ☐    NO ☐

4. The feedback from the examination answer script are recorded and maintained in the office.

   YES ☐    NO ☐

SELECTION OF STUDENTS FOR VARIOUS COURSES AND ADMISSION PROCESS

1. The institution gives advertisement for admission to various courses in regional newspaper.

   YES ☐    NO ☐

2. The number of students admitted depends on wide publicity.

   YES ☐    NO ☐

3. Students are admitted on the basis of community reservation.

   YES ☐    NO ☐

4. The institution relaxes the norms of admission for the physically challenged.

   YES ☐    NO ☐

5. The institution allots some seats for sports personnel.

   YES ☐    NO ☐

6. The students from weaker section are given priority in admission.

   YES ☐    NO ☐

7. The rural students are given special priority in admission.

   YES ☐    NO ☐
RECRUITMENT OF TEACHING FACULTY

1. The institution appoints qualified teachers
   YES [ ]  NO [ ]
2. Adequate teachers are available for effective teaching.
   YES [ ]  NO [ ]
3. The teachers are appointed based on merit.
   YES [ ]  NO [ ]
4. Additional faculty are appointed for extra coaching classes
   YES [ ]  NO [ ]
5. Due consideration is given in recruitment for the physically challenged and rural candidates.
   YES [ ]  NO [ ]
6. Alumni of the institution are given priority in recruitment.
   YES [ ]  NO [ ]
7. Women candidates are given first preference in recruitment.
   YES [ ]  NO [ ]
8. If women candidates are not available, men are given chances in recruitment
   YES [ ]  NO [ ]

STEPS TAKEN BY THE MANAGEMENT TO IMPROVE QUALIFICATION AND SKILLS OF THE FACULTY

1. Teachers are encouraged to participate seminars and science exhibition.
   YES [ ]  NO [ ]
2. Teachers are given leave to go for research.
   YES [ ]  NO [ ]
3. The institution permits the faculty to do additional courses by distance education mode or part time theses.
   YES [ ]  NO [ ]
4. Teachers are permitted to register for Ph.D.
   YES [ ]  NO [ ]
5. Teachers are also encouraged to prepare article for the journals.

   YES ☐       NO ☐

6. The faculty members who registered for Ph.D are given permission to meet their research guides.

   YES ☐       NO ☐

**RECORD MAINTENANCE OF EVALUATION OF TEACHING**

1. The institution evaluates the teaching of the faculty periodically.

   YES ☐       NO ☐

2. Feedback forms are obtained from the students to know the quality of Teaching.

   YES ☐       NO ☐

3. The feedback forms and responses of the faculty are preserved for future reference.

   YES ☐       NO ☐

4. The feedback from the students are processed and the follow up action is taken by the college.

   YES ☐       NO ☐

5. Grievances on the method of valuation are immediately brought to the knowledge of the faculty.

   YES ☐       NO ☐

6. The University results are consolidated and preserved in the college office.

   YES ☐       NO ☐

**EXTENSION ACTIVITES UNDERTAKEN BY THE STUDENTS AND STAFF**

1. Teachers are permitted to give special lecture in the neighboring colleges.

   YES ☐       NO ☐

2. Students adopt villages and do NSS activities and community service.

   YES ☐       NO ☐

3. The students conduct awareness camps in villages on hygiene, sanitation and health.

   YES ☐       NO ☐
4. The students meet SHG and get their feedback on various financial assistance for various schemes.

   YES ☐  NO ☐

5. Awareness camps are conducted for women on empowerment of women.

   YES ☐  NO ☐

6. The students visit the neighboring schools under the scheme ‘Each one, Teach one’.

   YES ☐  NO ☐

7. During festival times, the primary school children are given special gifts for their achievements in the competition, sports and games.

   YES ☐  NO ☐

CONTRIBUTION TO COMMUNITY DEVELOPMENT

1. The students and the staff take part in the function organized by the neighboring village community.

   YES ☐  NO ☐

2. The students visit nearby villages and prepare a list of requirements and grievance.

   YES ☐  NO ☐

3. The college attempts to solve the grievance of the village community.

   YES ☐  NO ☐

4. The officials are contacted to meet the basic requirement of the village.

   YES ☐  NO ☐

5. The college takes efforts to identify the physically challenged in the villages and help them to get the financial assistance.

   YES ☐  NO ☐
CONTRIBUTION TO COMMUNITY DEVELOPMENT

1. For the benefit of students and the staff, the college collaborates with neighboring colleges.
   YES [ ]    NO [ ]

2. Under industries–institution contact, the institution has link with Shanmuga industries and other neighbouring industries.
   YES [ ]    NO [ ]

3. The college collaborates with NGOs under Pudhuvazhvu Thittam and Vazhndhu Kattuvom thittam.
   YES [ ]    NO [ ]

4. The students collaborate with SHG to uplift women.
   YES [ ]    NO [ ]

5. The college joins with the Village Punchayat to do minor works during emergency times.
   YES [ ]    NO [ ]

PHYSICAL INFRASTRUCTURE AVAILABLE IN THE INSTITUTION

1. Adequate number of class rooms is available.
   YES [ ]    NO [ ]

2. All the labs are spacious enough to accommodate the students.
   YES [ ]    NO [ ]

3. Enough number of computers is available.
   YES [ ]    NO [ ]

4. Adequate furniture is available in all class rooms and in all the labs.
   YES [ ]    NO [ ]

5. Internet facility is available for students and staff.
   YES [ ]    NO [ ]

6. Toilet facility and rest rooms are available for the students and the staff.
   YES [ ]    NO [ ]

7. Required number of books is available for the staff and students.
   YES [ ]    NO [ ]
8. Photo copier facility is available in the college campus for the benefit of staff and students.

   YES ☐   NO ☐

9. Hygienic Canteen facility is available for non-resident students and staff.

   YES ☐   NO ☐

10. Playground is well maintained for conducting sports and games.

   YES ☐   NO ☐

**HOSTEL AND TRANSPORT FACILITIES**

1. Adequate rooms are available in the hostel to accommodate the students and staff who need accommodation.

   YES ☐   NO ☐

2. Hygienic food is served in the hostel.

   YES ☐   NO ☐

3. Qualified nurse is available in the hostel to take care of the inmates of the hostel.

   YES ☐   NO ☐

4. Faculty members staying in the hostel are helpful to the hostel students.

   YES ☐   NO ☐

5. Adequate college buses are available for the non-resident students.

   YES ☐   NO ☐

6. Generator facility is available to meet the power demand.

   YES ☐   NO ☐

7. Clean drinking water facility is available.

   YES ☐   NO ☐
FINANCIAL ALLOCATION FOR THE MAINTENANCE & DEVELOPMENT OF THE INSTITUTION

1. The management allots adequate funds to equip and maintain the labs.
   YES ☐  NO ☐

2. Sufficient money is allotted to buy books, journals and magazines every year.
   YES ☐  NO ☐

3. For the purchase of software and instructional material required money is allotted in the budget.
   YES ☐  NO ☐

4. The charges towards internet are met from the funds allotted by the college.
   YES ☐  NO ☐

5. For obtaining permission for new courses from the University, funds are provided in the college budget.
   YES ☐  NO ☐

6. Funds are allotted by the management for the construction of additional buildings.
   YES ☐  NO ☐

7. Enough funds are allotted for the payment of monthly salary to teaching, administrative and supporting staff.
   YES ☐  NO ☐

8. Expenditure towards prizes, awards and rewards is met from the college fund.
   YES ☐  NO ☐
TEACHING AIDS AND LEARNING RESOURCES IN THE INSTITUTION

1. Adequate number of computers is available.
   YES ☐ NO ☐

2. The Students and teachers prepare slides and charts for better teaching and learning.
   YES ☐ NO ☐

3. LCD/OHP is available for use in classroom, seminar hall and labs.
   YES ☐ NO ☐

4. The details of books and journals are computerized for easy reference and identification.
   YES ☐ NO ☐

5. Public announcement system is available to address all the students and staff at a time.
   YES ☐ NO ☐

6. Adequate microphone facility is available for all the students and staff to adopt interactive method of teaching and learning.
   YES ☐ NO ☐

STUDENT SUPPORT PROGRAMMES

1. Socio economic profile of the students is maintained.
   YES ☐ NO ☐

2. The students are given awareness programme on the need to study and to minimize dropout rate.
   YES ☐ NO ☐

3. Programmes are conducted to encourage the students to go for higher studies.
   YES ☐ NO ☐

4. The leading companies are contacted to come to college for recruiting candidates from the college.
   YES ☐ NO ☐
5. The students are given programmes to attend competitive examination.
   YES □ NO □

6. Special programmes are conducted to create awareness about UPSC, TNPSC, All India services, and defence services for the benefit of the students.
   YES □ NO □

7. Soft skills programmes are given to students.
   YES □ NO □

INVolVEMENT OF STAFF IN THE GOVERNANCE OF THE COLLEGE

1. The teachers are involved in admission process.
   YES □ NO □

2. The teachers conduct periodical tests and discuss the outcome.
   YES □ NO □

3. All the staff is involved in the budget preparation.
   YES □ NO □

4. The faculty and administrative staff meet every month to consolidate the attendance particulars of the students.
   YES □ NO □

5. The staff meets the principal and the management and discusses the administrative problems.
   YES □ NO □

6. The faculty and administrative staff sit together and take decision on different issues.
   YES □ NO □

RECORDS MAINTAINED BY THE ADMINISTRATIVE STAFF

1. Student’s attendance records are maintained regularly.
   YES □ NO □

2. Student feedback forms are consolidated and placed before the committee of HODs for follow up action.
   YES □ NO □
3. Audit reports are filed and replies are preserved for future reference.

   YES ☐ NO ☐

4. Budget allocation files are maintained in the office.

   YES ☐ NO ☐

5. Copies of communication sent to government offices and departments are preserved.

   YES ☐ NO ☐

6. Copies of circulars sent to students and staff are filed in the office.

   YES ☐ NO ☐

7. Academic performance records are maintained.

   YES ☐ NO ☐

8. Scholarship given to students - details preserved in the office.

   YES ☐ NO ☐

7. Students and staff profile maintained.

   YES ☐ NO ☐

8. Details of salary particulars are maintained.

   YES ☐ NO ☐

9. Records relating to community services, extension programmes and collaborative programmes are maintained and preserved.

   YES ☐ NO ☐

**FINANCIAL MANAGEMENT AND RESOURCE MOBILISATION**

1. Fees collected from the students are the major source of revenue to the college.

   YES ☐ NO ☐

2. Interest free loan is received from missionary headquarters.

   YES ☐ NO ☐

3. Necessary funds for new building construction are drawn from the loan.

   YES ☐ NO ☐
4. Scholarships are received from the government and the money is entirely given to the students.

   YES   NO

5. Maintenance charges are met from the fees collected from the students.

   YES   NO

6. The cost of purchase of computers, software, equipment and buses is met from the fee collection.

   YES   NO

7. The expenditure towards salary of the staff is met from the fee collection.

   YES   NO

8. No donation is collected from the students, parents and public.

   YES   NO

**STUDENTS PLACEMENT RECORD**

1. Most of the students get placement after completing the courses.

   YES   NO

2. The students prefer teaching profession.

   YES   NO

3. Some students prefer software industries.

   YES   NO

4. Companies prefer to recruit students of our college.

   YES   NO

5. Most of the outgoing students do not want to leave their native place for the sake of job.

   YES   NO

6. Most of the students are satisfied with poor salary in their own place.

   YES   NO
SERVICE RENDERED TO THE UNDER PRIVILEGED STUDENTS AND SLOW LEARNERS

1. The Under privileged students are given special priority in admission.
   YES ☐ NO ☐

2. Scholarship, fees concession is given to socially backward and economically weaker students.
   YES ☐ NO ☐

3. The teachers take special efforts for the improvement of slow learner
   YES ☐ NO ☐

4. Teachers conduct special class and remedial class for the weak and slow learners
   YES ☐ NO ☐

5. Socio economic profile of the weaker section students is maintained.
   YES ☐ NO ☐

6. Certificate courses on soft skills are conducted for economically poor students.
   YES ☐ NO ☐

AVAILABILITY OF HUMAN RESOURCES IN THE ADMINISTRATIVE OFFICE

1. Adequate staff is available in the office for effective function.
   YES ☐ NO ☐

2. All the faculty members are fully qualified
   YES ☐ NO ☐

3. For each section separate staff is available
   YES ☐ NO ☐

4. The students and staff could approach the office foe any grievance
   YES ☐ NO ☐

5. The administrative staff are competent to deal with official communication.
   YES ☐ NO ☐

6. Sufficient supporting staff is available to help the administrative staff.
   YES ☐ NO ☐
BEST PRACTICES IN THE INSTITUTION

1. The infrastructure facilities are maintained regularly.

   YES ☐        NO ☐

2. Latest software in different fields is purchased every year.

   YES ☐        NO ☐

3. Fee concession is given to those who do not receive scholarship.

   YES ☐        NO ☐

4. Academic plan is prepared in the beginning of the academic year.

   YES ☐        NO ☐

5. The staff members are motivated through rewards and certificates.

   YES ☐        NO ☐

6. The grievance of the staff and students are redressed quickly.

   YES ☐        NO ☐

7. The college inculcates social responsibilities and citizenship roles.

   YES ☐        NO ☐