

ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

Name of the Institution : SRI SARADA COLLEGE FOR WOMEN,
TIRUNELVELI – 627 011

Year of Report : 2012 – 2013

PART A

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement.

- * To start B.C.A. (UG) course.
- * To celebrate the 150th Birth Anniversary of Swami Vivekananda.
- * To conduct the 20th RSV Devotees National Conference.
- * To start the job-oriented innovative optional certificate course for all departments.
- * To sign MOU with ICT Academy of Tamil Nadu.
- * To construct a new building for new courses to be commenced in the academic year 2014-2015.

PART B

1. Activities reflecting the goals and objectives of the institution:

Education is not the amount of information that is put into our brain and runs riot there, undigested, all our life. We must have life-building, man making, character making, assimilation of ideas.

These ought to be taught to our women. The education must be an eye opener in all these matter says Swami Vivekananda. In this year 2012-2013, we had an opportunity to inculcate the values among our students by involving them in the celebrations of 150th Jeyanthi of Swami Vivekananda and 20th Sri Ramakrishna, Sri Sarada Devi and Swami Vivekananda Devotees Conference in our college. It is a matter of great pride that our College tries its level best to impart all that is necessary to mould our students as "Nirai Nangayar".

2. New academic programmes initiated (UG and PG):

Introduction of Bachelor of Computer Applications (BCA) at UG level.

3. Innovations in curricular design and transaction:

Introduction of job-oriented innovative optional certificate courses by all the departments based on UGC certificate course syllabus to sharpen the knowledge of students in various fields.

| DEPARTMENT | CERTIFICATE COURSE |
|-------------------------------------|------------------------------|
| Tamil | Tourism |
| Sanskrit | Spoken Sanskrit |
| English | Intensive Practices |
| Economics | Advertising |
| Commerce | Banking Practices |
| Commerce with Computer Applications | E-Commerce |
| Mathematics | Vedic Mathematics |
| Physics | Physics in Everyday life |
| Chemistry | Food Chemistry |
| Computer Science | Internet Basics |
| Information Technology | Web Designing |
| Computer Applications | Animation, Computer Hardware |

4. Inter-disciplinary programmes started:

As per the University syllabus, each Departments of UG offer Non-major elective papers in III & IV semesters.

5. Examination reforms implemented:

We follow the examination pattern insisted by Manonmaniam Sundaranar University.

6. Candidates qualified: NET / SLET / GATE etc.

In the academic year, 2012-2013, Smt. B. Thamaraiselvi & Smt. N. Rajeswari, Assistant Professors, Department of Computer Applications cleared **SET** Examination and Selvi B. Vijayalakshmi, Librarian cleared **NET** Examination.

7. Initiative towards faculty development programme:

In the academic year 2012-2013, the IQAC of our college organized a Faculty Enrichment Programme for our staff members on 23.04.2013 to inculcate effective teaching among staff. Selvi M. Sivapriya, Head, Department of Sanskrit has attended refresher course in Sanskrit and Philosophy from 08.05.2012 to 28.05.2012 at Bharathidasan University, Tiruchirappalli.

8. Total number of seminars / workshops conducted:

| Department | No. of workshops / seminars |
|------------|-----------------------------|
| Library | 1 |

**9. Research Projects a) Newly implemented :
b) Completed:**

N I L

10. Patents generated, if any:

N I L

11. New collaborative research programmes:

N I L

12. Research grants received from various agencies:

N I L

13. Details of research scholars:

List of Ph.D. awardees for the year 2012 – 2013

| Research scholars | Completed |
|-------------------|-----------|
| 10 | 1 |

14. Citation index of faculty members and impact factor:

N I L

15. Honors / Awards to the faculty:

Selvi B. Vijayalakshmi, Librarian received **Best Paper Award** for "Information Literacy – Librarians as facilitators of learning" in the National Conference on "Recent Trends in Library & Information Science" at Hindustan University, Chennai on April 12 & 13, 2013.

16. Internal sources generated:

N I L

17. Details of departments getting SAP, COSIST (ASSIST) / DST, FIST etc. assistance / recognition:

N I L

18. Community Services:

- ❖ Blood identification and blood donation camp was conducted by NSS in association of Government Medical College Hospital, Tirunelveli on 23.07.2012.
- ❖ Our NSS volunteers have rendered their service in Pulse Polio Camp on 22.01.2013.
- ❖ On celebration of 150th Swami Vivekananda's Birthday, our college organized one day workshop on "Indian Culture & Spirituality" for our first year students on 1st Feb. 2013.
- ❖ On 11.09.2012, an awareness programme on 'Road Safety' was conducted by RTO Officials, Tirunelveli.
- ❖ On 23.02.2013, Blood Donation Camp was organized by State Express Transport Corporation (SETC), Tirunelveli. 25 of our students donated blood voluntarily.

19. Teachers and officers newly recruited:

Teaching staff - **8**

20. Teaching – Non-teaching staff ratio:

2 : 1

21. Improvements in the library services:

- ❖ On 26.06.2012, Fresher Orientation Programme was conducted for the first year students.
- ❖ For the purpose of online access to E-resources, an awareness programme was organized on 'How to search in NLIST" by Dr. A. Thirumagal, Librarian, Manonmaniam Sundaranar University, Tirunelveli on 04.09.2012.
- ❖ Raja Ram Mohan Roy National Agency for ISBN, Ministry of Human Resource Development, Department of Higher Education, New Delhi allotted 10 ISBN under category No.5.

22. New books / journals subscribed and their cost:

| Year | No. of books & journals | Expenditure in Rupees |
|-------------|------------------------------------|------------------------------|
| 2012 - 2013 | Books - 509 | 50,663/- |

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:

The Assessment of teachers was done on 1st February 2013 by the students in all courses. All the UG & PG final year students are asked to fill the feedback forms and given to a data analyst and compiled in the form of a graph. The assessment of each teacher is kept confidential and the Principal and Secretary discuss it individually. Teachers are interested in learning about feedback on their performance so that they can identify areas in which they need to improve.

24. Unit cost of education:

Unit cost of education (including salary components) = Rs.12,573.60

Unit cost of education (excluding salary components) = Rs.5382.21

25. Computerization of administrations and the process of admissions and examination results, issue of certificates:

- ❖ The process of admissions is fully computerized.
- ❖ Our college Administrative Office is also fully computerized.

- ❖ Since our College is affiliated to Manonmaniam Sundaranar University, Examination results and the certificates are issued by the University itself..

26. Increase in the infrastructural facilities:

- ❖ New books were purchased for library.
- ❖ For building & playground maintenance, a total sum of Rs.13.0 laths was utilized.
- ❖ **Eicher** Van with 60 seats for conveyance was purchased.

27. Technology upgradation:

- ❖ A Digital copy printer was purchased for office
- ❖ A Computer with a Printer was purchased
- ❖ Three Air-Conditioners, a generator and a Vacuum Cleaner were also purchased.
- ❖ Installation of solar light was made in our Campus.

28. Computer and internet access and training to teachers and students:

- ❖ For the purpose of online access to E-resources, an awareness programme was organized on "How to search in NList" by Dr. A. Thirumagal, Librarian, Manonmaniam Sundaranar Univeristy, Tirunelveli on 04.09.2012.
- ❖ To develop computer knowledge and skill for Teaching Staff, our college signed MOU with ICT Academy of Tamilnadu on 24.04.2012.
- ❖ Our college signed MOU with Malar Computer Education on 03.07.2012 to inculcate the knowledge of ASP.NET and VB.NET among IIIyear IT ,Computer Science and M.Com (CA) students.

29. Financial aid to students:

- ❖ Through "Swami Chidbhavananda Memorial Poor Students' Aid Fund", our management has disbursed a sum of Rs.2,75,701/- as scholarship to the students as full fee concession for 13 students, half-fee concession for 5 students, quarter fee concession 7 students and full mess fee concession to 3 hostel students and half mess fee concession to 2 hostel students.
- ❖ Apart from this, a total of 329 students are benefitted by Government scholarships.

30. Support from the Alumni Association and its activities:

- ❖ The Sarada Sutas, the Alumni Association of our college was held on 11.08.2012. The Chief guest Smt. P. Vijaya, M.Sc., M.Phil, Asst. Professor, Dept. of Chemistry, Annamalai University, Chidambaram an old student of our college during the year 1995 – 1998 presided over the function.
- ❖ Every year our alumni contribute scholarships to meritorious students who are below poverty line.
- ❖ Our Alumni also contributed a DVD player to our college.
- ❖ Our Alumni Smt. M.P. Jeyachithra, Asst. Professor, Dept. of Computer Applications has been selected as a Member of Board of Studies in Manonmaniam Sundaranar University, Tirunelveli.

31. Support from the Parent-Teacher Association and its Activities:

Parents are invited to meet the HOD and the class teacher to discuss the performance of their wards.

32. Health Services:

- ❖ In our institution, there is a health care centre which is attended by a qualified doctor and a nurse (1.30pm – 4.30pm on all working days).
- ❖ One day camp on Eye and dental checkup was conducted in association with Vasan Eye Care Hospital on 10.07.2012.
- ❖ Red Ribbon Club organized a one day RRC programme on 'HIV Awareness' on 27.09.2012.

33. Performance in sports activities:

➤ **Ball Badminton:**

- ❖ A. Thangammal of III B.A. Economics, A. Ishwarya of I. B.Sc Maths have been selected as Manonmaniam Sundaranar University ball badminton players and they participated in the University match held at Andhra Varangal NIT University on 10.12.2012 to 16.12.2012.

➤ **Athletics**

- ❖ A. Sathya of II B.Sc – IT got 3rd place in Inter-collegiate Women Tournament for Weight lifting conducted at TDMNS College, T. Kallikulam on 22.10.2012 organised by Manonmaniam Sundaranar University.

- ❖ On 15.08.2012, our students won overall shield in **Chess** competition conducted by Chess Association.

34. Incentives to outstanding sportspersons:

- ❖ Food and refreshment are provided to the outstanding sportspersons.
- ❖ Free coaching is also given to sportspersons.

35. Student achievements and awards:

The following students are our laurels who have secured the University Ranks in April 2012 examinations.

| Sl.No. | Name of the Student | Course | Subject | Rank |
|---------------|----------------------------|-------------------|------------------------|-------------|
| 1 | Alamelu Mangai C | B.Sc. Maths. | Part I - Sanskrit | 1 |
| 2 | Pradeepa S | B.Sc. Comp. Sc. | Computer Science | 1 |
| 3 | Sugapriya M | B.Sc. Comp. Sc. | Computer Science | 16 |
| 4 | Padmaja P | B.Sc. Comp. Sc. | Computer Science | 17 |
| 5 | Renuka B | B.Sc. Info. Tech. | Information Technology | 1 |
| 6 | Thillai Nayagi T | B.Sc. Info. Tech. | Information Technology | 2 |
| 7 | Muthuselvi P | B.Sc. Info. Tech. | Information Technology | 10 |
| 8 | Sugha V | B.Sc. Info. Tech. | Information Technology | 11 |
| 9 | Janaki S | B.Sc. Maths. | Part II – English | 18 |
| 10 | Muthulakshmi S | B.A. Economics | Economics | 19 |
| 11 | Sabitha K | B.A. English | Tamil | 11 |
| 12 | Subbulakshmi M | B.Com (CA) | Commerce (CA) | 1 |
| 13 | Sharmila S | B.Com (CA) | Commerce (CA) | 4 |
| 14 | Angala Eswari | B.Com (CA) | Commerce (CA) | 9 |
| 15 | Thangam S | B.Com (CA) | Commerce (CA) | 14 |
| 16 | Revathy M | B.Com (CA) | Commerce (CA) | 16 |
| 17 | Jeyajothi | MCA | MCA | 9 |
| 18 | Priya N | M.Com (CA) | M.Com (CA) | 4 |
| 19 | Thirumalai Selvi | M.Com (CA) | M.Com (CA) | 6 |

36. Activities of the Guidance and Counseling Cell:

The Counseling Centre of our College assists the students in the areas of vocational guidance and in the matters of personal counseling. Senior faculty members and all HOD's are the active representatives of the guidance and counseling cell. Each department has appointed mentors among faculty members to different classes to provide academic career and personal guidance and counseling to the needy students whenever required. The cell performs various functions like;

- Career planning
- Placement Counselling
- Counselling for weaker students and remedial class arrangements.
- Competitive exam orientation and guidance.
- Attendance irregularity counselling
- Career guidance and placement cell provides guidance and counselling to the students regarding higher studies and employment.
- Placement cell arranges campus interviews for placement in various organizations.
- The students are encouraged to exhibit their skills and talents through various academic associations.
- Guest lectures on guidance and counselling are periodically conducted.

Personality Development programme for the year 2012 – 2013:

| S. No. | Date | Activity | Resource Person / Topic | No. of students Attended |
|---------------|-------------|---------------------------------------|---|---------------------------------|
| 1 | 20.12.2012 | Seminar | Interview tips & Communication Skills by Mr. Sankarapandian, MD, Guimax Communications, Palayamkottai. | 400 |
| 2 | 12.02.2013 | Psychometric Test and Group Interview | Career Planning Programme by Mr. V. Raja, Associate Prof., Guruvayurappan Institute of Management of Studies, Coimbatore. | 400 |
| 3 | 19.02.2013 | Workshop | "Skills and Etiquettes in Work Place" by Mr. G. Bala Chandar, Asst. Prof., Dept. of Business Administration, Annamalai University, Chidambaram. | 350 |
| 4 | 09.07.2012 | BPO Training | Free BPO Training Course offered by SRM Infotech, Tirunelveli | 40 |

37. Placement services provided to students:

The Placement Record in the academic year 2012 – 2013.

| S.No. | Name of the Company | No. of students attended |
|--------------|---------------------------------------|---------------------------------|
| 1 | TVS group, Tuticorin | 50 |
| 2 | ECARE Private Ltd., Chennai | 25 |
| 3 | Indian School of Science & Management | 11 [selected] |

38. Development Programmes for non-teaching staff:

N I L

39. Best practices of the institution:

- To impart knowledge and employability, optional certificate courses are offered by each department in our college.
- Internal academic Audit is done every year.
- Creation of social awareness through a traditionally novel method by arranging kolu in our prayer hall every year during Navaratri celebrations. Besides religious and spiritual awareness, social awareness is also created through these kolu.

40. Linkages developed with National / International, academic / research bodies:

N I L

41. Any other relevant information:

- Smt. M. Malarvizhi, Principal has attended UGC sponsored Residential Workshop on 'Capacity Building of Women Managers in higher education' organized by V.O.C. College, Thoothukudi from 18.10.2012 to 22.10.2012.

- Smt. R. Muthulakshmi has attended two days workshop on "Commerce Education in Contemporary Business Scenario" organized by the Department of Commerce in association with curriculum development cell of Manonmaniam Sundaranar University, Tirunelveli during 11th and 12th March 2013.
- The seven days special camp of the 3 N.S.S. units of our college was held from 25.02.2013 to 03.03.2013 on the theme of 'Contribution of Youth to the Welfare of the Society" at Krishnapuram.
- Our students have appeared for Gandhian Thought Examination conducted by Valliammal Institution, Madurai and Sathya Sothanai exam conducted by SAP charitable Trust, Rajapalayam at our college campus and received certificates.
- Nearly 170 students have participated in South Indian Gandhian Youth Conference at Sangeetha Sabha, Tirunelveli and for that, Mahatma Gandhi Award was received by our Institution.
- Our Sarada Library has organized National Conference on Innovative Librarianship in March 28, 2013. Conference proceedings were published with ISBN No.978-81-926040-0-8.
- One day workshop on 'Indian Culture and Spirituality' organized by our college on 01.02.2013 in which Yoga and Meditation were practised.
- Amrutavarshini Samskrita Sabha conducted spoken Samskritham Camp from 12.01.2013 to 28.01.2013 in which 150 students participated.
- Amrutavarshini Samskrita Sabha conducted spoken Sanskrit Residential Camp from 22nd to 24.02.2013 in which 77 school and college students participated.
- Our college received a shield for maximum no. of participants in Geetha Chanting Competition conducted by Chinmaya Mission, Tirunelveli.

- Our institution received outstanding service award from Indian Association for the Blind in recognition of our voluntary contributions for the empowerment of persons with visual challenges.
- Our college signed MOU with ICT Academy of Tamil Nadu on 24.04.2012.

42. Action Taken Report on the AQAR of the previous year:

- Orientation programmes for students were conducted.
- Faculty Enrichment programmes for teaching Staff were also conducted.

PART C

43. Outcomes achieved at the end of the year:

- Introduction of Bachelor of Computer Applications – UG Course.
- Introduction of job-oriented innovative optional certificate courses by all the departments.
- One of our staff member registered for Ph.d.
- We celebrated the 150th Birth Anniversary of Swami Vivekananda in a holistic manner. In connection with that, a one day workshop on 'Indian Culture and Spirituality' was conducted on 1st February 2013..
- We conducted the 20th Sri Ramakrishna, Sri Sarada Devi, Swami Vivekananda Devotees conference in a grand manner from 28th to 30th December 2012 in which 6000 devotees attended.
- We signed MOU's with ICT Academy of Tamil Nadu and Malar Computer Education, Tirunelveli.
- An amount of Rs.2,75,701/- disbursed as scholarships through 'Swami Chidbhananda Memorial Poor Students' Aid Fund'.
- A one day National Conference was conducted on 28th March 2013.
- A total of 19 students secured University ranks in the examinations held by Manonmaniam Sundaranar University, Tirunelveli.
- Raja Ram Mohan Roy National Agency for ISBN allotted 10 ISBN under category no.5.

PART D

Plans of the HEI for the next year:

- To apply for the introduction of new courses M.Phil (Commerce), Bachelor of Business Administration, M.A. English, and the certificate courses in Herbal Medicine and Fashion Designing in the academic year 2014-2015.
- To complete the construction of new building.
- To conduct National, International Seminars, Conferences & workshops by all departments.
- To publish edited research books with ISBN by all departments.
- To conduct Faculty Enrichment Programmes.
- To start Continuous Moral Education (CME) classes for staff to handle the adolescent students and to counsel them.
- To conduct 'Ramayana' Discourse once in a month by eminent speakers.

Name &
Signature of the Coordinator, IQAC

Name &
Signature of the Chairperson, IQAC