

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

### Part – A

**AQAR for the year**

2015-16

#### **1. Details of the Institution**

1.1 Name of the Institution

SRI SARADA COLLEGE FOR WOMEN

1.2 Address Line 1

ARIYAKULAM

Address Line 2

MAHARAJA NAGAR POST

City/Town

TIRUNELVELI

State

TAMILNADU

Pin Code

627011

Institution e-mail address

srisaradatv1@gmail.com

Contact Nos.

0462-2520129 / 8903004534

Name of the Head of the Institution:

M. MALARVIZHI

Tel. No. with STD Code:

0462-2520129

Mobile:

9965758699

Name of the IQAC Co-ordinator:

R.MUTHULAKSHMI

Mobile:

9940893404

IQAC e-mail address:

saradatvliqac@gmail.com

1.3 NAAC Track ID

SSCFWTVL11606

**OR**

1.4 NAAC Executive Committee No. & Date:

EC/56/A & A /072, dated 16.09.2011

1.5 Website address:

www.srisaradacollege.org

Web-link of the AQAR:

www.srisaradacollege.org

1.6 Accreditation Details

| Sl. No. | Cycle                 | Grade | CGPA              | Year of Accreditation | Validity Period  |
|---------|-----------------------|-------|-------------------|-----------------------|------------------|
| 1       | 1 <sup>st</sup> Cycle | B     | 2.76 <sup>6</sup> | 2011                  | 5 years<br>YEARS |
| 2       | 2 <sup>nd</sup> Cycle |       |                   |                       |                  |
| 3       | 3 <sup>rd</sup> Cycle |       |                   |                       |                  |
| 4       | 4 <sup>th</sup> Cycle |       |                   |                       |                  |

1.7 Date of Establishment of IQAC :

17.09.2011

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2011-2012 on 05-07-2014
- ii. AQAR 2012-2013 on 05-07-2014
- iii. AQAR 2013-2014 on 06-12-2014
- iv. AQAR 2014-2015 on 30-09-2015
- v. AQAR 2015-2016 on 31-08-2016

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

NIL

1.11 Name of the Affiliating University

MANONMANIAM  
SUNDARANAR UNIVERSITY

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

|  |     |                              |     |
|--|-----|------------------------------|-----|
| Autonomy by State/Central Govt. / University | NIL |                              |     |
| University with Potential for Excellence     | NIL | UGC-CPE                      | NIL |
| DST Star Scheme                              | NIL | UGC-CE                       | NIL |
| UGC-Special Assistance Programme             | NIL | DST-FIST                     | NIL |
| UGC-Innovative PG programmes                 | NIL | Any other ( <i>Specify</i> ) | NIL |
| UGC-COP Programmes                           | NIL |                              |     |

**2. IQAC Composition and Activities**

|   |    |
|---|----|
| 2.1 No. of Teachers   | 8  |
| 2.2 No. of Administrative/Technical staff                         | 2  |
| 2.3 No. of students   | 1  |
| 2.4 No. of Management representatives                             | 1  |
| 2.5 No. of Alumni   | 1  |
| 2.6 No. of any other stakeholder and<br>community representatives | 1  |
| 2.7 No. of Employers/ Industrialists                              | 1  |
| 2.8 No. of other External Experts                                 | 1  |
| 2.9 Total No. of members  | 16 |
| 2.10 No. of IQAC meetings held                                    | 45 |

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. State of the Art Methodology to Enhance Teaching, Learning and Evaluation Process
2. Research Avenues in Multimodal Bio-metric Authentication
3. Evolving Role of Library and Librarianship

2.14 Significant Activities and Contributions made by IQAC

1. Organised NAAC sponsored National Conference on State of the Art Methodology to Enhance Teaching, Learning and Evaluation Process on 27<sup>th</sup> August 2015
2. Organised DST Sponsored, Two Day National Seminar on Research Avenues on Multimodal Biometric Authentication on 23<sup>rd</sup> & 24<sup>th</sup> July 2015
3. Organised Two Days National Conference on Evolving Role of Library and Librarianship on 22<sup>nd</sup> & 23<sup>rd</sup> January 2016 sponsored by Raja Ram Mohan Roy Library Foundation, Calcutta
4. National Seminar on Mitigation of Climate Change on 15th September 2015
5. State level workshop on SPSS and its Practical Applications in Research and Development on 23<sup>rd</sup> September 2015
6. National Seminar on Women Empowerment on 10<sup>th</sup> February 2016
7. I Phase - Academic Audit on CIA- QPs
8. Mentoring for newly recruited faculty

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year\*

| Plan of Action  | Achievements   |
|---|--|
| To conduct more seminars and conferences                  | Conducted 11 National level, 4 State level and 8 Institutional level programmes.   |
| To apply for sponsored seminars/conference                | <ol style="list-style-type: none"> <li>1. Amount was sanctioned by DST, Delhi and a Two Day National Seminar on Research Avenues on Multimodal Biometric Authentication was organised on 23<sup>rd</sup> &amp; 24<sup>th</sup> July 2015</li> <li>2. Amount was sanctioned by NAAC, Bangalore and a National Conference on State of Art Methodology to Enhance Teaching, Learning and Evaluation process was organised on 27<sup>th</sup> august 2015</li> <li>3. Amount was sanctioned by Raja Ram Mohan Roy Library Foundation, Calcutta and Two Days National Conference on Evolving role of Library and Librarianship was organised on 22<sup>nd</sup> &amp; 23<sup>rd</sup> January 2016</li> </ol> |
| Recycling of E-waste materials                            | In collaboration with Tamilnadu Pollution Control Board recycling was done   |
| Entrepreneurship in departments                           | <ol style="list-style-type: none"> <li>1. Commerce department produced moisturising cream, <i>SHINE AND GLOW</i></li> <li>2. English department produced herbal powder, <i>YUVA THOOLIKA</i></li> <li>3. Physics department produced natural fertilizer, <i>JEEVAMIRTHAM</i></li> </ol>  |
| To organise Edu Fair cum Food Carnival                    | Organised on 16.2.2016 in which 1162 school children from nearby schools visited and benefitted.   |
| To enhance placements                                     | <ol style="list-style-type: none"> <li>1. 5 students were selected for the post of teaching by TVIS Velammal Vidyalaya, Chennai on 5.1.2016</li> <li>2. 3 students were selected by Smart Training Resources India Pvt. Ltd, Chennai on 5.2.2016</li> <li>3. 22 students got selected as Marketing Executives in Indian School of Science and Management, on 17.2.2016</li> <li>4. 6 students were selected by SPIC Tuticorin on 18.4.2016</li> </ol>  |
| To conduct training and coaching classes                  | <ol style="list-style-type: none"> <li>1. Periodical Free NET/SET coaching classes. (Beneficiaries 141 PG and M Phil students)</li> <li>2. Coaching classes for competitive examinations (477 Final year UG students)</li> <li>3. Training by Smart Training Resources India Pvt. Ltd, Chennai (Beneficiaries-60 UG Students)</li> <li>4. Free employment training for SC/ST students by TAHDCO (Tamilnad Adi Dravidar Housing and Development Corporation) (Beneficieries-53students)</li> <li>5. 3 Faculty Enrichment and Development Programmes</li> <li>6. Workshop on Writing Research Articles for Beginners (150 UG final year students)</li> </ol>   |
| To involve more number of students in research activities | 157- students presented papers in various in intramural and intercollegiate National seminars/conferences  |

|              |  |
|--------------|--|
| To start NCC | 7. Got approval from Director General Science in August 2016 and Training started from 17-8-2016 under 3 (TN) Girls Battalion NCC, Tirunelveli, Madurai NCC Group. |
|--------------|--|

*Annexure - I: Academic Calendar of the year*

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

Academic audit was conducted externally and internally was coordinated by the IQAC

Research activities and publications were enhanced

Faculty development and enrichment programmes were conducted

Faculty offered expertise through their respective disciplines to community

Ensured infrastructure facilities like solar panels, reverse osmosis water purification, grey water recycling, and rain water harvesting were periodically assessed, upgraded, and maintained for maximum utilisation

Advanced software were installed

**Criterion – I (2015-2016)****1. Curricular Aspects**

## 1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD                    | -                             | -  | -                                   | -  |
| PG                     | 4                             | 01 (M.Sc., Physics)                        | -                                   | -  |
| UG                     | 11                            | -  | -                                   | -  |
| PG Diploma             | -                             | -  | -                                   | -  |
| Advanced Diploma       | -                             | -  | -                                   | -  |
| Diploma                | 2                             | -  | -                                   | -  |
| Certificate            | 1                             | 01 (CGT)                                   | -                                   | -  |
| Others                 | 11<br>Annexure II             |  | -                                   | -  |
| <b>Total</b>           | 29                            | 02   | -                                   | -  |

|                   |                         |   |   |   |
|-------------------|-------------------------|---|---|---|
| Interdisciplinary | -                       | - | - | - |
| Innovative        | 25<br>Annexures III, IV | - | - | - |

## 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

## (ii) Pattern of programmes:

|           |                              |
|-----------|------------------------------|
| Pattern   | Number of programmes         |
| Semester  | 11(UG) + 5 (PG) +1 (M.Phil.) |
| Trimester | NA                           |
| Annual    | CGT                          |

1.3 Feedback from stakeholders (On all aspects) Alumni  Parents  Employers  Students

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

## Annexure. V: Feedback from stakeholders

## 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Immediately after the receipt of Syllabi from MSU- BOS , IQAC convenes individual departmental meetings and suggests for inclusion, deletion, information on duplication , shifting of papers/units etc. to the University.

## 1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil



## Criterion – II

### 2. Teaching, Learning and Evaluation

|                                    |       |                  |                      |            |        |
|------------------------------------|-------|------------------|----------------------|------------|--------|
| 2.1 Total No. of permanent faculty | Total | Asst. Professors | Associate Professors | Professors | Others |
|                                    | 77    | 62               | 15                   | -          | -      |

2.2 No. of permanent faculty with Ph.D.

|   |
|---|
| 7 |
|---|

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

| Asst. Professors |   | Associate Professors |   | Professors |   | Others |   | Total |   |
|------------------|---|----------------------|---|------------|---|--------|---|-------|---|
| R                | V | R                    | V | R          | V | R      | V | R     | V |
| 17               | - | -                    | - | -          | - | -      | - | -     | - |

2.4 No. of Guest and Visiting faculty and Temporary faculty

|    |   |   |
|----|---|---|
| 49 | 1 | - |
|----|---|---|

2.5 Faculty participation in conferences and symposia

| No. of Faculty   | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended         | 26                  | 156            | 7           |
| Presented papers | 22                  | 112            | 6           |
| Resource Persons | -                   | -              | -           |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Bridge course is conducted for the fresher's to bridge the gap between school education and collegiate education for allied awareness, adjustments and requirements.
2. They are trained in basic linguistic skills to manage learning new concepts in major subjects.
3. Student's seminars are conducted in each subject using Audio-Video Aids in the ICT class room with Power Point Presentation (PPP) mode by collecting the information through various websites.
4. Symposia, conferences and exhibitions are organized which directly and indirectly help in teaching and learning
5. Slow learners are identified by their performance in tests and are guided through peer teaching and group work. Repeated tests are conducted to make them thorough with the subjects.
6. The needy students are provided with books, guidance and special classes.
7. Guest lectures are organized by the departments for the benefit of the students.
8. Group study, combined study, group project, field and industrial visits are adopted for collaborative learning.

2.7 Total No. of actual teaching days during this academic year

|     |
|-----|
| 200 |
|-----|

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

The University prepares the evaluation blue print for the framed syllabus in all disciplines and same pattern of blue print is followed by the college while conducting the model examinations.

| Programme | Internal Test | Assignment | Seminar | Total |
|-----------|---------------|------------|---------|-------|
| UG        | 20            | 5          | -       | 25    |
| PG        | 15            | 4          | 6       | 25    |
| M.Phil.,  | 15            | 4          | 6       | 25    |

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

|   |   |   |
|---|---|---|
| - | 8 | - |
|---|---|---|

2.10 Average percentage of attendance of students

|       |
|-------|
| 93.03 |
|-------|

2.11 Course/Programme wise distribution of pass percentage:

|     | Title of the Programme | Total no. of students appeared | Division      |       |       |       |        |
|-----|------------------------|--------------------------------|---------------|-------|-------|-------|--------|
|     |                        |                                | Distinction % | I %   | II %  | III % | Pass % |
| 1.  | English                | 63                             | -             | 25.3  | 52.3  | 03.17 | 81     |
| 2.  | Economics              | 37                             | -             | 08.10 | 16.21 | -     | 51.4   |
| 3.  | Mathematics            | 47                             | 51.06         | 38.29 | -     | -     | 89.4   |
| 4.  | Physics                | 48                             | 43.75         | 53.33 | -     | -     | 93.8   |
| 5.  | Chemistry              | 45                             | 11.11         | 73.33 | 4.44  | -     | 88.9   |
| 6.  | Computer Science       | 46                             | 34.78         | 65.21 | -     | -     | 100    |
| 7.  | Computer Applications  | 47                             | 23.4          | 76.6  | -     | -     | 100    |
| 8.  | Information Technology | 43                             | 18.6          | 46.51 | 13.95 | -     | 78     |
| 9.  | Commerce               | 55                             | -             | 21.81 | 43.63 | 1.81  | 67.3   |
| 10. | Commerce with CA       | 44                             | 13.04         | 67.39 | -     | -     | 79.5   |
| 11. | M.Sc. Mathematics      | 15                             | 80            | 13.33 | -     | -     | 93.3   |
| 12. | M.Com (CA)             | 20                             | 17.65         | 82.35 | -     | -     | 100    |
| 13. | MCA                    | 19                             | 72.2          | 27.8  | -     | -     | 100    |
| 14. | M.A. English           | 4                              | -             | 75    |       |       | 75     |

## 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC monitors the teaching and learning process as follows:

1. Motivate and encourage the students to interact and clarify doubts with the subject experts during conferences.
2. Provide blended innovative and conventional teaching method with group discussion, projects, case study analysis, industrial visit and other meets.
3. Organise Industrial Visit to ISRO Trivandrum, LPSC Mahendragiri, Kudangulam Nuclear Power Project to instigate the academic and research potential of the students
4. Offer knowledge in applied subjects through multifaceted certificate courses.
5. The independent learning is provided among the students in the following ways:
  - Encouraging the students to take seminars in the class rooms so as to develop interactive and independent learning.
  - Boosting up the students to present papers in seminars organised by other institutions.
  - Arranging intercollegiate competitions, seminars and workshops to know about the current trends in their field of study.
  - Giving assignments to the students based on self-study texts to promote individual, independent and innovative thinking.
  - Encouraging the students to participate and present their skills in various association activities.
6. Provide E-Books and E-Journals via DELNET.
7. Communication skill is imparted through the English Language Laboratory.
8. Provide Personal Parental Care Dossier system of attention on each student's learning.
9. Offer counselling on sustaining their academic morale.
10. Often illuminate them on educational objectives and the significance of good academic performance .
11. Provide Online assignments training practice (NPTEL) to the students.
12. Project work is made mandatory for all UG students (both group and individual) to sow seeds of research among the students. All PG (MCA, M.Sc., and M.A) and M.Phil., students undertake live projects as part of their curriculum.
13. Arrange Science Exhibition-cum-Fair to nurture creativity, scientific temper and innovative skills among the students academics.
14. Encourage Contributions by the students to the College Magazine, Department Magazine, Students magazine (Kandeevam) and Newspapers to promote critical, creative and innovative thinking and learning.
15. Arrange Guest lectures, Seminars and Personality Development programmes constantly to mould the students into life-long learners and innovators.
16. IQAC has collected feedback on their teachers from the outgoing students. The Principal and IQAC consolidates the feedback and the outcome are carefully shared with the respective staff for appropriate change.
17. Motivate the students to participate in literary events at district and state levels.
18. Ensure E-learning through N-List journals.
19. Arrange Internet facility in the library for the benefit of the staff members and the students to refer and prepare the study materials for their teaching and learning respectively.
20. Instruct the senior faculty members to guide and monitor the new faculty in the delivery of the curriculum and to develop their teaching skill.
21. Stimulate the students intellectually and kindle their creative, interactive sessions in the classrooms.
22. With the Parents- Students-Teachers Colloquia, parent's feedback reflections on the quality of teaching and learning are analysed for further development.

## 2.13 Initiatives undertaken towards faculty development

| Faculty / Staff Development Programmes             | Number of faculty benefitted |
|--|------------------------------|
| Refresher courses                                  | 1                            |
| UGC – Faculty Improvement Programme                | -                            |
| HRD programmes                                     | -                            |
| Orientation programmes                             | 189                          |
| Faculty exchange programme                         | -                            |
| Staff training conducted by the university         | 2                            |
| Staff training conducted by other institutions     | 6                            |
| Summer / Winter schools, Workshops, etc.           | 1                            |
| Conferences/workshops organized by the departments | 250                          |
| Others   | -                            |

## 2.14 Details of Administrative and Technical staff

| Category             | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 28                            | -                          | 4  | -                                      |
| Technical Staff      | 2                             | -                          | -  | -                                      |

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in the college for Sensitizing/Promoting Research Climate in the institution

##### a) **Research:**

- 1) 434 papers/abstracts have been published viz. 17 in International Conference/Journals/Seminars/Symposia, 284 in National Conferences/ Journals/Seminars/Symposia.
- 2) 111 members have attended in International / National / State level/ University level/ College levels Workshop / Conferences/ Journals/Seminars/Symposia.
- 3) Publications for this year have considerably increased.
- 4) The Research and Development Cell reviews all the research activities of the College
- 5) Faculty members give guidance for the students to present research project papers in the conferences/symposia.
- 6) Offers free access to students for Internet, Computers, Books and E-resources.
- 7) Through Department Forum Secretaries, Eminent Scientist,/ Scholars for guest lectures/workshops/Academic forum activities are arranged to unfold and share current scenario of Research and Development.
- 8) The doctorate awardees are honoured with Kuthuvillaku along with a cash award.
- 9) The College offers E-consortium-inflibnet to promote research activities among faculties.

**b) Consultancy and Extension:**

This year also,

- 1) English Department offers consultancy on request in teaching grammar to nearby schools (28 student teachers; beneficiaries 155)
- 2) Mathematics Department regularly offers essential Mathematical/Statistical aspects for non-mathematical scholars.
- 3) Physics Department offers consultancy for E-waste recycling to Humanities students.
- 4) Chemistry Department offers regular consultancy for the study of Water Quality (on demand)
- 5) Department of Computer Science offers consultancy for rural schools of the local Panchayat. (Beneficiaries 71)
- 6) Commerce with Computer Applications Department offers consultancy for SPSS package/practices to Ph.D. and M.Phil.,Scholars. (Beneficiaries 65)

3.2 Details regarding Major Projects  
Unable to avail, because of lack of 12B .

3.3 Details regarding Minor Projects  
Unable to avail, because of lack of 12B .

3.4 Details on research publications

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     | 4             | 25       | -      |
| Non-Peer Review Journals | -             | -        | -      |
| e-Journals               | -             | -        | -      |
| Conference proceedings   | 13            | 261      | 131    |

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

| Nature of the Project                            | Duration Year | Name of the funding Agency  | Total grant sanctioned | Received |
|--|---------------|---|------------------------|----------|
| 1.Major projects                                 | -             | -   | -                      | -        |
| 2.Minor Projects                                 | -             | -   | -                      | -        |
| 3.Interdisciplinary Projects                     | -             | -   | -                      | -        |
| 4.Industry sponsored                             | -             | -   | -                      | -        |
| 5.Projects sponsored by the University / College | 2015-16       | UGC (NAAC)  | 50,000                 | 50,000   |
|  |               | Raja Rammohun Roy Library Foundation, Kolkatta, Ministry of Culture, Governement of India | 1 00,000               | 75,000   |
|  |               | DST   | 25,000                 | 25,000   |

|   |         |  |        |        |
|---|---------|--|--------|--------|
| 6.Students research projects<br>(other than compulsory by the University) | 2015-16 | Management - Rs.2000/- per department for basic expenses | 22,000 | 22,000 |
| 7.Any other(Specify)  | -       | -  | -      | -      |
| Total   | -       | -  | -      | -      |

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution:

| Level               | International | National  | State              | University | College            |
|---------------------|---------------|---|--------------------|------------|--------------------|
| Number              | ---           | 11  | 4                  | ---        | 8                  |
| Sponsoring agencies | ---           | 1. College Management,<br>2.UGC (NAAC),<br>3.Raja Ram Mohan Roy,<br>4.DST | College Management | ---        | College Management |

3.12 No. of faculty served as experts, chairpersons or resource persons: 11

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year: By memorandum of Understanding:

- Best –T- Training and Placement Institute , Tirunelveli
- Training Partner Agreement with National Skill Development Corporation of India
- ECC International Academy Pvt.Ltd, Tirunelveli

- M/S Jeyalakshmi Career Academy- Tally Partner , Tirunelveli
- Arun Driving School, Tirunelveli
- GUIMAX Academy- renewal of memorandum

b) By direct linkages: (extension of continuation)

9

| S No | Name of the Institution  | Purpose   |
|------|--|---|
| 1    | College of Gandhian Thought, Tamilnadu Gandhi Smarak Nidhi, Gandhi Museum, Madurai | For CGT and DGT courses   |
| 2    | V.V.Vanniaperumal College for Women, Virudhunagar                                  | For Hostel admin/management                                     |
| 3    | M.S.University College, Nagampatti, Thoothukudi district                           | Invitation for the competitions, conferences/seminars workshops |
| 4    | Ayyanadar Janakiammal College, Sivakasi  | For library infrastructure                                      |
| 5    | MDT Hindu College, Pettai, Tirunelveli   | Magazine sharing  |
| 6    | MK University Constituent College, Sattur  | Invitation for the competitions, conferences/seminars workshops |
| 7    | Sankar Polytechnic, Sankar Nagar, Tirunelveli                                      | Library meets   |
| 8.   | Department of Mathematics, Anna University, Tirunelveli                            | Guest lecture/workshop  |
| 9    | R.V.S Engineering College, Coimbatore  | Workshop-Integrated disciplines (Physics and Computer Science)  |

3.15 Total budget for research for current year in lakhs :

From funding agency 1.50

From Management of University/College 0.22

Total 1.72

3.16 No. of patents received this year

| Type of Patent |         | Number |
|----------------|---------|--------|
| National       | Applied | -      |
|                | Granted | -      |
| International  | Applied | -      |
|                | Granted | -      |
| Commercialised | Applied | -      |
|                | Granted | -      |

3.17 No. of research awards/ recognitions received by faculty and research fellows

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| -     | -             | -        | -     | -          | -    | -       |

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

0

0

3.19 No. of Ph.D. awarded by faculty from the Institution

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) Nil

JRF 0 SRF 0 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

University level 10 State level 0

National level 7 International level 0

3.22 No. of students participated in NCC events:

University level 0 State level 0

National level 0 International level 0

3.23 No. of Awards won in NSS: Nil

University level 0 State level 0

National level 0 International level 0

3.24 No. of Awards won in NCC: NA

University level 0 State level 0

National level 0 International level 0

3.25 No. of Extension activities organized

University forum College forum 13

NCC - NSS 10 Any other 1



3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

| Name of the Departments | Extension activity and institutional social responsibility   |
|-------------------------|--|
| Tamil                   | <ol style="list-style-type: none"> <li>1. 1.Taught Tamil grammar at Barkitmanagaram schools on 4-8-2015 (16 Student volunteers; Beneficiaries 49)</li> <li>2. 2.Taught Tamil to 9<sup>th</sup> and 11<sup>th</sup> students at Sri Sarada Schools on 3-9-2015 (60 students)</li> <li>3. Performed programme through Edu-Fair.(Manimegalai)</li> <li>4. 4. AIR-FM-Rainbow 102.6 Pothigai event 1-10-2015 at College campus- Participation of students.</li> </ol>   |
| Sanskrit                | <ol style="list-style-type: none"> <li>1. Bhagavatgita competition (21-9-2015)</li> <li>2. Bhagavatgita class (3 student teachers (July-August, 2015)</li> <li>3. Sambhashana shibiram (31-12-2015)</li> <li>4. 4 days Residential camp</li> <li>5. 3 days National seminar SAMANYEBHYAHSAMSKRUTAM</li> </ol>  |
| English                 | <ol style="list-style-type: none"> <li>1. Fish farming in the water harvest pond.</li> <li>2. Free tuitions offered to Ariyakulam and Melakulam poor children by our final year students (weekly twice)</li> <li>3. Motivated the students to donate blood (33 students-33 units)</li> <li>4. Conducted Literary Exhibition related to English Language Learning for nearby school and college students (beneficiaries 1162)</li> <li>5. Motivated the bright students in the hostel to take care of the weak students (Peer Team Student Teaching) in their studies</li> <li>6. 14 students were engaged for correction work of Spell Bee National Level Competitions at St. Xavier's college conducted by Spell Bee International, Chennai</li> <li>7. 22 students were permitted for correction work at Sarada Matriculation School in Tirunelveli</li> <li>8. 2 students handled free Grammar classes for students of Sarada Matriculation School</li> <li>9. 52 NSS volunteers did Uzhavara pani (Rural service) in the nearby villages.</li> </ol> |
| Economics               | <ol style="list-style-type: none"> <li>1. Bajan, vilakku pooja and yagam for world peace (30 students on February 22, 2016 at Melakulam)</li> </ol>  |
| Mathematics             | <ol style="list-style-type: none"> <li>1. Exhibition on puzzle Mathematics attracted students of all level</li> <li>2. (beneficiaries 55)</li> <li>3. Taking Free Tuition for nearby village Students (7 student teachers)</li> <li>4. Maths coaching class for Bagthavachala Primary School students on 09.07.2015.</li> <li>5. Maths coaching class for Government Higher Secondary School, Barkitmanagaram on 06.08.2015</li> <li>6. Planted Tree saplings at Play ground (surviving 5)</li> </ol>  |
| Physics                 | <ol style="list-style-type: none"> <li>1.E-waste awareness program (23-3-2016)</li> <li>2.Astrophysics awareness program. (10-2-2016)</li> <li>3.Introductory sale of Natural fertilizer (Jeevamirtham) (14.11.2015 &amp; 4.21-1-2016)</li> </ol>  |
| Chemistry               | <p>To instil the entrepreneurship skill and emphasize the importance of cleanliness among the students, our students prepared phenyle, soap oil and pain balm.</p>   |
| Computer Science        | <ol style="list-style-type: none"> <li>1. Under Lab to Land programme, computers were taken to government schools and the school students were taught basics of computers on 7-7-2015</li> </ol>   |

|                                     |   |
|-------------------------------------|---|
|                                     | <ol style="list-style-type: none"> <li>2. Edu-Fair- software (16-2-2016)</li> <li>3. National Digital Literacy Mission (9-1-2016)</li> <li>4. Distribution of stationary to the orphanage children of Ganthimathy ashram (22-1-2016)</li> <li>5. Inter department paper presentation and seminar (10-10-2015)</li> <li>6. MS office classes for non-computer students (beneficiaries – 65)</li> </ol>   |
| Computer Applications               | <ol style="list-style-type: none"> <li>1. Under Lab to Land programme laptops were taken to government school at Barkitmanagaram and our students taught basics of windows software and basic computer operations to school students (7-7-2015)</li> <li>2. EDUFAIR 2016 - Hardware Exhibition to school students, 14 schools attended and benefited (16-2-2016)</li> <li>3. Inter Department workshop – MS Word (23.09.15)</li> <li>4. Inter Department workshop – MS Excel (11.12.15)</li> <li>5. Inter Department workshop – MS Power point and MS Access (20.02.16)</li> <li>6. Every week, our students went to Tirunelveli Medical College and distribute biscuits and fruits to the patients</li> <li>7. Learning aids (Note books, pencils, Erasers etc) were donated by our students to Sri Swamy Nellaiapper Anbu Ashram, at Palayamkottai (22-1-2016)</li> <li>8. Planting tree saplings</li> <li>9. Workshop on MS office to non-computer students (BBA)</li> </ol> |
| Information Technology              | <ol style="list-style-type: none"> <li>1. Under Lab to Land programme computers were carried to government schools and the students taught basics of computers on 7-7-2015</li> <li>2. Apart from our curricular activities, final year students are engaged in the process of vermi-culture</li> <li>3. Provided books and stationary items to government school children</li> </ol>   |
| Commerce                            | <ol style="list-style-type: none"> <li>1. Helmet awareness at Ariakulam (9-7-2015)</li> <li>2. Motivation of Women for savings</li> <li>3. Awareness on Voters Right (15.02.16)</li> <li>4. Voters awareness programme (22.03.16)</li> <li>5. Mathematics and consumer awareness programme at Bhargitmanagaram 21-7-2015</li> <li>6. Handled Accounts and Commerce classes in Sarada Schools (4 student teachers during July 8-10, 2015)</li> <li>7. Preparation and launching of Moisturizing cream (19-2-2016)</li> <li>8. Health and Personal Hygiene programme given by 10 students at Krishnapuram, on 16-7-2015</li> <li>9. Conducted Tirukural elocution and drawing competition at TDTA High school, Melakulam on 11-2-2016</li> </ol>  |
| Commerce with Computer Applications | To impart knowledge of entrepreneurial skill among the students of Department of Chemistry and Department of Commerce with Computer Applications, the students prepared phenol, soap oil and pain balm.   |
| Business Administration             | <ol style="list-style-type: none"> <li>1. Exhibition on the theme- Management in day to day life (16-02-2016)</li> <li>2. Gandhian values for Youth</li> <li>3. Conduct Tobacco Awareness Rally at Ariyakulam</li> </ol>  |

## CRITERION - IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

| Facilities  | Existing      | Newly created | Source of Fund   | Total        |
|---|---------------|---------------|--|--------------|
| Campus area   | 39.05 Acres   | -             | Sri Ramakrishna Tapovanam, Tirupparaitturai Management Head Quarters | 39.05 acres  |
| Class rooms   | 22,514 Sq.Ft. | 5403 Sq.ft    |  | 27917 Sq.ft  |
| Laboratories  | 14,871 Sq.Ft. | -             |  | 14,871sq.ft  |
| Seminar Halls   | 1354 Sq. Ft.  | 3093 Sq.ft    |  | 4447.Sq.ft   |
| No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year. | 88            | 27            |  | 115          |
| Value of the equipment purchased during the year                                  | 38,73,326     | 6,07,730      |  | 44,81,056    |
| Others  | 1,43,304,000  | 21,34,134     |  | 14,54,38,134 |

#### 4.2 Computerization of administration and library

- Online Public Access Catalogue [OPAC] facility.
- Gate entry by physical registration and system based registration is in practice.
- D-space system has been introduced for keeping the papers/articles published by the Faculty members.
- Barcodes for book accession and students' identity cards have been generated in the Library.
- D-space system is in practice.
- Library Automation has been implemented by using KOHA – Open-Source Integrated Library system (ILS)
- The Library subscribes DELNET and N-List which can be accessed.
- Library Accounts such as Book purchase, Journal Subscription, Reprographic charges, Internet usage charges have been computerized.
- Librarian day was celebrated on 12<sup>th</sup> August, 2015.
- The Librarian addresses the students at the beginning of the every academic year, elucidating the methods of using the wealth of the library.
- Raja Rammohun Roy Library Foundation – Kolkatta Ministry of Culture – sponsored National Conference on Evolving Role of Libraries and Librarianship was conducted by the library on 22.01.2016 & 23.01.2016.
- NPTEL on line Courses has been conducted through library. (beneficiaries 24)
- Gandeevam – A student's magazine has been published, which contains the essays, riddles, drawings, and poems of students.

#### 4.3 Library services:

|                     | Existing          |             | Newly added |             | Total  |             |
|---------------------|-------------------|-------------|-------------|-------------|--------|-------------|
|                     | No.               | Value (Rs.) | No.         | Value (Rs.) | No.    | Value (Rs.) |
| Text Books          | 27,250            | 36,83,198   | 591         | 1,81,027    | 27,841 | 38,64,226   |
| Reference Books     | 1,645             | 3,46,512    | 35          | 7,793       | 1,680  | 3,54,305    |
| E-Journal & E-Books | N – LIST Rs.5,000 |             |             |             |        |             |
| Journals            | 31                | 31,550      | 1           | 2,000       | 32     | 33,550      |
| Digital Database    | DEL NET RS.11,500 |             |             |             |        |             |
| CD & Video          | 25                | 5,968       | 4           | -           | 29     | 5,968       |
| Others (specify)    | -                 | -           | -           | -           | -      | -           |

#### 4.4 Technology up gradation (overall)

|          | Total Computers | Comp. Labs | Internet          | Browsing Centres | Computer Centres | Office    | Departments     | Others |
|----------|-----------------|------------|-------------------|------------------|------------------|-----------|-----------------|--------|
| Existing | 244             | 4          | 1 BSNL Broad band | 1                | 1                | 1 Lap top | NAAC 1 computer | -      |
| Added    | 7               | 7          | 10                | -                | -                | -         | 5               | -      |
| Total    | 251             | 11         | 11                | 1                | 1                | 1         | 6               | -      |

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

- All the departments are provided with Computers, Printers and internet. It promotes the usage of computers in the development of curriculum, teaching and learning methods, Evaluation and research process.
- Internet browsing is also available in the library and Internet Centre in the MCA block.
- Non-Computer Students were taught with MS office DTP, Web designing, Computer Hardware and Tally ( for all II year UG students)
- NPTEL online courses are conducted for the students
- Training on Uploading Database for students regarding Scholarship details was given to the supporting staff at the college office.
- Students were encouraged to make use of Internet facility and to learn through open study Resources.
- All the M.Phil, and PG Students, Staff access INFLIPNET – NLIST.
- CD'S of Literary plays and dramas are played for the Students of all disciplines.
- State Level Workshop on SPSS and Its Practical Applications in Research & Development was conducted on 23.09.2015.

#### 4.6 Amount spent on maintenance ( in lakhs ) :

|  |              |
|--|--------------|
| i) ICT                                   | 18.04        |
| ii) Campus Infrastructure and facilities | 10.80        |
| iii) Equipments                          | 6.07         |
| iv) Others                               | 19.23        |
| <b>Total:</b>                            | <b>54.14</b> |

#### Criterion – V

#### 5. Student Support and Progression

##### 5.1: Contribution of IQAC in enhancing awareness about Student Support Services:

The mission of the college is to provide all the students with a comprehensive preparation for life. This life training is given to the students through various programmes. The IQAC takes honest efforts (listed below) to empower the students and enrich their personality. The class mentor serves as counsellor to guide her wards both individually and in group towards right path to take right decisions at right time in right manner.

1. All possible sources for scholarships are obtained and delivered to students on time for their academic support and progression.
2. The Student who has secured less mark or absent in the Continuous Internal Assessment (CIA) is given improvement tests before submitting the final consolidated marks.
3. Staff counsellors' meetings are conducted periodically by the Principal with IQAC and HODs.
4. Financial Assistance is extended to economically challenged students and meritorious sports players.
5. Modifications are implemented based on the student's feedback.
6. Cells separately for Career Guidance, Training and Development, Placement, Entrepreneurship Promotion are available for appropriate practices at apt times.
7. A series of Co-curricular and extracurricular activities too are in practice that profusely helps in academic support and progression.
8. Life training programmes (social, spiritual, cultural, moral and emotional) are provided through the various academic forums and guest lectures.
9. Seminars, Workshops, Conferences are arranged for creating awareness on diverse areas.
10. Bridge course is conducted for the fresher's.
11. The fresher's are oriented to collegiate higher education on their attitude, aptitude, personality development, multiple language literacy, communication skill, soft skill, self and social awareness etc., by appropriate resource persons.
12. To improve communication skill in English, an orientation course is given for the fresher's.

13. Women entrepreneurs are invited and vocational trainings are imparted through various Certificate courses.
14. Two wheeler and four wheeler training on driving are arranged for the interested students and staff.
15. Training for preparation of household products like Face Cream, Natural Fertilizer, Pain balm, and Herbal Powder are given to Students.
16. Coaching cadre is conducted for the examinations/courses: TNPSC, BSRB, Tally, Typewriting, Web Designing, Desktop Publishing, MS-Office and Computer Hardware.
17. Inter-disciplinary Certificate courses, Peer team teaching and Experiential Teachings are in practice.
18. Encouraging the students to participate in paper presentations and other inter collegiate competitions to explore their in-built talents.
19. Computer Literacy programme is made obligatory for the Student community.
20. IQAC plays vital role in enhancing student's involvement in College activities and thus facilitates inclusive education.
21. The Placement cell with various job sectors guide students to get recruited in Corporate companies.

## 5.2 Efforts made by the institution for tracking the progression

1. Development and application of quality bench marks for academic and administrative activities of the institution.
2. Obtaining feedback responses from Students, Parents, Alumni and other Stakeholders on quality related institutional processes.
3. Quality Care Council meeting held after declaration of University results with HODs of different departments as a part of Academic Progress Review activity. Every department maintains registers on academic and extra-academic performances
4. The Career Guidance Cell and the Placement Cell conduct training programmes on interview techniques for students and arrange job fairs in collaboration with companies for on-campus recruitments.
5. The class teachers are the mentors who take the responsibility of their wards' academic progress and discipline by DOSSIER.
6. Add on courses help the students to be empowered and employed.
7. The teachers' efficiency in teaching is evaluated by the Secretary of the college randomly by interacting with the student representatives, parents and alumni to track the progression of teaching and learning.
8. The CIA cell undertakes the responsibility of conducting three internals and one model examination in each semester to provide the right base for appearing the semester examination.
9. The Students' wing interacts with the Students' Council members and disseminates information to the students on the various support services.
10. Parents Students Teachers Colloquium (PSTC) plays a major role in tracking the students' performance in curricular, co-curricular, and extra-curricular programmes.

5.3 (a) Total Number of students

|       |     |       |              |
|-------|-----|-------|--------------|
| UG    | PG  | Ph.D. | Others       |
| 1,535 | 151 | ---   | 11 (M.Phil.) |

(b) No. of students outside the state

9

(c) No. of international students

-----

|     |     |    |       |
|-----|-----|----|-------|
| Men | No  | %  | Women |
|     | --- | -- |       |

|       |     |
|-------|-----|
| No    | %   |
| 1,697 | 100 |

| Last Year (2014 – 2015) |     |    |       |                       |       | This Year (2015 – 2016) |     |    |      |                       |       |
|-------------------------|-----|----|-------|-----------------------|-------|-------------------------|-----|----|------|-----------------------|-------|
| General                 | SC  | ST | OBC   | Physically Challenged | Total | General                 | SC  | ST | OBC  | Physically Challenged | Total |
| 220                     | 162 | 1  | 1,171 | 1                     | 1,554 | 257                     | 182 | 1  | 1257 | 2                     | 1697  |

Demand ratio = 273.5% (1745/638)

Dropout % = 2% (35/1697)

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

IQAC offers training to the Students to face interviews and succeed in competitive examinations through the following:

1. Coaching classes for BSRB, TNPSC, SSC, UPSC, and SET/NET examinations
2. Motivating the Students to attend ISSM (Indian School of Science and Management) training on BPO sector.
3. Coaching on Soft Skills and Communication Skills development.
4. Motivating the students to appear for NGPA (National Graduate in Physics Association) examination conducted by Indian Association for Physics Teachers.
5. Conducted spelling test in collaboration with Time Institute, Tirunelveli.
6. Conducting Quiz Programme, training on reasoning
7. Insisting the students to attend Mock Interview and Group Discussion to improve their soft skills required for competitive examinations.
8. Motivating to avail the books on competitive examinations in the General library.

No. of students beneficiaries (final year UG & PG)

546

5.5 No. of students qualified in these examinations

NET

----

SET/SLET

----

GATE

----

CAT

----

IAS/IPS etc

----

State PSC

----

UPSC

----

Others (TANCET)

----

## 5.6 Details of student counselling and career guidance

### **Students' Counselling:**

1. Counselling cell deal the Psycho-Social, personal, inter-personal, financial and educational constraints of the concerned students, there by building and developing in them a fitting confidence.
2. The class teachers serve as counsellors to guide their wards in right path and to take right decision.
3. Spiritual counselling is offered by the members of the monastery.
4. Continuous Moral Education moulds the youngsters towards the College's vision of generating ideal women.

### **Career Guidance**

1. The Career Guidance and Placement Cell provide widespread services in the area of training, Higher Studies, Internships and Placements
2. Trainings are given to the students in life-oriented skills and empower them for life of self reliance and poise.
3. Seminars, guidance for paper presentation, Group discussion and Mock Interviews are being carried out regularly to the students to prepare them to face interviews efficiently.
4. Earn While You Learn scheme is another motivation. (Students of English Department were called for invigilation work for Spell Bee Examination in Sri Sarada College for Women, Tirunelveli-11, conducted by Spell Bee International School, Chennai.)
5. National Digital Literacy Mission (NDLM), A Free Computer Literacy Programme for the non-computer students in association with Apollo Computer Education Ltd., Tirunelveli is in practice.

No. of students benefited = 477

## 5.7 Details of campus placement

|                                 | <i>On campus</i>                | <i>Off Campus</i>         |                           |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 4                               | 397                             | 36                        | 2                         |

## 5.8 Details of gender sensitization programmes

1. Health and Hygiene Awareness Programme was organized by NSS, YRC and RRC on 26-6-2015
2. Every month for the entire college, significance of being born a woman is often explained with examples from the National epics by Mrs Priya Santana Krishnan.
3. "The Role of women in family and social welfare" is imparted during assembly.
4. The martial art Silambam is taught as a self defence measure.
5. Organised National conference on Women empowerment on 10-2-2016



## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

|   | Number of students | Amount (Rs) |
|---|--------------------|-------------|
| Financial support from institution                                      | 46                 | 12,08,470   |
| Financial support from government                                       | 247                | 10,12,230   |
| Financial support from other sources                                    | -----              | -----       |
| Number of students who received International/<br>National recognitions | -----              | -----       |

## 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

## 5.13 Major grievances of students (if any) redressed:

- Underground Drainage is constructed as an attempt of making the campus free from air pollution.
- TMB's off-site ATM is fixed in the College campus for the benefit of our staff, students, visitors, parents and workers for operating their accounts easily.
- Another attempt towards hygiene is the installation of Water Treatment Plant with the capacity of RO-500 LPH.

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### **Vision :**

Our College's first priorities are students and their Harmonious development of the Hand, the Heart and the Head, leading to the evolution of Nirai Nangaiyar (The Perfect Women) of multi dimensionally educated, perfect young generation of women, each of whom will be a Kamadhenu, the milch cow of plenty and plenitude.

**Mission:** Sri Sarada College embraces these basic indispensable values and guides the fulfilment of our mission namely:

1. To infuse spiritual, ethical and moral values in the young minds of the students of all disciplines.
2. To accomplish the all-round development of the will, emotion and cognition of the students through co-curricular and extra-curricular activities.
3. To encourage and enlighten the students for excellence in higher education and research
4. To reach the un-reached in intellectual, traditional and cultural facets
5. To instil love on the motherland and an eager intent to invigorate her through active service
6. To inculcate a sense of esprit de corps, unity and respect for all religions coupled with firm adherence to one's own religion.

#### 6.2 Does the Institution has a Management Information System (MIS)

The College ensures a system of participative management, whereby information flow and decision- making processes are systematised. The suggestions given by the Management Committee , the IQAC and staff council are implemented systematically.

The Heads of departments ensure the smooth functioning of the activities of the department in collaboration with members of the department. The Management Committee formulates the transparent policy on setting up of infrastructure, maintenance and other needs through the feedback reflections of the staff, students, parents, visitors and as perceived from the society. Feedback received from faculty, students, alumnae and other stake-holders are considered for continuous review and revision. Some of the aspects of MIS are:

##### 1. Administration

1. Staff Time Table/Workload
2. Department Time Table
3. Class Test Time Table
4. Generation of Transfer Certificate
5. Communication of Universities to the departments by mail
6. Submission of reports to the office or IQAC by mail
7. Timely submission of Students Data Base to the Government for scholarships

##### 2. Admission

1. Admission forms issue/Registration
2. Preparing Merit List
3. Preparing Selection List/Waiting List as per Government norms.

### 3.Students Data

1. Students personal/academic details
2. Attendance Entry
3. Monthly / semester wise attendance/Lack of attendance
4. Students fees details
5. CIA- Exam/Evaluation/Progress Report/Result Analysis
6. Feedback from student and parents etc
7. College/Department News Board/Notice boards at all floors, mobile display black boards for information on examination, competitions, conferences, meetings etc.,

6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

- College follows the curriculum developed by the University. However, it develops curricula for
  - ❖ Vocational Certificate Course
  - ❖ Short Term courses
- Some of our faculties serve as the members of Board of Studies for curriculum development in M.S.University and a few autonomous Colleges
- Inter-disciplinary Inter-departmental Courses are conducted by all the departments for which the syllabus is framed by the respective departments.

#### 6.3.2 Teaching and Learning

##### **Oral Presentations**

1. Lectures/seminars with PPP slides and discussions
2. Case studies
3. Quiz

##### **Demonstration**

1. Role play
2. Exhibitions
3. Projects and model making

##### **Group Discussions**

1. Brain storming
2. Class Panel discussions

##### **Collaborative Learning**

1. Guest speakers
2. Industrial Visits and interaction with executives/PRO
3. Project work
4. Surveys, workshops

##### **Digital Lectures:**

1. Online NPTEL courses.

##### **Projects:**

This helps in Lab to Land approach, as it is demonstrative, interactive and interesting with hands on training. The institution and management play a supportive role in promoting these creative methods.

In addition to the traditional methods of teaching,

- a. Teachers offer thematic and demonstration lectures using audio visual aids, Power Point Presentation through LCD projectors, computers.
- b. Video lectures by subject experts (you tube, Skype)
- c. Under Tamil Nadu students' welfare scheme, most of the UG students are provided with laptop to facilitate effective learning and to enable easy access to internet. BYOD (Bring Your Own Device) system found easy to imbibe and to become conversant with Power Point Presentations, on line examination, on line applications and on line fund transfer practices.
- d. Students are motivated to collect study materials related to their subjects from E-Resources available at the college library.
- e. Students are asked to visit various websites to collect the information and supplement the projects/PPTs for their assignments.
- f. E-Books and E-Journals are accessed via Internet.
- g. Communication skill is imparted through the English Language Laboratory equipped with computers and interactive CDs.
- h. Field trips and Industrial visits are arranged to enable the students to get hands on exposure
- i. Workshops for the final year students regarding Research Project Works are conducted
- j. Periodical Assignments on current topics in every subjects are given to student's to browse and prepare
- k. Orientation (on institution and the concerned subject) and Bridge Course are initiated for the First Year students at the time of entry with the help of Compendium and College Calendar.

Apart from the subjects prescribed in the curriculum, college conduct various courses to improve the student's Soft Skills, Leadership Qualities, Communication Skills and Entrepreneurship development

The following Life Training Courses are provided:

|                                  |                                     |
|----------------------------------|-------------------------------------|
| 1. Tourism                       | 14. Tailoring                       |
| 2. Advertising                   | 15. Oil Painting                    |
| 3. Banking                       | 16. Entrepreneurship Development    |
| 4. E-Commerce                    | 17. Vedic Mathematics               |
| 5. Physics for Everyday Life     | 18. Fur doll Making                 |
| 6. Food chemistry and Technology | 19. Crochet Wire Knitting           |
| 7. Internet Basics               | 20. Bouquet Making                  |
| 8. Animation                     | 21. Woollen Works                   |
| 9. Web Designing                 | 22. Karnatic Music                  |
| 10. Computer Hardware            | 23. Library and Information Science |
| 11. Spoken Sanskrit              | 24. Spoken Hindi                    |
| 12. Library Science              | 25. Yogasanam                       |
| 13. Music                        | 26. Intensive Practices             |

- Each course in its own way provides a holistic development of the individual student integrating Hand, Heart and Head
- The college conducts Diploma Courses such as Tally, Banking Services Examination Coaching, Guimax (Communicative English), CSE-IAS Coaching, MS-Office, DTP (Desk Top Publishing), Office Automation to help the students for placements and progression.
- Every Year “Kala Sarada”, the Fine Arts Forum conducts various competitions to cull out the hidden talents of the students

### 6.3.3 Examination and Evaluation

Every semester, Three “Continuous Internal Assessment Tests” (CIA), Hand Written Assignment practices, (Seminar for PGs) Model Examinations are conducted to evaluate and elevate the students.

1. The academic performance is monitored by students’ performance in the classrooms through home assignments, class tests, surprise tests, unit tests, group discussions, case study analysis and presentations. The students’ performances in University examinations (theory and practical) are taken into consideration
2. Result analysis of the students is monitored by the Secretary, Educational Advisor/Academic Director, Principal, IQAC Coordinator and HODs. Based on subject wise result analysis, suggestions to the teachers are given by the Principal.
3. Tracking student’s academic progression using Progress Card and getting regular feedback from parents.
4. As a remedy on the feedback, tuitions and extra classes are arranged for slow learners and student’s who had gone on sports OD / Medical grounds (ML)
5. Parents Student’s Teachers Colloquia are arranged at the department/college level to track progress of the students.
6. The results are reviewed in relation to university and neighbourhood college with regard to pass percentage, number of distinctions, high and low marks other related aspects.

### 6.3.4 Research and Development

The Research Committee identifies means to facilitate and monitor the research activities of the college.

1. To increase number of Research Publications.
2. Each department to have at least one major project
3. Faculty to be become the members of the Editorial Board of reputed journals
4. To apply for patents especially in science programmes.
5. In spite of difficulties in getting 12(B) status to get minor Research Projects, teachers are motivated by the management to undertake Research and to contribute papers in the National/International Journals/ Conferences.
6. The cell also urges the faculties to apply for the Major/Minor Research Projects in collaboration with sister institutions.
7. The Final year students are initiated to undertake Individual/Group Projects though not included/compulsory in the University curriculum.
8. Special incentives are given to the staff for presenting papers in National/International Conference/Publishing in the reputed journals
9. The cell motivates staff members to apply with various funding agencies for organising Seminars/Conferences/Workshops

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library Automation has been implemented by using KOHA – Open-Source Integrated Library system (ILS)
2. OPAC (Online Public Access Catalogue) facility is available for easy search of resources in the Library
3. Barcode System has been initiated in the Library for easy access of books.
4. Readers Forum has been organized every month to encourage the reading habit of the student
5. Research Publication activities have been promoted with ISSN & ISBN numbers
6. Information Literacy Classes have been organized for the technology awareness.
7. Maintain Library Improvement Suggestion Register & Book Purchase Suggestion Register to get Student's opinion.
8. Reference Service, Referral Service, Newspaper Clipping Service, Current Awareness Service, Reprographic Service, Mail Query service, Mobile Query Service are the services provided for our students
9. All departments have computers with internet facility

### 6.3.6 Human Resource Management

- 1) The democratic approach of the management has resulted in the elated efficacy in managing the human resources. Thus the faculty members, supporting staff, the students and the workers are inseparable elements in the institution.
- 2) The collaboration and harmony between the teaching and the supporting staff is a vital energy behind every success
- 3) In order to improve the performance of the members of teaching faculty, several Faculty Development Programmes (FDP), orientation programmes, workshops and training programmes are organized
- 4) Conducting of formal Induction Programme for newcomers for creating a bondage between the seniors and the new faculty members with and without previous teaching experience
- 5) Specific training programmes are organised with professionals, counsellors, Trainers etc for orienting fresh faculty members
- 6) Responsibilities and accountability of faculty are clearly defined.
- 7) Regular training programmes on the use of computers and latest technologies are given to the non-teaching staff.
- 8) Need based workshops and training programmes are conducted by the respective departments to give hands-on training to the teachers to make them familiar with the latest techniques.

### 6.3.7 Faculty and Staff recruitment

- We maintain the student and staff ratio as directed by the JDCE, Manonmaniam.Sundaranar University and UGC
- The college has a competent staff selection committee consisting of the Administrator, Secretary, Principal, Educational Advisor/Academic Director and HODs and its decisions are the base for appointment.
- Advertisements inviting applications from qualified candidates are published in leading newspapers.
- At the time of selection, the management gives priority to merit and teaching calibre
- Fair chances are provided to qualified alumni of our institution and our sister institutions as well.

### 6.3.8 Industry Interaction / Collaboration

To help the students to develop entrepreneurial activities, to provide in-plant training, projects, placement and for the exposure on manufacturing process the college is having inter-institutional industry interaction linkages with the Memorandum of Understanding are signed (MOU) with :

1. Best –T- Training and Placement Institute , Tirunelveli
2. Training Partner Agreement with National Skill Development Corporation of India
3. ECC International Academy Pvt.Ltd, Tirunelveli
4. M/S Jeyalakshmi Career Academy- Tally Partner , Tirunelveli
5. Arun Driving School, Tirunelveli
6. GUIMAX Academy- renewal of memorandum
7. Gandhi Museum, Madurai.
8. CMC Academy, Perumalpuram, Tirunelveli.
9. Diploma in Sanskrit-, Sastra and Bharathidhasan University

Industry experts are invited to address/ train/guide in workshops, Seminars, Conferences, Social Meets, National Celebrations and Alumni Meet to the possible extent. Industry interaction is integrated in some courses by the way of sending students for Industrial visit and Project Training/Internship

### 6.3.9 Admission of Students

College strictly adhere the norms for admission as instructed by the Director of Collegiate Education, State Government and University. Students with average marks are also considered at the time of admission following admission guidelines. The college ensures publicity and transparency in the admission process in all possible ways as given below:

1. Admission notifications are published in both Tamil and English National and regional dailies, banners at vital points in the city. Publicity is also given in the Regional magazines and State level journals.
2. The college website has information about the courses offered, course structure, Evaluation methods, Co-curricular and extracurricular programmes, Extension Activities and other special features. The applications are also available in the college website with the provision for downloading.
3. The college issues prospectus at the time of admission along with the application form with details on courses offered, fee structure, scholarships and code of conduct etc.
4. Annual magazines are distributed to all the students and also sent to various institutions to disseminate the quality aspects of the education offered by the college.
5. Admission process starts soon after the XII results, as per state government guidelines issued by the Director of Collegiate Education.
6. The college adopts reservation-cum-merit Policy. The transparency in the admission process is assured through admission committee.
7. At the time of admission the faculty members guide and counsel the applicants and the parents through 'Help Desks' regarding course selection, scope of the course and current trends about the importance of the subject.

8. The physically challenged students are prioritized in the admission process as per the government norms to instil confidence in them.
9. The list of admitted students for various courses is duly sent to the university and Joint Director of Collegiate Education for approval.
10. The Original certificates of selected candidates are verified scrupulously by admission committee.

#### 6.4 Welfare schemes for

|                    |  |
|--------------------|--|
| Teaching staff     | <ul style="list-style-type: none"> <li>• Management sanctions Medical leave for 7 days per year with salary for teaching and non-teaching staff</li> <li>• Provident Fund, Festival Advance, ESI, Maternity leave are in practice</li> <li>• Personal loans are given to staff at times of emergency</li> <li>• The college arranges loans through nationalized banks for the staff to meet the needs of house construction and marriage.</li> <li>• Staff club is run by the teaching staff. The teaching and non-teaching members are honoured with a gift as a mark of love, respect and complement on the occasion of one's marriage / house warming ceremony etc.</li> <li>• The management recognizes the services rendered by the teaching staff in producing university rank holders/centum result in a special way by complimenting cash awards</li> <li>• Department of Information Technology, Computer Science and Computer Applications jointly conducted a free computer orientation course for the teaching and non-teaching staff of the college</li> <li>• RO system is available in all the department staff rooms, library, canteen and hostel</li> <li>• Management encourages the Teaching staff with cash awards on the occasion of presenting papers in National/International conferences</li> </ul> |
| Non teaching staff | <ul style="list-style-type: none"> <li>• Financial aid to the children of the supporting staff for education</li> <li>• Fee concession for children studying at our sister institutions</li> </ul>   |
| Students           | <ul style="list-style-type: none"> <li>• State/Central Government Welfare Scholarships</li> <li>• Financial Assistance through College Endowments</li> <li>• Financially encourage the students in intra mural and inter collegiate competitions/conferences</li> <li>• The fund contributed by the Alumni has been utilized towards payment of tuition fees and examination fees for economically weak students/parentless children</li> <li>• An "Alumnae Library" has been initiated and the books are issued to needy students</li> <li>• The Career Guidance cell provides training to students to enhance their soft skills towards employability</li> <li>• Arranges bus pass to students in collaboration with the metropolitan transport (TNSTC) corporation</li> <li>• College arranges safe transport facility at times of necessity/emergency</li> </ul>   |

#### 6.5 Total corpus fund generated

Nil



6.6 Whether annual financial audit has been done    Yes     No

6.7 Whether Academic and Administrative Audit (AAA) have been done?

| Audit Type     | External |                              | Internal |                    |
|----------------|----------|------------------------------|----------|--------------------|
|                | Yes/No   | Agency                       | Yes/No   | Authority          |
| Academic       | Yes      | No                           | Yes      | Inter departmental |
| Administrative | Yes      | Sri Ramakrishna<br>Tapovanam | Yes      | IQAC               |

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes    Yes     No

For PG Programmes    Yes     No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable

6.11 Activities and support from the Alumni Association

- The college has an active Sarada Suta - Alumni Association wherein members belong to multidisciplinary professions
- Conducting OSA (Sarada Suta Sangamam) meeting annually
- The fund contributed by the Alumnae has been utilized towards payment of tuition fees and examination fees for economically weak students/parentless children/academically and sports merit candidates
- An “Alumnae Library” has been initiated and the books are issued to needy students

6.12 Activities and support from the Parent – Teacher Association

- The College has an established Parent – Students - Teachers (PST) colloquium. There are activities organised by the college wherein parents are required to attend.
- PST colloquium is organized once or twice in a year and any suggestion from a parent is listened to and appropriate measures are provided. The Principal interacts with the parents on issues pertaining to academics and hostel life.
- Departments organise one-to-one dialogue with parents whose children need further support and counselling services to enhance performance
- Parents/guardians have free access to meet and share their suggestions with the Principal and the teachers on any day of the week at any time. They are informed about their wards' academic performance and attendance record which are readily available with the class counsellors.

### 6.13 Development programmes for support staff

- Orientation Programme in office administration was conducted
- Motivating them to take higher studies through IGNOU, TNOU, MTU etc
- Department of Information Technology, Computer Science and Computer Applications provide free computer literacy for the supporting staff of the college

### 6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Pole – mounted solar street lights to save electrical consumption has been installed in the campus.
2. To save electricity and reduce global warming the students turn off lights and fans when leaving a classroom.
3. College vehicles are well maintained and special attention is paid to the engine efficiency and emission system which conserves energy.
4. Use waste water for irrigation and fish farming by sedimentation flow system
5. Use the food crops from organic garden and farms to the maximum possible.
6. Rain water harvesting system is available in all buildings.
7. The rain water collected from other areas is channelized to the pond where fish is cultivated. Recharging of ground water is made possible by Rain Water Harvesting in the campus in the form of ground level storage pond
8. The drivers are advised to drive at regulated speed to conserve energy and they also switch off the buses at signals and when stationed at a place for more than two three minutes.
9. Planting of trees in the campus is an activity oriented towards afforestation
10. Drainage of water into fields/ farms for cattle feed cultivation
11. Production and sales of organic fertilizers by Eco club on experimental basis
12. Worship by using the flowers from the sacred grooves established and maintained near the temple by the students.
13. Students from nearby areas are advised to take a walk or to come by bicycle.
14. The vehicle users are instructed to park the vehicles at the entrance to sustain the pollution-free environment.
15. The waste material generated by agriculture and other means are used for vermi-composting which in turn is used for organic farming.
16. The Eco club and NSS volunteers have conducted awareness on environmental pollution and planted saplings in and around the college campus and its aftercare is a heartwarming work.
17. Red bins are used to keep and dispose plastics, glasses and hazardous waste. The expired chemicals and glass wares are buried in earth at the remote corner of the campus.
18. In our campus the Students are encouraged to use ink pens as it reduces plastic waste.
19. Offer training on reuse of computer related peripherals for decorative purpose (wall hangings, pen stand, flower vase etc.).
20. Worn-out active and passive components like transistor, Field Effect Transistors, resistors, capacitors are used for demonstration.
21. The e- waste generated is collected and sold out by our Physics department.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

|  |
|--|
| <p>➤ <b>Innovative Programmes</b></p> <ul style="list-style-type: none"><li>● <b>Regular discourses by Swamiji’s and Ambaji’s</b><br/>Discourses help to promote the ‘<b>Habit of Positive Way of Thinking</b>’ by inculcating beliefs and moral values in the <b>sub-conscious minds</b> of the faculty and students.</li><li>● <b>Continuous Moral Education (CME)</b><br/>Faculty members involve in regular group discussions to get to know about new ideas on different topics like nutrition, yoga, health etc. Resource persons from different walks of life share their ideas with our faculty members.</li><li>● <b>Pre-Semester Courses for Students</b><br/>At the beginning of each semester the Students undergo orientation/ refresher courses to develop their time bound, need based thrust areas..</li><li>● <b>Special Coaching for Slow Learners</b><br/>Remedial classes are conducted for slow learners to motivate them in order to achieve completion rate and also to decrease the dropout rate.</li><li>● <b>Story Telling Sessions during Assembly</b><br/>Faculty members (every Wednesday) discuss an Episode Highlighting a particular character from the great Epics Ramayana and Mahabharata in the Assembly</li><li>● <b>Diploma Courses</b><br/>Diploma courses on Herbal Medicine and Dress Designing approved by the University is conducted. This programme is an opportunity for the students to equip them with skill based entrepreneurial additional qualification for employability.</li></ul> |
|--|

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

| S. No. | PLANNED/ PROPOSED   | EXECUTED/PERFORMED  |
|--------|---|---|
| 1      | To apply for Projects from various funding agencies immediately after getting 12B status. | 12B Status approval – in process.   |
| 2      | To motivate the faculty members and students for more Research Publications.              | Number of research papers by students and staff has considerably increased. |
| 3      | To conduct more number of State / National / International Seminar/ Conference/Workshops  | Target Achieved.  |
| 5.     | To introduce unique methods of Faculty Development and Women Empowerment.                 | One National Conference of Women Empowerment was Conducted.                 |

|    |   |  |
|----|---|--|
| 6. | To enhance and motivate the students for the placement training.  | Number of Organizations Visited : 4<br>Number of Students Participated : 397<br>Number of Students Placed : 30 |
| 7. | To introduce National programme on Technically Enabled Learning (NPTEL).  | Target Achieved  |
| 8. | To motivate the students to update their knowledge through online courses such as MOODLE, Khan Academy, EduSera, etc. | Given motivation about the courses for few batches of students   |

### 7.3 Give two Best Practices of the institution

|  |  |
|--|--|
| Title of the Practices                         |  |
| <b>I. Traditional Art Forms</b>                |  |
| <b>II. Patha Pooja</b>                         |  |
| <b>I. Traditional Art Forms</b>                |  |
| 2. Goal  | <ul style="list-style-type: none"> <li>✓ Traditional arts forms are the means for the students to learn about their culture which is value based</li> </ul>  |
| 3. The Context                                 | <ul style="list-style-type: none"> <li>✓ Traditional Art Forms namely Bharatha Natyam, Carnatic Music, and Writings of great people and Scenes from Ramayana, Mahabharatha and similar literature are enacted in all the celebrations of the college.</li> </ul>   |
| 4. The Practice                                | <ul style="list-style-type: none"> <li>✓ Only the Traditional art forms are practiced in the college functions. Teacher for Carnatic Music and Bharathanatyam teach the students. The Fine Arts Forum - Kala Sarada conducts the inter-departmental competitions based on traditional art forms only.</li> </ul> |
| 5. Evidence of Success                         | <ul style="list-style-type: none"> <li>✓ Students come to know about the epics and literature of our country. This helps them develop their overall personality.</li> </ul>  |
| 6. Problems Encountered and Resources Required | <ul style="list-style-type: none"> <li>✓ Most of the students are unaware of Traditional art forms. Hence, they find it difficult to learn the Traditional art forms initially. Once the students are familiar with, then they begin to enjoy the session.</li> </ul>  |
| 7. Notes                                       | <ul style="list-style-type: none"> <li>✓ Awareness is created among the students about the rich culture of India and they take pride in being an Indian.</li> </ul>  |

## II. Patha Pooja (Getting Blessing by Prostration on the feet of Parents)

### 1. Goal

- ✓ Parents are the living and seen GOD's for the students.
- ✓ The students must understand the importance of Parents.
- ✓ The blessings of the Parents are needed for the students to flourish in life, to safeguard progenies and successive generations and for their harmony.

### 2. The Context

- ✓ Pada Pooja is performed to their parents by the students.
- ✓ The blessings of their parents form as a shield which protects them from all the evils and shower all the goodness to them.

### 3. The Practice

- ✓ This practice is imparted to the students by making the third year students to perform Pada Pooja to their Parents on an auspicious day.

### 4. Evidence of Success

- ✓ The Parents overwhelmed by this gesture.
- ✓ The students also realise it they in turn advise their juniors to follow this practice.
- ✓ Parent – children bondage is becoming strong and become self responsible, self confident and self disciplined.

### 5. Problems Encountered and Resources Required

- ✓ The concept of respecting elders is dwindling now with the younger generation; so the importance of this practice to the students is emphasized.

### 6. Notes

- ✓ This practice inculcates the implicit discipline of obedience with the students.
- ✓ Learning to be obedient makes the students fit for FUTURE LEADERSHIP
- ✓ ONE WHO KNOWS TO OBEY KNOW HOW TO COMMAND-Swami Vivekananda.

## 7.4 Contribution to environmental awareness / protection

The institution sensitises the students on environmental issues and motivate them to promote ecological justice and sustainable development. "Reduce", "Reuse" and "Recycle" form the essence of every eco-friendly practice adopted in the College. Some of the eco initiatives of the campus include:

- Rain water harvesting
- Herbal garden
- Energy efficient lighting
- Solar powered lights
- Waste management (Vermicomposting)
- Safe disposal of laboratory wastes
- Seminars and discussions on current environmental issues

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

**Strength**

- a. In spite of conventional dress code and rigorous disciplinary proceedings the parents are interested to educate their wards to study here.
- b. Stake holders identified the institution as safe and secure for girl children
- c. Management is ideal with rich values to instil values to the young modern women
- d. Faculty members identified with the system of bringing the students as perfect women for the society.

**Weakness**

- a. Large number of students from rural background and Tamil medium with low marks.
- b. Unable to apply for UGC projects because of lack of permanent affiliation from the University and 12B status.

**Opportunities**

- a. Training on man making value based education amidst serene and congenial atmosphere
- b. Ample exercises offered towards life training and fortification of traditional-spiritual-cultural-ethical values.
- c. Students can excel in academics and sports; learn Sanskrit and complete the course in one campus from LKG to research.

**CHALLENGES:-**

- a. Lack of communication skill in the beginning
- b. Early marriage of the students and subsequent follow up in completing the degree
- c. To support Parentless children/ economically challenged students to avoid drop out rate.
- d. To provide all required within the college hours and difficult to find time.

**8. Plans of institution for next year**

To pursue the process of getting 12 B status from UGC  
To apply for Major/Minor research projects after obtaining 12 B  
To introduce M.Phil English.,  
To introduce M.Phil Computer Science,  
To introduce M.Phil Mathematics,  
To introduce certificate course on Computer Hardware,  
To air condition the prayer cum assembly hall  
To celebrate Diamond Jubilee of Ramakrishna Tapovanam, our HQ  
To introduce compulsory Library Reference/study hour (for all students)  
Obligatory training on Physical education, sports and Yoga for all students  
To increase outreach programmes

Name **R. MUTHULAKSHMI**

*R. Muthulakshmi*

Signature of the Coordinator, IQAC

Name **M. MALARVIZHI**

*M. Malarvizhi*

Signature of the Chairperson, IQAC

*Annexure - I : Academic Calendar of the year*

| 2015 – 2016 – Special Events |                                       |               |                                       |
|------------------------------|---------------------------------------|---------------|---------------------------------------|
| ODD SEMESTER                 |                                       | EVEN SEMESTER |                                       |
| Date                         | Events                                | Date          | Events                                |
| 18.06.2015                   | College reopens                       | 07.12.2015    | College reopens                       |
| 23.07.2015                   | I Internal Tests commence             | 22.12.2015    | Sports day                            |
| 08.08.2015                   | Sarada Suta Sangamam<br>(OSA meeting) | 07.01.2016    | I Internal Tests commence             |
| 24.08.2015                   | II Internal Tests commence            | 30.01.2016    | College day                           |
| 25.09.2015                   | III internal Tests commence           | 06.02.2016    | Sarada Suta Sangamam<br>(OSA meeting) |
| 16.10.2015                   | Model Examinations commence           | 08.02.2016    | II Internal Tests commence            |
| 30.10.2015                   | Last working day for students         | 05.03.2016    | Lighting Ceremony                     |
| 02.11.2015                   | University Examinations commence      | 06.03.2016    | III internal Tests commence           |
|                              |                                       | 16.04.2016    | Graduation Day Ceremony               |
|                              |                                       | 04.04.2016    | Model Examinations commence           |
|                              |                                       | 20.04.2016    | Last working day for students         |
|                              |                                       | 11.04.2016    | Paatha Pooja                          |
|                              |                                       | 27.04.2016    | University Examinations commence      |

**Criterion I**

1.1 Annexure - II : Details about Academic Programmes

Others

- Coaching for Banking services examination
- Crash course on Office Automation
- Type Writing (English, Tamil- Lower and Higher)
- NGPE- National Graduate Physics Examination
- Crash course on Tally ERP 9.2
- NPTEL (National Programme on Technically Enhanced Learning)
- Training on Communicative English
- Digital Literacy Training Programme (DLTP)
- Patrachara Samskritam
- Crash course on MS Office
- Training on Desk Top Publishing

1.1 Annexure – III:

Innovative

Interdisciplinary Career Oriented Certificate Courses.

| SNo | Certificate Courses by the Departments | Name of the Certificate Courses       |
|-----|--|---------------------------------------|
| 1   | Tamil                                  | Tourism                               |
| 2   | Sanskrit                               | Spoken Sanskrit                       |
| 3   | English                                | Intensive Practices in Spoken English |
| 4   | Economics                              | Advertising                           |
| 5   | Commerce                               | Banking Practices                     |

|    |                                    |   |
|----|------------------------------------|---|
| 6  | Commerce with Computer Application | E- Commerce                                 |
| 7  | Mathematics                        | Vedic Mathematics                           |
| 8  | Physics                            | Physics in everyday life                    |
| 9  | Chemistry                          | Food Chemistry & Technology                 |
| 10 | Computer Science                   | Internet basics , Computer Hardware         |
| 11 | Information Technology             | Web Designing                               |
| 12 | Computer applications              | Animation                                   |
| 13 | Library                            | Library and Information Science             |
| 14 | Business Administration            | Entrepreneurial Development Programme (EDP) |
| 15 | Music                              | Carnatic                                    |

1.1

#### Annexure - IV

##### Innovative

##### Career Oriented Certificate Courses

| S. No | Certificate Courses offered by our college. |    |                            |
|-------|---|----|----------------------------|
| 1     | Certificate in Woollen Works                | 8  | Certificate in Music       |
| 2     | Certificate in Crochet Wire Knitting        | 9  | Certificate in Hardware    |
| 3     | Certificate in Fur Doll Making              | 10 | Certificate in Acupuncture |
| 4     | Certificate in Bouquet Making               |    |                            |
| 5     | Certificate in Oil Painting                 |    |                            |
| 6     | Certificate in Yogasana                     |    |                            |
| 7     | Certificate in Spoken Hindi                 |    |                            |

1.3: Annexure - V

##### Feedback Analysis

##### A. Merits:

1. Conferences, workshops, bridge/orientation programmes conducted in the college help students in personality, development for academics, research, job and higher education.
2. Serene, safe, secure and sacred atmosphere for the girl children
3. Spacious class rooms with ample ventilation and light
4. Daily congregational prayer and class room prayer before and after the classes
5. Dress code (Uniform for all the days to ensure safety, identity, economy for the parents)
6. Strict adherence of self discipline and punctuality
7. Opportunity for acquiring additional courses (certificate/diploma/entrepreneurial courses)
8. Opportunity of skill development (typing, driving, singing, dancing, journal writing)
9. Spacious play ground with Standard Track (400 x 100 mts)
10. Service cum broad minded management.

##### B. Suggestions:

1. Public Transport stop facility to the college
2. Demand for hostel accommodation for more students/separate hostel for PGs and Researchers
3. Introduction of NCC