The Annual Quality Assurance Report (AQAR) of the IQAC - 2017-2018

Part – A

Data of the Institution

1. **Name of the Institution** | **SRI SARADA COLLEGE FOR WOMEN TIRUNELVELI -627011**

- **Name of the Head of the institution** | Dr.M.Malarvizhi

- **Designation** | Principal

- **Does the institution function from own campus** | Yes

- **Phone no./Alternate phone no.** | 04622520129

- **Mobile no.** | 08903004534

- **Registered e-mail** | srisaradatvl@gmail.com

- **Alternate e-mail** | saradatvliqac@gmail.com

- **Address** | Sarada Nagar, Ariyakulam, Maharaja Nagar (PO), Tirunelveli - 627 011

- **City/Town** | Tirunelveli

- **State/UT** | Tamil Nadu / India

- **Pin Code** | 627 011

2. **Institutional status:**
- **Affiliated / Constituent** | Affiliated
- **Type of Institution: Co-education/Men/Women** | Women
- **Location : Rural/Semi-urban/Urban** | Rural

- **Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing** | UGC 2(f) - 30.10.2011 and 12(B) -14.6.2018 / Self Financing

- **Name of the Affiliating University** | Manonmaniam Sundaranar University Tirunelveli -627 012

- **Name of the IQAC Co-ordinator** | Ms.N.Renuka
- **Phone no.** | 09443870595

Alternate phone no. | 08220653606

- **IQAC e-mail address**

  saradatvliqac@gmail.com

- **Alternate Email address**

  srisaradatvl@gmail.com

3. **Website address**

   www.srisaradacollege.org

Web-link of the AQAR
(Previous Academic Year)

http://srisaradacollege.org/aqar.php

4. Whether Academic Calendar prepared during the year?

Yes

Whether it is uploaded in the Institutional website

Yes

Weblink

http://srisaradacollege.org/calendar.php

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B	2.76	2011	2011 to 2016
2nd	A	3.01	2017	2017 to 2022

6. **Date of Establishment of IQAC**   17.09.2011

7. **Internal Quality Assurance System**

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Scheduling the hostel students in roster, to make use of the library resources by morning hours and on holidays	22.04.2017	12 participants
Identification of Slow learners and conduct of SCSL (Special care to slow learners)	19.06.2017	15 participants
Analysis of results of the University examination	12.02.2018	16 participants
Preparation of students for campus interview by guiding for the preparation of CV and by conducting mock interview practices.	12.03.2018	526 beneficiaries
Confidence building measure with the final semester students to achieve University ranks & distinctions.	06.06.2018	514 beneficiaries

Promoting the PG students to publish their final semester projects in the journal/proceedings.	02.07.2018	22 participants
Motivation camp for the preparation of group or individual projects by the final year UG students to inculcate research aptitude.	02.08.2018	515 beneficiaries
Conduct of national/international conferences/ workshops	03.10.2018	12 participants

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

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
-	-	-	-	-

9.Whether composition of IQAC as per latest NAAC guidelines

Yes

10. No. of IQAC meetings held during the year

15

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.

Yes

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?
     If yes, mention the amount: Year:

No

12. Significant contributions made by IQAC during the current year (maximum five bullets)
   1. Started Non-formal Sanskrit Education Centre in our college
   2. Conducted year wise students orientation programme.
   3. Updation of staff profile in the website.
   4. Preparation of Academic Audit
   5. Promotion of research culture by group and individual projects**.**

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

Plan of Action	Achievements/Outcomes
1. Care for slow learners	SCSL remedial classes were carried out.
2. Care/motivation for advanced learners	Advanced books, training for placements and confidence building/achieving University ranks.

2. Compulsory Library study for hostellers	Library visit and study hours are made obligatory for hostel students.
3. Compulsory project at the UG level	Group and individual projects on their willingness is in practice.
4. Training for SET paper I	136 students and staffs participated and got benefited.
5. Participation in NIRF	Participated

14. Whether the AQAR was placed before statutory body?

   Name of the Statutory body

Yes

   Date of meeting(s)

19.04.2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

No

16. Whether institutional data submitted to AISHE

Yes	Year	2017-2018

   Date of Submission

02-03-2018

17. Does the Institution have Management Information System?

        Yes. Our College ensures a system of participative management, whereby information flows and decision- making processes are systematised. Management Information System of the institution involves computer based system that provides the staff/division/centre/section/department with the apt resources to organize, evaluate and efficiently and sufficiently manage and integrate departments (faculties, staff members, students, parents, public etc.,) within the institution in order to provide the past, present and prediction information. It includes software, data resources, decision support feedback system with computerized process that helps the institution to perform friction free.

    In this MIS process from April of previous year to July of subsequent year (academically committed period) involves the following sequential events namely: Publication of admission notification in the media, Inviting applications, scrutinizing application, preparation of merit list, declaration of selection list, admission process as per government guidelines, collection of certificates, fees payment (College and hostel), submission of certification to the University, Documentation of candidature for the University examination, payment of fee (online mode), down loading of hall tickets, entry of students' marks and attendance (on line), witnessing the result in the internet, generation of transfer certificates, online submission of scholarship application to Adi Drawida Welfare Department, payment by ECS mode, communication from the Principal to departments, transmission of government notifications to departments are all monitored and maintained through MIS. Office is automated with required software, ICT trained man power and supporting appliances.

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 **Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words**

The institution is affiliated to Manonmaniam Sundaranar University, Tirunelveli. The courses are under CBCS with semester pattern. The syllabi prescribed received from the University in turn is sent to the HODs. The curriculum is communicated to the faculty in the departmental meetings. Based on this the faculty members prepare lecture plan for the entire semester. The institution follows CDR and AIR for keeping accountability. Curriculum Delivery Register is maintained in all the classes where the teachers record the lessons/practical covered on that particular hour. Academic Interaction Record is maintained by each faculty member where the teacher records the work done actually during scheduled hours. To evaluate the students, college conducts three CIAs as per the norms of the University. In addition, the college conducts a three hours a pre-semester model examination to prepare the students. Special attention is given for the slow learners. SCSL documents are available with all departments. CIA mark Registers are maintained by class counsellors and kept under the custody of HODs. Lecture plan, CIAs, CDR and AIR exhibit correlation in curriculum delivery and documentation.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	Focus on employability/ entrepreneurship	Skill development
Certificate Course in Actuarial Science	-	07.08.2017	(i) To offer exposure in Actuarial Science. (ii) To assist the students to prepare for several examinations conducted by The Faculty & Institute of Actuaries, The Casualty Actuarial Society and The Society of Actuaries.	This course is to equip the students with theoretical knowledge and to develop the application of techniques in mathematics, statistics, and probability and finance which helps to solve real business problems.
Certificate Course in Non- Formal Sanskrit Education (RASHTRIYA SANSKRIT SANSTHAN, NEW DELHI)	-	30.08.2017	Teaching at school level	Spoken Sanskrit

1.2 Academic Flexibility

1.2.1 **New programmes/courses introduced during the Academic year**

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
Ph.D.	09.03.2018	Commerce	09.03.2018
Ph.D.	16.03.2018	Computer Science	16.03.2018

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
B.Com (Corporate Secretaryship)	UG	-	CBCS	11.05.2017	-
M.Com.	-	PG	CBCS	-	11.05.2017

Already adopted (mention the year) – since 2008 – 2009 (all the courses are under CBCS)

English	2009	2014
Economics	1986	-
B.Sc., Mathematics	1986	2003
Physics	1987	2015
Chemistry	1991	-
Computer Science	1988	-
B.Sc., Information Technology	2002	-
BCA., Computer Applications	2012	General 1992, Lateral 2014
B.Com., (General)	1986	-
B.Com (Computer Applications)	2009	2006
BBA	2014	-
M.Phil.Commerce	-	2014
M.Phil.English	-	2016
M.Phil.Mathematics	-	2016
M.Phil.Computer science	-	2016

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Courses
No of Students	228	-

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled
-	-	-

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Project works:	
B.A.English	13
B.A.Economics	12
B.Sc.Mathematics	10
B.Sc.Chemistry	08
B.Sc.Computer Science	10
B.Com.	13
B.Com(CA)	07
B.Com (Corporate Secretaryship)	11
BCA Mini Project Major Project	34 29
B.Sc. INFORMATION TECHNOLOGY	08
B.Sc.Physics	08
Internship:	
B.Sc., Computer Science	63
M.Com Computer Applications	13
BBA	52

1.4 Feedback System

1.4.1 **Whether structured feedback received from all the stakeholders.**

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	Yes	Yes	Yes

1.4.2 **How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)**

(a) Feedback received from various stake holders are furnished below

- To introduce new courses according to the career demand of the locality.
- To allot more time for sports and library.
- To provide shelter for two wheelers
- To provide LCDs in the class rooms.
- To invite alumni entrepreneurs for the students meet.
- To introduce more value added courses.
- To e expand transportation facilities to far off places.

(b) The suggestions were discussed by the IQAC with the management and the following actions were taken.

- Value added courses like Disaster Management, strong initiative for Waste Management is to be introduced.

- Bus Arrangement is made for far off places.
- Decided to offer time for sports (indoor or outdoor) for those students whose classes if unusually kept unengaged.
- Two wheeler shelter has been provided by the management near the main gate.
- Management has taken initiative to provide LCD for all departments gradually.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year 1.5

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A. ENGLISH	64	132	64
B.A. ECONOMICS	64	71	40
B.Sc. MATHEMATICS	53	107	46
B.Sc. PHYSICS	48	110	45
B.Sc. CHEMISTRY	48	112	48
B.Sc. COMPUTER SCIENCE	48	83	48
B.C.A	48	98	47
B.Sc. INFORMATION TECHNOLOGY	48	65	36
B.Com	64	105	64
B.Com(COMPUTER APPLICATION)	64	90	64
B.B.A	64	104	62
M.A. ENGLISH	20	20	13
M.Sc. MATHEMATICS	28	18	12
M.Sc. PHYSICS	25	10	5
M.Sc .C COMPUTER SCIENCE	11	20	11
MCA	36	26	22
M.COM	30	24	21
M.Phil. ENGLISH	6	3	2
M.Phil. MATHEMATICS	9	10	9

M.Phil. COMPUTER SCIENCE	7	3	3
M.Phil. COMMERCE	15	8	8

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-2018	1570	164	28	66	21

2.3 Teaching - Learning Process

2.3.1 Percentage **of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)**

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
87	87	Computers, Laptops, desktops, projectors	1 Economics Department (Room.No: 20)	1 (Seminar Hall)	CDs, LCD Projectors, N-List,DELNET, NPTEL –online course Material-(Digimat),. NDL.

2.3.2 Students mentoring system available in the institution? Give details.

        In the mentoring system each student is assigned to an academic faculty at the beginning of the degree immediately after the admission, with whom they conduct one or two formal meeting per semester. To record the personal, academic and other aspects of the students the institution is having a printed format called "Dossier". It is found valuable as it provide all students with academic support and gave students the opportunity to raise any issues or concerns that they may not have otherwise addressed. To ensure continuity and accountability, the same faculty is responsible throughout the degree programme. It promotes and ensures a continuing and trusting relationship between the mentor and mentee. It is helpful in providing advice and direction with regard to career development, higher education, research, placement, student welfare, and professionalism. Mentors here in the college are proactive in engaging the students as the students mainly from rural first generation background, while visit first time for the higher education institution. The role of the mentor faculty is nurturing and providing support for a student during the difficult transition period. The mentor serves as a resource person who answers many questions, simple or complicated, that the student poses. Most importantly, the mentor serves as a positive role model. The mentors are appropriately trained and groomed by the management through Faculty Empowerment Programme. The Holy Ashram dignitaries and Director very frequently remind the values of mentoring the rudderless student children of the college. Various mentor-mentee groups are given in the attachment

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio

1570	87	1:18

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
24	24	-	24	3

2.4.2 Honours and recognitions received by teachers
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017-2018	Dr. (Smt). J.Umai Parvathiy	Associate Professor	Editor of Journal of Advanced Physical Science (JAPS)& Chief Editor of Journal of Thin Film and Research (JTFR)
	Dr.(Smt) T.Ratha Jeyalakshmi	Associate Professor	Technical Editor in Journal of Artificial Intelligence, Research Journal of Information Technology, Asian Journal of Scientific Research, Journal of Software Engineering

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
B.A. ENGLISH	1105	Odd/even	6.12.2017/21.05.2018	02.02.2018/23.06.2018
B.A. ECONOMICS	1103	Odd/even	6.12.2017/21.05.2018	02.02.2018/23.06.2018
B.Sc. MATHEMATICS	1517	Odd/even	7.12.2017/23.05.2018	02.02.2018/23.06.2018
B.Sc. PHYSICS	1522	Odd/even	6.12.2017/22.05.2018	02.02.2018/23.06.2018
B.Sc. CHEMISTRY	1504	Odd/even	6.12.2017/22.05.2018	02.02.2018/23.06.2018
B.Sc. COMPUTER SCIENCE	1506	Odd/even	8.12.2017/24.05.2018	02.02.2018/23.06.2018
B.C.A	1401	Odd/even	8.12.2017/24.05.2018	02.02.2018/23.06.2018
B.Sc. INFORMATION TECHNOLOGY	1516	Odd/even	8.12.2017/24.05.2018	02.02.2018/23.06.2018
B.Com	1301	Odd/even	6.12.2017/21.05.2018	02.02.2018/23.06.2018
B.Com(COMPUTER APPLICATION)	1303	Odd/even	6.12.2017/21.05.2018	02.02.2018/23.06.2018
B.B.A	1201	Odd/even	6.12.2017/21.05.2018	02.02.2018/23.06.2018
M.A. ENGLISH	2102	Odd/even	22.11.2017/11.05.2018	23.02.2018/15.06.2018
M.Sc. MATHEMATICS	2515	Odd/even	20.11.2017/11.05.2018	23.02.2018/15.06.2018

M.Sc. C PHYSICS	2521	Odd/even	17.11.2017/11.05.2018	23.02.2018/15.06.2018
M.Sc. C COMPUTER SCIENCE	2506	Odd/even	20.11.2017/11.05.2018	23.02.2018/15.06.2018
MCA	2401	Odd/even	16.11.2017/11.05.2018	23.02.2018/15.06.2018
M.COM	2301	Odd/even	21.11.2017/11.05.2018	23.02.2018/15.06.2018
M.Phil. ENGLISH	3102	Odd/even	8.01.2018/8.06.2018	20.02.2018/28.09.2018
M.Phil. MATHEMATICS	3545	Odd/even	8.01.2018/8.06.2018	20.02.2018/28.09.2018
M.Phil. COMPUTER SCIENCE	3506	Odd/even	8.01.2018/8.06.2018	20.02.2018/28.09.2018
M.Phil. COMMERCE	3301	Odd/even	8.01.2018/8.06.2018	20.02.2018/28.09.2018

2.5.2 Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level (250 words)

A Dean along with a set of faculty members coordinates the Continuous Internal Evaluation (CIE) system. Three continuous internal assessments (CIA), hand written home Assignments for UG, Seminar for PGs form the part of CIE. Besides, Model examinations are conducted to prepare the students to face end semester examinations at every semester. All CIAs are conducted centrally as per the schedule planned in the calendar. All the Internal and Model Question papers are scrutinized by the HOD before the print of question papers. All question papers, discipline wise are sent for External Academic Audit. In the academic audit correlation between the prescribed syllabi, lecture plan, CIA questions are reviewed for accountability. Student's progress reports are sent to the parents. The following is the composition followed in the CIA as per University guidelines.

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

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar is clear and evident which serve as an effective planner for all activities. It is prepared by Students Vice Presidents (Faculty) of the current and the previous year and is scrutinized by the Secretary, Director, Principal and IQAC. To the core, the conduct of examinations are adhered as per the schedule planned and printed in the calendar. The calendar provide details of the annual academic and extra academic information including Management Committee, Staff Council, Faculty members of various departments, Faculty in charge for Governance and Responsibilities, Academic Committees and Cells, Forum meetings, National and Regional Festivals, Format for entry of Students Biodata, academic progress and participation (conference, competitions, sports) data. The calendar is provided with extra space to note instantaneous information such as SCSL classes, University Practical examination, Payment of fees, details of government Scholarships and other notifications. Every student and faculty used to carry the calendar and Compendium (a hand book of the college) with the concept and practice, Well Planned – Half done. All are comfortable with the contents of the calendar.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes
for all programs offered by the institution are stated and displayed in website of the institution
(to provide the weblink)

http://srisaradacollege.org/program_outcome.php

2.6.2 Pass percentage of students

Progra	Programme name	Number of students	Number of students passed in	Pass Percentage

mme Code		appeared in the final year examination	final semester/year examination	
1105	B.A. ENGLISH	62	58	91.84
1103	B.A. ECONOMICS	32	30	93.75
1517	B.Sc. MATHEMATICS	48	45	93.75
1522	B.Sc. PHYSICS	45	40	93.33
1504	B.Sc. CHEMISTRY	43	41	95.3
1506	B.Sc. COMPUTER SCIENCE	42	42	100
1401	B.C.A	45	45	100
1516	B.Sc. INFORMATION TECHNOLOGY	42	42	100
1301	B.Com	58	53	91.37
1303	B.Com(COMPUTER APPLICATION)	46	44	95.65
1201	B.B.A	35	32	91.42
2102	M.A. ENGLISH	12	9	76.9
2515	M.SC MATHEMATICS	15	11	73.0
2521	M.SC PHYSICS	2	1	50.0
2401	MCA	35	35	100
2301	M.COM	13	13	100
3102	M.PHIL ENGLISH	7	7	100
3545	M.PHIL MATHEMATICS	9	9	100
3506	M.PHIL COMPUTER SCIENCE	3	2	100
3301	M.PHIL COMMERCE	7	7	100

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution followed the questionnaire provided by the NAAC) (results and details be provided as weblink)

http://srisaradacollege.org/shfb.php

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects (other than compulsory by the College)	6 Months	Sri Ramakrishna Tapovanam, Tirupparaitturai	55,000 (@5,000 per department)	55,000
International Projects	-	-	-	-

Any other (Specify)	-	-	-	-
Total			55,000	55,000

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
a) An introduction to IPR	IQAC	22.6.2018
b) Lecture on Patent Acts	IQAC	09.07.2018
c) Designs and Patents.	IQAC	17.08.2018
d) Basics of Trade Marks	IQAC	30.08.2018

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
MR.SPY security APP	K.Ragavi & N.Yogalakshmi	District Science Centre Tirunelveli	08.03.2018	Innovation Festival

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year - one

Incubation Centre	Name	Sponsored by
Mini Research Laboratory	Nano - Physics Laboratory	Sri Ramakrishna Thapovanam, Tirupparaitturai

Name of the Start-up	Nature of Start-up	Date of Commencement
Synthesis of Nano - particle	Characterization of Nano - particle.	March, 2018

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National -7	International - 10
-	1.Economics-1 2.B.B.A-1 3.Computer science-3 4.Tamil-2 5.B.C.A-2 6.I.T-1	1.Economics-2 2.Computer Science-2 3.Tamil-2 4.Mathamatics-3 5.B.C.A-1

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)*

Name of the Department	No. of Ph. Ds Awarded
-	-

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	-	-	-
International	1.Physics	7	IJSRPAS-1.320

			IJARD-5.22 PRAJNA-1.5 PRAGNAVANI-NIL IJEDR-5.67 IJCRT-5.97 IJRASET-6.887
2.Computer Science	5		- -
3.B.C.A	2		4/4

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publications
Tamil	1.8
English	0.76
Economics	4.5
Chemistry	1.75
BCA	0.44
B.Com (CS)	3.75

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
1) An introduction to Big Data Analysis Using APACHE HADOOP Framework	Smt.K.Karthiga, Dr.Smt.T.Ratha Jeyalakshmi	Shanlax International Journal of Commerce	2018	6	UGC	-
2) A Review on Big Data Processing on HADOOP Mapreduce	Smt.K.Karthiga, Dr.Smt.T.Ratha Jeyalakshmi	Bulletin International Journal of Commerce	2018	6	-	-

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the

						publication
1.Segmentation of Uterine Fibroid Using Morphology:An automatic approach	Dr.(Smt.)T.Ratha Jeyalakshmi	IEEE Explore	IEEE	2	8	NIL
2.Segmentation and Feature Extraction of Fluid Filled Uterine Fibroid- A Knowledge Based Approach	Dr.(Smt.)T.Ratha Jeyalakshmi	Maejo International Journal of Science and Technology	Maejo Universi ty, Thailand	2	-	NIL
3. A study on impression on stress and surveying strategy among the bank employees in Tirunelveli District	Dr.N.Kamala Dr.A.Aruna Devi	International Journal for research in commerce and management	2017	5.09	-	NIL
4. A study on eco friendly food packaging on bio degradable in Tuticorin district	Dr.N.Kamala Dr.A.Aruna Devi Dr.V.Sangeetha	Shanlax	2018	3.19	1/2/3/6	NIL

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	30	29	41	21
Presented papers	20	16	20	7
Resource Persons	-	-	1	4

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Exhibition	Computer Science	7	1203

(Science,Food,Handcrafts)			
Mission clean Thamirabharani (Phase-I) (16-07-2017)	NSS (unit no:24,25 &153)	3	25
Wall of Kindness	NSS (unit no:24,25 &153)	2	2
Mission clean Thamirabharani (Phase-II) (23-09-2017)	NSS (unit no:24,25 &153)	3	100
Mission clean Thamirabharani (Phase-I)	NSS (unit no:24,25 &153)	1	30
Refreshment for the Leprosy Patients	GH HQ,Tirunelveli.	2	5
Mission clean Thamirabharani (Phase-I)	NSS (unit no:24,25 &153)	2	50
Cleaning Programme	District Science center,Tirunelveli.	1	25
7 Days Special camp on the theme " Empowerment of Youth is the base for the upliftment of our Mother land"	Melakulam Village,Tirunelveli.	3	
Cancer awareness Programme (14-09-2017)	YRC&NSS (unit no:24,25 &153)	4	300
Legal awareness Programme (15-09-2017)	YRC&NSS (unit no:24,25 &153)	4	350
Cancer Screening Test (15-09-2017)	YRC&NSS (unit no:24,25 &153)	4	40
Blood Donation/Identification camp (20-12-2017)	YRC&NSS (unit no:24,25 &153)	4	Identification-582stuents Donation-13 Students
Wall painting competition (04-02-2018)	YRC&NSS (unit no:24,25 &153)	2	15
E-Payment (Awareness programme)	3(TN) Girls BN, NCC Tirunelveli.	01	15
Mini Marathon for 5 Km	9(TN) Girls BN, NCC Tirunelveli.	02	150 cadets from various colleges
CATC –Combined Annual Training Camp(24/4/2017 to 4/5/2017)	3 (TN) Girls BN, NCC Tirunelveli.	01	500 cadets.
Implementation of Mission Indradhanush(12/9/2017)	3 (TN) Girls BN, NCC Tirunelveli.	01	25 Cadets
Shramdhaan (Campus cleaning)(15/9/2017)	3 (TN) Girls BN, NCC Tirunelveli.	01	35 cadets
Seminar on" The Way Ahead" (Awareness programme)(18/9/2017)	3 (TN) Girls BN, NCC Tirunelveli.	01	26 cadets
International Yoga Day	3 (TN) Girls BN, NCC Tirunelveli.	01	32 cadets

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/ recognition	Awarding bodies	No. of Students benefited
Mission clean Thamirabharani (Phase-II) (28-09-2017)	Appreciation Award	District Science centre,Tirunelveli	15

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, AIDS Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities
Swachhta Pakhwada	Human Resource Development (HRD)	1.Clean Campus 2.Clean Hostel 3.Green Campus day 4.Clean mass day 5.Innovative way of spreedings 6. Clean Surrounding.	1	25 volunteers
Swachh Bharat	UGC/NSS	CLEAN INDIA-GREEN INDIA	4	25 volunteers
Swachh Bharat	UGC/NSS	Clean India	1	10 volunteers
Swach Bharath Abiyaan	3 (TN) Girls BN, NCC Tirunelveli	Ariyakulam Village cleaning	1	18 cadets
Swachhta Pakwada	3 (TN) Girls BN, NCC Tirunelveli	VOC – Ground and statue cleaning	1	26 cadets
Swachta Samorah	3 (TN) Girls BN, NCC Tirunelveli.	Ariyakulam Village cleaning	1	21 cadets and village Youth and senior citizens (500)

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
Internship Programme on Big Data Hadoop, Cloud Computing	63 students	Foundation for CSR at Redington, Chennai	02.01.2018 – 04.01.2018
Workshop on R Tool	59 students	Foundation for CSR at Redington, Chennai	06.02.2018

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	Participants

Internship	Cloud Computing	Mr. N. Mohanasundaram, Technical Trainer in Redington Foundation,Chennai.	2.1.2018 to 4.1.2018	56
	Networking	BSNL, Regional Office,Tirunelveli	16.8.2017 to 18.8.2018	13

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Foundation for CSR @ Redington, Chennai	21-07-2017	Training for Entrepreneurship and Employment	315

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development	
50,00,000	Furniture and equipments Library Lab repairs and Maintenance	13,60,966 31,06,417 89,175
	Total	45,56,558

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	39.05 in acres	-
Class rooms	27,917 sq ft	-
Laboratories	14,871 sq ft	-
Seminar Halls	4,447 sq ft	-
Classrooms with LCD facilities	1	-
Classrooms with Wi-Fi/ LAN	52	-
Seminar halls with ICT facilities	1	-
Video Centre	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	115	-
Value of the equipment purchased during the year (Rs. in Lakhs)	74,79,022	5,50,000
Others	14,71,78,572	8,10,966

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Fully	3.6	2011

4.2.1 Library Services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value in Rs.

Text Books	28,329	39,26,244	234	58,673	28563	39,84,917
Reference Books	1831	3,68,423	26	1,700	1857	3,70,123
e-Books	DELNET		Annual Renewal done		DELNET	
Journals	40	45550	11	9332	51	54,882
e-Journals	N-LIST		1.Annual Renewal done (N-LIST) 2. VOICE OF JEGATH GURU		1.N-LIST 2.. VOICE OF JEGATH GURU	
Digital Database	KOHA Software	Free	-		-	
CD & Video	36	5968	1	-	37	5968

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centre	Computer Centre	Office	Departments	Available band width (MGBPS)	Others
Existing	252	219	60	10	4	8	13	2MBPS 10MBPS	
Added	9	-	-	-	-	5 Laptops (Office & Lbrary)	4 Laptops (Deprtment)	1.2MBPS, 2.4 MBPS, 3.10MBPS 4.40MBPS	
Total	261	219	60	10	4	13	17		

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

40 MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
-	-

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e – content
-	-	-	-

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
13,00,000	12,51,582	20,00,000	18,54,835

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*)   (information to be

available in institutional Website, provide link)
http://srisaradacollege.org/procedures_polices.php

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Swami Chidbhavananda Memorial Poor Students Aid Fund (College fees)	34	4,36,285
	Swami Chidbhavananda Memorial Poor Students Aid Fund (Hostel fees)	29	4,15,685
Financial support from other sources			
National	Adidravida Scholarship (Renewal)	83	3,85,920
	Adidravida Scholarship (Fresh)	43	2,21,730
	Beedi workers Scholarship	71	2,13,000
	Adidravida Special Scholarship	35	2,64,000
	Central Sector Scholarship (Renewal)	26	2,60,000
	Central Sector Scholarship (Fresh)	15	1,50,000
	Scholarship for disabled student	2	6,000
	Minorities Scholarship	2	6,000
	Sitaram Jindal Trust Scholarship, Bangalore	48	3,76,000
	Prize Money Award Scholarship (Merit - Adidravida)	4	16,000
b) International	-	-	-

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft Skills	19.07.2017	156	Sri.S.Rama Subramanian Microsoft Certified Technology Specialist
Remedial coaching	01.08.2017-Odd 15.02.2018 -Even	241	Faculty members of respective Departments
Language Lab	20.08.2017	207	Department of English
Bridge Course	18.06.2017	543	All the faculty members
Semester wise Orientation	16.06.2017	1118	All the faculty members
Personal Counselling and Mentoring	16.06.2017	1763	Faculty members of respective Departments
Office Automation	21.12.2018	70	DIRECTORATE OF TECHNICAL EDUCATION,

			CHENNAI-600 025
MS Office	21.12.2017	260	Sr. Niveditha Academy, Sri Sarada College for Women, Tirunelveli – 627 011
D.T.P	21.12.2017	36	Sr. Niveditha Academy, Sri Sarada College for Women, Tirunelveli – 627 011
Tally	03.7.2017	42	J.L Computer Academy, Tirunelveli
NPTEL	June 2017 and January 2018	33	IIT, Indian Institute of Science

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2017 – 2018	Competitive Exam	73	73	-	-
2017 – 2018	Type writing	286	286	-	-

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
11	5	Within three days

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
The English Academy, Sivakasi	450	155	Sterlite Copper SIPCOT Industrial Complex, Madurai Bypass Road, Thoothukudi, Tamilnadu-628002	4	-
Future General India Insurance	200	85	Mega Job Fair, Sadakathullah Appa College Tirunelveli	30	26
			Job Fair Vens Christian College Nagercoil	5	-

5.2.2 Student progression to higher education in percentage during the year 287/540 = 53.14%

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017 - 2018	32/62	B .A	English	1. Bharathiyar University, Coimbatore. 2. Sadakathulla Appa College (Autonomous), Palayamkottai.	M.A English
2017 - 2018	18/33	B.A	Economics	1. Manonmaniam Sundaranar University, Tirunelveli. 2. St.Xavier's College, Palayamkottai. 3. Sarah Tucker College, Perumalpuram. 4. Rani Anna College, Tirunelveli. 5. Bombay University	M.A Economics M.Sc Statistics
2017- 2018	31/48	B.Sc	Mathematics	1. Sri Sarada College For Women, Tirunelveli. 2. Govindammal Aditanar College for Women, Tiruchendur. 3. Manonmaniam Sundaranar University, Tirunelveli. 4. Sri Paramakalyani College, Alwarkurichi. 5. St.Xavier's College, Palayamkottai. 6. St.John's College, Palayamkottai. 7. Sadakathullah Appa College, Palayamkottai. 8. St.Ignatius College of Education, Palayamkottai 8. Sri Sarada College of Education for women, Tirunelveli.	M.Sc. Mathematics
2017 - 2018	08/16	M.Sc	Mathematics	1. Sri Sarada College For Women, Tirunelveli. 2. Sadakathullah Appa College, Tirunelveli.	M.Phil Ph.D
2017- 2018	20/45	B.Sc	Physics	Sri Sarada College of Education for women, Tirunelveli.	B.Ed
2017- 2018	30/43	B.Sc	Chemistry	1. Manonmaniam Sundaranar University, Tirunelveli. 2. Sarah Tucker College, Perumalpuram. 3. St.Xavier's College,	M.Sc. Chemistry B.Ed.

				Palayamkottai. 4. PSG College of Technology, Coimbatore. 5. Sri Paramakalyani College, Alwarkurichi. 6. Sri Sarada college of education for women, Tirunelveli. 7. St. Ignatius college of education, Palayamkottai.	
2017 - 2018	24/42	B.Sc	Computer science	1. Sarah Tucker College, Perumalpuram. 2. St.Xavier's College, Palayamkottai. 3. Sri Sarada college for women, Tirunelveli	M.Sc., Computer Science MCA
2017-2018	20/42	B.Sc	Information Technology	1. Manonmaniam Sundaranar University, Tirunelveli. 2. St. Xavier's College, Palayamkottai. 3. PET Engineering College, Melathidiyoor. 4. Francis Xavier Engineering College, Vannarpettai. 5. Fathima College, Madurai. 6. Yadava College, Madurai.	M.Sc Information Technology MCA
2017-2018	23/45	BCA	Computer Applications	1. Manonmaniam Sundaranar University, Tirunelveli. 2.PET Engineering College, Melathidiyoor 3. Francis Xavier Engineering College, Vannarpettai. 4. Sarah Tucker College, Perumalpuram. 5. Sri Sarada College for women, Tirunelveli	MCA
2017 - 2018	30/59	B.Com	Commerce	1. Sri Sarada College For Women, Tirunelveli. 2. Rani Anna College, Tirunelveli. 3. VV College, Tisayanvilai 4. Gurukulam Institution 5. SFR College, Sivakasi. 6. Sri Parasakthi College for Women, Courtallam.	M.Com
2017 - 2018	24/46	B.Com (CA)	Commerce with Computer Applications	1. Sri Sarada College For Women, Tirunelveli. 2. Rose Mary Arts and Science	M.Com

				College, Tirunelveli. 3. SarahTucker College, Perumalpuram. 4. Sadakathullah Appa College (Autonomous), Tirunelveli. 5. Manonmaniam Sundaranar University, Tirunelveli.	
2017 - 2018	07/15	M.Com	Commerce with Computer Applications	Sri Sarada College For Women, Tirunelveli.	M.Phil
2017 - 2018	04/09	M.Phil	Commerce with Computer Applications	1. Sri Sarada College For Women, Tirunelveli. 2. Manonmaniam Sundaranar University, Tirunelveli.	Ph.D - Regular & Part Time
2017 - 2018	16/35	BBA	Business Administration	1. Annamalai University, Chidambaram. 2. St.Xavier's College, Palayamkottai. 3. M.K University, Madurai. 4. Rani Anna College, Tirunelveli. 5. Francis Xavier Engineering college, Vannarpettai.	MBA MHRM

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	-	-
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	1	-
Any Other	-	-

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
CULTURAL ACTIVITIES		
04.09.2017 - Short story writing in Tamil	Institutional	29
04.09.2017 - Essay writing in Tamil	Institutional	33
04.09.2017 - Essay writing in English	Institutional	18
06.09.2017 - Short story writing in English	Institutional	18

06.09.2017 - Elocution in English	Institutional	07
06.09.2017 - Elocution in Tamil	Institutional	11
15.09.2017 - Carnatic Music	Institutional	07
15.09.2017 - Light Music	Institutional	16
15.09.2017 - Mono Acting	Institutional	09
15.09.2017 - Baratha Natiyam	Institutional	02
15.09.2017 - Cooking	Institutional	75
15.09.2017 - Art from waste	Institutional	31
15.09.2017 - Vegetable carving	Institutional	09
15.09.2017 - Collage	Institutional	08
26.09.2017 - Just a minute in Tamil	Institutional	18
26.09.2017 - Just a minute in English	Institutional	12
26.09.2017 - Just a minute in Sanskrit	Institutional	06
03.10.2017 - Rangoli	Institutional	48
03.10.2017 - Pulli Kolam	Institutional	11
03.10.2017 - Kambi Kolam	Institutional	06
05.01.2018 - Short story telling in English	Institutional	08
05.01.2018 - Short story telling in Tamil	Institutional	32
05.01.2018 - Recitation in English	Institutional	12
05.01.2018 - Verse reading in Tamil	Institutional	12
05.01.2018 - Verse reading in English	Institutional	08
06.01.2018 - Recitation in Tamil	Institutional	33
06.01.2018 - Flower Arrangement	Institutional	11
05.02.2018 - Thevaram, Thirukkural, Bagavat Gita, Hanuman Saliza, Thiruvempavai, Nalayira Divya Prabhantham	Institutional	74
05.02.2018 - Painting	Institutional	09
06.02.2018 - Drawing	Institutional	08
27.02.2018 - SCWED – 2018 Competitions	Intercollegiate	76
SPORTS/PHYSICAL EDUCATION		
18.12.2017 - Kho – Kho	Institutional	119
18.12.2017 - Kabaddi	Institutional	79
19.12.2017 - Volley Ball	Institutional	83
20.12.2017 - Ball Badminton	Institutional	42
21.12.2017 - Table Tennis(Singles)	Institutional	22
21.12.2017 - Table Tennis(Doubles)	Institutional	12
21.12.2017 - Chess	Institutional	17
22.12.2017 - Athletics – 100 mts	Institutional	27
22.12.2017 - Athletics – 200 mts	Institutional	18
22.12.2017 - Athletics – 400 mts	Institutional	12
22.12.2017 - Athletics – 800 mts	Institutional	09
22.12.2017 - Athletics – 1500 mts	Institutional	06
22.12.2017 - Athletics – 4 × 100 mts Relay	Institutional	32
22.12.2017 - Athletics – 4 × 400 mts Relay	Institutional	20
22.12.2017 - Javeline throw	Institutional	22
22.12.2017 - Long jump	Institutional	12
22.12.2017 - Short put	Institutional	15
22.12.2017 - Discuss throw	Institutional	19

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017-2018	-	-	-	-	-	-

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

    The Student's council comprise of a Chairwoman as the head of the council, a Vice – Chairwoman, Secretary and Joint Secretary. The Chairwoman and Vice – Chairwoman designations are generally given to III year Under Graduate students. While the Secretary and Joint Secretary is chosen from II year Under-Graduate students. The college selects the Chairwoman and Vice – Chairwoman unanimously. The Secretary, Principal, Vice- Principal and Head of all the Departments nominate the students for this post.

    The prime objective of Student's Council is to teach them Civic responsibility, leadership quality, problem solving technique, self-responsibility, teamwork etc. This body functions under the guidance of management, Principal and staff.

   Students participate in following committee and forums

S.No	Name of the Committee	No. of Students from	
		UG	PG
1	Library Advisory Committee	3	1
2	Sports Committee	3	1
3	Hostel Committee	3	1
4	Appeal and Grievance Redressal committee	3	1
5	Students Welfare and Discipline Committee	3	1
6	Anti - Ragging Committee	3	1
7	Women Cell	3	1
8	Examination Committee	3	1
9	Research Committee	-	2

   The above Committee bridges the gap between students and management. Forum monitors students disciplines, student's activities, organizing inter – departmental competitions, motivating students to participate in college activities. The student's council shall coordinate with the college in all the co-curricular and extra-curricular activities in the college under the guidance of the senior staff members. Student's council not only addresses the immediate needs of the students.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? .
if yes give details (maximum 500 words):

Yes

   Yes. The College is having an Alumnae association by name "Sarada Suta". Every year August Second Saturday is designated as Sarada Suta Sangamam – the alumni meet day. The College organizes the Annual Alumnae Meet for bringing together the various alumni for strengthening the network of its student community. The institution networks and collaborates with former faculty and the Alumnae through the Alumni Association and Alumni Meets. All alumni's are invited for every college function. The Alumnae Association comprising of the President, Vice-President, and Secretary, Joint Secretary, Treasurer, co-opted members and few executive members. The Alumnae Association meets four times in a year. We invite the old students of our college who hold positions in some prominent firms to deliver a special lecture to motive the students of our college. Their interactions with students help them to acquire and enhance their skills to face the challenges during job interviews and placement cell. They helped and assist the needy society and community along with social organizations during natural calamities and social unrest situation. Alumnae interact regularly with the College and are welcome visitors during many of the College Programmes. In

addition, the individual departments keep in touch with their Alumnae and invite them regularly to mentor and give Counselling etc. to the current students. The Alumni are also requested to give financial assistance to the meritorious students who are unable to pay the tuition fees. One of our Alumna's father has sponsored 74 computer monitors cost of rupees Rs. 3,38,643.98 to Information Technology and Computer Science departments of our college.

5.3.2 No. of- enrolled Alumni:

8579

5.3.3 Alumni contribution during the year (in Rupees) :

Rs. 3350/-

5.3.4 Meetings/activities organized by Alumni Association :

S.No	Date	Meetings
1	13.09.2017	Department wise Meeting at the time of issue of consolidation mark statement.
2	05.08.2017	College Level Alumnae faculty Members meet – Once in a Semester
3	12.08.2017	Sarada Suta Sangamam.
4	23.03.2018	At the time of Graduation Day.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

Vision :

Our College's first priorities are students and their Harmonious development of the Hand, the Heart and the Head, leading to mold young girls who enter the portals of this Temple of Learning should leave it as, "NiraiNangaiyar" - ("the perfect women") enlightened with excellence in education empowerment and research.

The Mission of the college is accomplished

- By contributing to the society an appropriately educated, perfect young generation of women
- By infusing spiritual, ethical and moral values in the minds of the students of all disciplines.
- By accomplishing the all round development of the willpower, emotion and cognition of the students through curricular, co-curricular and extra-curricular activities of the college.
- By encouraging and enlightening the students for excellence in higher education, research, extension and development.
- By reaching the unreached in social, intellectual, moral and cultural facets.
- By instilling love on the motherland and an eager intent to invigorate her through active service with the sense of espirit de corps.
- By inculcating Unity in diversity, a sense of unity and respect for all religions coupled with firm adherence to one's own religion.

6.1.1 Mention two practices of decentralization and participative management during the last The College follows the policy of decentralization.

1.Management

Our Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. The college functions under the Headship of the secretary. All the academic and administrative policies are implemented by the Principal in consultation with the college governing council. Decisions are made at the council meeting and are implemented through Heads of the Department. Execution of office administration is carried out through Superintendent and Bursar in consultation with principal.

i. **Principal Level**

The Governing Body delegates all the academic and operational decisions based on policy to the College Committee Meeting headed by the secretary and Principal, Vice Principal, and IQAC Coordinator in order to fulfil the vision and mission of the institute. College Committee meeting formulates common working procedures and entrusts the implementation with the faculty members.

ii. **Faculty Level**

Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. They are given authority to conduct industrial tours and to have tie up with industry experts and appointed as coordinator and convener for organizing seminars/workshops/conferences/FDPs.

iii. **Student Level**

The teachers and students work in cooperative spirit, encourage individuals to grow. Students are empowered to play an active role in students council, students forum, clubs and committees

2.Internal Quality Assessment Cell(IQAC)

Quality enhancement is a continuous process, the IQAC become a part of the institution's system and work towards realization of the goals of quality enhancement and sustenance under participative management system .The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it channelizes all efforts and measures of the institution towards promoting its holistic academic excellence.

Objectives:

- Maintain higher standard of quality in offering higher education.
- In still the teaching staff a spirit of dedication and commitment
- Maintain transparency in administration
- Equip the students for the holistic development of their personality

All the above mentioned objectives are implemented with the cooperation of faculty members. Totally seven faculty members are appointed as deans for various academic and extension activities. All the faculty members are playing various roles under the guidance of deans .Students are also empowered to play an powerful role as a secretary and joint secretary of academic and curricular activities.

Our College ensures a system of participative management, whereby information flow and decision-making processes are systematised. All the above mentioned objectives are implemented with the involvement of faculty members under the following Deanships with decentralised practice.

1. Dean -COE, CIA& Curriculum Development
2. Dean-Training & Development
3. Dean-Research, Planning & Development
4. Dean-Students Discipline
5. Dean-ISR, Extension& Development

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The College follows the policy of decentralization.

1.Management

Our Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. The college functions under the Headship of the secretary. All the academic and administrative policies are implemented by the Principal in consultation

with the college governing council. Decisions are made at the council meeting and are implemented through Heads of the Department. Execution of office administration is carried out through Superintendent and Bursar in consultation with principal.

iv. **Principal Level**

The Governing Body delegates all the academic and operational decisions based on policy to the College Committee Meeting headed by the secretary and Principal, Vice Principal, and IQAC Coordinator in order to fulfil the vision and mission of the institute. College Committee meeting formulates common working procedures and entrusts the implementation with the faculty members.

v. **Faculty Level**

Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. They are given authority to conduct industrial tours and to have tie up with industry experts and appointed as coordinator and convener for organizing seminars/workshops/conferences/FDPs.

vi. **Student Level**

The teachers and students work in cooperative spirit, encourage individuals to grow. Students are empowered to play an active role in students council, students forum, clubs and committees

2.Internal Quality Assessment Cell(IQAC)

Quality enhancement is a continuous process, the IQAC become a part of the institution's system and work towards realization of the goals of quality enhancement and sustenance under participative management system .The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it channelizes all efforts and measures of the institution towards promoting its holistic academic excellence.

Objectives:

- Maintain higher standard of quality in offering higher education.
- In still the teaching staff a spirit of dedication and commitment
- Maintain transparency in administration
- Equip the students for the holistic development of their personality

All the above mentioned objectives are implemented with the cooperation of faculty members. Totally seven faculty members are appointed as deans for various academic and extension activities. All the faculty members are playing various roles under the guidance of deans .Students are also empowered to play an powerful role as a secretary and joint secretary of academic and curricular activities.

Our 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

6.1.2 Does the institution have a Management Information System (MIS)?	Yes

Management Information System of the institution involves computer based system that provides the staff/division/centre/section/department with the apt resources to organize, evaluate and efficiently and sufficiently manage and integrate departments (faculties, staff members, students, parents, public etc.,) within the institution in order to provide the past, present and prediction information. It includes software, data resources, decision support feedback

system with computerized process that helps the institution to perform friction free.

In this MIS process from April of previous year to July of subsequent year (academically committed period) involves the following sequential events namely: Publication of admission notification in the media, Inviting applications, scrutinizing application, preparation of merit list, declaration of selection list, admission process as per government guidelines, collection of certificates, fees payment (College and hostel), submission of certification to the University, Documentation of candidature for the University examination, payment of fee (online mode), down loading of hall tickets, entry of students' marks and attendance (on line), witnessing the result in the internet, generation of transfer certificates, online submission of scholarship application to Adi Drawida Welfare Department, payment by ECS mode, communication from the Principal to departments, transmission of government notifications to departments are all moniotored and maintained through MIS. Office is automated with required software, ICT trainied man power and supporting appliances.

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each)**:**

a) **Curriculum Development:**

College develops curricula for Vocational Certificate Course ,Short Term courses As per the College follows the curriculum developed by the University for all degree programmes. However, it develops curriculum for Vocational Certificate and Short Term courses offered by the college namely Tourism, Spoken Sanskrit, Intensive practice in English Communication, Advertising, Banking, Spoken Sanskrit, E-commerce,Vedic Mathematics, Physics in Everyday life, Food Chemistry, Internet Basics, Animation, Web Designing and Computer Hardware and Maintenance. For University sponsored courses are Herbal Medicine and Dress designing we adhere University curriculum.

b) **Teaching and Learning:**

Oral Presentations through Lectures/seminars with PPT slides and discussions, Case studies, Quiz in general and on syllabus; **Demonstration** through Role play ,Exhibitions, Projects and model making; **Group Discussions through** Brain storming session and Class Panel discussions; **Collaborative Learning through** Guest speakers, Industrial Visits and interaction with executives/PRO ,Project work, Surveys, workshops; **Digital Lectures through** Online NPTEL courses, you tube, skype. Minor and Major Academic/field/applied **Projects through survey,** Experimental work are in practice. Students are motivated to collect study materials related to their subjects from E-Resource available in the college library, Students are asked to visit various websites to collect the information and supplement the Projects/PPTs for their assignments.

In addition to the traditional methods of teaching,

- Teachers offer thematic and demonstration lectures using audio visual aids, Power Point Presentation through LCD projectors, computers and android mobiles.
- Video lectures by subject experts (you tube, Skype)
- Under Tamil Nadu students' welfare scheme, most of the UG students are provided withLaptop to facilitate effective learning and to enable easy access to internet. BYOD (BringYour Own Device) system found easy to imbibe and to become conversant with PowerPoint Presentations, on line examination, on line applications and on line fund transferpractices.
- Students are motivated to collect study materials related to their subjects from E-Resourcesavailable at the college library.
- Students are asked to visit various websites academic research to collect the information and supplement theprojects/PPTs for their assignments.
- E-Books and E-Journals are accessed via Internet.

- Communication skill is imparted through the English Language Laboratory equipped withcomputers and interactive CDs.
- Field trips and Industrial visits are arranged to enable the students to get hands on exposure Workshops for the final year students regarding Research Project Works are conducted Periodical Assignments on current topics in every subjects are given to student's to browse and prepare
- 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.

c) **Examination and Evaluation:**

Each semester, Three "Continuous Internal Assessment Tests" (CIA), Hand Written Assignmentpractices, (Seminar for PGs) Model Examinations are conducted to evaluate and elevate the students.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.Result analysis of the students is monitored by the Secretary, Educational Advisor/AcademicDirector, Principal, IQAC Coordinator and HODs. Based on subject wise result analysis, suggestions are the teachers concerned.Tracking student's academic progression using Report Card is given regular feedbackfrom parents.As a remedial on the feedback for appropriate measures and extra classes are arranged for slow learners and students who had gone on sports OD / Medical grounds (ML) Parents Student's Teachers Colloquia are arranged at the department/college level to trackprogress of the students.The results are reviewed in relation to university and Neighbourhood College with regard topass percentage, number of distinctions, high and low marks and other related aspects.

d) **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 prepared 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. 12(B) status and research centre initiate to get Research work and minor Research Projects, teachers are motivated by the management to undertake research and to contribute papers in the National/International Journals/ Conferences- Pragnavani
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
   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

e) Library, ICT and Physical Infrastructure / Instrumentation:

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

All departments have computers with internet facility

f) 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 nonteaching 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.

- 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 from 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 candidate with merit and teaching calibre.
- Fair chances are also provided to qualified alumni of our institution and our sister institutions as well.

g) 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. College of Gandhian Thought, Gandhi Museum, Madurai.

8. CMC Academy, Perumalpuram, Tirunelveli.

9. Diploma in Sanskrit-, Bharathidhasan University, Trichy.

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

❖ **Admission of Students**

Immediately after the declaration of HSC results, as per the guidelines of Tamilnadu Government Order issued by the Director of Collegiate Education, advertisements are given in the media, college website and in chosen monthly journals/magazines. Applications are invited physically as well as by online mode and processed by the admission committee for the preparation of merit list and subsequently the selection list on the basis of reservation policy as given in the GO. The admission process will be closed as per the dates notified by the Government/University. On verification of all supporting documents (date of birth, marks statement, transfer certificate, Aadhar certificate, other required authentications) the admitted list is forwarded to the University (for the award of register number and JDCE (for intimation).

1. Admission forms issue/Registration

2. Preparing Merit List

3. Preparing Waiting List as per Government norms.

6.2.2 : Implementation of e-governance in areas of operations:

a) **Planning and Development:**

As per the saying, 'well planned half done' the academic calendar is designed and developed with space and time for all academic and allied activities. As per the statement, 'dividing the task doubling the success' the decentralised duties and responsibilities of all members of the college helps in effective management. Timely submission of Students Data Base to the Government for scholarships is strictly adhered. Our institute maintains a separate web page for admission process, configuration process, attendance report, SMS absent report, Transfer Certificate generation. All the above mentioned Planning are implemented with the campus development

1.Wifi campus

2. All the communication from the IQAC and management are shared by email.

3. Individual laptop provided for all departments.

4.Some departments are provided with more than one laptops.

5. Smart class room is available with ICT technology.

6. Research centres are equipped with Wifi facility

b) **Administration:**

Communications from the academic bodies/agencies, University, Government, scientific bodies/societies, IQAC and Administrative office are shared by email to HODs, Hostel and all designated functionaries.   With the hierarchical system from the top management through the Principal reach the faculty/staff members

through the HODs and OS. Administrative set up is defined and the details are given in the calendar which helps in friction free administration. Principal is ably supported by integrative approach of five Deans through departmental HODs and staff members are administrate the mention below:

1. Staff Time Table/Workload
2. Department Time Table
3. Continues Internal Assessment 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/NIRF/AISHE/AICTE.

c) Finance and Accounts:

Internal and external financial audit is made by designated chartered accountants earmarked by the management. Students may pay the fees to the college by e-mode or by DD or Cash mode. Students pay their exam fee by online mode. Employee Provident Fund (EPF) and Employee State Insurance Corporation (ESIC) payments are generated through online. Salaries for all employees are credited by ECS payment system. ATM is available in college campus. The management is aiming to have a bank or an extension counter of a bank.

f) Student Admission and Support :

- 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 available, 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. Admission process starts after the XII results with a prescribed period as per state government guidelines issued by the Director of Collegiate Education.
  4. The college adopts reservation-cum-merit Policy. The transparency in the admission process is assured through admission committee and the selection reports are prepared and sent to the government bodies.
  5. 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.
  6. Our institute is maintaining a web page for admission process,attendance report, SMS absent report, transfer certificate generation.

❖ Examination

Every semester, Three Continuous Internal Assessment Tests, Hand Written Assignment practices, (Seminar for PG students alone) Model Examinations are conducted to evaluate and elevate the students. After every CIA marks and attendance of the candidates too are uploaded in the university online exam portal. The CIA is conducted centrally with defined time table. Printed answer books for CIA and model examinations are provided to the students. CIA marks are sent to the parents through progress cards with appropriate comments on the

students to the parents.

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. For every internal exam, marks and attendance details were uploaded to the university portal with in ten days from the concerned exam.
3. 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.
4. Tracking student's academic progression using Progress Card and getting regular feedback from parents.
5. As a remedy on the feedback, tuitions and extra classes are arranged for slow learners and students who had gone on sports OD / Medical grounds (ML)
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 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	T.Miruna Devi	Internet and Digital Transforming in rural marketing	-	125
2017	N.Lavanya	Factors influencing Indian Consumer Behaviour of Organic Food	-	750
2017	T.Kalavathi	Digital India and Rural Marketing	-	125
2017	T.Miruna Devi	Social Media and Internet in Marketing	-	125
2017	Dr.V.Vallinayagi	A Study on Data and Data Mining –A Way to Future	-	750
2017	M.Vijayalakshmi	A Study on Data and Data Mining –A Way to Future	-	750
2017	A.Usha	International conference on trends on tamil literary works	-	750
2018	A.Mahalakshmi	A study on number of edges added graphs	-	500
2018	K.Ramalakshmi	A study on split on strong split steiner domination number of graphs	-	500
2018	B.Parvathi Devi	A study on network securities	-	500
2018	K.Amutha	A study on network securities	-	500
2018	Dr.S.Parvatha Krishnammal	National conference on Ilakiyathil iyarkai	-	250
2018	M.Karthiga	National conference on Ilakiyathil iyarkai	-	250
2018	S.Shankari	A Brief analyze on test mining and its	-	250

		application			
2018	J.Ponrenga	A Brief analyze on test mining and its application		-	250
2018	T.Ratha Jeyalakshmi	-		Indian Science Congress Association	125
2018	J.Ponrenga	-		Indian Science Congress Association, Kolkata	125
2018	K.Amutha	-		Indian Science Congress Association	125
2018	B.Parvathi Devi	-		Indian Science Congress Association	125
2018	P.Anusha	-		Indian Science Congress Association	125
2018	B.Sudar Veni	-		Indian Science Congress Association	125
2018	K.Lakshmi	-		Indian Science Congress Association	125
2018	V.Raja Rajeswari	-		Indian Science Congress Association	125
2018	S.Rajeswari	-		Indian Science Congress Association	125
2018	D.Gnana Saraswathi	-		Indian Science Congress Association	125
2018	J.Umai Parvathiy	-		Indian Science Congress Association	125
2018	M.Bagyalakshmi	-		Indian Science Congress Association	125
2018	C.Preethi	-		Indian Science Congress Association	125
2018	N.Laxmi Priyanka	-		Indian Science Congress Association	125

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2017	Faculty Enrichment Program	The Science of Stress and strains	24.04.2017	84	-
2017	Training programme	Computer Usage Training	15.6.2017	20	26 (Office Administration Staffs)
2017	Awareness programme	Cleanliness Awareness Programme	30.08.2017	05	14 (House Keeping Members)
2018	Faculty Development Programme	Interdisciplinary faculty seminar	16.06.2018	76	-

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)

Special Programme on Graph Theory and its applications	15	26.07.2017
Orientation programme on young researchers	2	05.12.2017
GST-Basics,International and National Scenario	65	05.12.2017

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime, Temporary	Permanent	Fulltime/temporary
25	-	2	3

6.3.5 Welfare schemes for

Teaching	• Management sanctions Medical leave for 7 days per year with salary for teaching and non-teaching staff : Provident Fund, Festival Advance, ESI, Maternity leave are in practice • Personal loans are given to staff at times of emergency • The college arranges loans through nationalized banks for the staff to meet the needs of house construction and marriage. • 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. • The management recognizes the services rendered by the teaching staff for producing university rank holders/centum result in a special way by complimenting cash awards • 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 • RO system is available in all the department staff rooms, library, canteen and hostel premises Management encourages the Teaching staff with cash awards on the occasion of presenting papers in National/International conferences "Workers welfare accident policy" –It is a group insurance policy sum insured upto 1,00,000 and the risks covered upto three sections.
Non teaching	• Financial aid to the children of the supporting staff for education • Fee concession for children studying at our sister institutions
Students	State/Central Government Welfare Scholarships • Financial Assistance through College Endowments •Financially encourage the students in intra mural and inter collegiate competitions/conferences •The fund contributed by the Alumni has been utilized towards payment of tuition fees and examination fees for economically weak students/parentless children •An "Alumnae Library" has been initiated and the books are issued to needy students •The Career Guidance cell provides training to students to enhance their soft skills towards employability •Arranges bus pass to students in collaboration with the metropolitan transport (TNSTC) corporation College arranges safe transport facility at times of necessity/emergency.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

       The management committee is the apex body to monitor effective and efficient use of financial resources. The funds are optimally used and standardized auditing procedures are adopted to scrutinize the utilization of the same. The audited statements of expenditure and utilization certificates are submitted to the concerned agencies on time. Management adopts a systematic policy for the control of expenses and usage of funds. The college accounts are subjected to internal and external audit. Audit is done annually. All financial transactions are checked by the financial consultants and internal auditors appointed by the management. No major irregularities were found in the audit.

External Audit: It is done by a Chartered Accountant appointed by the management, once in a year. External audit is done by the scheduled chartered accountants of Sri Ramakrishna Tapovanam, Tirupparaithurai.

Our college conducts external audits regularly.MR.Ramanujam, Chattered Accountant doing the external financial audit in yearly.

Internal Audit: Daily accounts prepared by the office staff are verified by the Principal/Bursar. Office superintendent checks monthly cash ledgers. Accounts relating to funds from various agencies are properly accounted, vouched and verified in the office and checked by the principal.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
NIL		

6.4.2 Total corpus fund generated	Rs. 50,000/-

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	No	Yes	Inter-departmental
Administrative	Yes	Sri Ramakrishna Tapovanam, Tirupparaithurai	Yes	IQAC

6.5.2 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 secretary and 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 and receive immediate response for SMS sent from the college to the parents by concern staff.

- Parents come for PST meetings regularly.
- Parents are highly cooperative with the management and staff in following the rules and regulations of the College.

6.5.3 Development programmes for support staff

- Orientation Programme in automation anddministration was conducted
- Motivating them to take higher studies through IGNOU, TNOU, MTU.
- Department of Information Technology, Computer Science and Computer Applications provide free computer literacy for the supporting staff of the college
- Faculty enrichment programme was conducted regularly in different aspects and interdisciplinary seminars are also conducted.

6.5.4 Post Accreditation initiatives:

a) Constant efforts to get permanent affiliation for courses from the parent University and 12(b) status from UGC.

b) Planned for the initiation of MOOCS, OER, SWAYAM and other online studies.

c) Propose to follow the Spaced Learning and Cooperative Learning at all possible levels.

6.5.5

a. Submission of Data for AISHE portal   : Yes

b. Participation in NIRF   : Yes

c. ISO Certification   : No

d. NBA or any other quality audit   : No

6.5.6 Number of Quality Initiatives undertaken during the year

IQAC conduct periodical meeting with the heads of the departments along with the secretary and Principal the decisions arrived are intimated to the staff members. IQAC act as a bridge between administration and academic functionalities. IQAC in coordination with governing council of the college frame and schedules varies academic and administrative activities for every year.

The decisions of IQAC are formally approved by the college governing council. Following are the approved decisions:

∗ To encourage staff to attend refresher and orientation training programme.

∗ To promote research attitude among teachers and students through organizing seminars, conferences and workshops.

∗ To conduct on and off campus placement drives.

∗ To conduct motivation programmes for entrepreneurship.

∗ To conduct skill development programmes.

∗ To encourage non-teaching staffs to attend administrative training programs. All the above programs were implemented and successfully completed.

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration	Number of participants
2017	Mock Interview	24.02.2017	1 day	50
2017	Campus Interview from E-Kids Private Limited , Chennai.	30.03.2017	1 day	26
2017	Campus Interview from SPIC, Tuticorin.	06.04.2017	1 day	24
2017	Faculty Enrichment Program on "The Science of Stress and Stress"	24.04.2017	1 day	84
2018	Employment & Career Guidance Workshop	07.02.2018	1 day	120

2018	Lighting ceremony	03.08.2018	1 day	550
2018	Padha Pooja Celebration	09.03.2018	1 day	550

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
Youth Day Celebration sponsored by the Management	10/01/2018	1782	-
International Women's day Celebration sponsored by the Management	08/03/2018	1779	-
Empowerment of Youth is based for the Upliftment of our Mother Land sponsored by the Management	26/02/2018 to 04/03/2018	89	-

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
sources

Percentage of power requirement the College met by the renewable energy sources | 5 |

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 practiced in the College. Some of the eco initiatives of the campus include:
- Rain water harvesting
- Herbal garden /sacred garden
- Energy efficient lighting (LED)
- Solar powered lights
- Waste management (Vermicomposting)
- Safe disposal of laboratory wastes
- Green/ Red Bin System
   Seminars and discussions on current environmental issues

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	1
Provision for lift	No	-
Ramp / Rails	Yes	1
Braille Software / facilities	Yes	-
Rest Rooms	Yes	1
Scribes for examination	Yes	-
Special skill development for differently abled students	Yes	-
Any other similar facility	Yes	-

1. Wheel-Chairs aids
2. Special Toilets
3. Walking Aids
4. Scholarships

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of	Number of	Date and	Name of	Issues addressed	Number of

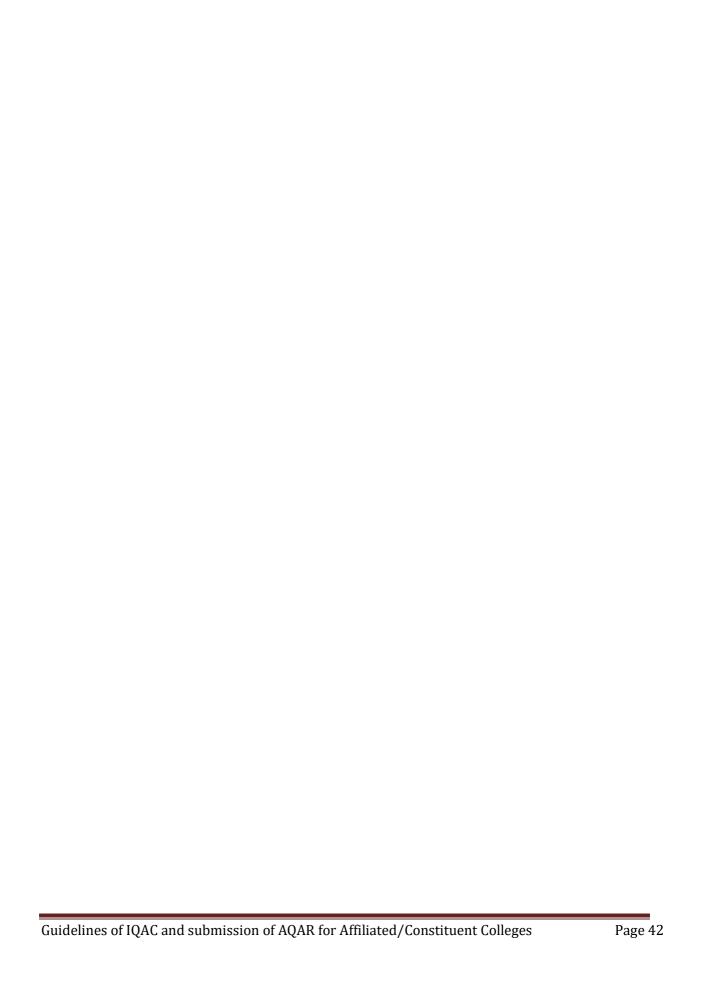|	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community	duration of the initiative	the initiative		participating students and staff
2017-2018	2	2	8/9/2017 & 12/9/2017	NSS	Cleanliness & Wall Painting	40 Volunteers and 4 Staff members

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Academic Handbook	16/6/2017	http://srisaradacollege.org/code_of_conduct.php

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
World Yoga Day Celebration	21/6/2017	552
Bhagavat gita Chanting	30/6/2017	322
Cleaning Thamarabarani River	16/7/2017	28
Salam Kalam Film Show	8/8/2017	1644
Awareness Programme on Dengue	24/8/2017	192
Cancer Awareness Programme	14/9/2017	385
Legal Awareness Programme	15/9/2017	218
Nation Wide Awareness creation and Promotion on Legal Rights of Women	30/10/2017	1800
Ramayanam Discourse	16/12/2017	1800
Gandhian Thought Class	27/12/2017	1579
Meditation in Daily Life - Camp	5/1/2018 & 6/1/2018	192
Awareness Programme on Road Safety	28/2/2018	150
International Women's Day Celebration	8/3/2018	500

7.1.7 Initiatives taken by the Institution to make the Campus eco-friendly (at least five)

- ➢ Energy efficient lighting (LED)
- ➢ Solar powered lights
- ➢ Waste management (Vermi-composting)
- ➢ Safe disposal of laboratory wastes
- ➢ Green/ Red Bin System

7.2 Best Practices

Describe at least two institutional best practices
Upload Details of two Best Practices successfully implemented by the institution as per NAAC format in your institution website, provide the link.

http://srisaradacollege.org/best_practices.php

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in no more than 500 words

http://srisaradacollege.org/institutional_distinctiveness.php

8. Future Plans of action for next academic year (500 words)

1. To plan and prepare for the autonomy of the institution.
2. To intensify the Innovative R&D activities amongst the students and staff
3. To pursue the construction of Swimming Training Complex with CSR funds.
4. To provide the one LCD attached class room per department
5. To pursue the introduction of IGNOU study centre
6. To have more viable MOUs with organisations with similar wavelength.
7. To intensify the Online Courses of SWAYAM , NPTEL and MOOCS.

Name of the Coordinator, IQAC

RENUKA·N

Signature of the Coordinator, IQAC

Name of the Chairperson, IQAC

M. MALARVIZHI

Signature of the Chairperson, IQAC

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TIRUNELVELI · 627 011