



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		SREE AYYAPPA COLLEGE FOR WOMEN
Name of the head of the Institution		DR. K.V. JAYASHREE
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04652-230980
Mobile no.		9994880053
Registered Email		ayyappacollege1969@gmail.com
Alternate Email		saciqac2017@gmail.com
Address		chunkankadai Nagercoil
City/Town		Nagercoil
State/UT		Tamil Nadu
Pincode		629003
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Semi-urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. K. Meena
Phone no/Alternate Phone no.	04652222409
Mobile no.	9994880053
Registered Email	meenakarthis@gmail.com
Alternate Email	soniyavmenon@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://sreeayyappacollege.com/innovtouch/uploads/2020/09/AQAR-2018-19.pdf">http://sreeayyappacollege.com/innovtouch/uploads/2020/09/AQAR-2018-19.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="http://sreeayyappacollege.com/innovtouch/uploads/2020/09/CALENDAR.pdf">http://sreeayyappacollege.com/innovtouch/uploads/2020/09/CALENDAR.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	76.25	2005	21-Sep-2005	20-Sep-2011
2	B	2.72	2012	10-Mar-2012	09-Mar-2017
3	B	2.23	2019	08-Feb-2019	07-Feb-2024

<b>6. Date of Establishment of IQAC</b>	16-Jan-2006
---	-------------

### 7. Internal Quality Assurance System

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

Innovations in Graph Theory	26-May-2020 1	150
Five-day Faculty Development Programme on	25-May-2020 5	1000
National conference on functional materials	24-Feb-2020 1	120
National Seminar on PCOS	20-Feb-2020 1	90
Nuclear energy and nuclear spectroscopy	10-Jan-2020 1	60
One day International Seminar on	24-Sep-2019 1	220
Current Trends and Research Under Pinnings	30-Aug-2019 1	150
One Day International Workshop on Writing and Publishing in UGC Care Journals	26-Aug-2019 1	200
Emerging Trends in Research	16-Jul-2019 1	250
<a href="#">View File</a>		

**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
nil	nil	nil	2020 0	0
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

## 12. Significant contributions made by IQAC during the current year(maximum five bullets)

? Review of the functioning of the various units of the College as a part of quality enhancement through periodic review of the teachinglearning process at the end of each Semester and collecting feedback from the students on curriculum, teaching, learning and evaluation. ? The teachers are encouraged and allowed to participate in the seminars / refresher courses/ training camps/workshops etc. ? The IQAC has prepared a structured questionnaire for collecting the feedback from students. The reports submitted by IQAC and the review meetings conducted periodically helped significantly to monitor the progress and to initiate measures for quality enhancement. The records and work processes are standardized as per norms of the University. The external audit is done every year by the professional quality auditors. The suggestions of all stakeholders are given due importance and placed in Management review meeting for proper approvals. ? Computerisation/automation of Library including dataentry of books, office works and lending services. Four Smart classes were installed during the academic year. ? Remedial classes are arranged in a planned and regular manner for the slow learning section of students.

[View File](#)

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

Plan of Action	Achivements/Outcomes
<ul style="list-style-type: none"> <li>To improve the results in the University Examination.</li> </ul>	<ul style="list-style-type: none"> <li>Secured Nineth rank in part I Hindi, Third and twentieth Ranks in Part II English, Fourth and Fourteenth rank in B A History English Medium, sixth rank in BA English, Eighth rank in B. Sc Physics, Sixteenth rank in B. Sc Chemistry, Fourth, Seventh and Nineteenth Ranks in B. Sc Botany and Fifth Rank in M.Sc Mathematics in April 2019 examinations. • M Phil English and M Phil Commerce have secured 100 results in April 2019 examinations.</li> </ul>
<ul style="list-style-type: none"> <li>To inculcate in our students service towards the community at large.</li> </ul>	<ul style="list-style-type: none"> <li>Save Girl Child Programme • Road Safety Awareness programme • Limb camp • Not Me But You - tailoring machine donation • Nutrition awareness • International Women's Day Celebrations • Plastic Removal Campaign • Tree Plantation • Hand washing campaign • Beach Cleaning • Social media awareness campaign • Corona Virus Awareness Campaign • Mask Preparation and distribution</li> </ul>
<ul style="list-style-type: none"> <li>To encourage the students in sports and other cultural activities</li> </ul>	<ul style="list-style-type: none"> <li>Students won medals in swimming, long jump, javelin throw, hammer throw, hurdles.</li> </ul>
<ul style="list-style-type: none"> <li>To motivate the staff members to</li> </ul>	<ul style="list-style-type: none"> <li>Twenty-Four staff members presented</li> </ul>

publish research papers and author books.	papers in International and National seminars and conferences.
• Encouraging the faculty members to publish research papers in International Journals.	• Department of Mathematics, English, Physics, Commerce, Zoology published papers in UGC Care Journals. Two staff members served as resource persons
<a href="#">View File</a>	

<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
--	-----

Name of Statutory Body	Meeting Date
College council	03-Aug-2020

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
--	----

<b>16. Whether institutional data submitted to AISHE:</b>	Yes
---	-----

Year of Submission	2020
--------------------	------

Date of Submission	31-Jan-2020
--------------------	-------------

<b>17. Does the Institution have Management Information System ?</b>	No
--	----

**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

Efforts are made to ensure that the curriculum is implemented effectively and innovatively. This includes a wide variety of factors from the recruitment of faculty, work culture, supervision and review factors during departmental meetings. The academic calendar along with annual plan is prepared by the Principal in consultation with the Examination Committee. The college develops action plans for effective implementation of the curriculum. Principal conducts council meetings with the Heads of different Departments to develop strategies for effective implementation of the curriculum. Department level meetings are conducted to formulate academic plans and to allocate the teaching work load. A college level orientation programme is held in the Auditorium for the new entrants. All the department faculty members meet their students on the orientation day and the infra structure facilities available in the department and college are explained to the students. Academic calendar of the college is distributed to the students which contains all the day to day activities of the college. Teachers are encouraged to adopt innovative IT oriented teaching methods. Guest lectures are arranged every semester for the benefit of the students. Question Bank is maintained by every staff member. Industrial visits

and field trips are encouraged. University rules and regulations are strictly followed with regard to the implementation of the curriculum. Students are encouraged to attend all the classes without fail. Parents are intimated about the performance of their children. Planning of the examination done by the staff council is implemented by the examination committee. The committee conducts three internal tests and one model examination. The committee prepares the time table for the three internal and one model examination. The efficient functioning of the remedial system encourages the students to perform well in their studies. Students are encouraged to develop a research interest at the under graduate and post graduate level. Monitoring regularity in attendance, discussions in class rooms, sensitive observation by teachers, internal assessment tests and continuous evaluation and review of examination results. Teaching quality improved by using ICT oriented techniques, Seminars conducted by students using LCD projector, giving innovative assignments, industrial visits and study tour.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
nil	nil	17/06/2019	0	nil	nil

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	nil	17/06/2019

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	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English	17/06/2019
BA	History	17/06/2019
BSc	Mathematics	17/06/2019
BSc	Physics	17/06/2019
BSc	Botany	17/06/2019
BSc	Zoology	17/06/2019
BSc	Chemistry	17/06/2019
BCom	Commerce	17/06/2019
BBA	Management	17/06/2019
MA	English	17/06/2019
MCom	Commerce	17/06/2019
MSc	Mathematics	17/06/2019
MPhil	English	17/06/2019
MPhil	Commerce	17/06/2019

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

Certificate	Diploma Course

Number of Students

0

0

**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
nil	17/06/2019	0

**1.3.2 – Field Projects / Internships under taken during the year**

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	nil	0

**1.4 – Feedback System****1.4.1 – Whether structured feedback received from all the stakeholders.**

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

• Students representatives are members of Anti-ragging committee and hostel committee. The institute collects feedback on support services from all the final year students as well as from the student representatives in order to improve these services. • The institute collects feedback from all the students on teaching and curriculum which is used to improve the overall performance of the institute. • Under the leadership of the Heads, the departments plan and execute their academic and administrative activities. • The institute has a policy to collect students' feedback on the implemented curriculum by the university at the end of each academic year. • A soft skill training programme is offered to the students coming from rural background. This programme develops attributes such as team building, communication skill, time management and leadership skill. • The subjects are assigned to the faculty members well ahead of the start of the semester based on their experience. • Teachers prepare notes on lesson, question bank for every theory subject and lab manual for every practical course. • Subject knowledge is further strengthened by relevant guest lectures and conferences. • Bridge courses are organized for slow learners • The academic calendar is planned well in advance, the regular classes are complimented with tutorial classes and remedial classes. • Examination cell works in a very organized manner • Regular unit tests and model examinations are conducted centrally by the examination cell in a very organized manner. • Prompt valuation of the answer scripts and entry of the marks help in monitoring the performance of the students and sending a report to the parents. • In tune with the increasing enrollment, there has been some improvement in infrastructure facilities. New Mathematics block is the infrastructural development for the last year. • The college is committed to promote sports activities towards the all round growth of its students. The college has set up a gymnasium to train the students. • A serene green campus

sets an ambience for peaceful learning. • Remedial classes are conducted to get feedback from the students on syllabus and difficulties faced in the learning process. • Based on these feedback points, appropriate remedial steps are taken in time to enable the students to progress in their studies without any difficulties.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	English	34	107	31
BCom	Commerce	64	180	63
BSc	Zoology	48	60	35
BSc	Botany	48	55	36
BSc	Physics	48	136	45
BSc	Mathematics	48	192	38
BA	History (Tamil Medium)	64	40	35
BA	History (English Medium)	64	40	37
BA	English	64	239	61

### 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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1360	186	55	4	20

### 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
80	31	3	4	4	3

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The mentoring system available in the college is implemented during the Tutorial Hour every Wednesday with the objective of monitoring the academic progress and the overall behaviour of the students. A batch of 15-20



students are given special coaching by the deputed teacher in the tutorial hour. The Tutor maintains the details of the students assigned to her to keep track of the growth and development of each student inside the campus. The tutor identifies the problems of the students both academic and personal and act as counsellor. The tutor also identifies the financially backward students and makes arrangements for getting her financial assistance from the appropriate authority. Students discuss their problems openly with their tutors. Tutor maintains a good rapport with the students which helps in identifying the problems immediately and solves them in appropriate manner. The Mentors perform the following functions: • Maintain personal details of the students including their address, contact numbers, overall academic performance and progress. It will help the mentor to track the academic performance of her mentees. • Advice the students regarding choice of projects, seminars, presentations etc. • Counsel and motivate the students in all academic matters and reduce the student drop-out rates. • Identify and understand the status of slow learners and encourage the advanced learners. • Guide the students in taking up extra-curricular activities. • Contact the parents/guardians of the students in case of their academic irregularities, behavioural changes through the Head of the Department or Principal. • Advice the students in matters of their career. • Provide information to the college about the academic performance of the alumni. • Communicate with the fellow faculty and promote mentees at the time of difficulty/opportunity to help them develop further in their areas of interest. • Provide psychosocial support at the time of need. • Enhance the mentees confidence and provide support system.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1546	80	1 : 20

## 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
7	7	0	7	4

### 2.4.2 – Honours and recognition 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
2019	Dr. S. S. Sandhya	Assistant Professor	Perasiriyar Kalaimani Award - 2019 (National Level Award)

## 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
MPhil	31	Year	26/04/2019	31/05/2019
MSc	25	Year	26/04/2019	31/05/2019
MCom	23	Year	26/04/2019	31/05/2019
MA	21	Year	26/04/2019	31/05/2019
BCom	13	Year	26/04/2019	25/06/2019
BSc	15	Year	26/04/2019	27/06/2019

BA	11	Year	26/04/2019	25/06/2019
----	----	------	------------	------------

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

University adopts CBCS system that has two components for assessment. One is internal test and the other is external examination. The internal test carries 25 marks for all the subjects. Internal marks for practical are 40. As per the norms of the university three internal tests are conducted. Internal tests are centralized and conducted systematically. Same pattern of question paper is used in in-house examination. Internal marks awarded to the students are displayed on the notice board to promote transparency. Assignments, seminars, projects practicals are conducted. Internal tests facilitate continuous assessment of the student's progress. Students are encouraged to write improvement tests if they get low marks in internal tests. For practical assessments, the student is assessed by considering the attendance, observation report, record note books and overall performance are valued by the course teacher. Retest for those students who are away on other duties like sports/NSS.

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

At the beginning of the academic year, the calendar is prepared for entire year which is helpful for conducting CIE. Keeping in view of the number of working days, test for internal evaluation is decided and mentioned in the academic calendar. The complete evaluation process as well as the examination schedule is communicated to the students through college handbook. The schedules of the internal tests are provided in the college handbook. The college also has an examination committee consisting of two faculty members who prepare the schedule for the monthly tests and model examination. Changes in academic calendar are made only after getting the consent in the council.

**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://sreeayyappacollege.com/pso/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
31	MPhil	English	8	8	100
25	MSc	Mathematics	24	23	96
23	MCom	Commerce	30	20	67
29	MA	English	29	25	86
13	BCom	Commerce	62	37	60
15	BSc	Mathematics	45	38	84
11	BA	English	62	59	95

**2.7 – Student Satisfaction Survey**

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[https://docs.google.com/forms/d/1qtX14RsRbcDj2GcS6xOYMKuMi\\_VBxbPvWsq\\_d4P8PBk/viewform?edit\\_requested=true](https://docs.google.com/forms/d/1qtX14RsRbcDj2GcS6xOYMKuMi_VBxbPvWsq_d4P8PBk/viewform?edit_requested=true)

### 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 year
Any Other (Specify)	0	nil	0	0

#### 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
NIL	NIL	24/03/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
nil	nil	nil	24/03/2020	nil

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
nil	nil	nil	nil	nil	24/03/2020

#### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
English	1
Mathematics	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Mathematics	6	0
National	History	15	0
International	Mathematics	11	0

International	English	3	0
---------------	---------	---	---

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

Department	Number of Publication
English	2
History	2

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
nil	nil	nil	2019	0	nil	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
nil	nil	nil	2019	0	0	nil

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	15	21	7	5
Presented papers	14	38	0	0
Resource persons	1	3	0	1

### 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 participated in such activities	Number of students participated in such activities
Blood Donation Camp	Youth Red Cross and Indian Red Cross Society Kanyakumari Branch	2	210
Jal Shakthi Abhiyan And Swachtha Week	YRC	2	30
Save Girl Child	NSS	3	300

Programme			
-----------	--	--	--

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	Number of students Benefited
Women Empowerment	Inspirational Women Award 2020	Womens Forum ON, BY AND FOR YOU	200

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 participated in such activities	Number of students participated in such activities
Gender Sensitisation	Social Welfare Department, Govt of Tamilnadu and Youth Red Cross	Rangoli and Music Competition with the theme of Women Empowerment and Awareness talks	5	150
Plastic Removal Campaign	NSS	removing the plastic from the community	3	300

### 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
nil	0	nil	0

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	Duration To	Participant
nil	nil	nil	17/06/2019	23/03/2020	0

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/Activities	Number of students/teachers participated under MoUs
Synergy	19/12/2019	Skill Development	33

## 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
7500000	10000000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

### 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
Arokya Library Automation Software	Fully	NIL	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
e-Books	3135000	0	0	0	3135000	0
Journals	27	15550	0	0	27	15550
e-Journals	6000	0	0	0	6000	0

4.2.3 – 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
nil	nil	nil	24/03/2020

### 4.3 – IT Infrastructure

#### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	59	1	1	0	0	7	9	100	0
Added	2	0	0	0	0	1	0	0	0
Total	61	1	1	0	0	8	9	100	0

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

100 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
nil	<a href="http://sreeayyappacollege.com/">http://sreeayyappacollege.com/</a>

### 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
1000000	800000	200000	200000

#### 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)

**Physical facilities:** Physical facilities including laboratories, class rooms, and computer are made available for the students those who are admitted in the college. Students seeking admission to desired courses including a laboratory curriculum are charged for the laboratory expenses at the time of the admission as suggested by university as well as management. The classrooms boards and furniture facilities are utilized regularly by the students. The maintenance and cleaning of the classrooms and the laboratories are done with the efforts of the non-teaching staff. The college garden is maintained by the gardener appointed by the college. The college has adequate number of computers with internet connections and the utility softwares distributed in different locales like office, laboratories, library, departments etc. the library is also provided LAN facility for the computers and they are loaded with the library software. The departments and staff can make use of the computer system with internet at their seating places. The college website is maintained regularly. The maintenance of UPS and the Generator is done regularly. Electrical and plumbing related maintenance is done with the help local skilled persons and the expenditure is done from budget gained by college from different sources.

**Academic and support facilities:** The academic support facilities like library, sports and other platforms supporting overall development of the students like NSS, YRC, career guidance and counseling is open to the students. A provision of the budget for the library maintenance is made by the college management. The activities like fumigation and keeping library clean is done frequently by library staff. The sports department of the college is meritorious and is

adequately equipped.

<http://sreeayyappacollege.com/innovtouch/uploads/2020/11/Procedures-and-Policies-for-maintaining-Physical-Facilities.pdf>

## 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	K. P. Narayanan Nair Memorial Free Education Scheme	5	10000
Financial Support from Other Sources			
a) National	BC - MBC - SC/SCC/ST Scholarship from Government of Tamilnadu	638	1993109
b) International	0	0	0

#### 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
Remedial Coaching	05/07/2019	1546	Institution

#### 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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	JAYAM ACADEMY, Nagercoil - Facing Competitive Examinations	275	0	0	0

#### 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	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

### 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
nil	0	0	nil	0	0

### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	17	BA	English	Sree Ayyappa College for Women	MA

### 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	Number of students selected/ qualifying
NET	2

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

Activity	Level	Number of Participants
M.S University Intercollegiate Swimming at Anna stadium Palayamkottai - 4x25m relay	state	2

## 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	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	nil	National	0	0	0	nil

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

Principal will notify the students of the process for selection as a student representative. Every year one student representative is selected from each class. These representatives elect office bearers of the college union. The college union consists of Chairperson and vice-chairperson from the third year UG students. They also elect a secretary and two joint secretaries. There is a fine arts club for which a secretary and two joint secretaries are elected. Additionally there are two organizing committee members. Every year fine arts

club organizes competitions during onam celebrations. Youth festival is also one of the important activities of the fine arts club. Role of the student association and student council

1. To officially represent all the students in the college.
2. To identify and solve problems encountered by the students in the college.
3. To communicate its opinion to the college administration on any subject that concerns students' and on which the council wishes to be consulted.
4. To promote and encourage the involvement of students in organizing college activities.

Responsibilities of student council and students association

1. To officially represent all the students in the college.
2. To consult students on any issue of importance.
3. To organize educational and recreational activities for students.
4. To maintain good relation out of mutual respect with the college staff and parents.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Association was registered in November 2019. It was registered under The Societies Act at Nagercoil Registration office Dr. B. M. Myla, Assistant Professor of Tamil is the President of the Association

5.4.2 – No. of enrolled Alumni:

325

5.4.3 – Alumni contribution during the year (in Rupees) :

32500

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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 The managing board consisting of eleven members including Principal and University representative acts as the apex body which manages the functioning of the college. Management board designs and develops quality policies and plans to comply with broad guidelines issued by the University and Government from time to time for the conduct of academic programme. The college council consisting of the Principal and Heads of the Department discuss and develops plans to match those of the university. Managing body delegates all the academic and operational decisions based on policy to the academic council headed by the Principal. Staff council suggests improvements in the design and implementation of the academic plans. Academic council formulates common working procedures and entrusts the implementation with the HODs. HODs manage the day to day activities of the department Each department organizes various association meetings and provides academic knowledge through eminent resource persons. A team of faculty members and students coordinate the co-curricular and extracurricular activities in the college through various clubs like Women's Cell, Youth Club, Rotaract Club, Fine Arts Club, YRC and NSS. Other units of the college like sports, library have operational autonomy under the guidance of various committees and association and students are involved from various departments in the decision making process. Highly decentralized admission of students for each department. Principal who is the administrative head of the institution delegates financial plans and policies to the office superintendent who is the head of the

administrative staff.

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

No

## 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):

Strategy Type	Details
Admission of Students	As soon as the higher secondary results are published institution gives advertisement for admission in the local paper. After receiving the applications, students are admitted following merit and Government reservation policy.
Industry Interaction / Collaboration	Visiting textile mills and other factories and having interaction with labourers. Visiting agri-farm and herbal centres under study tour programme. Each department has its own extension activities like giving awareness programmes to the students of special schools.
Human Resource Management	Guest lectures are arranged on current topics every semester for the benefit of the students. Every department conducts seminars inviting eminent persons from other states. IQAC conducts international seminar
Library, ICT and Physical Infrastructure / Instrumentation	Institution encourages students to actively participate in indoor and outdoor sports activities. A compact gymnasium with treadmill, gym cycle, gym ball etc which enable the students to have a thorough work out. A modern language laboratory and computer lab is established. Yoga training is provided as a regular activity to the interested staff members and students for enriching their physical, mental and social health. Wifi facility is available in the Library for accessing the N-List journal. Students and faculty members are encouraged to utilize the available library resources.
Research and Development	Students are encouraged to develop a research interest at the under graduate and post graduate level. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council has increased considerably. During the last five years, three new courses like B.A. English, B.Sc Chemistry and M.Phil

Commerce were introduced. All the programmes in the College follow Choice Based Credit System (CBCS). Teachers attend Orientation and refresher course for enriching their capabilities. Mathematics department has been upgraded into a researchcentre.

Examination and Evaluation

The internal test carries 25 marks for all the subjects. Internal marks for practical are 40. Three internal tests are conducted. Internal tests are centralized. Same pattern of question paper is used in in-house examination. Assignments, seminars, projects practicals are conducted. Internal tests facilitate continuous assessment of the student's progress. Other class tests such as re-test and unit test are also conducted. For practical assessments, the student is assessed by considering the attendance, observation report, record note books. New intimation from the university regarding revaluation of papers, introduction of new question patterns are informed to the students through circulars.

Teaching and Learning

The faculty members identify the advanced learners. Promising students are encouraged to participate in a wide range of academic events, organized by the College or other institutions. The details on the academic performance of the students is collected through attendance and class tests are analysed. Students Remedial System is followed for giving special coaching to slow learners. Intercollegiate competitions and seminars are arranged for the students to make them understand the recent trends in their field of study. Teachers attend Orientation and refresher course for enriching their capabilities. Awareness programmes are conducted by various departments and clubs.

Curriculum Development

The Institution develops action plans for effective implementation of the curriculum. The teachers are allocated subjects based on their specialization and experience. Heads of the Department keep track of the progress by holding department level meetings periodically. University rules and regulations are strictly followed. The efficient functioning of the remedial system encourages the students to perform well

in their studies. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council has increased considerably. All the programmes in the College follow Choice Based Credit System (CBCS).

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

E-governance area	Details
Planning and Development	The college is not implementing e-governance in planning and development area of operation
Administration	Institution follows Government software provided by National Informatics Centre. Institution gets the help of Government treasury, Collector Office Nagercoil for preparation of paybill for the teachers and non-teaching staff.
Finance and Accounts	MS Office software is used for preparing trial balance and other financial statements.
Student Admission and Support	Institution follows the software provided by MS University, Abisekhapatti, Tirunelveli
Examination	Institution follows the software provided by MS University, Abisekhapatti, Tirunelveli

### 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
2020	nil	nil	nil	0

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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	nil	nil	17/06/2019	23/03/2020	0	0

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	From Date	To date	Duration
Short Term Course	3	22/11/2019	28/11/2019	7
Refresher course	2	06/08/2019	20/08/2019	14
Orientation Programme	1	22/01/2020	11/02/2020	22

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	7	2	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>• Leave sanctioned for higher studies under FDP of UGC</li> <li>• Duty leave for attending refresher course, orientation course, seminars, conference and workshop to enhance efficiency of staff.</li> <li>• Provision of loan from financial institutions like HDFC, Nationalised Bank, thrift and credit society.</li> <li>• Quick Provident fund loan facility is available</li> <li>• Festival advances promptly sanctioned</li> <li>• Facilities to take loans from employee provident fund.</li> <li>• Medical Leave with full pay</li> </ul>	<ul style="list-style-type: none"> <li>• Provision for loan from financial institutions like HDFC, Nationalised Bank, thrift and credit society</li> <li>• Compensation leave for extra work done.</li> <li>• Quick Provident fund loan facility available</li> <li>• Festival advances promptly sanctioned</li> <li>• Duty leave for attending official work outside the college,</li> <li>• Medical leave with full pay</li> <li>• Free medical check-up and medical insurance through Government Schemes.</li> <li>• Festival advance facility proposed by the Government</li> </ul>	<ul style="list-style-type: none"> <li>• Winners are awarded by cash</li> <li>• Students are provided financial assistance to attend competitions and seminars</li> <li>• Arranging educational loans from banks.</li> <li>• Placement in reputed firms.</li> </ul>

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<ul style="list-style-type: none"> <li>• Government auditors conduct the audit of the government related accounts like fees, salary, stipend and grants</li> <li>• Director of collegiate education audits and local fund audits are conducted as per government procedure.</li> <li>• External chartered accountants audits accounts of the UGC. Institution has an annual budget prepared by the managing committee. There is also internal audit conducted by NSS management Changanassery. The governing body monitors financial issues and same is reported in general body meetings.</li> </ul>
---

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/ Grnats received in Rs.	Purpose
nil	0	nil

6.4.3 – Total corpus fund generated

0
---

## 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	MS University	Yes	Management
Administrative	Yes	Krishna Associates, Chartered Accountants	Yes	Head Office from Changanassery

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Financial support for construction of new building - Administrative support - Organising seminars
---

6.5.3 – Development programmes for support staff (at least three)

• Computer literacy • Training given by Government Agency • Training for preparing EPF
--

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- Green initiatives - ICT enabled class rooms - Construction of new buildings - E-Learning - add on course
--

6.5.5 – Internal Quality Assurance System Details

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

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Emerging Trends in Research	16/07/2019	16/07/2019	16/07/2019	250

## 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	Period To	Number of Participants
------------------------	-------------	-----------	------------------------



			Female	Male
NIL	17/06/2019	24/03/2020	0	0

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

Percentage of power requirement of the University met by the renewable energy sources
10

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	0
Ramp/Rails	Yes	1
Braille Software/facilities	No	0
Rest Rooms	Yes	1
Scribes for examination	No	0
Special skill development for differently abled students	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	3	9	17/06/2019	150	NSS	Extension Activity	300

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
nil	24/03/2020	nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2019	15/08/2019	930

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Felling of one tree during the construction of a building to meet the growing academic requirements is replaced by planting many trees in the campus. - College has a well maintained botanical garden with a variety of medicinal plants - There are around 200 trees of various species in the college campus. - Burning all types of wastes is prohibited in order to minimize air pollution. - Switching over to energy efficient LED bulbs



## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Best Practice – I 1. Title of Practice : Enhancement of communication in English 2. The context that required the initiation of the practice : Majority of the students are from nearby villages and they are first generation graduates. They have studies there 2 in Tamil Medium. Pass Percentage students in part II English is low. 3. Objectives of the practice : Communications skills are important for students it will help them in their studies, career development, job interview and social networking. 4. The Practice : There is a language lab with computers. Weekly once every Fridays special coaching is given to the slow learners under this category to improve their communication skill. Grammar classes are taken to improve their language. Regular tests are given to the students and they are asked to write the previous year University Question Papers. 5. Obstacles faced if any and strategies adopted to overcome them : Nil 6. Impact of the practice : Slow learners have come out with better performance in the University examinations. Percentage of failure has decreased considerably. 7. Resources required : Nil 8. About the Institution

Best Practice – II 1. Title of Practice : Financial Aid to the deserving students by the college. 2. The context that required the Initiation of the practice : There are many students coming from low economic background. To extend financial aid to the economically backward students especially who are not receiving any scholarship are any other Monitory Assistants from Government or Non Government Agencies. 3. Objectives of the practice : To support financially to the deserving students from economically backward section who are not receiving any Government and Non Government Agencies. 4. The Practice : The college authorities after scrutinizing the records select students coming from very poor economic background and who are not getting any scholarship from Government and Non Government Agencies. These selected students are given financial assistance like paying the tuition fees and exam fees till they complete their course. 5. Obstacles faced if any and strategies adopted to overcome them : Nil 6. Impact of the practice : Dropout of the students is very low after implementing this financial support scheme. 7. Resources required : Nil 8. About the Institution i. Name of the Institution : Sree Ayyappa College for Women ii. Year of Accreditation : 2019 iii. Address : Chunkankadai, Nagercoil - 629003 iv. Grade awarded by NAAC : B Grade v. E-Mail : ayyappacollege1969@gmail.com vi. Contact person for further details : Dr. K.V. Jayashree .

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://sreeayyappacollege.com/best-practice/>

## 7.3 – Institutional Distinctiveness

### 7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The best practice which have contributed to the achievement of the institutional objective and contributed to the quality improvement of core activities of the college are as follows: The prime aim of our institution to make the women self-reliant and responsible, is achieved by including the marginalized and excluded women of the society. Women, who are deprived of education and denied of opportunities get educated, enlightened and empowered economically, culturally, socially and politically in our institution. This is achieved by coordinating their scanty resources through various programmes and evaluation and thereby to transform them into human beings leading a life of dignity and self-worth. Education in our institution extends beyond classes, books and research paper. Our college always finds ways to have the right

balance between the academic and non-academic activities. Extension activity initiated by our college has the motto to reach the unreached. The programme helps the students in identifying the needs and understanding of their community. The outreach initiative is aimed - To inculcate the value of social responsibility in the minds of students - To develop leadership qualities and participate in community based programmes - Contribute towards social empowerment by engaging all section of the community in the task of village development. - Create awareness among students on the need for helping orphans, the elderly and differently abled people We have tried our best to motivate the students to acquire skill and education. For M.Com department Tally proficiency, coaching for competitive examinations and English communication skill were organized. These courses equip students to face the changing trends of the society successfully.

Provide the weblink of the institution

<https://sreeayyappacollege.com>

### **8.Future Plans of Actions for Next Academic Year**

- To conduct greater number of seminars and workshops of National and International importance at our campus.
- To strengthen the participation of PTA and Alumni in the academic and social activities of the Institution.
- To enhance the departments to undertake more number of research projects.
- To broaden the scope of stake holders Feedback to understand future prospects of students
- To augment the existing facilities.
- To enhance the counselling services to the students so that needy students can be provided instantaneous help.
- Promote among the students and teachers an awareness and understanding of the social needs of the country and prepare them for fulfilling such needs.
- Secure a qualitative improvement in its functioning by being responsive to the needs of aspirations of the various stakeholders.
- Institutional Collaboration with Private Placement Agencies for enhancing Placement.
- To enable the students to become fit for national as well as regional level competitive exams. The thrust is on making students employable and self reliant.
- To encourage the faculty to undertake more minor and major research projects.
- Design a systematic teaching syllabus with interactive teaching techniques, library facilitation and online referencing for the students to attain success in the UGC NET/SLET examination.
- Achieve academic excellence by improving the pass percentage and encouraging the students to pursue higher studies and pass the UGC and other competitive examinations.
- Increase the number of student enrolment.
- Enhancement of ICT