



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		Sree Ayyappa College for Women
• Name of the Head of the institution	Dr. K. V. Jayashree	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	9488073939	
• Mobile no	9443693407	
• Registered e-mail	ayyappacollege1969@gmail.com	
• Alternate e-mail	channusree@gmail.com	
• Address	Chunkankadai	
• City/Town	Nagercoil	
• State/UT	Tamil Nadu	
• Pin Code	629003	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Women	
• Location	Semi-Urban	
• Financial Status	UGC 2f and 12(B)	

• Name of the Affiliating University	Manonmaniam Sundaranar University, Tirunelveli				
• Name of the IQAC Coordinator	Mrs. V. R. Anjana				
• Phone No.	94488073939				
• Alternate phone No.	9994880053				
• Mobile	7904547520				
• IQAC e-mail address	iqacsac@sreeayyappacollege.com				
• Alternate Email address	ayyappacollege1969@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://sreeayyappacollege.com/innovtouch/uploads/2021/12/AQAR-Final-Report-2019-2020.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://sreeayyappacollege.com/innovtouch/uploads/2021/12/Acadamic-Calander-2020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	76.25	2005	21/09/2005	20/09/2010
Cycle 2	B	2.72	2012	10/03/2012	09/03/2017
Cycle 3	B	2.23	2019	08/02/2019	07/02/2024
6.Date of Establishment of IQAC			16/01/2006		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	2
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
One Week Faculty Development Programme on Sparking Collaborative Learning Online : Let's Go Digital From 4/6/2020 to 10/6/2020 in Collaboration with University Grants Commission Human Resource Development Centre (UGC-HRDC) University of Kerala for Teaching Faculty	
Faculty Development Programme were conducted in various disciplines	
IIC Conducted a series of Lectures workshops and Webinar	
State Level Workshop on Public Financial Management System with Special Reference to TSA 19/3/2021 & 20/3/2021 to Non-Teaching Faculty	
The teachers are encouraged and allowed to participate in the seminars / refresher courses/ training camps/workshops etc	
12.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
Faculty Development Programme were conducted in various disciplines	? 10 Webinars were conducted ? 2 Faculty development Programme
Digital Literacy to Teaching Staff	? Hands on Training on "Sparking Collaborative Learning Online : Let's Go Digital"
Training programme for Non-Teaching Members	? State Level Workshop on Public Financial Management System with Special Reference to TSA
To Achieve Academic Excellence	? Gold medal in English Literature
To motivate the staff members to publish research papers and author books.	? 12 Staff Members published books / chapters. ? 14 Papers were published in Journals.
To improve the results in the University Examination.	? Athira Suresh BA English Literature (2021 Pass out Received Fred JayaprakshEndowmentMedal. ? M Phil English has secured 100 results in April 2020 examinations. ? 100 percent pass out result in all the programs.
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
College Council Date of meeting(s)	27/12/2021
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2019-2020	31/01/2020

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	17
File Description Data Template	Documents View File
2.Student	
2.1 Number of students during the year	1481
File Description Institutional Data in Prescribed Format	Documents View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	352
File Description Data Template	Documents View File
2.3 Number of outgoing/ final year students during the year	552
File Description Data Template	Documents View File
3.Academic	
3.1 Number of full time teachers during the year	80
File Description Data Template	Documents View File
3.2 Number of sanctioned posts during the year	00
File Description Data Template	Documents View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	36
4.2 Total expenditure excluding salary during the year (INR in lakhs)	Rs.108506
4.3 Total number of computers on campus for academic purposes	64
Part B	
CURRICULAR ASPECTS	

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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.

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 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, giving innovative assignments. IQAC organizes sponsored seminars to improve teaching-learning process.

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File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://sreeayyappacollege.com/innovtouch/uploads/2021/12/Acadamic-Calander-2020-21.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college is affiliated to MS University, Tirunelveli and the evaluation patterns stipulated by the University are strictly followed. Evaluation process is included in the hand book. University rules, regarding attendance for eligible to appear in the University examinations made known to the students. Institution encourages the students who have failed in just one paper in the final semester to appear for supplementary examination so that they get an opportunity to continue their higher studies without any break. Institution encourages the students to apply for the revaluation and re-totalling. Re-test for those students who are away on other duties like sports/NSS

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 practical are conducted. Internal tests facilitate continuous assessment of the student's progress.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://sreeayyappacollege.com/innovtouch/uploads/2021/12/Acadamic-Calander-2020-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

14

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**3**

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**101**

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

We are following the curriculum prescribed by the Manonmaniam Sundaranar University, Tirunelveli. Our college is not an autonomous college. Hence the institution has no right to frame the syllabus. The syllabus given by the university has to be followed. Every three years university changes the syllabus and it is followed by the institution. Various programmes related to gender, environment and sustainability, human values and professional ethics are conducted for the benefit of the students. Seminars are arranged by various associations and invites scholars to give lectures on the above topics.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

6

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students

B. Any 3 of the above

Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	http://sreeayyappacollege.com/innovtouch/uploads/2021/12/Feed-back-report-Teachers-20-21.docx , http://sreeayyappacollege.com/innovtouch/uploads/2021/12/Feed-back-report-PTA-20-21.docx , http://sreeayyappacollege.com/innovtouch/uploads/2021/12/Feed-back-report-Students-20-21.docx , http://sreeayyappacollege.com/innovtouch/uploads/2021/12/Feed-back-report-Alumni-20-21.docx
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
File Description	Documents
Upload any additional information	View File
URL for feedback report	http://sreeayyappacollege.com/innovtouch/uploads/2021/12/Feed-back-report-Teachers-20-21.docx , http://sreeayyappacollege.com/innovtouch/uploads/2021/12/Feed-back-report-PTA-20-21.docx , http://sreeayyappacollege.com/innovtouch/uploads/2021/12/Feed-back-report-Students-20-21.docx , http://sreeayyappacollege.com/innovtouch/uploads/2021/12/Feed-back-report-Alumni-20-21.docx
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
451	

2.1.1.1 - Number of students admitted during the year

451

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

451

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Special Programme to Advanced Learners:

- The college keeps track of their performances and rewards them through scholarships, prizes/awards.
- Workshops are also arranged by the career guidance and counselling cell of the college. Materials and information are also provided by the cell and the departments to the students.
- Promising students are encouraged to participate in a wide range of academic events, organized by the College or other institutions. These include paper presentations, workshops, seminars etc. for which teachers provide any help they require.
- Students are encouraged to take part in department, college and inter collegiate level competitions.
- The faculty members encourage the outstanding students to secure university ranks..

Slow Learners

- To give additional care to the students Remedial System is followed in the college. Every Friday special coaching is given to slow learners and Reappear (RA) category of students. Slow learners have come out with better performance in the University examinations. Percentage of failure has decreased considerably.
- Meetings are held in the departments to discuss the performance of students..
- Special counselling sessions are held for the slow learning students.

File Description	Documents
Paste link for additional information	http://sreeayyappacollege.com/innovtouch/uploads/2021/12/Acadamic-Calander-2020-21.pdf
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1481	80

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

- Projects are undertaken by UG and PG students to enhance learning experience.
- Boosting up the students morale to present papers in seminars organized by the college and other institutions
- Arranging intercollegiate competitions and seminars to make them understand the recent trends in their field of study.
- Providing chance to participate in group discussions
- Students are motivated to present paper, participate in seminar and conduct case studies.
- Students are encouraged in creative writing in magazine
- The system of internal assessment enables the teachers to structure the lessons to their choice
- Orientation and refresher course are attended by the teachers

for enriching their capabilities

- All the infrastructure and facilities available in the campus are student friendly.
- Seminar hall is equipped with LCD projector and audio facility.

Interactive Learning

- Students are encouraged to conduct group discussions and debate
- To enhance their mental calibre the interdepartmental and inter collegiate quiz competitions are organized
- Emphasis on promoting original and critical thinking. Faculty members serve as catalyst in the process of enabling them to grow in this important respect.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	http://sreeayyappacollege.com/psa/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Incidentally our faculty for this year breaking barriers couldnot have been more apt we believe that we are raising a generation that is breaking barriers in terms of learning through new mediums learning from home and learning at a whole new level altogether. Amid this out break we started the academic session virtually for the various sessions online classes starting from UG II & III year and PG II year. Worksheets will also be sent periodically to review concept taught. Students are requested to complete the worksheet on time to ensure that they have understood the concept clearly. Google online class will be the mode of teaching. The link for the online classes are given below.

Energy Physics

Thursday, 22 Apr • 1:30 - 2:30 PM

Google Meet joining info

Video call link: <https://meet.google.com/spv-ebyb-fsw>

Feb 3(4th day):

Second hour- live class-link:
(<https://meet.google.com/uma-xrgx-vkf>)

1. March 12(6th day):

First hour-live class-link:
(<https://meet.google.com/gvk-fwbv-cmt>)

Class	Subject	Subject code	Google classroom code	Google class room link	Me (G)
II Year	Pteridophytes, Gymnosperms and Palaeobotany	SMB031	2wjbhxp	https://classroom.google.com/c/MTIyMjUzNjc5Mjg1?cjc=2wjbhxp	ht og fg
III Year	Horticulture and Plant breeding	SEB05C	ebj26k3	https://classroom.google.com/c/MTIyMDMyOTU1MjE0?cjc=ebj26k3	ht og fg
III Year	Personality Development	SCSB5A	mdkxrh5	https://classroom.google.com/c/MTM4NDQwNjk2NDY3?cjc=mdkxrh5	ht og fg

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

78

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

80

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

54

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

729

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- Three internal tests per semester
- Schedule of dates announced by course faculty
- Study portion announced in the class in advance.
- Question paper pattern based on university examination questions.
- Answer sheets distributed to the students after valuation for them to go through to identify their mistakes.
- Consolidated mark list displayed at Department notice board at the end of the semester, before sending the internal marks to the university.
- Marks informed to the parents
- Attendance registers are maintained
- The results, attendance and overall behaviour of each student is discussed in parent teacher meetings.
- Weightage of behavioural aspect, independent learning, communication skills are given while awarding the marks for seminars, assignments and practicals

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://sreeayyappacollege.com/innovtouch/uploads/2021/12/Acadamic-Calander-2020-21.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- Performance of the students in the internal tests is individually discussed with the students.

- The student can seek clarification from the teacher concerned. Grievance cell examines the grievances and ensured justice to the students.
- Corrective measures are suggested and suggestions are given for improvement.
- When the results of the end semester examinations are published the students are advised to apply for revaluation if needed.
- The out of syllabus questions in the University examinations are immediately intimated to the Controller of Examinations.
- The college has a Grievances Redressal Cell. The students can approach the office for grievances connected with evaluation at university level. The Principal after going through the nature of grievance, suggests measures to be followed by the students.
- Regarding the internal examinations if the students have any grievances regarding their marks they can approach their subject teachers directly or through their class-in-charges and get their grievances redressed.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://sreeayyappacollege.com/innovtouch/uploads/2021/12/Acadamic-Calander-2020-21.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The university semester result is submitted by the teachers for monitoring the progress of students. The progress and performance of the students are monitored through class tests, seminars, assignments, internal tests, quiz and model tests. Cumulative record of academic performance is maintained for each student by the tutors. Students are specially taken care of for their betterment in quality and personality. Internal assessment results and the university semester examination results are communicated to the parents personally and in parent teachers meeting. Parent meeting is conducted to communicate the overall performance of their wards. The slow learners are monitored by their mentors. Due to effective monitoring mechanism followed in the institution, students improve their knowledge and skills. Many university ranks are obtained by

students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://sreeayyappacollege.com/psa/
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The programme outcomes and Programme Specific outcomes are assessed with the help of course outcomes of the relevant programme through direct evaluation process. It is provided through University Examinations, internal and home assignments and unit tests. Throughout the year the faculty records the performance of each student on each programme outcome. At the same time remedial coaching is also provided to slow learners to make pace with the desired progression.

The Methods of measuring attainment:

- The affiliating University conducts examinations as per semester and annual pattern through which the institution measures programme outcomes based on the course attainment level fixed by the programme. It is a direct evaluation process.
- Internal assignments are given to the students which are mostly aligned with Programme Outcomes of the respective subject. External Assessment is evaluated by external experts for the Practical examinations, appointed by the University through Viva-Voce and practical files.
- The Institution collects feedback from students, Alumni and Parents which is an important method of measuring attainment with objectives of identifying the attainment level of students in terms of programme, subject, course and syllabus outcomes and to understand the impact of teaching learning process.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://sreeayyappacollege.com/annual-report/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

546

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://sreeayyappacollege.com/annual-report/

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://sreeayyappacollege.com/ssss/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

25

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Our Institution has established Institution's Innovation Council (IIC) as per the guidelines of MoE's Innovation Cell, Government of

India. The council is promoting the culture of entrepreneurship and innovations among students to facilitate financial empowerment among them.

The institute has established incubation unit to nurture innovative startup businesses in their pursuit to become scalable and sustainable enterprises. The faculty and students have launched first startup "ECOVIBE AGRITECH" in the campus.

The Council organizes training programmes, workshops, competitions based on Innovation and Entrepreneurship.

The Institute has created startup policy for both faculties and students which aims to inculcate innovation driven entrepreneurship in the institution and to build a vibrant startup ecosystem by collaborations, linkages and networking with academia and industries.

The policy will provide an entrepreneurial ecosystem for the startup of any venture desired by the students and faculties without 'hierarchical barriers'.

The institution supports financially to start pre incubation, incubation and startups. The institution provides infrastructure facilities for every startup ideas in order to start their venture round the clock.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://sreeayyappacollege.com/inauguration-and-first-council-meeting/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

9

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

11

File Description	Documents
URL to the research page on HEI website	http://sreeayyappacollege.com/research/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

14

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

44

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college conducts neighbourhood community activities through NSS, Youth Red Cross, Youth Club, Women's Cell and various departments. The extension activities organized by the college enhance the students' academic learning experiences and inculcate the values and skills in them. The expected impact can be summarized as below:

- Team work, leadership skills, effective communication skills and effective decision making are just a few things the students learn while participating and organizing various projects and programmes under extension activities.
- The students get a wonderful platform to mingle with the community and learn about culture, traditions and values of people.
- Extension activities help the students to contribute to social integration.
- The extension activity also inculcates the value of gender equality, humanity and notion of equal rights
- Some of the extension activities also create awareness about social evils in the society and prepares them for eradicating them
- Extension activity also imparts to the students social values and norms
- The extension activities are useful in sensitizing social issues like dowry system, superstition, caste based divide and gender inequality.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year****1**

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year****18**

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year****554**

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Since its inception, the policy of the institution has been to provide all infrastructural facilities to meet the requirement of curricular, co-curricular and extracurricular activities as per the Government/ UGC norms. The institution is largely successful in achieving that. The institution takes efforts to meet the growing needs of the times. The Government has an effective policy to create and enhance infrastructure and other resources for college development and has been implementing this. The institution takes efforts to make campus go-green and eco-friendly. Creation and enhancement of infra structure is an on-going process and it upgrades the facilities in the college for the effective process of pedagogy. The college has established a research block in the campus.

The college felt the need for a new building and the management committee approved the same and the construction was completed in the year 2013. More number of research journals is subscribed to improve the research culture. Seminar hall can accommodate more than 150 students. The college office, library and the computer lab are automated with LAN facilities. Wi-fi is the need of the hour and it is also provided in the library for all the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Sports, outdoor and indoor games

Institution encourages students to actively participate in indoor and outdoor sports activities. The college has a spacious play ground with facilities for kho-kho, kabaddi, badminton and athletics. Students are encouraged to play indoor games like carom, table tennis and chess. The students are motivated to take part in intercollegiate, zonal and district level competitions.

Gymnasium

A compact gymnasium is set up with treadmill, gym cycle, gym ball etc which enable the students to have a thorough work out.

Cultural activities:

The fine arts club of the college plays a vital role in improving the artistic skills like singing, dancing, pencil sketch, painting, vegetable carving, art from waste, mime etc.

Soft skill development:

A modern language laboratory is established for developing effective communication skills among the students. Softwares are used to teach phonetics.

Botanical Garden:

There is a botanical garden with herbal plants.

NSS

Regular extension activities are carried out by three units of hundred NSS volunteers each. NSS has a store room.

Yoga

Yoga training is provided as a regular activity to the interested staff members and students for enriching their physical, mental and social health.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

5

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

108506

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

LIBRARY SOFTWARE

1.1 LIBRARY SOFTWARE

? Central library of Sree Ayyappa College For Women, installed LIBSOFT Library Software for Library Automation Services.

Objectives:

? To maintain bibliographical records of all the materials, in the computerized form.

? To provide Bibliographical details through a single

enumerative access points of holdings of a library.

? To provide access to information at a faster rate.

1.1 ELECTRONIC CIRCULATION

? The Library implemented Electronic circulation systems of Book issue and return.

Objectives :

? To achieve accuracy.

? Time saving of users.

? To make stock verification an easy process.

? To improve operational efficiency.

1.2 OPAC

? One of the major attractions is its robust On-line Public Access Catalogue (OPAC). The OPAC has simple and advance facility with the minimum information of the item by using title, subject.

E-RESOURCES:

? N-List - INFLIBNET - Our College has N-list membership. It is under e-ShodhSidhu (UGC e-consortium). The staff and students can access 31,35,000+ ebooks and 6,000+ ejournals freely through this site.

? NDL - National Digital Library - We have also membership with National Digital Library. The staff and students can refer this site freely to access ebooks and ejournals.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

224410

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

15

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- Wifi facility is available within the campus for accessing the N-List journal.
- Students and faculty members are encouraged to utilize the available library resources.
- The institution provides LCD projectors to promote ICT enabled teaching facility.
- Institution has a language lab to promote soft skills of the students.
- Software available for online submission like e-district, salary - cps, provident fund - epf, for entering internal marks of the students - exampro with the university
- LAN connection is taken in the administrative block for smooth functioning of administrative work.
- Periodical updating, maintenance and service is done by the technicians.
- Management provides free access to inflibnet resources which are used by the faculty members, UG PG and M.Phil students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

64

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

6500000

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- Executive committee of the management lays down guidelines for all purchases, formulate policy regarding maintenance of the college building
- Emergency repairing is done through local agency.
- Large scale maintenance is carried out by getting written permission from the management.
- The college has its own a standby silent generator system for uninterrupted power supply.
- There is a water purification plant which provides safe drinking water. This is under annual maintenance contract and serviced regularly.
- Gardener maintains and takes care of trees and plants.
- The college premises are used for conducting coaching classes for NET, SET, TNPSC etc.
- There is a full time campus care taker (Security) and Electrician cum plumber attends to the minor faults, repairs

on a regular basis.

- Computer software related to administrative work are carried out by outsourced technicians.
- Fire extinguishers are installed.
- Spacious play fields and courts for outdoor games.
- To develop the communicative skills the college has a Language Lab.
- Marker has been incharge of upkeep of sports items.
- First aid room is used for the treatment of the sick.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

672

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

5

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	
C. 2 of the above	
File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
440	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
440	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	
C. Any 2 of the above	

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

8

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

174

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The following institutional bodies have student representatives in them

Academic:

Every department has an association to organize various events in the respective departments. It functions through the student executive body having the student representation from all the three years of the under graduate course.

Fine Arts Club:

To manage the various activities, all extra-curricular clubs of the college have a student executive body.

Magazine:

Students are the members of the editorial board of the college magazine.

Grievance redressal cell:

The cell is specially formed for grievance redressal and has teachers as well as student representatives as its members.

College Union:

College union has a chairperson, vice-chairperson, secretary, two joint secretaries, fine arts club secretary and two fine arts club joint secretaries and two organizing committee members who are

elected every year. Union initiates the college events with the guidance of the Principal and faculty members.

Hostel Union:

Day to day functioning of the hostel is managed by the students with the guidance of warden and matron of the hostel.

File Description	Documents
Paste link for additional information	http://sreeayyappacollege.com/innovtouch/uploads/2021/12/Acadamic-Calander-2020-21.pdf
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institute networks and collaborates with alumni through the Alumni association and alumni meets. The college alumni meet atleast twice in a year to relive their days in their alma mater and work out action plan for its contribution to the institution.

Request was made by the Alumnae association to invite and

honour an alumna every year during some college functions. Every year one of our prominent alumni is being invited and honoured. Our alumnae are invited as resource persons during Seminars.

Association is involved in various activities of the college such as:

- Supporting various programmes of the college
- Providing feedback on various issues
- Acting as a correcting force, providing advice and suggestions
- Providing expertise in academic and administrative matters.
- The association sponsors cash prize for the rank holders during graduation day function every year.
- Feedback from alumni helps to improve infra structure and teaching learning

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision:

To mould our students into competent, self-reliant and responsible women who can act as the redeemers of the society in the years to come.

Mission:

To make the institution a centre of academic excellence, cultural refinement and spiritual enlightenment.

The principal, in consultation with the Management members, designs and implements the policy and plans of the college from time to time. The day-to-day administration of the college is vested with the principal. Authority is delegated in a horizontal manner by the Principal to the HODs and other representatives. All departments have relative autonomy in administering their academic activities in accordance with the University norms. The HODs report on the activities of their respective departments to the principal on a regular basis. The principal convenes Council meetings of the HODs to discuss day to day matters. The principal convenes staff meetings atleast twice a semester.

File Description	Documents
Paste link for additional information	http://sreeayyappacollege.com/innovtouch/uploads/2021/12/Acadamic-Calander-2020-21.pdf
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

- The managing board consisting of eleven members including Principal and University representative acts as the apex body which manages the functioning of the college.
- 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.
- 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Focused areas are:

- Construction of administrative block.
- Strengthening the research department.
- To enhance the MOUs.
- Research on local community and to expand the outreach programmes of social relevance for improving the social outlook of students.

Strategic Plan for the year 2020-2021 was to establish administrative cum research block.

The plan of action chalked out by the IQAC during 2020-2021 was to enhance the research facilities of the institution. The outcome of the strategic plan is given below.

Construction of the administrative cum research block was started during the year. To meet the increasing needs of administrative branches of the college and accommodate research scholars a new building for extension of administrative block and research wing have been constructed. Teachers of our college motivated the PG students to do research. As a result during the academic year 2019-2020 number of scholars registered in our research centre has increased considerably. As a result, management members have agreed to construct research wing and equip with advanced technology to facilitate qualitative research. The approximate amount allocated for the construction 80 lakhs.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Managing Committee:

- President
- Vice -President
- Treasurer
- Secretary
- Joint Secretary
- Members - 3
- University Representative
- Principal

Department Council

- Principal
- Heads of the Departments

Department Council is responsible for the coordination of academic and administrative activities.

Steering Committee

- Principal
- Heads of the Department
- IQAC Coordinator

IQAC Committee

- Principal
- Coordinator
- Heads of the Departments
- Superintendent
- Management Representative
- Student Alumni

- Nominee from Employer

As per organizational arrangement we have various committees like
College council

1. Student welfare committee
2. Discipline committee
3. Admission committee
4. Library committee
5. Examination committee
6. Calendar committee
7. Magazine committee
8. Research committee
9. Program supervision committee
10. Anti-ragging committee

There are various clubs cells and associations like

1. Fine arts club
2. Rotaract club
3. Eco club
4. Youth club
5. Consumer club
6. Quiz club
7. Women's cell
8. Grievance and redressal cell
9. Legal aid cell
10. Career guidance and placement cell
11. Student counselling cell
12. Data cell

Association like college union consisting of Chair person, Secretary, Fine arts club consisting of Secretary are elected students representative

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above
File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File
6.3 - Faculty Empowerment Strategies	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
Teaching Staff	
<ul style="list-style-type: none"> • Leave sanctioned for higher studies under FDP of UGC • Duty leaves for attending refresher course, orientation course, seminars, conference and workshop to enhance efficiency of staff. • Provision of loan from financial institutions like HDFC, Nationalised Bank, thrift and credit society. • Quick Provident fund loan facility is available • Festival advances promptly sanctioned • Facilities to take loans from employee provident fund. • Medical Leave with full pay 	
Non-Teaching:	
<ul style="list-style-type: none"> • Provision for loan from financial institutions like HDFC, Nationalised Bank, thrift and credit society • Compensation leave for extra work done. • Quick Provident fund loan facility available • Festival advances promptly sanctioned • Duty leave for attending official work outside the college, • Medical leave with full pay • Free medical check-up and medical insurance through Government Schemes. 	

- Festival advance facility proposed by the Government.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

000

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	View File
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

118

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college has an internal audit mechanism. To check the efficiency of the teaching faculty, self-appraisal system is followed. Self appraisal procedure for non-teaching staff is implemented which help them to realize their potentials and failures. Superintendent is the head of the administrative section. She monitors the effective functioning of the office, acts as a mediator between the Principal

and the non-teaching staff. The activities of the superintendent are monitored by the Principal. The lab assistants and their activities are controlled by the Heads of the concerned Department. The Librarian is incharge of the non-teaching staff working in the library. The secretary reviews the overall performance of the administration.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The accounts of the college are audited periodically by the appropriate authorities.

- Government auditors conduct the audit of the government related accounts like fees, salary, stipend and grants
- Director of collegiate education audits and local fund audits are conducted as per government procedure.
- External chartered accountants audits accounts of the UGC.
- The audited annual accounts are submitted to the college management board.
- When there are audit objections it is cleared by administrative staff as and when needed.

Institution has an annual budget prepared by the managing committee. The budget allocates funds for various department and activities of the college. There are also internal and external audits conducted by Government, Heads of the Department and NSS management Changanassery. The governing body monitors financial issues and same is reported in general body meetings. As per the decision of UGC, for UGC funds the external audit is being done by UGC Office, Hyderabad. Satisfactory reply and compliance is shown to the various audit objections.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The members of the teaching faculty substantially contribute to improve the infrastructure development of the institution. They also subscribe to the fund collected for purchasing prizes for the triumphant sports champions and students who pass examinations meritoriously. College store is a profit-making body and the profit gained through the store is utilized for the developmental activities of the college. PTA and alumni associations contribute a great deal towards the development of the college. Alumni association sponsors cash awards for the University rank holders.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the

quality assurance strategies and processes

Best Practice: 1

Guidance to advanced and slow learners

Institution conducts orientation programme for all newly admitted students to make them aware of programme structure, examination scheme, various courses in the college and the career opportunities. The institution has adopted policy to identify advanced learners and slow learners by the following techniques.

Class teachers and mentors evaluate the above data and categorize students as advanced and slow learners and provide them suitable guidance.

Best Practice:2

Encourage research culture

A research centre for English department and M.Phil course for commerce were started. Faculty development programmes are periodically conducted. Consultancy and research are encouraged. Institution takes efforts in attracting eminent persons to visit the campus and interact with the teachers and students. 90 percentage of the faculty have secured PhD degree or pursuing research leading to PhD. Grievance committee, anti-ragging committee have been constituted to ensure that the students and staff have a hassle-free life. Students council gives opportunity for students to elect their student representatives and participate in forum activities, annual seminars and conferences. College magazine and departmental magazine bring out creative talent among students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Example: 1

- Result analysis done every semester

- Feedback obtained from students every semester
- Three internal tests and one model examination every semester
- Assignments, seminars, projects to the students
- Remedial classes for slow learners

Example : 2

- Proper planning of budget for future semesters resulting in improvement in infrastructure, purchase of equipment and maintenance.
- Academic calendar prepared well in advance with plans for the whole academic year.
- Recruitment of qualified and dedicated teachers
- Subject allocation based on the proficiency of the teachers.
- Time table framed with hours allotted for library, seminar, tutorial and value added programmes
- ICT enabled lectures in addition to blackboard lectures.
- Enriching the curriculum with guest lectures, industrial visits.
- Effective internal examination and evaluation system
- Question papers for the internal tests are framed with a specific pattern of the university
- Prompt communication to parents about their ward's performance and attendance.
- Regular parent-teacher meeting to enable discussion and taking improvement measures
- Remedial measures taken for slow learners and regular absentees.

Outcomes:

- Every year students secure university ranks and the number of university ranks has been increasing over the years.
- Increase in success rate among students appearing for competitive examinations and increase in number of students going for higher education.
- Increase in number of students placed in various jobs.

Mechanism to continuously review the teaching learning process are:

Principal and HODs evaluate effectiveness of teaching methods. These get verified at different stages in accordance with syllabus and scheme of examination given by the University. The teaching-learning process is facilitated through qualified and experienced faculty

members. The effectiveness of teaching-learning process is reviewed on regular basis. Feedback is taken from students and necessary changes and improvements as per the feedback is implemented. The feedbacks are reviewed by HODs and Principal for the concerned teaching faculty and it is communicated.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

To ensure the safety of the students inside the campus, a security out post functions in the college gate. The outsiders are let in only after scrutiny.

As the college road is close to the national highway, a traffic

police is deployed as per the requisition of the college management.

The college has a women's redressal cell which serves to resolve issues related to women. The cell receives complaints if any relating to harassment either directly or through complaint boxes provided. Those complaints are discussed and directed to the college discipline committee. Personality development programmes are arranged to empower women socially and culturally. Counselling has been given to students who are in stress and distress. The women redressal cell invites resource persons from various fields for psychological counselling of the students. Students come from different psycho-social, economic and cultural environments. Hence, the institution takes initiatives to realize and analyse the psycho social needs of the students through their class teachers, mentors, heads of the department and counselling cell and to give possible solution to adjust to their psycho-social environment. Students are given counselling to learn, to create emotional balance to solve problems for their peaceful life.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management:**Existing arrangement**

- Solid waste are collected daily and dumped alternatively in pits excavated in a corner inside the hostel campus area and allowed to decompose. At a later date this is used as biogas for cooking purpose. Creating awareness on Solid Waste Management, Biogas production, plastic eradication, environmental friendly low-cost constructions etc. were organised.
- Vermi compost and zero waste management training programme in collaboration with Vivekananda Kendra, Kanyakumari.

Liquid Waste management**Existing arrangement**

Waste water from water treatment plant in the administrative block is collected in separate tanks and are used for supplying water in toilets in the lower blocks.

E Waste management

- E-waste generated is given to the authorized dealers who purchase the scrap and reuse the useful components.
- Guest lectures on hazardous management of electronic waste are arranged by eco club.
- Leaf litter from the college is used as the organic manure for the plant and trees.
- Napkin destroyer has been installed to dispose sanitary waste.
- Old computers and accessories are sold as scrap to local vendors.
- The college disposes of the e-waste as per the norms set by the management.
- Regular campus cleaning and beautification.
- Petroleum conservation programme by Tamil Nadu Science Forum

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

C. Any 2 of the above

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

A. Any 4 or all of the above

following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

very year Institution organizes several national festivals and birth

/death anniversaries of great Indian personalities such as

- Teacher's Day

On Teacher's Day senior students take classes for their juniors.

- Women's Day Celebration

Intercollegiate women's fest conducted for women's day celebration every year.

- Swami Vivekananda's Birthday

More than 100 kilos of rice donated to orphanage and Balwadis by our students under Annapoorna Scheme in connection with Swami Vivekananda's Birthday every year.

- Children's Day

In collaboration with Nehru studies of Manonmaniam Sundaranar University organized a guest lectures and field action programme on "Nehru and India" and conducted various competitions.

- Yoga Day

Every year on yoga day is conducted by Youth Red Cross.

- Independence Day
- Republic Day
- Mannam Day (Founder)

Intercollegiate elocution competition in English on current affairs is conducted every year.

- Pongal Celebration

On the eve of Pongal all final year students celebrate Pongal festival in the traditional manner.

- Onam Celebration

Three-day cultural competitions on onam theme is conducted every year.

- Christmas Celebration

On Christmas eve students celebrate Christmas and distribute sweets and cakes

This year due to covid-19 pandemic most of the events were conducted through online to adhere to the SOP given by the Government.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- Campus preparedness for the covid management by providing automatic sanitizer dispensing machine.
- Distribution of masks.
- Independence Day celebration
- Republic Day Celebration
- Awareness on New Education Policy 2020
- Quit India Program advocated by the Govt of India
- Pledge on vigilance day
- Pledge on Constitutional Day
- Significance and sanctity of our national flag
- Human Rights Day
- Voters Day
- National Youth Parliament Debate

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://sreeayyappacollege.com/annual-report/
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code

C. Any 2 of the above

of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Due to Covid - 19 pandemic during this academic year the institution had to follow SOP as per Government rule. Hence some of the events were conducted through online.

- Independence Day celebration
- Republic Day Celebration
- Awareness on New Education Policy 2020
- Quit India Program advocated by the Govt. of India
- Pledge on vigilance day
- Pledge on Constitutional Day
- Significance and sanctity of our national flag
- Human Rights Day
- Voters Day
- National Youth Parliament Debate

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice - I

Title of the Practice: Tutorial and Remedial System

Tutorial System

Objective of the Practice:

To monitor the academic progress and the overall behaviour of the students.

The context:

To identify the student problem and help them to overcome the difficulties.

The Practice:

A batch of 15-20 students are given special coaching by the deputed teacher in the tutorial hour on every Wednesday. 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.

Evidence of Success:

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.

Title of the Practice: Remedial System

Objective of the Practice:

To give additional care to the learning of the students.

The context:

To take special care of the slow learners.

The Practice:

As a part of the quality sustenance mechanism every Friday one hour special coaching is given to slow learners and Reappear (RA) category of students.

Evidence of Success:

Slow learners have come out with better performance in the University examinations. Percentage of failure has decreased considerably.

Best Practice:2

Title of the Practice: English Language Lab

Training on communication skills is given to the students to compete in the highly competitive globalised world that we inhabit today. The language lab has been launched with the following goals.

- To enrich the students practical knowledge and wisdom.
- To impart oratory skills to the students.
- To make the students competent in expressing themselves during interactive speeches.

Context:

Majority of the students enrolled in the degree course are coming from rural areas and are from Tamil medium classes. The college took initiative to promote the exposure of English language skill by using the Language Laboratory to develop the students' English language. This enables the students to develop their language so that the students get advanced knowledge of English language. Through a series of lectures the lab tries to make the students

fully aware of the existing importance of English language not only for obtaining knowledge but also for their employability.

The Practice:

The students could clear their doubts and difficulties during interactive speeches. The students are made to hear the speeches of eminent personalities in English language. Short plays are screened to improve their pronunciation.

Evidence of success:

At the end of the year, a viva voce is conducted where the students express their talents in front of the examiner. This helps them to perform well during seminars inside the class rooms.

Problems encountered and resources required:

- Considering the strength of the students one language lab is not sufficient.
- Scarcity of fund
- Lack of adequate language tools and systems

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college has provided tremendous thrust and priority to its program of diversity, inclusion and integration. Vision of the college is to mould the students into competent, self-reliant and responsible women. As per the vision, the Unnat Bharat Abhiyan and also through its village adoption program, the college has contributed significantly to the enrichment of the local communities. They conducted awareness programs serving special days and events of national significance. Under its diversity inclusion and integration program, the college during covid-19 pandemic in 2020-2021, provided a good support to conduct online teaching - learning to students coming from very poor rural background.

Workshops and career and job opportunities were conducted jointly with Vollmond Academy on the topic "Python API view live example", Apollo computer education on "Value of Computer Aided Design", with ICT Academy on "Effective Utilization of College Life for bright future".

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. College has planned to fully automate the library by enhancing the software.
2. College plans to adopt a software for alumni association so as to track the placement of the students and their progression towards higher education once they leave the college.
3. College plans to lay emphasis on the enhanced participation of the students in sports at National level with specific reference to basketball.
4. IQAC plans to conduct environment audit in the coming session.
5. Motivate the faculty members to publish in Scopus and Web of Science journals and develop a research forum in the college.
6. To sign MOUs with various institutions.
7. College plans to start NCC wing.