

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

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution	<b>The Standard Fireworks Rajaratnam College for Women</b>
1.2 Address Line 1	<b>Thiruthangal Road</b>
Address Line 2	
City/Town	<b>Sivakasi</b>
State	<b>Tamilnadu</b>
Pin Code	<b>626123</b>
Institution e-mail address	<b><a href="mailto:sfrc@sfrcollege.org">sfrc@sfrcollege.org</a></b>
Contact Nos.	<b>04562-220389</b>
Name of the Head of the Institution:	<b>Dr. D. Sasireka, Principal</b>
Tel. No. with STD Code:	<b>O: 04562-220389 R: 04562-223089</b>
Mobile:	<b>94431 20389</b>
Name of the IQAC Co-ordinator:	<b>Dr. K. Rajeswari</b>
Mobile:	<b>94437 16098</b>
IQAC e-mail address:	<b>sfriqac2014@gmail.com</b>

1.3 NAAC Track ID (For ex. MHCOGN 18879): TNCOGN10170

1.4 Website address:

[www.sfrcollege.org](http://www.sfrcollege.org)

Web-link of the AQAR:

<http://www.sfrcollege.org/IQAC/AQAR 2013-2014>

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	<b>Five Star</b>	-	<b>15.05.2002</b>	5 years
2	2 <sup>nd</sup> Cycle	A	<b>3.31</b>	<b>16.09.2008</b>	5 years
3	3 <sup>rd</sup> Cycle	A	<b>3.36</b>	<b>21.02.2014</b>	5 years
4	4 <sup>th</sup> Cycle	-	-	-	-

1.6 Date of Establishment of IQAC: DD/MM/YYYY

**21/01/2005**

1.7 AQAR for the year (for example 2010-11)

**2013-2014**

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- AQAR 2008-09 submitted to NAAC on 08.06.2009 (DD/MM/YYYY)
- AQAR 2009-10 submitted to NAAC on 19.04.0032010 (DD/MM/YYYY)
- AQAR 2010-11 submitted to NAAC on 25.04.2011 (DD/MM/YYYY)
- AQAR 2011-12 submitted to NAAC on 13.09.2012 (DD/MM/YYYY) - Online

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution	Co-education	<input type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input checked="" type="checkbox"/>
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.10 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<input type="text" value="-"/>								

1.11 Name of the Affiliating University (*for the Colleges*)

**Madurai Kamaraj University,  
Madurai.**

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

Autonomy by State/Central Govt./ University	<input type="text" value="UGC"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input checked="" type="checkbox"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input checked="" type="checkbox"/>	Any other ( <i>Specify</i> )	<input type="text" value="-"/>
UGC-COP Programmes	<input checked="" type="checkbox"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="5+1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>

2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>	
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>	
2.8 No. of other External Experts	<input type="text" value="1"/>	
2.9 Total No. of members	<input type="text" value="21"/>	
2.10 No. of IQAC meetings held	<input type="text" value="3"/>	
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="6"/>	Faculty <input type="text" value="2"/>
Non-Teaching Staff <input type="text" value="1"/>	Students <input type="text" value="1"/>	Alumni <input type="text" value="1"/>
	Others <input type="text" value="2"/>	
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text" value=""/>	No <input type="text" value=""/>
If yes, mention the amount	<input type="text" value="₹ 3,00,000/-"/>	<input checked="" type="checkbox"/>
2.13 Seminars and Conferences (only quality related)		
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC		
Total Nos. <input type="text" value="-"/>	International <input type="text" value="-"/>	National <input type="text" value="-"/>
	State <input type="text" value="2"/>	Institution Level
(ii) Themes	<input type="text" value="Curriculum Designing and Professional Ethics"/>	
2.14 Significant Activities and contributions made by IQAC		
<ul style="list-style-type: none"> <li>❖ 8 Assistant Professors were selected to participate in the “Content Enrichment Training for the Post Graduate Teachers” organized by the State Council of Educational Research and Training, Chennai.</li> <li>❖ E-content Development Cell has trained the faculty members to prepare e-lessons.</li> <li>❖ The data of S.F.R.College for Women in DCF-II for the year 2011-12 (Ref: No. C-36548-2011) has been uploaded.</li> <li>❖ NAAC Peer Team visited our college for Third Cycle of Accreditation. The NAAC Re-accreditation steering committee members assisted the Peer Team Members for the smooth conduct of visit (16 to 18 Dec. 2014).</li> <li>❖ The Result analysis, Academic Performance of the students and departments of the November 2013 Examinations were collected from the departments in January 2014.</li> <li>❖ 10 Faculty Members were entrusted to prepare various proposals based on UGC XII Plan Guidelines (2012-17).</li> </ul>		

- ❖ Proposal for Financial Assistance for Establishment/Strengthening IQAC XII Plan (2012-17) was submitted and received a grant of ₹ 3 Lakhs.
- ❖ A committee was constituted and finalised the list of members of the Board of Governors and the details of the members of the Project Monitoring Unit towards the implementation of RUSA programme in the college.
- ❖ The Best Outgoing Student for the year 2013-2014 was scrutinized.
- ❖ The Proposal for Community College to UGC, New Delhi was submitted.
- ❖ Submitted the Application for Appeal of Third Cycle of Accreditation.
- ❖ The report of the Internal Academic Audit by the IQAC members was submitted.
- ❖ The Eco Club conducted Green Audit in the campus and a New Committee of the Eco-Club for the year 2013 - 2014 was constituted.
- ❖ The feedback from the student representatives on various courses for Syllabus revision 2014 was collected.
- ❖ A meeting was held with the Dean of Academic Affairs, COE and NCC care taker to introduce NCC as one of the NME Courses from the Academic Year 2013-14 as per UGC MHRD guidelines and all the NCC students opted for the NME course.
- ❖ A proposal to DIST seeking financial assistance for *Level – 0* for Teaching as well as Research facilities was submitted.
- ❖ An MOU with the Institute of Language Management was signed to improve the language competencies of the students.

#### 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
To revise the curriculum for all the programmes once in three years.	For revision of Curriculum, the feedback was obtained from the stakeholders, the modifications were discussed in the department meetings and a Board of Studies meeting was conducted to approve the syllabus.
To make teaching and learning methodologies creative/ innovative and effective.	<ul style="list-style-type: none"> <li>▪ Multimedia Learning materials, Video lessons, E-learning materials, Educational CDs and demonstration CDs are being utilised regularly by the faculty members.</li> <li>▪ Students are given online assignments, online quiz, and e-content materials as well as entrusted with preparation of charts and models.</li> </ul>
To upgrade Science Instrumentation Centre with the sophisticated equipment.	<ul style="list-style-type: none"> <li>▪ The Science Instrumentation Centre is upgraded with GCMS (Gas Chromatography - Mass Spectrometry) to cater to the needs of modern research.</li> </ul>

Plan of Action	Achievements
To generate Innovation in evaluation.	<ul style="list-style-type: none"> <li>▪ Online entrance examination is conducted for the M.Phil scholars, for one elective and for one extra credit course.</li> <li>▪ Results are published online.</li> <li>▪ The office of Controller of Examinations has been modernised and marks sheets are printed with more security features.</li> </ul>
To formulate Vibrant Research activities.	<ul style="list-style-type: none"> <li>▪ Research Colloquium is organised, for 5 faculty members and Ph.D scholars.</li> <li>▪ Public Viva-voce is conducted in the Research Centre of Commerce.</li> <li>▪ Four faculty members have applied for minor research projects and two have applied for major research projects.</li> </ul>
To conduct Special training classes to students to enhance Communication Skills	<ul style="list-style-type: none"> <li>▪ Special training in Communication Skills has been provided by ILM, Bangalore for all the UG and PG students.</li> <li>▪ Reading Club has been started for the UG and PG English major students.</li> </ul>
To sign MoUs for Joint District Cluster of Colleges programmes	<ul style="list-style-type: none"> <li>▪ Department of English, Commerce, Physics and Chemistry have signed MoU for Joint District Cluster of Colleges programmes and carried out activities.</li> <li>▪ Department of Mathematics has conducted inter-collegiate competitions in connection with Ramanujan Day celebration.</li> </ul>
To build up NCC activities	<ul style="list-style-type: none"> <li>▪ 5 NCC cadets have participated in the Trekking Camp.</li> <li>▪ 57 Cadets appeared for 'B' Certificate and 4 cadets appeared for 'C' Certificate examinations.</li> </ul>
To strengthen Career Guidance and Placement Cell	<ul style="list-style-type: none"> <li>▪ A workshop on "Challenge Yourself" for all the II UG students was organised.</li> <li>▪ Special Coaching Classes were arranged for the students who appeared in IBPS and AXIS Bank Examinations.</li> <li>▪ Placement Training Programme was given to the final Year B.Sc (IT) &amp; M.Sc (CS &amp;IT) students, by Innovative Services, Chennai,</li> <li>▪ Bridge Course was conducted by Innovative Solutions, Madurai for all the final year UG students.</li> <li>▪ Four students were appointed as Content Editors in Amazon Inc., Corporation, Chennai and one student as Assistant Manager in AXIS Bank.</li> </ul>
To strengthen the Entrepreneurship Development Cell activities	<ul style="list-style-type: none"> <li>▪ Financial assistance has been received from ICT Academy of Tamilnadu and four entrepreneurship training activities are being carried out.</li> </ul>
To widen the avenues for students to engage in community services	<ul style="list-style-type: none"> <li>▪ Department of Computer Science has organised Computer Literacy Programme and 30 Children and 2 Staff members of NCLP Special School have been benefited.</li> </ul>

Plan of Action	Achievements
	<ul style="list-style-type: none"> <li>▪ Career Guidance Programme for the Higher Secondary Commerce Students was organised.</li> <li>▪ MS-Office and Internet course was conducted for the rural women in Sivakasi.</li> <li>▪ Diet counselling was given by Microbiology students to the patients in Meenakshi Mission Hospital and Research Centre, Madurai.</li> <li>▪ <b>AIDS Awareness Rally and</b> Free Medical Camp was organised in the adopted villages.</li> </ul>
To sensitize students to ecological and environmental issues	<ul style="list-style-type: none"> <li>▪ A one day Intra-collegiate Programme on “Harnessing Solar Energy” was conducted by the Department of Physics on Energy Conservation and Alternative Power Generation using Photovoltaic (PV) Technologies.</li> <li>▪ The Department of Botany conducted a workshop on “Women Health care through herbs”.</li> </ul>
To conduct Internal Academic Audit	<ul style="list-style-type: none"> <li>▪ IQAC members assessed all the departments and submitted the report of academic audit to the departments.</li> </ul>

\* Attach the Academic Calendar of the year as Annexure – Available in the College

website: [sfrcollege.org](mailto:sfrcollege.org)

2.16 Whether the AQAR was placed in statutory body      Yes       No   
Management       Syndicate       Any other body

**Provide the details of the action taken**

- Has been approved by the meeting of the Governing Body held on 5<sup>th</sup> August 2014.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	2	-	-	-
M.Phil	4	-	-	-
PG	13	-	-	-
UG	15	-	-	-
PG Diploma	2	-	-	-
Advanced Diploma	4	-	-	-
Diploma	10	2	-	-
Certificate	18	2	-	-
Others	-	-	-	-
<b>Total</b>	<b>68</b>	<b>4</b>		
Interdisciplinary	3	-	-	-
Innovative	1	-	-	-

1.2 (i) Flexibility of the Curriculum: <sup>✓</sup> CBCS/Core/<sup>✓</sup> Elective option / <sup>✓</sup> Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All the Programmes
Trimester	-
Annual	-

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

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

*\*Please provide an analysis of the feedback in the Annexure - I*

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

#### **Syllabus Revision 2014 – Salient Aspects**

Changes introduced in UG Curriculum:

- ❖ In Part-IV Non-Major Courses, 2 hours per week with a total of 30 hours per semester with 2 credits for each course which is uniform for all the courses.



- ❖ In Part-IV, the following changes have been introduced as per TANSICHE guidelines.
  - Peace Education is being offered in I Semester, instead of III Semester.
  - Environmental Studies has been shifted to II Semester from I Semester.
  - NME-I has been shifted to III Semester from II Semester
  - NME-II has been shifted to IV Semester from V Semester
  - Women's Studies has been shifted to V Semester from VI Semester
- ❖ Planned to introduce the following innovative certificate courses in 2014-15.
  - Forensic Science, Data Communication, Cloud Computing and Library Information Science.
- ❖ Planned to implement the following changes in the PG Elective course from the academic year 2014-15:
  - I & IV semester – Core electives will be offered by the parent department with options.
  - II & III Semesters – Non-major Elective courses with open choice to move to any other department as per students' choice.
- ❖ Planned to introduce M.Phil Physics.
- ❖ Planned to convert the course M.Sc. Biotechnology to M.Sc. Microbiology.

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

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	158	127	31	-	-

2.2 No. of permanent faculty with Ph.D. 

37
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	12	11	-	-	-	-	-	-	12	11

2.4 No. of Guest and Visiting faculty and Temporary faculty 

3
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7
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-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	5	19	16
Presented papers	14	29	1
Resource Persons	1	7	4

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

◆ **Interactive teaching:**

Staff members act as facilitators of learning and classes are made interactive with Group discussions, Case study, Brainstorming, Role plays and Debates

◆ **Problem-based learning:**

Project is made mandatory for some UG and all PG programmes to make the students learn to work individually or cooperatively in groups and to solve real world problems.

◆ **Experiential learning:**

Programmes are complemented / integrated with Field visits and In-plant training to bridge the gap between theory and practice.

◆ **Blended teaching:**

- LCD projectors are used effectively by staff members for power point presentations.
- Smart class rooms are used by all departments.
- Well equipped Language Lab enhances the communication skills of students.
- Multimedia Learning materials, Video lessons, E-learning materials, Educational CDs and demonstration CDs are available in the departments and the Information Resource Centre to supplement teaching.
- E-contents, videos and e-materials are saved in Free Laptops issued to the students by the Government to promote learning anywhere and any time.

◆ **Creative learning:**

Students are exposed to creative learning experience through preparation of models, posters and charts.

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

180
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

**Online Assignments, Quizzes and Examinations:**

- Online assignments are given to the students and each student is assigned a separate topic by the course teacher. The assignments can be submitted through mail and it is assessed easily by the staff members.
- Online quizzes are conducted by faculty to award the marks instantly.
- Online examinations are conducted for extra-credit courses like Mathematics for Competitive Examinations and Aptitude for Banking Career and marks are awarded instantly.

**Innovative Techniques of evaluation for Soft Skill Enhancement:**

Students of second year UG programmes undergo Soft Skill Enhancement Course in the fourth semester and are trained in communicative skills. Innovative techniques of evaluation like assessment through Situational Dialogues and Conversations, Group Discussions and Model Interviews are conducted for both internal and external examinations.

**Subject viva-voce:**

All UG, PG and M.Phil programmes have Subject viva-voce in the final year to assess the student's understanding on the subjects she has studied during her course of study.

**Photocopy/revaluation of Answer Sheets**

Students can appeal for revaluation or get the photocopy of the answer scripts or both within 5 days from the date of publication of results. Revaluation of answer scripts is done by the external examiner appointed by the Controller of Examinations. All students can opt for revaluation in the End Semester Examinations, irrespective of whether they have failed or passed.

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

158	158	158
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2.10 Average percentage of attendance of students 

95.02
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2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Tamil	48	-	37	10	-	98%
B.A. English (R)	70	-	42	22	2	94%
B.A. English (SF)	67	-	18	35	2	82%
B.A. History	25	-	9	12	1	88%
B.B.A.	39	-	23	13	-	92%
B.Com. General (R)	42	-	21	18	2	98%
B.Com. General (SF)	63	-	20	25	3	76%
B.Com. C.A., (R)	33	-	32	1	-	100%
B.Com. C.A., (SF)	76	-	69	7	-	100%
B.Sc. Mathematics	58	-	53	5	-	100%
B.Sc. Physics	37	-	33	2	-	95%
B.Sc. Chemistry	40	-	33	-	-	83%
B.Sc. Botany with Specialization in Plant Biotechnology	30	-	26	4	-	100%
B.Sc. Microbiology	16	-	6	-	-	38%
B.Sc. Nutrition & Dietetics	10	-	7	-	-	70%
B.Sc. Costume Design & Fashion	14	-	9	-	-	64%
B.Sc. Computer Science	39	-	32	1	-	85%
B.Sc. Information Technology	47	-	45	-	-	96%
B.C.A.	52	-	49	-	-	94%
M.A. Tamil	9	-	8	-	-	89%
M.A. English	21	-	15	1	-	76%
M.A. Human Rights	7	-	7	-	-	100%
M.H.R.M.	5	-	5	-	-	100%
M.Com. Computer Applications	35	-	29	-	-	83%
M.Com. Banking Technology	29	-	26	-	-	90%
M.Sc. Mathematics	31	-	24	-	-	77%
M.Sc. Physics	19	-	16	-	-	84%
M.Sc. Chemistry	23	-	22	-	-	96%
M.Sc. Botany with Specialization in Plant Biotechnology	10	-	10	-	-	100%
M.Sc. Biotechnology	8	-	8	-	-	100%
M.Sc. Computer Science and Information Technology	17	-	16	-	-	94%
M.C.A.	10	-	9	-	-	90%

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Phil. Tamil	5	-	5	-	-	100%
M.Phil. English	9	-	9	-	-	100%
M.Phil. Commerce	16	-	16	-	-	100%
M.Phil. Chemistry	5	-	5	-	-	100%

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

The Internal Quality Assurance Cell conducts **Inter-departmental Academic Audit** to verify the records related to teaching, learning methods, usage of e-learning materials, work plan, conduct of bridge course and remedial courses, achievements of the staff members and students, result analysis, feedback and placement record. Each department prepares and submits the **Proforma for Annual Quality Assurance** every year to IQAC.

### Quality of Teaching:

Teacher's performance is monitored through written feedback obtained from the students every semester. The Principal and the heads of the departments use result analysis, formal and informal feedback to monitor the teaching methodology and the performance of the teachers and corrective measures are taken to improve the standard of teaching.

### Teaching Methods:

- ❖ Analysis of student's feedback on the use of teaching aids depicts the usage of ICT in teaching.
- ❖ **E-Content Development Cell** trains and guides the faculty to download video lessons and e-learning materials for use in the classrooms. Faculty are also trained to create their own e-content.
- ❖ Workshop on Professional Ethics was organized to nurture and build education perspectives and pedagogic traits.

### Student Performance:

The performance of the students is evaluated through classroom interactions, Class tests, Term Tests, Quizzes, Assignments and Seminars. The course teachers and the Head of the departments keep track of the students with poor academic record in the Term Test and End Semester examinations and they are counselled and guided to improve their standards. The tutors monitor the academic progress of their wards through the Student Personal Record and the Progress Reports are sent to the parents / guardians. Students are nurtured effectively so that there is a continual improvement in the performance right from the entry level.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	1
Orientation programmes	6
Faculty exchange programme	-
Staff training conducted by the university	4
Staff training conducted by other institutions	5
Summer / Winter schools, Workshops, etc.	16
Training on E-Content Development	29
Workshop on Professional Ethics	158
Workshop on Curriculum and Faculty Enhancement Programme	158

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	113	16	-	-
Technical Staff	2	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- ❖ IQAC and the Research Cell of the college work as a catalyst in the promotion and development of research activities. During 2013-14, seven research colloquiums were organized at the Inter-departmental levels, in which the M.Phil scholars and Full-time and Part-time Ph.D scholars and the faculty of the Department of English, Research Centre in Commerce and Research Centre in Tamil actively participated and shared their expertise. The theoretical and practical findings of the faculty in various fields have been beneficial to their respective disciplines and society at large.
- ❖ The institution encourages the faculty and research scholars to pursue research on topics/issues of contemporary relevance and global significance through major and minor research projects to promote socially relevant research. Three staff members have applied for the Minor Projects and three staff members have applied for the Major Projects funded by UGC. Eight staff members have applied for CICT Projects and one for TNSCST Projects. One department has applied for CICT Sponsored Seminar. Minor Project Proposals of four staff members have been approved and funded by UGC and one has got the project approval and the sponsor by CICT.
- ❖ IQAC and Research Cell monitor the progress of the faculties to upgrade themselves. Thus the faculty members not qualified with M.Phil have been urged to undergo the M.Phil programme in the coming academic year and those who have not upgraded themselves with Ph.D have been motivated to register for Ph.D and report to the IQAC within 3 months. During 2013-14, nine staff members have been awarded Ph.D and three staff members have registered for Ph.D.

#### 3.2 Details regarding major projects

	<b>Completed</b>	<b>Ongoing</b>	<b>Sanctioned</b>	<b>Submitted</b>
Number	2	1	-	2
Outlay in Rs. Lakhs	14,89,150	7,36,600	-	14,89,150

#### 3.3 Details regarding minor projects

	<b>Completed</b>	<b>Ongoing</b>	<b>Sanctioned</b>	<b>Submitted</b>
Number	5	8	-	5
Outlay in Rs. Lakhs	7,37,000	17,44,000	-	7,37,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	54	7	-
Non-Peer Review Journals	-	3	-
e-Journals	2	-	-
Conference proceedings	14	22	-

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations (2013-14)

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2 Year	UGC	736600	471100
Minor Projects	1 Year	1. UGC 2. TNSCST 3. CICT	1649000	1124342
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	1 Year	TNSCST	10,000	10,000
Any other (Specify)	-	-	-	-
<b>Total</b>	-	-	<b>2395600</b>	<b>1605442</b>

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy



3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		2			3
Sponsoring agencies	Nil	1. Tamilnadu Kalai Elakkia Perumandram, Sivakasi. 2. Thamilaivu Sangamam, Chennai.			Autonomy Fund

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	6
	Granted	1 Copy right
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year.

Research awards – Nil; Recognitions received by the faculty – Nil; Research Fellows - 2

Total	International	National	State	University	Dist	College
						Project/Research Fellows - 3

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level	3	State level	-
National level	-	International level	-

3.22 No. of students participated in NCC events:

University level	-	State level	-
National level	72	International level	-

3.23 No. of Awards won in NSS:

University level	-	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	-
National level	2	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	-
NCC	1	NSS	35
		Any other	43

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

- Free Tuition services were rendered for NCLP Special School Children.
- Literacy Camps, Computer Hardware Demo Programme, Botany Practicals were conducted for school children.
- Self Employment Training Programmes on Preparation of Pickles, Jams and Juices and masala powder were organised for Rural Women.
- Counselling Programme was organised for the benefit of Differently abled persons.
- Self-employment programme “Cell Phone Servicing” was organized for differently abled persons.
- Anaemia Awareness Programme, AIDS Awareness Rally, Blood, Eye Donation Awareness and Leprosy Identification Camps were conducted.
- Blood Donation Camp was organised and 100 units of blood was donated.
- Production of Bio-Fertilizers was taught to the people at the adopted villages
- Rain water harvesting Awareness Rally was organised.
- Awareness on Solar Energy usage was given to the people at the adopted villages.
- Human Rights and Consumer Rights Awareness programmes were conducted.
- Orphanages and Old Age Homes were visited and mats, pillows, bedsheets and snacks were donated.
- Uniforms, Books, Sports items and school bags were donated to the School children at adopted villages. Sewing Machines and dust bins were donated to the villagers.

## Criterion – IV

### 4. Infrastructure and Learning Resources

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

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25 acres	-	-	25 acres
Class rooms	74	-	-	74
Laboratories	20	-	-	20
Seminar Halls	4	-	-	4
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	19	UGC Addt. Assistance, CPE, COP, Autonomy	19
Value of the equipment purchased during the year (Rs. in Lakhs)	-	₹ 65,18,594	UGC Addt. Assistance, CPE, COP, Autonomy	₹ 65,18,594
Others	-	-	-	-

#### 4.2 Computerization of administration and library

- The Administrative office has been fully automated with FLAIR automation system. Backup technique, recovery mechanism, login restriction for keeping the office details confidential, students' profile, Managing students' records, attendance report generation, mark list creation & ranking have been easier to maintain.
- Campus automation - Online access to attendance and academic performance of students
  - Flair server for Office Automation,
  - Servers for library and Controller's office
  - Server for On-line examinations.
- Information Resource Centre has been fully automated with Modern LIB Software. The Digital Scanner is used for stock verification.
- Green Stone software has been installed to access e-resources. This package has an archive of video-lessons, e-book, e-journals, e-content, syllabi, question banks, model question papers, End Semester Examination question papers.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	36279	27,97,425.90	2064	4,03,861.30	38343	32,01,87.20
Reference Books	18962	48,72,797.53	440	3,57,160.50	19402	52,29,611.19
e-Books	152	-	-	-	152	-
Journals	62	75500	62	79167	62	79,167
e-Journals	2705	5000	-	-	2705	5000

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Digital Database	2	11500	1	47191	3	58,691
CD & Video	1502	-	73	-	1575	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	494	8	237	3	1	13	115	37
Added	25	-	3(lib)	-	-	-	6	-
<b>Total</b>	<b>519</b>	<b>8</b>	<b>240</b>	<b>3</b>	<b>1</b>	<b>13</b>	<b>121</b>	<b>37</b>

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

##### **Training to Teachers:**

- Orientation and training for E – Content Development Programme & Mind Map through Adobe-Dream weaver software have been given to the faculty members.
- Orientation and training for the usage of E-Resources, Green Stone Digital Library, INFLIBNET and DELNET have been given.
- Orientation and training for the usage of FLAIR and Smart board.
- Four faculty members have been orientated on the methodology of conducting Online Examination organized by the Office of Controller of Examinations, SFRC.
- Three faculty members have attended ICTACT Bridge 2013, 11<sup>th</sup> Edition organized by ICTACT, Chennai.
- The Librarian has attended Academic Library Planning in Higher Education and Resurgence Role of E-Resources National conference.
- COP Instructors have attended the Workshop on “Android Computing and AJAX and Web Designing”.
- Seven faculty members have attended workshops on “Middleware Technologies”, “Mining Intelligence and Knowledge Exploration”, “Cloud Computing” and “Tamil Computer and Uses of Internet”.

##### **Students:**

- IT Zone, OPAC system, free internet browsing, Wi-fi internet facilities are provided to the students.
- The compulsory Computer Literacy paper ensures that all UG students become computer literate.

- On-line feedback on curriculum, examinations and evaluations is received from the students once in every semester.
- II M.Com (Banking Technology) & M.Phil (Commerce) students are trained on “Networking Systems” and Application of SPSS Package for Social Science Research
- III B.B.A, I & II M.H.R.M, students have attended Management Software Workshop (MSP, PRIMVERA)
- Chemistry major students are trained on the application of the Softwares like Chem Sketch, PASS, GAUSSIAN, ISIS Draw, Origin and Hex and “C “ programming
- Elective Course YCB23 – Aptitude for Banking Career is designed to conduct online test to M.Com (Banking technology) students.
- XDCB41 - Aptitude for Competitive Exam is designed to conduct online test to Diploma - Banking in Practice students.

4.6 Amount spent on maintenance in lakhs:

i) ICT	₹ 5,01,404
ii) Campus Infrastructure and facilities	₹ 16,68,206
iii) Equipments	₹ 10,32,458
iv) Others (Vehicle & Electrical Items)	₹ 13,76,606
<b>Total :</b>	₹ 45,78,674

## **Criterion – V**

### **5. Student Support and Progression**

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

- Guided and assisted the students to avail PG Merit scholarship and Single Girl Child scholarship.
- Helped the disabled and minorities (SC/ST) research scholars to avail financial assistance funded by UGC and other private sectors.
- Monitored whether the students have enrolled in any one of the certificate/diploma/COP courses.
- Urged the faculty members in the respective departments to involve the alumnae in all the academic activities.
- Permitted the gap year students for re-admission to complete the course with the retention of credits and marks earned before the break in studies.
- Organised Counselling Programmes periodically.
- Suggested to the Students Welfare and Grievance Redressal Cell to collect and record the grievances of the students. Which has helped the students to iron out their grievances.
- Persuaded the economically deprived students to benefit from the Free Noon Meal/Earn While you Learn scheme.
- Organised training for Sports students by special coaches in order to participate in inter-university sports tournaments and games. Special dietary requirements, sports uniform and materials have been given to the players

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

The institution always takes tireless and endless efforts for the steady academic progression of the students. Every semester, the Result analysis for each course, academic performance of the students in each course and the analysis of the top scorers are made.

Incremental academic growth of the disadvantaged students are made and the slow learners are given remedial coaching and the advanced learners are taken special care to prove themselves.

- Tutors have maintained Student Personal Record for every student and monitored their academic growth. In the tutorial meeting held twice a month, the performances of the Term Test of the wards are discussed by the tutors.
- Remedial bilingual teaching by tutors is a scheduled feature in the college to help the slow learners.
- Add on courses, COP and Skill Enhancement courses have facilitated more employment opportunities to the students.
- Entry into Service Cell has coached the students for NET and SET exams and competitive examinations like IBPS exams, TNPSC and Civil Service exams.
- Placement Cell extends its services to the students for career guidance by organizing lectures and by arranging campus interviews.

## 5.3 (a) Total Number of students

UG	PG	M.Phil	Ph. D.	Others
2434	414	19	6	25

(b) No. of students outside the state

4

(c) No. of international students

-

<b>No</b>	<b>%</b>
-	-

Men

<b>No</b>	<b>%</b>
-	-

Women

Last Year (2012 – 13)						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
24	153	-	894	6	1071	19	176	1	938	3	1134

Demand ratio - 2:1

Dropout % - UG – 8%

PG – 9%

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

- ◆ UGC sponsored Entry into Service Cell has taken adequate steps to prepare students for Civil Service Examinations, NET/SET exams/IBPS exam.
- ◆ Students are given model test as a practice.

No. of students beneficiaries

187

## 5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	41

## 5.6 Details of student counselling and career guidance

S.No.	Date	Topic	Resource Person	No. of Beneficiaries
1.	20-06-13	Women Sensitization Programme	Dr. (Mrs.) Sharmila, Siddha Doctor, Social Worker & Counsellor.	815
2.	19-09-13	My Relationships, My Emotions and the Right Decisions	Mrs. S. Asha, Psychological Counsellor.	162
3.	19-09-13	I take at the Right time”	Mr. Jim Jesudoss, Development Professional & Child Right Activist, Executive Director, Sakthi – Vidiyal’	293

S.No.	Date	Topic	Resource Person	No. of Beneficiaries
4.	19-09-13		Dr. (Mrs.) Sharmila, Siddha Doctor, Social Worker & Counsellor.	200
5.	19-09-13		Mr. Jim Jesudoss, Development Professional & Child Right Activist, Executive Director, Sakthi – Vidiyal'	146
6.	19-09-13		Mrs. S. Asha, Psychological Counsellor.	133
7.	19-09-13	Personal Counselling	Dr. (Mrs.) Sharmila, Siddha Doctor, Social Worker & Counsellor.	10

No. of students benefitted

1749

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	231	56	1

#### 5.8 Details of gender sensitization programmes

S.No.	Date	Topic	Resource person	No. of beneficiaries
1	22.06.13	Sexuality Issues – A Gender Perspective	Dr. Sharmila, Social worker and Counsellor, Siddha Doctor, Madurai.	All the final year students
2	24.06.13	Sex: A Gender Perspective		
3	26.06.13	Sexual harassment in Today's Scenario		
4	07.08.13	Breast feeding awareness	Dr.K.Venkatasubramanian, Annai Clinic, Sivakasi. Dr.Aarthi, Vijaya Nursing Home, Sivakasi.	All the students
5	18.09.13	One Day Intra Collegiate Seminar on "Challenges of Women – Maximizing Talents, Minimizing Barriers"	1. Dr. S. Brinda Umamaheswari, Asst. Prof. of History, Sri SRNM College, Sattur. 2. Dr. A. Antony Selvaraj, Associate Professor of History, Government Arts College, Melur. 3. Mr.S. Balasubramanian, Vice-President, Green Wealth Group of Companies, Madurai.	111
6	30.01.14	Concepts relating to entrepreneurship and women entrepreneurs – Nation builders	1. Mr. K.R.Gnanasambandan, Vice President, TANSTIA, Madurai. 2. Mrs.V.Chellakkanu, DECE	150



S.No.	Date	Topic	Resource person	No. of beneficiaries
7	31.01.14	One-Day Intra-Collegiate Workshop on “Women Healthcare through Herbs”	Dr. S. Po. Ramsubramaniam, Rohini Institute of Alternative Medicine, Chennai, Dr. S. Asokan, Principal, Rohini Institute of Alternative Medicine, Chennai,	160
8	01.08.14	Food adulteration awareness programme to the public.	Faculty members, Dept.of Chemistry, SFRC, Sivakasi.	60

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	3	41725
Financial support from government	1465	3985485
Financial support from other sources		214960
Number of students who received International/ National recognitions	38	877500

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

37

5.13 Major grievances of students (if any) redressed:

<b>Nature of Grievances</b>	<b>Action taken</b>
<ul style="list-style-type: none"><li>• Requested for the bus services to Alangulam and Sithurajapuram.</li></ul>	<ul style="list-style-type: none"><li>• Local Bus service has been extended upto Alangulam and Sithurajapuram.</li></ul>
<ul style="list-style-type: none"><li>• Public Address system was not audible.</li></ul>	<ul style="list-style-type: none"><li>• Solved the problem by providing additional Speakers.</li></ul>
<ul style="list-style-type: none"><li>• Requested to exempt some students from remedial coaching.</li></ul>	<ul style="list-style-type: none"><li>• Concerned students exempted after the discussion with their teachers concerned.</li></ul>
<ul style="list-style-type: none"><li>• Requested to cancel coaching classes on Saturdays.</li></ul>	<ul style="list-style-type: none"><li>• Coaching classes are cancelled on Saturdays.</li></ul>
<ul style="list-style-type: none"><li>• Requested for the End Semester Examination results to be posted on the College web site.</li></ul>	<ul style="list-style-type: none"><li>• Results are being posted on the college web site from the academic year 2013-14 onwards.</li></ul>

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Vision:**

*To emerge as a premier institution offering need-based, value-conscious and career – oriented quality education to empower rural women.*

**Mission:**

- ❖ To develop human resources of high caliber with moral ethics and employability potential.
- ❖ To empower rural women with
  - Academic excellence and Communicative Competence
  - Entrepreneurial Skills and Eco-consciousness
  - Evolving Technologies
- ❖ To promote research culture.
- ❖ To produce wholesome citizens to contribute towards nation building.

6.2 Does the Institution has a Management Information System

Yes, the Institution has a Management Information System.

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

6.3.1 Curriculum Development

Initiatives are taken by the institution to bring about a gradual development and a continual improvement in the quality of its academic programmes. The CBCS with autonomy has made the curriculum flexible and learner-friendly. The course contents are updated once in every three years. A justification report for modifications of the odd and even semester courses is collected from every department. Special meetings for curriculum revision, namely Deans meeting, Department meetings, and council meetings were conducted during 2014 syllabi revision. A workshop on “Curriculum and Faculty Enhancement Programme” was conducted for the Faculty .

One prominent Alumna is included as a member of Board of Studies of various programmes during the 2014 syllabus revision. In order to meet the needs of the competitive world, the curriculum is updated and approved in the Board of Studies meeting held on 8.2.2014. Feedback from International experts and Students’ feedback on Curriculum are collected and the due consideration is given for the continual development in curriculum.

Motivation is given to the faculty members to attend workshops/seminars/conferences to gain knowledge on recent developments. The curriculum is updated based on the information gained from them.

In order to enhance the employability and entrepreneurial skills among the students, the following courses have been introduced to compete with the global challenges:

The Career Oriented Programmes -Diploma in Costume Designing and Dress Making & COP-Diploma in Banking in Practice have been introduced in 2013-2014. For the year 2014-2015, a Certificate course on Data Communication and a Certificate course on Cloud Computing have been proposed.

AICTE approval for the conduct of MCA Programme (2013-2014) has been received and the students are admitted accordingly.

### 6.3.2 Teaching and Learning

In order to impart learner-centred education and to achieve a better learning outcome, the following strategies are adopted:

- The classroom lectures are supplemented by participatory learning activities comprising project work, group discussions, peer group teaching-learning and other modes that facilitate the learning process.
- The ICT enabled teaching through interactive smart board and multi-media projector, well-equipped language lab, LCD T.V and DVD players arouse the curiosity of the learners in wanting to know more.
- In order to use innovative technology enabled teaching, e-content materials are prepared by the staff members.
- The free Laptops issued by the Tamil Nadu Government has promoted BYOD (Bring Your Own Device) method of teaching and learning.
- In-plant training, industrial and field visits provide practical knowledge to the learners. The interactive and participatory approach makes learning a meaningful experience.
- Slow learners are aided through peer group discussions and special coaching sessions. The Remedial Coaching Cell, financially assisted by UGC has undertaken the coaching of slow learners. During the year 2013-2014, 2382 students are benefited.
- Advanced learners are highly motivated. Their potential is brought out by motivating them to participate in the competitions held inside and outside the college, take-up leadership roles in the College Union and quality circles inside the college and to represent their departments at inter-collegiate and intra-collegiate activities.

### 6.3.3 Examination and Evaluation

The Examination section is fully computerized to maintain confidentiality and ensure quick services. It conducts online tests and online assignments and ensures access to online results. Online exams are conducted for Mathematics for Career Building which is an Extra-Credit course, Aptitude for Banking Career which is an Elective paper, Aptitude for Competitive Examination which is a Diploma course, Mathematics for competitive examination which is a Job-Oriented course and also M.Phil entrance examinations.

Subject Viva-Voce is conducted for III UG, II PG and M.Phil students. Central valuation system is introduced for Part-I and Part-II courses. Results are posted on the college website along with the details regarding the repeat examination and revaluation. Repeat examination is conducted for the final year students.

Revaluation and photocopy of answer sheets of End Semester Examination are provided to the students. Mark statements are issued to the students and rank list is prepared for each programme and it is sent to the departments.

### 6.3.4 Research and Development

- The research cell co-ordinates, monitors and promotes the pursuit of research in all departments.
- To strengthen the confidence of the Ph.D Scholars, Pre-submission viva-voce and Public viva-voce Examination are conducted in the research centres.
- 50% of research fee is paid for the self-funded faculty members.
- Staff members are motivated and rewarded with cash awards on completion of Ph.D/major/minor research projects for publications and paper presentations outside India. The magnanimous Management has contributed ₹ 30,520 as a token of appreciation to 30 members of the staff for their involvement and contribution to research.
- A staff member from the department of Botany has applied for patents.
- Inter-departmental collaborative research programmes are conducted.
- Infrastructure facilities are enhanced and the facilities of library and laboratory are augmented.
- Science Instrumentation Centre is upgraded.
- This year 1445 samples have been tested and 189 researchers were benefited.

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

#### **Library:**

- Modern Lib software is installed for library automation.
- Digital Scanner is used for stock verification.

#### **ICT:**

The campus is Wi-fi enabled. E-Content Development Cell has trained and guided the faculty members to download video lessons and e-learning materials for usage in the classrooms. The faculty members are also trained to create their own e-content.

LCD projectors are used effectively by the members of the staff for power point presentations.

#### **Physical Infrastructure:**

Indoor Sports Training Facility Building, a spacious Seminar Hall, a Wet lab for the Department of Costume and Fashion, a Godown and a Kitchen Garden are under construction.

#### **Science Instrumentation Centre:**

Science Instrumentation Centre is equipped with latest instruments. Gas Chromatography-Mass spectrometry has been purchased for ₹ 28 lakhs in order to identify the specific component in organic materials, analyse food materials and pesticides.

### 6.3.6 Human Resource Management

The College Union consists of Principal, Staff members, Student President, Vice-President, Secretary, Joint-Secretary and Student members. With the combined effort of all these members, the college union functions mainly for the welfare of the students. The grievances, suggestions and appreciations given by the students are discussed with the Principal at regular intervals.

A duty list is prepared by the Principal at the beginning of the academic year. The staff members –in-charge of the respective duties effectively carry out the duties allotted to them with the guidance of the Principal.

Members of the Staff are given orientation and training for E – Content Development, the usage of E-Resources, Green Stone Digital Library, INFLIBNET and DELNET. The Staff club has conducted a workshop on “Professional Ethics” for the faculty members in order to enhance their professional competencies and to nurture and build education perspectives and pedagogic traits.

“Leader in You”, a Personality development programme is conducted by the Personality Development Cell in order to develop the leadership qualities of the students and to shape their personality.

### 6.3.7 Faculty and Staff recruitment

Under aided stream, meritorious candidates are appointed according to the reservation system allotted by the State government and as per the UGC norms. Thirteen members of the staff qualified with SET/NET/Ph.D are appointed under the aided stream. The self-funded faculties are appointed purely on merit basis. In the year 2013-2014, twenty one staff members have been appointed.

### 6.3.8 Industry Interaction / Collaboration

- In order to improve the quality of education, to meet the needs of the industry and economy, to share the experience and expertise between institutions and industry, MOUs are signed for academic and non-academic activities.
- Industrial experts are invited and their suggestions are incorporated in the curriculum design
- Eleven MOUs have been signed this year with the local industries for Job-oriented and Career-oriented courses.
- Students are taken for industrial visits in order to gain knowledge by interacting with the industrialists.
- Department of Nutrition and Dietetics, in collaboration with Meenakshi Mission Hospital Madurai, guide their students to undergo Institutional training.
- UGC sponsored National/ International Seminars are conducted by collaborating with external agencies.
- Department of Commerce has linkage with banks and the students undergo institutional training.
- Four staff members have achieved an International Certification on Cloud, Infrastructure and Services. An Authorization of Global Recognition Centre for the conduct of classes and examinations was received.

### 6.3.9 Admission of Students

#### **Strategy to increase the strength of the students**

- The admission is made purely on the basis of merit.
- Rule of reservation of the government of Tamil Nadu is strictly followed.
- A rank list of candidates is prepared. After the verification of the Steering Committee, a selection list is put up on the notice board and uploaded on the college website for the students' reference.
- Orientation is given to the Higher Secondary school students by organising various programmes. Department of Commerce (SF), under the Extension Activity organised a Career Guidance Programme for the Higher Secondary Commerce students on 06.07.2013. Department of Physics, under the Extension

Activity organised a workshop on handling the scientific apparatus for the twelfth standard students on 28.09.2013.

- A flex board indicating the names of the courses offered by the institution has been displayed outside the college.

#### Students admitted for the year 2013-2014

S.No.	Course	OC	BC	BCM	MBC	SC	SCA	ST	Total
1.	UG Aided	6	257	17	52	95	92	12	<b>531</b>
2.	PG Aided	0	55	2	2	13	17	0	<b>89</b>
3.	UG (SF)	13	283	15	147	49	6	1	<b>514</b>
4.	PG (SF)	3	78	1	40	15	1	0	<b>138</b>
5.	M.Phil	1	20	0	8	6	0	0	<b>35</b>
<b>Total</b>		<b>23</b>	<b>693</b>	<b>35</b>	<b>249</b>	<b>178</b>	<b>116</b>	<b>13</b>	<b>1307</b>

#### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>▪ 50% of the Research fee is paid for the self-funded faculty. ₹ 35,750 was paid as research fees to 9 self-funded staff members.</li> <li>▪ Staff members who have completed Ph.D/ Major/ Minor Research Projects and who have published books and articles in reputed journals are felicitated during the College Annual day.</li> <li>▪ Day Care Centre functions to assist the faculty members in child-rearing.</li> </ul>
Non teaching	<ul style="list-style-type: none"> <li>▪ Advance amount - ₹ 2,20,000/- 18 members</li> <li>▪ Festival advance - ₹ 34,000/- 17 members</li> <li>▪ Diwali bonus - ₹ 52,300/- 102 members</li> <li>▪ Pongal bonus - ₹ 118200/- 187 members</li> <li>▪ Uniforms free of Cost - ₹ 56,740/- 33 members (sweepers, scavengers and drivers)</li> <li>▪ Tour sponsorship – ₹ 8000/-</li> <li>▪ Day care Centre facility to assist the non-teaching staff members in child-rearing.</li> </ul>
Students	<ul style="list-style-type: none"> <li>▪ Free Noon Meal scheme - 51 students</li> <li>▪ Earn While You Learn Scheme - 9 students</li> <li>▪ Student Aid Fund - 12 students</li> <li>▪ Common Good Fund - 60 students</li> <li>▪ Student Welfare Fund (Sports) - 1 student</li> <li>50% Fee concession</li> <li>Staff Club Fund - 22 students</li> </ul>

6.5 Total corpus fund generated

₹ 20415230/-





6.6 Whether annual financial audit has been done      Yes                  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Nil	Yes	Members of the IQAC
Administrative	Yes	External auditors appointed by the Management Committee and JDC audit	Yes	Auditors of SFI & auditors from Madurai

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

For UG Programmes      Yes       No

For PG Programmes      Yes       No

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

- A separate domain and a website have been hosted for the Controller office section for a period of three years. [www.coesfrcollege.in](http://www.coesfrcollege.in)
- Online software/ web server has been created.
- Examination results are published in the college website for the easy access of the students.
- Central Valuation system is carried out for the quick publication of results.

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

- Autonomous colleges are given the autonomy to frame their own curriculum depending upon the global needs.
- After getting approval from the University, new programmes are introduced in order to meet the challenges in the job market.
- The plan proposals are submitted to the UGC for financial assistance and they are approved by the Dean and CDC of the University.
- Departments are permitted to upgrade as Research Centres depending upon the staff members' qualification in the area of research.
- In the presence of two nominated members of the university, the results of the End Semester Examinations are approved in the Awards Committee Meeting and thereafter results are published.

- The Principal and the senior member of the college make representation in Academic Council and Syndicate (academic and non academic).

#### 6.11 Activities and support from the Alumni Association

Upholding the motto of re-uniting all the alumnae in order to provide a forum to exchange views and ideas relating to the college, the Alumnae Association conducts Alumnae Day on 2<sup>nd</sup> October every year. The alumnae's suggestions for the improvement and the progress of the institution are always considered.

The conduct of the Alumnae Day is informed to the alumnae through the college website and SMS.

The members of the Alumnae Association extend their helping hands in order to provide midday meal to the physically challenged children. Along with the Entrepreneur Development Cell of the institution, an Exhibition cum sale is organised and books and sports articles are donated to the school children of the adopted village.

The alumnae played a very significant role in their interaction during the three day (from 15.12.1013 to 17.12.1014) NAAC Peer team visit.

Alumnae volunteer to pay semester fees for the needy students. They also serve as members of the Board of Studies.

#### 6.12 Activities and support from the Parent – Teacher Association

Parents-Teachers Meeting is conducted for the parents of all the I years at the beginning of the college where the parents are oriented on the rules and regulations of the college.

Parents-Teachers Meeting is conducted on 26th January of every year and the suggestions of the parents are given due consideration and are implemented. The personal and academic growth of each and every student is discussed by the parents with the HODs and tutors of their wards.

As part and parcel of the institution, parents help in arranging Industrial visit for the required department and they also pay fees for the needy students.

Parents' interaction during the three day NAAC Peer Team visit was immense. The parents expressed their views and ideas regarding the college that helped in the academic, intellectual and personal development of their wards.

#### 6.13 Development programmes for support staff - Nil

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

The energy conserving measures undertaken by the institution are listed below:

- a. The fans, lights, air conditioners and other electronic and electrical equipments are switched off when not in use.

- b. Students are educated about the need of energy conservation during the ward meetings.
- c. Nine solar lamps illuminate the college campus.
- d. Compact Fluorescent Lamps replace the fluorescent lamps.

Every Department conducts model display, Quiz, poster-making, chart display competitions in order to create ecological awareness among the students.

Eco club functions with the motto “Go Green and Make our Campus Clean”. Students of the department of Microbiology are the members of Eco club. A Green Badge engraved “Go Green” is worn by all the Eco club members.

Department of Botany conducted Green audit in order to know and improve the greenery of our campus. A workshop on “Holistic Health through Environmental Changes” was also conducted.

Bio-Degradable and non-biodegradable wastes are disposed in separate dustbins.

## **Criterion – VII**

### **7. Innovations and Best Practices**

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

- Certificate courses on Instrumentation Techniques and Mushroom Cultivation have been introduced to facilitate the students to acquaint themselves with the current technologies and to enhance career prospects.
- Certificate Course on Forensic Science enables the students to get wide knowledge on crime scene investigation.
- Diploma in Medical Laboratory Technology provides skill oriented training to the students and thus enables them to work in different laboratory settings.
- Courses “Avana Tamil” and Mozhi Thiran” introduced by the department of Tamil enables the students to improve their communication skill.
- New Skill Enhancement Programmes like Sofa Cushion Making, Tiles Painting, Jute Bag Making and Embroidery inculcate entrepreneurial skill among the students.
- Intensive placement training is imparted to the outgoing students in order to improve the placement opportunities.
- Technical Examinations like ‘iTech Quest and Tectonic’ benefit the students with better employability skills.
- Modern Information and Communication Tools are integrated with regular teaching methodology by means of using Smart classroom, e-content materials, mind maps, virtual labs, LCD projectors and BYOD system (Laptops) that improve the learning skill of the students.
- Expressive Articulation Session improves the reading ability and the communication skill of the students.
- Dietetic Internship training programme gives a practical exposure taking place in hospitals.
- Medical Laboratory Training Programme in Government Hospital helps the Microbiology students to work in medical labs.
- Fashion Show: Fashion Portfolio - OSTENTA – 14 exhibited the students’ talents in garment designing.
- Consultancy services extended by the Science Instrumentation Centres caters to the research requirements of the researchers, scholars, chemists and biologists.
- Remedial coaching to SC/ST students and to academically backward students help the students in their academic progression.

- Coaching classes for IBPS/ SET / NET / CSIR are a gateway for a better employment opportunity.
- Pranac Healing course helps the students to be conscious of their physical fitness.
- Yoga and Pranayama classes enable the students to get more mental strength and better concentration.
- Paperless office is effectively carried out.
- The Science Instrumentation Centre is upgraded with GCMS (Gas Chromotography - Mass Spectrometry) to cater to the needs of the modern research.
- OPAC, DELNET, INFLIBNET, Greenstone Digital Library, E-Journals have been introduced in the Library.

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

Plan	Action Taken
Introduction of innovative courses in Curriculum Design	<ul style="list-style-type: none"> <li>▪ Introduced the innovative certificate courses in Forensic Science and Data Communication</li> </ul>
Organisation of Workshop, Seminar and Faculty development Programme	<ul style="list-style-type: none"> <li>▪ Organised <b>Workshops</b> on “SPSS”, “Bio-Informatics”, “Women Health Care through Herbs”, “Software Awareness on MSR and PRIMAVERA”, “Android OS and Robotics”, “Challenge Yourself” “Leader in You”, “Build a Magnetic Personality” and “Holistic Health through environmental changes”,</li> <li>▪ Conducted <b>Seminars</b> on “Image Processing”, “Creativity Art and Graphic Design”, “Recent Trends in Chemistry-III” LUMI-2013, “Challenges of Women-Maximizing Talents; Minimizing Barriers” and “Life Ethics in Tamil Literature”.</li> <li>▪ Faculty members were trained on the Application of Online Software.</li> <li>▪ Under Cluster of colleges Joint Faculty programme – COMFEST 2013 was organised.</li> <li>▪ Sensitization Programme on “Holistic Development and Character Building for Youth” was organized for students.</li> <li>▪ Under VNR District Cluster of Colleges Joint Faculty Programme in Mathematics, seminar, competitions and paper presentations were organised.</li> </ul>
Formation of Research Forum	<ul style="list-style-type: none"> <li>▪ LITTERA for PG students and Arts club – ATHENA for final UG students by the department of English has been formed.</li> </ul>

<b>Plan</b>	<b>Action Taken</b>
Celebration of National and International Days	<ul style="list-style-type: none"> <li>▪ Tamil Sangamam Day, Human Rights Day, Ramanujan Day, Literacy Day, Women’s Day, Science Day, Environment Day, World Consumer Day, NSS Day, Alumnae Day, National Voters Day, World Cleanliness Day, Republic Day, Independence Day, Perunthalaivar Kamarajar’s 111<sup>th</sup> Birth Day and Smathuva Pongal were celebrated.</li> </ul>
Extension Services- Focusing on health and social responsibility	<ul style="list-style-type: none"> <li>▪ Anaemia Awareness Programme, AIDS awareness Rally, Blood and Eye donation awareness, Breast Feeding Awareness Programme and Leprosy Identification Camps were conducted.</li> <li>▪ 100 units of Blood were donated by the faculty members and students by joining hands with the Lions Club of Sivakasi.</li> <li>▪ Blood group identification camp was conducted with the assistance of Govt. Hospital Blood Bank.</li> <li>▪ Eye Donation Awareness camp was conducted along with the Lions Club of Sivakasi and 137 eyeballs were collected.</li> <li>▪ Free Tuition services were rendered to the NCLP Special School Children.</li> <li>▪ Programmes on “Human Rights”, “English for Kids” “Importance of Nutrition” and “Computer Hardware Demo Programme” were conducted for the school children.</li> <li>▪ Computer Literacy course on MS Office and Internet was conducted to the economically backward women and school children.</li> <li>▪ An awareness programme on “Nutrition for Adolescents” was organised for women in the adopted villages.</li> <li>▪ A demo cum training programme on “Science and Technology” was offered to the HSS teachers and students.</li> <li>▪ A demo on how to make and use Earthworm Fertilizer was arranged for the farmers at the adopted villages.</li> <li>▪ Food Adulteration Awareness camp was an eye-opener to the public towards contaminated products.</li> <li>▪ Self Employment Programme was conducted to the economically backward rural women in adopted villages.</li> <li>▪ Rain water harvesting Awareness Rally and Awareness on Solar Energy were organized.</li> <li>▪ Donated Dress materials, Bed sheets, Soaps, Pens, Sweets and Biscuits worth ₹ 28,450 to the inmates of Old Age Home and Children Home.</li> </ul>

Plan	Action Taken
Entry in service	<ul style="list-style-type: none"> <li>▪ Coaching classes for SET / NET / CSIR /GATE examinations were conducted.</li> <li>▪ 187 students were given coaching for competitive examinations conducted for UPSC, TNPSC and IBPSB in three batches.</li> </ul>
Environmental issues	<ul style="list-style-type: none"> <li>▪ Competitions were conducted on the topics “Go Green”, “Art from e-waste” and “E-Waste Management”.</li> <li>▪ Posters have been displayed in the college campus on the topic “Energy Saving and Pollution Control”.</li> <li>▪ An Eco Awareness Programme on “Harnessing Solar Energy” was conducted to make the students aware about energy conservation and alternative power generation using photovoltaic Technologies.</li> <li>▪ Students planted Neem saplings.</li> </ul>
Strengthening of Alumni activities	<ul style="list-style-type: none"> <li>▪ Alumnae Day was celebrated on 2<sup>nd</sup> October.</li> <li>▪ A chance was provided to the self-employed alumnae to sell their products like dress materials, food items, Jute bags and fancy items and a nominal amount towards alumni fund is collected from them.</li> <li>▪ Out of alumni fund <ul style="list-style-type: none"> <li>✓ Contributed ₹ 2,850 towards the provision of Mid Day meal to the physically challenged children at Azhagan Sugalayam, Sivakasi.</li> <li>✓ Sponsored ₹ 7304 towards the purchase of “SFRSVK” SMS package and ₹ 2541 towards the purchase of books &amp; Sports articles for the school children of the adopted village.</li> </ul> </li> </ul>
Fine Arts (Inter-departmental cultural programme)	<ul style="list-style-type: none"> <li>▪ A Talent show was organised for providing a platform to the I year UG and PG students to demonstrate their skills. 57 teams have exhibited their talents.</li> <li>▪ Fine Arts Fiesta – 2013, an intra-collegiate competition, was organised to enable the students to exhibit their talents in cultural activities. Twenty competitions were conducted on various themes.</li> </ul>
Fund raising	<ul style="list-style-type: none"> <li>▪ A proposal to UGC and other funding agencies for Minor and Major Project were submitted for the conduct of Seminars/Workshops.</li> <li>▪ An amount of ₹ 471100 was received from UGC for Major Projects and ₹ 1124342 for minor projects. ₹ 10000 was received for a student project from TNSCST.</li> <li>▪ ₹ 1,48,540 was received through consultancy services.</li> <li>▪ ₹ 8,56,500 was received from UGC under XII Plan for Remedial coaching, Entry in Services and Net coaching.</li> <li>▪ ₹ 7,60,000 was received from UGC under XII Plan for Under Graduate Assistance.</li> </ul>

Plan	Action Taken
NCC	<ul style="list-style-type: none"> <li>▪ 15 NCC Cadets had appeared and 4 have cleared 'B' Certificate Examination and 4 cadets have appeared for 'C' Certificate Examination.</li> </ul>
Examination Reforms	<ul style="list-style-type: none"> <li>▪ Online Multiple Choice Questions for Mathematics for Career Building, Aptitude for Banking Career, M.Phil Entrance Exams.</li> <li>▪ Published the results of End Semester Examinations from the academic year 2013-14 in the college website.</li> <li>▪ Double valuation for Part I and II courses is under practice.</li> </ul>
Placement Cell	<ul style="list-style-type: none"> <li>▪ Placement Training Programme was given to all the final year UG and PG students on Motivation &amp; Personality Enhancement, Soft Skills, Communication &amp; Listening Skills, Resume Preparation, GD &amp; Interview skills with Mock Interview.</li> <li>▪ A Placement Training Programme and a Bridge Course on the topic "Career Guidance" was organised.</li> <li>▪ Placement Cell extended its services by arranging on-campus and off-campus interviews. 57 students were placed in various concerns.</li> </ul>

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- |  |
|--|
| <p>(i) <b>STERLING</b> - SFRC's Teaching, Research, Learning Initiatives and Goals</p> <p>(ii) <b>OASYS</b> - Office Automation System</p> |
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*[Annexure – II]*

*\*Provide the details in annexure (annexure need to be numbered as i, ii, iii)*

7.4 Contribution to environmental awareness / protection

The institution always takes necessary steps to create environmental awareness among staff members and students. It also lends its support for the protection of the environment.

- Solar lamps and solar water heater have been installed to make use of the solar energy.
- Rain water harvesting is under practice.
- Non-working computer spare parts and other equipment are safely disposed.
- Fluorescent lamps have been replaced by effective compact fluorescent lamps.
- Energy conservation Awareness Programme has been conducted to create an awareness on conservation of energy.
- Fans, lights and other electronic and electrical appliances are used only when required.
- Poster display on "Energy saving and Pollution Control" has been conducted.
- Bio-gas plant in hostel kitchen has been installed.
- Waste water from RO plant is used for gardening.



- To save carbon emission in printers, paperless office is under effective usage.
- Fumehood and industrial exhaust fan get rid of toxic fumes in Chemistry Lab.
- By composting hostel kitchen waste, organic fertilizer is prepared and used.
- Paper cups and paper plates are used in the canteen.
- More trees are planted for carbon neutrality.

7.5 Whether environmental audit was conducted?      Yes       No

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

**STRENGTHS:**

- Our College has been bestowed with the unique honour of **College with Potential for Excellence** by UGC – New Delhi.
- The expert committee for the **Extension of Autonomy** has visited the institution and the committee in the report, has paid rich encomiums about the joint efforts of the Managing Committee, Principal, Faculty Members and Non-Teaching Staff Members.
- The college is accredited with Five Star status in the year 2002, reaccredited with Prestigious ‘A’ Grade by NAAC in the year 2008 with CGP of 3.31 points and reaccredited (III cycle) in the year 2014 with a CGPA of 3.36 points.
- Since it is an Autonomous Institution, Need Based Curriculum is imparted and the syllabus is revised once in three years.
- The Management is generous and ever ready in upgrading the institution by extending full support for the introduction of programmes and for the faculty research.
- Competent faculty include 158 teaching and 116 non teaching members.
- 18 UG, 13 PG, 5 M.Phil programmes and 2 Ph.D. programmes are offered in addition to a number of Certificate and Diploma courses.
- MOU with 11 Institutions for Job-Oriented Courses and with Industrial organizations make the purpose of learning fruitful and meaningful.
- Computer Literacy Programme and Life Oriented Courses are provided to all the UG students as a part of curriculum.
- 6 UGC sponsored Career Oriented Programmes and one innovative programme M. Com. Banking Technology are offered.
- Excellent infrastructure and learning resources lead to a conducive learning environment.
- Science Instrumentation Centres I and II are established with various centralized innovative instrumentation facilities to cater to the needs of the academic community and to provide consultancy service to the industries

- The campus is Wi-fi enabled and Internet connection with leased line @ 4 mbps (1:1) is provided.
- Language Lab is equipped with sophisticated tools to enhance communication skills.
- Flair-Automation regarding attendance, Mark entry and Record keeping is implemented successfully.
- As a part of social responsibility, the college has adopted five villages, under its Extension activities wing and efforts are taken regularly to improve the villages.
- The economically backward students are benefited from Free Noon Meals/Earn While you Learn scheme throughout the year.
- Youth Welfare Forum helps in shaping individual talents.
- Parent Teachers Association helps in moulding the students.
- Expressive Articulation Session is conducted twice in a month, where the mentor moulds their wards and develops the communication skills.

**WEAKNESSES:**

- The parents are not aware of the opportunities provided by the College for Student's career and overall development.
- The students lack communication skills, since majority are from nearby rural areas.

**OPPORTUNITIES:**

- The institution is the only Women's Institution in the nearby vicinity.
- Financial Aid / Scholarship is disbursed from Government & various agencies since 1968.
- Upgrading departments to Research Centres is possible.
- More collaborative activities with the Industries can be undertaken.
- Placement Training & Coaching helps in appearing for IAS, UGC-NET, SET, IBPS, UPSC, TNPSC examinations.
- IBPS Bank examination syllabus is included in the curriculum and is offered as a Elective Course to Post Graduate students. It is also included in Career Oriented Programme.
- Institute of Language Management., Bangalore trains the students in Communicative English.

**CHALLENGES:**

- Top scorers apply for the professional courses, as so many Engineering Colleges are available nearby.
- Creamy layers do not opt for arts colleges for Higher Education and they prefer to undertake Teacher Training and B.Ed courses.

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

### **Curriculum**

- To submit proposal for community college.
- To introduce B.Sc. Maths under self-financed scheme.
- To introduce in plant training in Temple Arts.
- To change the title of the programme, M.A. Human Rights to M.A. History and MHRM to M.Com (HRD).

### **Teaching & Learning**

- To organize development programmes for the faculty members and the supporting staff.
- To train the faculty members on e-content lesson preparation.

### **Examination and Evaluation**

- To implement the on-line examinations for NME and Computer Literacy courses.
- To conduct on-line M.Phil entrance examinations.

### **Research**

- To release a Research Journal by the Department of Tamil.
- To motivate the self-funded faculties to apply for minor / major projects from the funding agencies other than UGC.
- To encourage the teachers to publish their research papers in the peer reviewed national and international journals with the impact factor.
- To introduce the DST Zero level.
- To enhance the consultancy services.
- To motivate the faculty members to apply for research guideship.

### **Extension**

- To celebrate Alumnae Day by inviting renowned Alumnae as resource persons.
- To conduct Obesity Awareness Programme.
- To organize street plays in the adopted villages on Drug Abuse.
- To create an awareness on the donation of Human organs.
- To organise empowerment programmes for the economically backward rural women in and around Sivakasi.

### **Students Support and Progression**

- To conduct seminars / workshops in collaboration with CICT.
- To organize ICHR Sponsored National Seminar.
- To conduct Cluster of College Meet and thereby creating an awareness on CSIR/NET, SLET examination.
- To organise a counseling programme on women abuse.
- To motivate the post-graduate students of science to appear for CSIR examination.

- To organize a “Food Mela” in the college campus.
- To organize a workshop on Fashion Illustration.
- To celebrate a Fashion Week OSTENTA-15.
- To start a short term course on Art and Craft work and a long term course on Bharathanatiam.
- To inform the students about the job opportunities through mail, e-mail and phone calls.
- To carry out all the college and departmental activities focusing on the theme ‘Environment Awareness and Protection’.

**Information Resource Centre**

- To run the Library with RFID (Radio Frequency Identification).
- To improve the Automation Library with Library software.
- To progress towards Digital Library.

*Name: Dr. K. Rajeswari*

*Name: Dr. D. Sasireka*

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

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***ANALYSIS OF THE FEEDBACK***

**Alumnae:**

- The college builds alumnae affinity through the 'Alumnae Meet' held every year on 2<sup>nd</sup> October for sustaining the lifetime connection between the alma mater and the students' community. The following are the appreciation and suggestions received from the alumnae:
  - Enjoyed and felt proud about the tremendous development of the college.
  - Welcomed the opportunities given for career development.
  - Greatly appreciated the innovative COP courses, Extra Credit courses and Gandhian Thought courses.
  - Appreciated the Extra-curricular activities which are the key tools in their personal development.
  - Praised the pleasant, eco-friendly ambience.
  - Admired on the CUTE SMS used for inviting the alumnae.
  - Suggested to introduce M.A. History Post Graduate Course.

**Parents:**

- PTA meeting is conducted twice a year.
  - On the re-opening day for the parents of I year students.
  - On 26<sup>th</sup> January, for the parents of all the students.
- The following are the appreciation and suggestions from the parents:
  - Appreciated the disciplinary measures followed in the college.
  - Happy with the infrastructure, bus services and water facilities available in the college.
  - Pleased with the parental care given by the faculties to their wards.
  - Suggested to offer Certificate Course in Hindi.
  - Insisted to train the students for the interviews.
  - Suggested to introduce M.A. History Post Graduate Course.
  - Recommended to inform the parents about special classes and holidays through SMS alerts.

**Students:**

- Online feedback from students is obtained at the end of each semester for the evaluation of programmes and for the Examinations and Evaluations.
- The Odd Semester and Even Semester 2013-14 online feedback were obtained and suggestions from the students were discussed with the respective departments and the necessary actions were taken.
- In the even semester, 30% of students commented that there was uneven distribution of questions between the internal choices for the course "immunology" offered to Microbiology students. The Controller of Examination instructed the question paper setter to avoid uneven distribution of questions between the internal choices.

**BEST PRACTICES**

**(i) STERLING - SFRC's Teaching, Research, Learning Initiatives and Goals**

**Objectives:**

- To create student friendly atmosphere in the college.
- To seamlessly integrate modern ICT techniques with the class room teaching.
- To bring the latest development in various disciplines into the door steps of the underprivileged and rural students.
- To expose the teachers to the world of research and awakening their interest.
- To make the process of learning meaningful and enjoyable.

**Practice:**

- The College Research Cell takes much care to motivate the research activities in the College Campus and make the students and staff to be aware of the funding agencies and other need.
- A bridge course at the initial stage is conducted for the first two days by the department of English to avoid the fear of English language.
- Expressive Articulation Session is conducted monthly twice to enhance the communicative skills and to keep in touch with current affairs.
- ILM (Indian Institute of Language Management), Bangalore conducts English language training classes for all the post graduate students and spoken English classes for the I and II UG students to meet the current demand in the Job market.
- Certificate course on Cloud computing, Android, Banking in Practice makes the students to get better placement opportunities.
- Interdisciplinary programs are offered to enhance employability and satisfy the local, regional, national and global needs
- Assignments are asked to submit through internet and present seminars using PowerPoint presentation. Green stone package in the IT zone of library helps the students to view question bank, syllabus, video lesson, e-journals and e-books on a single click of the Mouse.
- The availability of e-resources, facilities available in the Science Instrumentation Centre and the library facilities create a research environment in the campus among both the staff and students.

**Problems encountered:**

- Low proficiency in English
- Fear of failure /taking risks
- Poor educational background
- The issue of family commitments.

**(ii) OASYS - Office Automation System**

**Objectives:**

- To take steps towards lessening paperwork
- To ease the work in the institution with effective time management
- To simplify and standardize the office procedures
- To synchronise the process between academics and Management.

**Practice:**

- In the beginning of every year the college orients the staff members about the FLAIR Software.
- The admission work starts from the admission of a student into the College.
- The bio-data of all the students are entered in Flair automation system and a computerised quota wise rank list is generated automatically.
- Students' internal marks for theory and for practicals are entered by the course teacher. Consolidated mark statement is prepared by the Controller Office using the SMART COE software .Campus Round up is also entered in Flair. All the department computers are connected via intranet which enables sharing of data and easy communication.
- Biometric signature integrated with FLAIR software ensures punctuality of the staff members. Financial accounts and stock verification are carried out using the software. The Library and Hostel procedures are also automated through FLAIR.

**Evidences of Success:**

- All the staff members use intranet and FLAIR server effectively
- All the information and data reach the concerned desk on time.
- Manual movement and usage of paper have been reduced.

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