

**The Annual Quality Assurance Report (AQAR) of the IQAC  
ACADEMIC YEAR 2014-15**

June 1, 2014 to May 31, 2015

Part – A

**AQAR for the year (for example 2013-14)**

**1. Details of the Institution**

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date:

*(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)*

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	4 star		2000	2005
2	2 <sup>nd</sup> Cycle	A	3.08	2009	2014
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

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*)

- i. AQAR 2011-2012 (20/09/2012)
- ii. AQAR 2012-2013 (08/08/2013)
- iii. AQAR 2013-2014 (21/10/2014)

### 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  Men  Women

Urban  Rural  Tribal

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

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

#### 1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

Manonmaniam Sunderanar  
University, Tirunelveli

#### 1.12 Special status conferred by Central/ State Government--

UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

**2.1 No. of Teachers**

**2.2 No. of Administrative/Technical staff**

**2.3 No. of students**

**2.4 No. of Management representatives**

**2.5 No. of Alumni**

**2.6 No. of any other stakeholder and  
community representatives**

**2.7 No. of Employers/ Industrialists**

**2.8 No. of other External Experts**

**2.9 Total No. of members**

**2.10 No. of IQAC meetings held**

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

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The IQAC plays an active role in internalising a culture of quality within the institution. This culture is maintained and sustained by several initiatives taken by the Cell through the year. During the academic year 2014-15, orientation sessions were conducted for the faculty and periodical meetings/ discussions with department faculty representatives were conducted to collect the data pertaining to various activities of the departments. The IQAC has been involved in preparing many reports highlighting the activities of the college. Capacity building programmes are regularly organised for both teaching and non-teaching staff. The IQAC, through its activities, has been an agent of change in the institution ensuring efficient performance of academic and administrative tasks.

The IQAC arranged an External Audit Team consisting of Dr. I. Francis Gnana Sekar, Vice-Principal and Dr. S. Alfred Cecil Raj, IQAC Member Secretary, St. Joseph's College (Autonomous) Tiruchirapalli, to get the college assessed as a preparatory measure before being assessed by NAAC. The team assessed, monitored and analysed the college on several parameters based on the performance of students in the final exams, the evaluation methods, students' achievements, infrastructure and other facilities provided to the students and staff and the various activities held in the institution etc on 25 and 26 August. The team made recommendations for enhancing teaching and learning processes, policies, and procedures.



<p>Increasing visibility of the institution</p> <p>To cater to the needs of slow learners through remedial classes</p> <p>Admission - All the seats are to be filled up.</p> <p>To conduct an academic audit of departments</p>	<p>The IQAC members are invited as Resource Persons / consultants to various colleges in South India to share expertise on Autonomy, CBCS and IQAC. Other institutions have visited Scott Christian College to acquaint themselves with the functioning of autonomous colleges.</p> <p>The College has enhanced the visibility of the activities through wide media coverage</p> <p>Remedial classes are conducted to help the slow learners improve their academic performance.</p> <p>All the seats in aided stream and self-financing stream were nearly filled up.</p> <p>Academic Audit was conducted. Many meetings were held to facilitate interaction between IQAC and Departments.</p>
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2.15 Whether the AQAR was placed in statutory body  YES

Management  Syndicate  Any other body

Provide the details of the action taken



The suggestions recommended in the future plans of the previous AQAR 2013 – 2014 were implemented over this academic year, such as:

Training programmes/capacity building sessions for faculty and non-teaching staff create an efficient and smooth functioning of the respective offices.

- Allocation of more funds for research activities
  - Career Guidance and Placement Cell strengthened
- Up-gradation of laboratories

## 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	10			
M.Phil	10		7	
PG	12		4	
UG	17		7	
Advanced Diploma	2		2	

Inter disciplinary				
Innovative				

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options  
(ii) Pattern of programmes:

Semester ~~Teaching~~ UG/PG Programmes

Number

1.3 Feedback from stakeholders\* Alumni  YES Parents  YES Employer   
Students

*(On all aspects)*

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

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

### Student Feedback on Teachers

A well-conceptualised feedback system, linking all foremost stakeholders, provide an understanding of ground realities, based on which guidelines are framed for programme planning, curriculum design and syllabus revision. The counsels of the UGC, the NAAC, the Manonmaniam Sundaranar University, the Autonomy Review Commission, the State Level Review Commission, Statutory Bodies, the Academic Audit Committee and the Curriculum Restructure Committee are considered during the revision process. The faculty, in discussion with experts, and using feedback from all stakeholders, revise the syllabi every three years and ensure that they are up-to date.

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

Yes-

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

NO

## Criterion – II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. of permanent faculty

Total No. of permanent faculty:

Year	Asst. Professors	Associate Professors	Principal	Physical Dir. / Librarian	Total
2014-2015					
(Aided )	65	43	1	1+1	111
(SF)	64	-	-	-	64

#### 2.2 No. of permanent faculty with Ph.D.

64
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#### 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Year	Asst. Professors		Associate Professors		Professors/ Principal		Phy.Dir. / Lib. / Part-time Law.		Total	
	R	V	R	V	R	V	R	V	R	V
2014-2015	65	3	43	-	1	-	2	1	111	4

#### 2.4 No. of Guest and Visiting faculty and Temporary faculty

1		
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Year	(Unapproved)
2014-2015	4

## 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	7	75	
Presented	7	55	38
Resource Persons		14	17

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

ICT-enabled teaching-learning process followed.  
Student-centred teaching strategies were introduced.

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

180

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

### Examination Reforms

Our college has a continuous evaluation system. Exams are structured with tests and quizzes at a regular basis. Students are made to submit assignments at a regular basis and also to conduct seminars at class levels and are judged accordingly. Model Theory and Practical exams are held to prepare them for the semester exams.

**1. Question bank** In order to improve the efficacy of question setting, a computerized question bank has been established. A computer automatically sets the question in the standard format. Since typing and scrutiny are not involved, utmost secrecy is maintained. This will facilitate on-demand test in future.

#### 2. Grievance redressal

Grievances pertaining to examinations are settled within 2 working days by allotting registration numbers for each grievances and follow-ups

#### 3. On-line quiz – MCQ tests

Quiz is one of the important components in an internal assessment. Conduct of quiz through answer paper is difficult as the students have the tendency to copy from neighbours. On-line quiz has been conducted on pilot basis on selective courses and succeeded.

#### 4. Computerized seating

All the examinations are conducted with computerized seating arrangement. The room and seat numbers are mentioned in the Hall-ticket itself. This helps the students to occupy their seats easily and the tendency of malpractices are reduced as the numbers are randomly allotted.

#### 5. Answer books

Answer books with sufficient number of sheets are issued to all examinations. Exchange of papers, creating duplicate answer sheets and many other issues were settled. Also, the identity of the student is completely removed from the book at the time of evaluation

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

181	246	253
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2.10 Average percentage of attendance of students

89.5
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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 %
Mathematics (UG)	44	-	-	-	-	97.73
Botany (UG)	26	17	-	-	-	76.92
Chemistry (UG)	40	25	-	-	-	62.5
Physics (UG)	44	32	-	-	-	86.36
Zoology (UG)	25	6	-	-	-	44
Economics (UG)	20	-	1	6	3	50
History (UG)	19	-	1	6	1	42.11
English(UG)	62	15				74.19
Tamil (UG)	40	13	1	6	1	70
Commerce (Aided)	55	-	13	17	5	63.64

English (SF)	51	-	16	6	5	52.94
Commerce (SF)	23	-	1	10	1	52.17
(Computer Science ) (SF)	17	-	13	-	-	76.47
Physical Education (UG)	36	12	13	-	-	50
BBA (UG)	34	8	13	-	-	50
BBM (UG)	13	5	13	-	-	53.85
BCA (UG)	14	14	13	-	-	100
Mathematics (PG)	25	18	-	-	-	72.00
Botany (PG)	25	21	-	-	-	84
Chemistry (PG)	25	3	17	-	-	80
Physics (PG)	25	1	8	-	-	36
Zoology(PG)	24	3	16	-	-	79.17
Economics (PG)	10	2	6	-	-	80
History (PG)	13	2	4	-	-	61.54
English(PG)	30	3	22	1	-	86.67
Tamil (PG)	26	3	10	4	-	65.38
Commerce (PG)	30	2	14	1	-	56.67
(Computer Science) (PG)	17	7	9	-	-	94.12
Microbiology (PG)	6	3	3	-	-	100
Mathematics (M.Phil)	14	10	-	-	-	71.43
Botany (M.Phil )	7	7	-	-	-	100.00
Chemistry (M.Phil)	10	7	-	-	-	70.00

Physics (M.Phil)	6	4	-	-	-	66.67
Zoology (M.Phil)	10	10	-	-	-	100.00
Economics (M.Phil)	13	9	-	-	-	84.62
History (M.Phil)	15	11	-	-	-	80.00
English (M.Phil)	15	10				73.33
Tamil (M.Phil)	15	12				80.00
Commerce (M.Phil)	15	12				86.67

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

By conducting academic audit through interaction with Departments

By suggesting the conduct of remedial programmes

Double Valuation for PGs

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	18
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	58
Others	

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	25		25	
Technical Staff	3		3	

### Criterion – III

#### 3. Research, Consultancy and Extension

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

IQAC encourages faculty members to register for Ph.D degrees. Special leaves are sanctioned for attending conferences and seminars. Faculty members are encouraged to apply for major and minor projects

##### 3.2 Details regarding major projects

Sl. No.	Project Holder	Department	Agency	Fund
1.	Dr. A.E. Dulip Daniels	Botany	Ministry of Environment & Forests, New Delhi.	Rs. 22.5 lakhs
2.	Dr. S. Godwin Wesley	Zoology	Emeritus fellow grant	Rs.2.90 lakhs
3.	Dr. S. Godwin Wesley	Zoology	Indo-Canadian Project	\$40,000
4.	Dr. Sidney Shirly	English	UGC	Rs. 4.5 lakhs
5.	Dr. M. Kanagappan	Zoology	UGC	Rs. 10.67 lakhs
6.	Dr. R.D. Stevens Jones	Zoology	UGC	Rs. 13.36 lakhs
7.	Dr. M. Reginald Appavoo	Botany	UGC	Rs. 8.34 lakhs
8.	Dr. B. Christudhas Williams	Botany	UGC	Rs. 8.96 lakhs



## 2. Minor Projects:

Sl. No.	Project Holder	Department	Agency	Fund
1.	Dr. C. Sundara Raj	Zoology	UGC	72,500/-
2.	Mrs. V. Anslin Ferby	Physics	UGC	1,80,000/-
3.	Dr. J. Prema Kumari	Chemistry	UGC	1,40,000/-
4.	Dr. S. Begila David	Chemistry	UGC	96,000/-,
5.	Dr. V.Ranjan	History	UGC	1,35,000/-
6.	Dr.Herald M Dhas	BBA	UGC	80,000/-
7.	Dr.l.Sheeja	Commerce	UGC	60,000/-

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	18	67	14
Non-Peer Review Journals		78	45
e-Journals	5	21	
Conference proceedings		34	23

### 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

Sl. No.	Project Holder	Department	Agency	Fund
1.	Dr. A.E. Dulip Daniels	Botany	Ministry of Environment & Forests, New Delhi.	Rs. 22.5 lakhs
2.	Dr. S. Godwin Wesley	Zoology	Emeritus fellow grant	Rs.2.90 lakhs
3.	Dr. S. Godwin Wesley	Zoology	Indo-Canadian Project	\$40,000
4.	Dr. Sidney Shirly	English	UGC	Rs. 4.5 lakhs
5.	Dr. M. Kanagappan	Zoology	UGC	Rs. 10.67 lakhs
6.	Dr. R.D. Stevens Jones	Zoology	UGC	Rs. 13.36 lakhs
7.	Dr. M. Reginald Appavoo	Botany	UGC	Rs. 8.34 lakhs
8.	Dr. B. Christudhas Williams	Botany	UGC	Rs. 8.96 lakhs
9	Dr. C. Sundara Raj	Zoology	UGC	72,500/-
10	Mrs. V. Anslin Ferby	Physics	UGC	1,80,000/-
11	Dr. J. Prema Kumari	Chemistry	UGC	1,40,000/-
12	Dr. S. Begila David	Chemistry	UGC	96,000/-,

13	Dr. V.Ranjan	History	UGC	1,35,000/-
14	Dr.Herald M Dhas	BBA	UGC	80,000/-
15	Dr.I.Sheeja	Commerce	UGC	60,000/-

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

ii) Without ISBN

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		16	6		5
Sponsoring agencies		4			

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

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

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  State level

National level

International level

3.22 No. of students participated in NCC events:

University level  State level   
National level   
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   
International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility Efforts are made to realise institutional social responsibility (ISR) inspired by the ideals of the vision and the mission of the College, by sensitising students and faculty on ISR and outreach programmes and their impact. Through core components in the curriculum, the College ensures the transmission of values, attitudes and beliefs that will encourage students to be

sensitive to social issues and become responsible citizens. It encourages students to reach out to the community through Social Awareness Programmes/Service Learning and experiential learning.

An orientation programme for students was held on 22nd July 2014 focusing on the significance of outreach programme and code of conduct during field visits.

DST project was explained to the students in detail.

Resource persons from JMAAD, Nagercoil, spoke on the evil effects of drugs and alcoholic addiction.

NSS conducted gender sensitisation and women empowerment programmes.

Varied departments conducted environmental awareness programmes to sensitize school students and public.

#### 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	42 acre			
Class rooms	79			
Laboratories	14			
Seminar Halls	6			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		5	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)		8.74	UGC	
Others				

##### 4.2 Computerization of administration and library

<p>Online catalogue search</p> <p>OPAC is used for library database management</p>
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#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	54094	-	183	256442	54277	
Reference Books	23183	-	78		23261	-
e-Books	-	-	-	-	-	-
Journals	186	203383	-	-	136	136435
e-Journals	-	-	-	-	-	-
Digital Database	INFLIBNET, DELNET					
CD & Video	160	-	41	-	201	-
Others (specify)	-	-	-	-	-	-
Back Volumes	4257	-	151	-	4408	-
Question Papers	670	-	22	-	692	-
Theses & Dissertation	1260	-	117	-	1377	-
Books to Enter (Project Books)	-	-	261	256442	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	175	2	Yes	1		1	1	
Added	4							
Total	179							

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

The college has its own software for admission and maintenance of database.

The college has its own website.

Bulk SMS is used to communicate with the students for delivering notice and information regarding results.

- Edusat based online programmes and sessions for the students.
- Internet access to staff and students in Departments

4.6 Amount spent on maintenance in lakhs :

i) ICT	<input type="text"/>
ii) Campus Infrastructure and facilities	<input type="text" value="2096238"/>
iii) Equipments	<input type="text" value="450000"/>
iv) Others	<input type="text"/>
<b>Total :</b>	<input type="text" value="2546238"/>

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Software has been designed by Internal Quality Assurance Cell (IQAC) to consolidate student feedback on teachers.

IQAC helped to establish a reception counter for providing information to visitors and students, Xerox facility and Phone facility.

A Co-operative Store, maintained by the College caters to the needs of students.

Financial assistance extended to economically weaker students and personal counselling given by Counsellors and Teachers minimize the dropout rate in the college.

Add-on courses for development of soft skills were offered.

Mock Interviews were conducted at the departmental level.

The institution publishes its updated prospectus and handbooks annually.

The information content is disseminated to students at the beginning of every academic year. During

Orientation, the IQAC Regular meetings of the Academic committee are held.

other facilities available The Heads of the Departments see to the progress and provide assistance wherever needed.

Credit System and

5.3 (a) Total Number of students

UG	PG	M.Phil	Ph.D
2209	502	137	784

(b) No. of students outside the state

(c) No. of international students

<table border="1"><tr><td>No</td><td>%</td></tr><tr><td>1061</td><td>29</td></tr></table>	No	%	1061	29	Men	<table border="1"><tr><td>No</td><td>%</td></tr><tr><td>2571</td><td>71</td></tr></table>	No	%	2571	71	Women
No	%										
1061	29										
No	%										
2571	71										

**Class-wise Classification of Students**

Year	General	BC	SC	ST	OBC	MBC	Total Students
2013-14	55	2187	102	8	43	290	2677
2014-15	48	2320	94	10	38	311	2821



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

- The Scott Campus Placement Cell arranged a meeting for all the final year SC/ST students on 12-03-2015 for a free course seminar with 100% employment (three months) by ICA Infotech Pvt. Ltd. with a monthly scholarship of Rs. 400/- All the final year SC/ST students from our college got benefitted.
- The Scott Campus Placement Cell with the ECC academy conducted a seminar for all the final year UG students on awareness for various competitive exams on 17-03-2015. All the final year UG students were benefitted.
- The Scott Campus Placement Cell jointly with American University of India - Kodai International B - School conducted a one day workshop on soft skills (pre-placement training programme) on 17th March 2015. The final year students benefitted.

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT

IAS/IPS etc  State PSC  UPSC  Others

#### 5.6 Details of student counselling and career guidance

- The excellent academic records of our students get translated into fruitful careers in several areas. To enable placement as an on going process, the college initiated interaction and collaboration with several firms to conduct company academic linkages.
- A Career Counselling Cell has been established in our institute to look into the diverse socio-economic problems that confront our students. One of the objectives of this cell is to help the students who come from economically backward families with placement opportunities and also provide institutional support. We also provide them guidance as to how they can make use of these opportunities from the institute.

No. of students benefitted

## 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
10	867	42	567

## 5.8 Details of gender sensitization programmes

- The Anti ragging Committee & Anti eve Teasing Committee, The Grievance Appeal Committee and the Committee for Enquiring Sexual Harassment at Work Place conduct regular meetings to evaluate gender-based violence and harassment with the view of eliminating cultures of impunity.
- Complaint boxes are placed near the principal's office, Ladies' Hostel and in the Non-Resident Women's Centre, to collect the grievances of the students and prompt action is taken against the wrong doers.

## 5.9 Students Activities

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

State/ University level  National level  International

### No. of students participated in cultural events

State/ University level  National level  International

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

Sports : State/ University level  National level  International

Cultural: State/ University level  National level  International

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	1359	3443460
Financial support from other sources		
Number of students who received International/ National recognitions		

#### 5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="2"/>	National level	<input type="text" value="1"/>	International	<input type="text"/>
Exhibition:	State/ University level	<input type="text" value="1"/>	National level	<input type="text"/>	International	<input type="text"/>

5.12 No. of social initiatives undertaken by the students

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

All the grievances were satisfactorily redressed

#### **Criterion – VI**

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

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

<p>Vision</p> <p>Scott Christian College (Autonomous) is committed to providing a liberal Christian education which develops the total personality of the citizens so that they become worthy citizens of this country with understanding and tolerance, brotherly and sisterly love and the highest standards of integrity.</p> <p>Mission</p> <ul style="list-style-type: none"> <li>• Academic excellence that provides for social justice.</li> <li>• Quality sustenance that caters to equity and preferential concerns.</li> <li>• Research undertakings that fulfill societal needs.</li> <li>• Education that empowers the economically weak and the socially oppressed.</li> <li>• Pursuit of knowledge that promotes peace, justice and secular values.</li> <li>• Institutional ambience that fosters integrity, character and self-reliance.</li> <li>• Spirituality on campus that contributes to harmonious coexistence.</li> </ul>
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#### 6.2 Does the Institution have a management Information System

Rev	<input type="text" value="Yes"/>
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### 6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

The institution focuses on multi skill development of students in order to ensure employability. Curriculum under CBCS enables the Placement Cell to conduct programmes throughout the year so as to help students acquire the necessary soft skills for employment.

The Choice Based Credit System followed at present in the college enables students to make their choices.

A number of Skill Based Elective courses are available to students. This facility enables students to choose the courses of their interest and for future development.

#### 6.3.2 Teaching and Learning

ICT-enabled teaching-learning process has made students active participants in the classroom.

Apart from classroom interaction, the following methods are used – Meaningful learning is initiated through guided teaching and guided library assignments, - group discussion, seminars, debates, quiz, viva, etc.

Inquiry-based learning is provided through community survey, opinion polls, case study, industrial visit and fieldwork.

Co-operative learning is facilitated through project work, on-the-spot study, and educational forums.

Peer learning is promoted within and outside the class hours.

#### 6.3.3 Examination and Evaluation

1. Different types of evaluations methods and transparency is achieved.
2. The answer scripts of internal tests are shown to the students and their progress reports are sent to the guardians.

#### 6.3.4 Research and Development

.Teachers are kept updated about available scopes for applying for research grants.

. They are motivated to publish high impact factor journals.

.Awards for publications, travel assistance for attending seminars/conference given to teachers

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

To develop and update facilities in the library, the IQAC has adopted the following strategies :

- i) The physical infrastructure has been remarkably improved.
- ii) Latest books and journals are purchased and subscribed to every year.
- iii) Total automation of the library service has been initiated.
- iv) Library related information is provided to the students and the teachers.
- v) Internet service has been made available to the library users.
- vi) Each department maintains and runs a library of its own. Annual budgetary allocation is made available to each department for purchasing text and reference books each year.

### 6.3.6 Human Resource Management

The human resource of the college is managed in a free and democratic manner. For the management of the students' affair, the college has a students' council whose elections are held annually. The Teaching Staff Association and the Non-teaching Staff Association look after the affairs of the teaching and non-teaching staff respectively. Above all, there is a Governing Body that manages and develops the total human resource of the college. The college's aim is to make optimum use of the available human resource.

### 6.3.7 Faculty and Staff recruitment

At the end of each academic year the Management Committee reviews the existing positions and identifies personnel for various teaching and non-teaching positions.

The management makes appointments through prescribed procedures.

Orientation and training programmes are periodically organised for new recruits.

In order to enhance capacities of staff need-based training/workshops are organised for faculty, administrative, and supportive staff.

Recreation programmes are also organised for teaching, non-teaching and supportive staff. Advertisements inviting applications from qualified candidates are published in leading newspapers. Applicants who meet the eligibility criteria lay down by the UGC are called for an interview cum trial teaching session. The selection panel consists of the Principal, Secretary, members of the Management, Head of the concerned department, a senior member of the faculty and an external subject expert.

Candidates deemed suitable to meet the institutions requirements are appointed on probation for one year. They are given a permanent position by the Management after assessment of their performance.

### 6.3.8 Industry Interaction / Collaboration

1. Several departments carry out Industrial visits as part of the curriculum.
2. The college is in the process of tying up with industry for the community college project of UGC for skill development programme.

### 6.3.9 Admission of Students

The admission process is based on the philosophy that access to quality education is the fundamental right of all citizens. The College is committed to serving the economically and socially marginalised sections of society and to this end, privileges them in the admission process. This philosophy shapes the admission policy of the College.

As a minority institution, 50% of the seats are reserved for the CSI community.

Other communities are admitted based on government-regulated policies on reservation.

The College website, prospectus and handbook contain information about the institution and the programmes offered.

The prospectus that highlights the details of various programmes of the College is prepared every year prior to the commencement of admissions.

The prospectus also gives details of eligibility norms for admission.

It is given to the applicants along with the application form.

A customised admission software package has been developed to facilitate the admission process.

All information relating to admission processes is made known to the public by way of a Help Desk that is set up during admissions.

Student volunteers assist in guiding the candidates and their parents during the admission process.

The use of ICT has facilitated the admission process and has reduced the amount of paperwork as well as the use of paper. The ICT enabled process has facilitated the generation of student profile reports.

An analysis of the profile helps in identifying students who need special assistance, such as those from regional language medium schools, students from rural backgrounds and first generation learners.

Special training programmes are conducted for these students. This enhances their communication skills and helps them blend in with the College community.

#### 6.4 Welfare schemes for

Teaching	Staff welfare scheme
Non teaching	Staff welfare scheme
Students	Noon meal scheme Poor students' fund

6.5 Total corpus



fund generated



6.6 Whether annual financial audit has been done Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes		yes	
Administrative	yes		yes	

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

For UG Programmes

For PG Programmes

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

The Office of the Controller of Examination has done computerization of the entire examination system. On-line examination, on-line registration of examination forms and uploading the semester examination results are carried out as per schedule mentioned in the College Calendar. The mark statements, hall tickets, processing of examination application forms, allocation of register numbers and seating arrangement have been computerized. The highest parameter of efficiency with regard to the evaluation process in the college is honesty and impartiality. The college enjoys the utmost credibility in this aspect. Both internal assessment and external assessment are carried out in a systematic manner with objectivity. The Chief Superintendent and Chairmen of Boards of Examiners help the Controller of Examinations ensure security and confidentiality of the evaluation system.

Centralized double valuation and results within 10 days of last exam

Nearly 10 % marks are awarded through machine marked valuation.

Online assignment, Seminar are compulsory component of all courses.

Answer books with individualised questions to prevent malpractices.

Questions are randomly selected and opened in the exam hall in front of the students.

Computerised randomised selection of invigilators

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

Revised

## 6.11 Activities and support from the Alumni Association

The alumni frequently interact with the present students and share knowledge, experience, suggestions, etc.

Mr. R.Abilash Chandran, (1998-2001 B.A. English batch) recipient of Yuva Puraskar-2014 (Sahitya Akademi Award for Young Writer) for his trend-setting autobiographical novel *Kaalkal* inspired the students by his presence and talk.

- Dr.James R Daniel Endowment National Seminar on ***Modernism and Postmodernism*** was held on 17/07/2014 at the Scott Alumni Hall. The resource person was Dr.V.Ayothi, formerly professor and Head of the Dept. of English, Bharathidhasan University and Director, Fr.Hans Rover Group of Higher Education. In the after session, intercollegiate quiz competition was conducted.
- The Department of Chemistry and Research Centre in association with Scott Alumni Association (SAA) organized the ***Dr.P.Banerjee Third Endowment Lecture and Inter school Science Quiz-2014***, on 14-08-2014. The events were inaugurated by former faculty member Prof. Mr.C.Kumaresa Pillai. In the Science Quiz-2014 contest, higher secondary students from thirteen schools in Kanyakumari district participated. Dr. S.G.Prakash Vincent, Coordinator, International Centre for Nanobiotechnology, CMST, Manonmanium Sundaranar University gave the Endowment Lecture on “Drug Discoveries –Research & Development”. Students and faculty members from nearby colleges also participated.
- On 05.09.2014, the ***First Eastaff Memorial Lecture*** was organized by Scott Alumni Association (SAA) jointly with the Association for Management Students of Scott. Dr. S. Sivakumar, Former Head, Department of Business Administration, V.O. Chithambram College, Thoothukkudi, inaugurated the Eastaff Memorial Lecture and Prof. S. Sivakumar, Department of Management Studies, Francis Xavier Engineering College, Thirunelveli, delivered the endowment lecture on the topic, “Eagle as Guru – Seven Management Lessons from the Eagle’s Way of Life”.
- Scott Alumni Association (SAA) and Department of History and Research Centre jointly organised the ***Fifth T.V. Rama Subbiyar Endowment Lecture*** on 3.11.14 Dr. D. Daniel, Former Professor, Modern History School of Historical Studies, Madurai Kamaraj University was the resource person. He gave a talk entitled “Nanchil Nadu Society and Cultural Identity Movement”.
- ***Jeyaseelan Endowment Lecture*** for the M.com students was organised by Scott Alumni Association on 5th September 2014 on the topic “Recent Development in Management Education”.

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

Regular meetings are held focusing on student counselling and problem solving,

Parents feedback, focused on areas of improvement for students are got.

Parent-Teacher Meetings help to communicate to parents the areas their children are excelling in and the academic progress their children have made

### 6.13 Development programmes for support staff

- Communication class
- Computer Literacy programme

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

The College, on a regular basis, makes a thorough environmental assessment of the campus and implements healthy ecological practices in water and energy conservation and waste management.

Eco-friendliness in the campus is the policy of the college. Lawns and gardens are maintained with utmost care. Approach roads are lined with trees and shrubs. Use of plastic materials is prohibited in the college.

## 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.

Wi fi enabled campus  
Smart id card for students

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

Revis

IQAC Liason Members in every department for linkage with the management  
Remedial classes were conducted to help the slow learners improve their academic performance.

All the seats in aided stream and self-financing stream were filled up.

Academic Audit was conducted

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

- introduction of computer coaching classes
- using govt given free laptops for practical purpose by all the departments

7.4 Contribution to environmental awareness / protection

- NSS Units creates awareness of environmental hazards and of the urgent need to keep the environment clean green and pollution free.
- The NSS volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus.
- Pesticide free organic garden
- Solar powered light in the campus

7.5 Whether environmental audit was conducted?

Yes  No

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

### **. Strength**

Environment -friendly measures undertaken

High quality academic programmes at both graduate levels

- A holistic educational experience
- Broad-based curriculum with emphasis both on skills development and knowledge building
- Strong commitment to community, service social justice, empowerment of women
- Highly qualified faculty, committed to student welfare
- Support programmes for slow learners
- A large number of scholarships disbursed to students from marginalized and economically deprived section
- Mentoring system well structured
- Excellent reputation at both national and international levels
- A strong focus on high quality, student-centred teaching-learning processes committed and dedicated faculty

### **Weakness**

Faculty competent to teach course of related disciplines

Constraints in the curriculum

### **Opportunities**

Possibilities of inter disciplinary and inter departmental programmes

### **Challenges**

lack of enthusiasm in inter disciplinary and inter departmental programmes

- Insufficient student strength in some PG programmes
- Slow progress in identifying funding agencies for research projects

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

To constitute a Core Committee for Curriculum Development and initiate discussion at the departmental level on the new syllabus to be introduced in 2015—2016

To organize a National Seminar on Teaching-Learning Process

To implement the quality measures planned for the third phase of College with Potential for Excellence Scheme

To conduct an orientation programme for teachers

To cater to the needs of slow learners through remedial classes

To conduct an academic audit of departments

To promote collaborative research through MoUs

To augment infrastructural facilities

To update the college website with a new format

To organize national seminars/conferences for dissemination of information

To increase programme options available to students in terms of Diplomas and Certificates

Name & Signature of the  
Coordinator, IQAC

Name & Signature of the  
Chairperson, IQAC

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence

GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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