

# The Annual Quality Assurance Report (AQAR) of the IQAC 2015-2016

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.

## Part – A

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

July 1, 2015 to June 30, 2016

### I. Details of the Institution

1.1 Name of the Institution

SCOTT CHRISTIAN COLLEGE

1.2 Address Line 1

K. P. Road

Address Line 2

Nagercoil

City/Town

Nagercoil

State

Tamilnadu

Pin Code

629003

Institution e-mail address

sccprincipal@yahoo.com

Contact Nos.

04652 231807

Name of the Head of the Institution:

Dr. M. Edwin Gnanadhas

Tel. No. with STD Code

04652 231807

Mobile:

9488272021

Name of the IQAC Co-ordinator:

Dr. Moses Ezhil Raj

Mobile:

09994542752

IQAC e-mail address:

scottchristianiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 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)

A&RA/EC-49/11/2009 dated 16.06.2009

1.5 Website address:

www.scott.ac.in

Web-link of the AQAR:

<http://www.scott.ac.in/notification/15-16.pdf>

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 : 26/06/2000

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 2012-2013 (08/08/2013)
- ii. AQAR 2013-2014 (21/10/2014)
- iii. AQAR 2014-2015 (28/07/2015)

### 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)

Computer Science-BSc, MSc& BCA

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

State

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

24

2.2 No. of Administrative/Technical staff

1

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	<input type="text" value="8"/>	<input type="text" value="2"/>
Students	<input type="text" value="3"/>	<input type="text" value="8"/>
Alumni	<input type="text" value="3"/>	Others <input type="text"/>

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.	<input type="text"/>	International	<input type="text"/>	National	<input type="text"/>	State	<input type="text"/>	Institution Level	<input type="text" value="3"/>
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(ii) Themes

Usage of smart boards, facing the academic audits, motivational programmes

2.14 Significant Activities and contributions made by IQAC

- Usage of smart board
- Model annual academic audit on 15<sup>th</sup> and 16<sup>th</sup> of December 2015.
- the annual academic audit was exercised by external audit members Dr. Albert Cyclic Raj, IQAC Co-ordinator, St. Joseph's College (Autonomous), Tiruchirapalli and Dr. Francis Gnana Sekar, Vice-principal, St. Joseph's College (Autonomous), Tiruchirapalli.
- The students feedback on their end-of-semester course
- the Department wise student in-class feedback was on 21<sup>st</sup> March 2016.
- Obtained feedback was evaluated and the merit and demerit of the faculty members were sent through SMS.
- the online feedback was also conducted on 22<sup>nd</sup> March 2016, to assess students' response to the curriculum, infrastructure, teaching, learning and evaluation

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

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

Plan of Action	Achievements
Skill Orientation Programme for Administrative and Technical Staff	Administrative- Staff participated in the programme, they found it useful in enhancing their inter-personal skills.
Orientation Programme for Teaching Staff	motivational orientation programmes are conducted at the beginning of each semester for all the teaching staff. This initiates an opportunity for the staff to get themselves focused on the teaching profession, research and consultancies
A Leadership Development Programme	The IQAC core committee and the Liason members are trained with Leadership and management skills.
Administering manual and online	Evaluation of staff, curriculum, teaching and learning methodology was done by

evaluation system in the college.	parents and outgoing students.
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2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The suggestions recommended in the future plans of the previous AQAR 2014 – 2015 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

## Part – B

### Criterion – I

#### 1. Curricular Aspects

### 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:

Pattern  
Semester All UG/PG Programmes  
Trimester  
Annual

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

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

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

Year	Asst. Professors	Associate Professors	Principal	Physical Dir. / Librarian	Total
2015-2016					
(Aided)	62	41	1	1+1	106
(SF)	68	-	-	-	68

77

2.2 No. of permanent faculty with Ph.D.

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
2015-2016	62	8	41	-	1	-	2	1	106	9

2.4 No. of Guest and Visiting faculty and Temporary faculty

1

No. of Guest and Visiting faculty and temporary faculty (Unapproved)
9

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	49	
Presented papers	6	35	
Resource Persons		21	23

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

ICT-enabled teaching-learning process followed.  
Student-centred teaching strategies are being followed

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

246

253

2.10 Average percentage of attendance of students

89.90

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)	45	11	22	6	-	88.89
Botany (UG)	33	1	5	6	-	36.36

Chemistry (UG)	44	4	22	10	-	77.27
Physics (UG)	44	3	1	13	-	81.82
Zoology (UG)	33	-	3	5	3	51.52
Economics (UG)	17	-	3	10	6	64.71
History (UG)	28	4	21	20	10	67.86
English(UG)	63	1	12	12	-	87.30
Tamil (UG)	37	-	10	27	-	67.57
Commerce (Aided)	41	2	24	5	-	75.61
Commerce (SF)	37	-	2	6	6	37.84
(Computer Science ) (SF)	41	2	24	5	-	75.61
Physical Education (UG)	41	1	17	13	-	75.61
BBA (UG)	21	1	2	6	1	47.62
BBM(UG)	35	-	2	4	-	17.14
BCA (UG)	40	4	24	3	-	77.50
Mathematics (PG)	23	7	14	-	-	91.30
Botany (PG)	24	3	14	-	-	100.00
Chemistry (PG)	24	5	15	-	-	70.83
Physics (PG)	24	2	18	-	-	83.33
Zoology(PG)	25	-	11	-	-	80.00
Economics (PG)	5	-	9	1	-	80.00
History (PG)	15	-	21	5	-	66.67
English(PG)	29	1	9	3	-	96.55
Tamil (PG)	15	3	16	-	-	86.67

Commerce (PG)	26	5	-	-	-	73.08
(Computer Science) (PG)	6	1	-	-	-	83.33
Microbiology (PG)	1	-	1	-	-	100.00
Mathematics (M.Phil)	14	9	5	-	-	100.00
Botany (M.Phil )	10	-	9	-	-	80.00
Chemistry (M.Phil)	9	3	4	-	-	77.78
Physics (M.Phil)	8	-	2	-	-	25.00
Zoology (M.Phil)	10	7	2	-	-	90.00
Economics (M.Phil)	9	6	3	-	-	100.00
History (M.Phil)	15	-	12	-	-	80.00
English (M.Phil)	15	1	7	1	-	60.00
Tamil (M.Phil)	13	1	9	-	-	76.92
Commerce (M.Phil)	9	2	7	-	-	100.00

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

Staff Evaluation Reports

Students Feedback Report

Staff Appraisal.

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	5
UGC – Faculty Improvement Programme	

HRD programmes	
Orientation programmes	6
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	13
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

	Completed	Ongoing	Sanctioned	Submitted
<b>Number</b>	5	2	-	1
<b>Outlay in Rs. Lakhs</b>	45.83	36.12		

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	3		10
Outlay in Rs. Lakhs	4.8	2.75		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	35	15
Non-Peer Review Journals	7	23	12
e-Journals		17	14
Conference proceedings		12	

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	--	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total				

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		12	7		25
Sponsoring agencies					

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	
	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
	1	2				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  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

## 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 (≥ 1-0 lakh) during the current year.		4		
Value of the equipment purchased during the year (Rs. in Lakhs)		6.7		
Others				

4.2 Computerization of administration and library

Many breakthroughs can be described as revolutionary. More and more, communication networks based on modern telecommunication technology are allowing all forms of information, whether voice, data, text or video to be exchanged to and from anywhere and at any time. In order to cater all such needs of Information & Communication Technologies for students, staff and faculty of university, Networking Cell has been set up in the university. At present all the teaching departments, hostels (common room), administrative blocks and other offices have been connected with a combination of wired and wireless network. The internet connectivity has been provided through 10 Mbps leased line free of cost to faculty, staff and students of the college for 24 hours. Each faculty, staff and students of college is provided E-mail address on internal mail server of college. The network has been empowered through high capacity and secured active and passive components..

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	54277	-	411	129516	54688	
Reference Books	23261	-	176		23437	-
e-Books	-	-	-	-	-	-

Journals	136	136435	-	-	88	145236
e-Journals	-	-	-	-	-	-
Digital Database	INFLIBNET INFLIBNET, DELNET					
CD & Video	201	-	42	-	243	-
Others (specify)	-	-	-	-	-	-
Back Volumes	4400	-	-	-	4408	-
Question Papers	692	-	12	-	704	-
Theses & Dissertation	1377	-	118	-	1495	-
Books to Enter (Project Books)	-	-	586	129516	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	150	2				3	14	
Added	22			1		1		
Total	172							

#### 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
- Upgraded Intranet facilities for staff to post attendance.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

45847371

iii) Equipments	800000
iv) Others	
<b>Total :</b>	46647371

## Criterion – V

### 5. Student Support and Progression

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

- Through Notice Board, through SMS services, through letter correspondence and through circulars
- The college has Disciplinary committee, Anti-Ragging Committee and the Committee against Sexual harassment of Women. These Committees see to the need of the students.
- The IQAC regularly interacts with these committees.
- Remedial Coaching for weak students is provided
- 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.

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

- Regular CIAs are conducted to monitor the progression.
- Regular meetings of the Academic committee are held.
- The Heads of the Departments see to the progress and provide assistance wherever needed.

5.3 (a) Total Number of students

UG	PG	M.Phil	Ph.D
2187	675	117	794

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	1159	49		1915	51

**Class-wise Classification of Students**

Year	General	BC	SC	ST	OBC	MBC	Total Students
2014-15	48	2320	94	10	38	311	2821
2015-16	53	2350	104	10	42	331	2890

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

1. A Skill Development Programme-I on Personality Development was organized by the placement cell on 23<sup>rd</sup> & 24<sup>th</sup> of July 2015. Mr. X. Rose Cyril Xavier, Senior Telecom Officer BSNL, Nagercoil was the chief guest.
2. On 03.08.2015 & 06.08.2015 Indian Institute of Banking conducted Skill Development Programme-II on soft skills, effective communication techniques and problem solving skills.
3. Skill Development Programme-II on Personality Development and Facing the Interview was organized for all the final year students on 01.10.2015 & 07.10.2015.
4. A one-day Workshop was conducted by the Placement Cell on the topic "Proposal for Capital Market – Awareness Programme" on January 13, 2016. Dr. D.S. Nagson, Ph.D., Placement Officer, HoD of Management Studies, C.S.I. Institute of Technology, Thovalai was the Chief Guest.
5. On January 27, 2016, a training programme was conducted by the Placement Cell with National Skill Development Corporation, Government of India, for all the interested final year students for the post of Sales Associate.
6. On February 1, 2016, Dr. T. Sathesh Kumar, Associate Professor, Prof. Saravana Pandian, Placement Officer, Wisdom School of Management, Pollachi, conducted "Students' Empowerment Programme" (SEP), a one day workshop on "How to sell yourself" by training students in Business Quiz, Interactive Discussions and Cracking Interview Skills.
7. On January 28, 2016 and on February 2, 2016, the Placement Cell along with Radian IAS Academy, Nagercoil, motivated the students by conducting a programme entitled "Awareness Programme about Career on Public Sector".
8. On February 24, 2016, the Placement Cell jointly with Dream Zone organized a programme "Career Development and Creative Studies" for the students of UG Computer Science, Computer Applications, Physics and Mathematics.
9. On March 16, 2016, the Placement Cell and Rajalakshmi School of Management, Chennai conducted a programme entitled 'Leadership Skills'.

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	756	52	547

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	1405	1277605
Financial support from other sources		
Number of students who received International/ National recognitions		

## 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International

Exhibition: State/ University level  National level  International

## 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

#### Vision

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.

#### Mission

- Academic excellence that provides for social justice.
- Quality sustenance that caters to equity and preferential concerns.
- Research undertakings that fulfill societal needs.
- Education that empowers the economically weak and the socially oppressed.
- Pursuit of knowledge that promotes peace, justice and secular values.
- Institutional ambience that fosters integrity, character and self-reliance.
- Spirituality on campus that contributes to harmonious coexistence.

6.2 Does the Institution has a management Information System

yes

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

#### 6.3.1 Curriculum Development

1. Every department has its own academic calendar to run and complete the syllabus.
2. Teaching plans & methodologies are revised and monitored from time to time
- 3: Subject allocation as per specialization of teachers.
- 4: Feedback from alumni, corporate, visiting faculties, students, Subject Experts, General public
5. Major changes in the curriculum are carried out once in three years, based on the feedback
6. Minor changes in the curriculum are carried out yearly once, based on the feedback
- 7 The Choice Based Credit System followed at present in the college enables students to make their choices.
8. 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

- Use of ICT
- Establishment of the course plan for every subject well before the commencement of each semester along with the course handouts which are made available to all students on the start of the academic year
- Tutorials – learn by doing
- Audio/video/visual Teaching aids
- Demonstration
- Online lecture notes, e-assignments
- Teacher’s study materials are shared with students

### 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.
3. Photocopies of answer scripts of end semester exams.
4. Script writing / Additional time / Exemption of Part I for students of Autism / Flexible timings for sports students.
5. Machine marked MCQ tests
6. Double valuation
7. Retest/Improvement tests
8. Practical type evaluation for skill development courses.
9. Question banks are maintained in digital form
10. External examiners are appointed for invigilation and evaluation to perform evaluation process
11. External examiners are appointed to ensures smooth
12. Semester system with Continuous Internal Assessment (CIA) is followed.
13. The Principal and the Heads of Department monitor the performance of the students by making an analysis after every internal test and external examination.
14. The teachers make an analysis of the performance of students after every internal test and external examination in departmental meetings.
15. The performance of students is analyzed in Academic Council meeting



#### 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
- . College average publication impact factor > 1.5
- . Space and necessary infrastructural support is provided for research centres.

#### 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.
- vii) ICT based instruments and computers are purchased and used  
24 x 7 Internet
- viii) Wi-Fi, CC TV surveillance services

#### 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 No

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 declares results within 30 days?

For UG Programmes	<input type="text" value="yes"/>	<input type="checkbox"/>
For PG Programmes	<input type="text" value="yes"/>	<input type="checkbox"/>

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?

NA

6.11 Activities and support from the Alumni Association

- The fourth **Prof. A. James Endowment Lecture jointly** organized by the Department of Physics & Research Centre and Scott Alumni Association (SAA) was conducted on 7<sup>th</sup> August 2015. The lecture was given by Dr. R. Ganapathi Raman, Assistant Director (Research), Noorul Islam University, Kumarakovil, under the topics “Characterization of NLO Crystals” and “Recent Advances in Physics”.
- **E. James R. Daniel Endowment Sixth Inter-Collegiate Seminar** jointly organized by the Department of Physics & Research Centre and Scott Alumni Association (SAA) was held on 21<sup>st</sup> August 2015. The keynote address and the lecture under the topic “Emerging Technologies: A Global Scenario” was given by Er. Ambrose Rajendram, Master Technologist, Hewlett Packard R&D, Bengaluru.
- **E. James R. Daniel Endowment Seventh Inter-Collegiate Seminar & JRD Physics Quiz 2014-2015**, jointly organized by the Department of Physics & Research Centre and Scott Alumni Association (SAA) was held on 29<sup>th</sup> September 2015. Mr. S. Balasundar, Senior Scientific Officer, Radiological Safety Division, Indira Gandhi Centre for Atomic Research (IGCAR), Kalpakkam gave the lecture under the topic “Nuclear Energy; Need Safety and Applications”. In the Inter-Collegiate JRD Physics Quiz contest-2014-2015.
- The **Fifth K. Ganapathia Pillai Endowment: One Day Seminar** jointly organized by the Scott Alumni Association (SAA) and the Department of Zoology and Research Centre was held on 05.10.15. Er. M. P. Pillai, Formerly Deputy General Manager of ISRO introduced the Endowment. Managing Partner of Sree Ganapathy Motors and Sponsor of the Endowment, Mr.G. Viswanathan felicitated the gathering. Dr.A.P.Lipon, Formerly Principal Scientist, CMFRI gave the Keynote Address and Endowment Lecture on the theme ‘Fish Diseases and Management.’
- **The Sixth Prof. J. M. Arthur Endowment Lecture** was held on 6<sup>th</sup> October 2015. The Endowment lecture was given by Dr. John Prince, Associate Professor, V.O. Chithambaram College, Thoothukkudi, under the theme “Earth Observation Satellites and Applications”.

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

### 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

1. Campus declared no smoking zone
2. Campus declared plastic free zone
3. Green Campus
4. Flora and Fauna are maintained

## **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.

- Attendance tracking system for students
- Online Feedback
- Enotes ,E assignments
- Online examinations

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

Orientation and leadership programme for students

- Increase in research activities

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

- Leave compensation registers
- Student movement register
- Online attendance

7.4 Contribution to environmental awareness / protection

Introduction of Green Campus  
Fruit garden by hostel students  
Efforts were taken to make the campus plastic free with help of students.  
Medicinal garden

7.5 Whether environmental audit was conducted?

No

yes

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

Strength  
Courses with importance of ICT based teaching  
Weakness  
Unavailability of licensed software and full fledged computer labs  
Opportunity  
Wifi connectivity, Internet connectivity in departments, extensive use of smart phones  
Challenges  
Making use of the gadgets for productive purposes

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

Quasiquacentennial Celebrations
International Conference
Curriculum Restructuring
Administration Reforms
Examination Reforms
Enhancing research activities
Faculty exchange Programmes
Enhance Consultancy Services
Eco-friendly infrastructure facilities.
Introducing e hall tickets

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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