

The Annual Quality Assurance Report (AQAR) of the IQAC 2016-2017

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, 2016 to June 30, 2017

1. 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:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCN 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:

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|--------|------|-----------------------|-----------------|
| 1 | 1 st Cycle | 4 star | | 2000 | 2005 |
| 2 | 2 nd Cycle | A | 3.08 | 2009 | 2014 |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th 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)
- iv. AQAR 2015-2016 (05.08.2016)

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 Sundaranar
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 | <input type="text" value="24"/> |
| 2.2 No. of Administrative/Technical staff | <input type="text" value="1"/> |
| 2.3 No. of students | <input type="text" value="8"/> |
| 2.4 No. of Management representatives | <input type="text" value="1"/> |
| 2.5 No. of Alumni | <input type="text" value="2"/> |
| 2.6 No. of any other stakeholder and community representatives | <input type="text"/> |
| 2.7 No. of Employers/ Industrialists | <input type="text" value="1"/> |
| 2.8 No. of other External Experts | <input type="text" value="2"/> |
| 2.9 Total No. of members | <input type="text" value="39"/> |
| 2.10 No. of IQAC meetings held | <input type="text" value="15"/> |

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 Level

(ii) Themes

Governance, Leadership and Management; Teaching, Learning & Evaluation Methods;
Evaluation Reforms for Quality Education in HEI ; Curriculum Design & Development for Societal
Development

2.14 Significant Activities and contributions made by IQAC

- Increased usage of smart rooms
- Enhanced use of ICT
- The annual academic audit was exercised by external academic audit on 16 and 17th of December 2016 by external audit members Dr. Albert Cycil Raj, IQAC Co-ordinator, St. Joseph's College (Autonomous), Tiruchirapalli and Dr. Francis Gnana Sekar, Vice-principal, St. Joseph's College (Autonomous), Tiruchirapalli. They audited all the details provided in the self study report of each department and evaluated the departments based on their academic excellence by verifying the provided documentary evidences. Based on their findings, Department of Botany was adjudged as the best department among the science departments and Department of Tamil and English as the best department among humanities.
- The students course-wise feedback on curriculum and teaching were obtained online during the end-of-semester quiz examination.
- The Department wise student in-class feedback was on April 2017.
- Obtained feedback was analysed and the merit and demerit of the faculty members were sent through SMS. Also the follow up action was taken.
- the online feedback was also conducted on April 2017, to assess students' response to the curriculum, infrastructure, teaching, learning and evaluation
- Every department has a liaison member to continuously update information and supply the same to IQAC at the central level.
- A mechanism is developed to felicitate and reward the best researcher based on inputs gathered from IQAC

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 |
|----------------|--|
| Digitization | <ul style="list-style-type: none"> • E-file System to promote paperless office • Online mentor system • Online Admissions and fee payment |

| | |
|--|---|
| <p>Promoting Environmental Awareness</p> | <ul style="list-style-type: none"> • Green Campus • Decreased use of paper and plastic • Tree Plantation • Separate spacious vehicle sheds are available to park cycles, two wheelers and four wheelers for students away from the main buildings to reduce pollution. |
| <p>The college's 125th anniversary</p> | <p>The quasiquicentennial kick-off celebration commenced on 13th February 2017 with the inauguration of the one year celebrations by Prof. P.J. Kurien, Deputy Chairman, Rajya Sabha. The foundation for the new Scott Museum Building was also laid in the presence of Shri. Pon. Radhakrishnan, Hon'ble Minister for Surface Transport, Government of India and The Most Rev. Thomas K. Oommen, Moderator, CSI & The Bishop of Central Kerala Diocese.</p> |
| <p>Development Programmes</p> | <ul style="list-style-type: none"> • Workshop conducted for staff on digitization • Workshop for library staff on automation • Orientation programmes for faculty on digitization • Counselling session for students are available • Participation in workshops, conferences, seminars by Faculty |
| <p>Autonomy Extension</p> | <p>An expert committee nominated by the UGC visited the college recommended the UGC to grant further extension of autonomy from 2015-2016 to 2020-2021.</p> |
| <p>Administering manual and online evaluation system in the college.</p> | <p>Evaluation of staff, curriculum, teaching and learning methodology was done by parents and outgoing students.</p> |

| | |
|--|---|
| Monitoring and evaluating the performance of the teaching-learning activities. | Feedback for each subject is collected and analysed and necessary action is taken |
| Motivating Teachers to complete PhD | Six faculty members are on FDP |

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 2015 – 2016 were implemented over this academic year, such as:

- Training in digitization for faculty and non-teaching staff helps in smooth functioning of the respective offices.
- Allocation of more funds for research activities
- Career Guidance and Placement Cell strengthened
- An action plan was made to follow up the environment audit and strategies were devised to ensure its effectiveness
- Organized a workshop on mentoring to redesign the students profile and progress card to include all relevant details of the students and show their progression.

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 | Number of programmes |
|-----------|----------------------|
| 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 Teaching plan is incorporated in the syllabus Every programme has 4 skill based papers Generic elective and programme specific electives are included More emphasis given to job oriented courses |
|---|

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 |
|-----------|------------------|----------------------|-----------|---------------------------|-------|
| 2016-2017 | | | | | |
| (Aided) | 61 | 44 | 1 | 1+1 | 109 |
| (SF) | 84 | - | - | - | 68 |

2.2 No. of permanent faculty with Ph.D.

| |
|----|
| 85 |
|----|

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 |
| 2016-2017 | 03 | 03 | - | - | - | - | - | - | 03 | 03 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

| | | |
|---|--|--|
| 1 | | |
|---|--|--|

| |
|---|
| No. of Guest and Visiting faculty and temporary faculty (Unapproved) |
| 6 |

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 21 | 129 | 32 |
| Presented papers | 30 | 103 | 17 |
| Resource Persons | 4 | 13 | 13 |

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

- Learning beyond curriculum
- Presentations/animations/videos are regularly being used apart from regular conventional black board teaching.
- Group discussions, Case studies, problem based learning practices, Audio files
- Outside classroom activities for wholesome development of mind and acquiring skills.

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**

In 2016, 'online quiz' module has been developed indigenously and converted all paper type quiz examinations as online exams . MCQ test papers were delivered online through the state-of-the-art computer lab facility to nearly 3000 students and evaluation was instant. The questions were delivered from the question bank stored in the computer server randomly with intrigue shuffling of choices.

- Free from exam malpractices as the questions are generated randomly.
- Student friendly, as they can opt timings according to their own convenience.
- Make students digital friendly as they are trained for online competitive examinations. No teacher bias, and instant assessment.
- Now, the idea of writing descriptive type exams on tablet PC is also on the cards. Teacher's mobile phones will be the valuation center, where one question and answer will be delivered to each evaluator in anonymity. Individualized question papers will be developed to each student as per their interest and knowledge level to do away the 'one-size-fits-all' type of evaluation.
- Open Book Examination has been introduced as one of the components in the Formative assessment system.
- Massive Open Online Course (MOOC) has been introduced as one of the components in the Formative assessment system.
- Double Evaluation with faux-code system has been implemented in all PG programmes.
- Photo Copies are given to students on demand

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

176

275

190

2.10 Average percentage of attendance of students

86

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) | 47 | 16 | 27 | 2 | - | 95.74 |
| Botany (UG) | 24 | 4 | 4 | 7 | - | 62.50 |
| Chemistry (UG) | 47 | 7 | 25 | - | - | 68.09 |
| Physics (UG) | 47 | 4 | 33 | 6 | - | 91.49 |
| Zoology (UG) | 37 | 2 | 9 | 7 | - | 48.65 |
| Economics (UG) | 37 | - | - | 6 | 4 | 27.03 |
| History (UG) | 35 | - | 9 | 8 | 6 | 65.71 |
| English(UG) | 61 | 1 | 35 | 21 | 3 | 85 |
| English(UG) (SF) | 56 | 1 | 9 | 17 | 10 | 66.07 |
| Tamil (UG) | 51 | 3 | 9 | 18 | - | 70.59 |
| Commerce (Aided) | 60 | - | 5 | 31 | 15 | 85 |
| Commerce (SF) | 40 | - | 1 | 5 | 17 | 57.50 |
| (Computer Science) (SF) | 26 | 1 | 13 | - | - | 53.85 |
| Physical Education (UG) | 32 | - | 13 | 11 | - | 75 |
| BBA (UG) | 38 | - | - | - | - | 39.47 |

| | | | | | | |
|---|----|---|----|---|---|--------|
| BBM(UG) | 24 | 1 | 11 | 2 | - | 58.33 |
| BCA (UG) | 35 | 4 | 15 | 7 | - | 74.29 |
| Mathematics (PG) | 25 | 5 | 15 | - | - | 80 |
| Botany (PG) | 25 | 5 | 20 | - | - | 100.00 |
| Chemistry (PG) | 24 | - | 18 | - | - | 75 |
| Physics (PG) | 25 | 2 | 11 | - | - | 52 |
| Zoology(PG) | 22 | 2 | 15 | - | - | 77.27 |
| Economics (PG) | 6 | - | 2 | 2 | - | 66.67 |
| History (PG) | 14 | - | 7 | 3 | - | 71.43 |
| English(PG) | 29 | 2 | 20 | 6 | - | 96.55 |
| Tamil (PG) | 27 | 2 | 21 | 2 | - | 92.59 |
| Commerce (PG) | 27 | 1 | 21 | 1 | - | 85.19 |
| (Computer Science) (PG) | 6 | - | 6 | - | - | 100 |
| Microbiology (PG) | 11 | 4 | 7 | - | - | 100.00 |
| 2016-17 M.Phil results are yet to be declared | | | | | | |

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

- Remedial and mentoring classes are monitored through reports submitted periodically.
- The IQAC keeps track of content related talks and seminars conducted by and for the students.
- On publication of results, a meeting of the Heads of the department is called to analyze the results, look into the areas of poor performance and suggest measures for improvement.
- The college has a well-structured feedback system that evaluates the teaching and learning processes. The feedback and suggestions given at the Students Council Meetings are recorded by the Deans and the Vice Principals. The feedback and suggestions are discussed and reviewed by the faculty and remedial measures are taken if required. Student evaluation of teachers is done online for all courses taught in each semester. This is conducted at the end of the semester in a structured manner and confidentiality is maintained throughout the exercise. The evaluation is based on the following parameters: knowledge of subject, methodology, evaluation and testing, levels of professionalism and the student - teacher relationship. The Principal also discusses the general comments during the general staff meetings and specific problems are addressed with individual faculty members.
- Scott Planner helps to achieve the goals
- Ensures the meeting of Board of Studies to update the curriculum in all disciplines

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 2 |
| UGC – Faculty Improvement Programme | 6 |
| HRD programmes | |
| Orientation programmes | 11 |
| Faculty exchange programme | |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | |
| Summer / Winter schools, Workshops, etc. | 15 |
| 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

- Best Researcher Awards for Arts and Humanities, and Sciences
- It encourages and lends support to faculty members in the submission of Major and Minor research projects to the UGC and other research funding bodies.
- In the new curriculum restructure there is allocation of credits for research projects at the undergraduate level
- IQAC also suggests the departments to organize e-classes, seminars, educational tours & excursions.

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|----------------------------|-----------|---------|------------|-----------|
| Number | | 3 | - | 1 |
| Outlay in Rs. Lakhs | | 44.05 | | |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | | 4 | | 10 |
| Outlay in Rs. Lakhs | | 5.15 | | |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 91 | 34 | |
| Non-Peer Review Journals | 8 | 12 | 1 |
| e-Journals | 7 | 12 | |
| Conference proceedings | 15 | 55 | 1 |

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

Rs. 3200

3.11 No. of conferences

organized by the
Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------------|-------|------------|---------|
| Number | | 39 | 1 | | 13 |
| Sponsoring agencies | | Self/endowment | self | | self |

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

27

3.13 No. of collaborations

International

National

3

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 |
|-------|---------------|----------|-------|------------|------|---------|
| 7 | | 1 | 2 | | 2 | 2 |

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

65

202

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

32

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

- The NSS Units also organized a Blood Donation camp, tree plantation programme and first aid camp in collaboration with Red Cross Society by which the institution delivered its social responsibility towards the community at large.
Other social responsibility programmes of the NSS are:
- 20.09.2016 : Environmental Awareness Programme
- 21.09.2016 : Trees planted at National High Way 47
- 01.10.2016 : 20 Nests for birds created in the campus
- 03.10.2016 : World Habitat Day
- 06.10.2016 : 5 New Herbs added in the herbal garden
- 09.11.2016 : 4 Endangered species planted
- 20.02.2017 : Campus cleaning programme
- 28.02.2017 : Campus cleaning programme
- 09.03.2017 : 2 New herbs added in the herbal garden
- The members of the Youth Red Cross participated in various activities, like Donating blood, Blood Donation Awareness, Disaster Training and Environmental Awareness. The students have donated 58 unit of blood for the needy patients.
- A State Disaster Response Team Training Programme was organised by the Youth Red Cross on 27.02.2017
- 30 NCC cadets visited Old Aged Home at Mukadal and provided Dry ration to them on 25 November 2016.
- NCC Cadets helped Senior Citizens to fill forms on demonetization

- 10 NCC cadets helped senior citizens to fill up forms at SBI Parvathipuram on demonetization of 500 and 1000 rupee notes on 19 November 2016.
- NCC Cadets visited St. Charles Mentally Challenged Home at Asaripallam, Ngl
- 30 NCC cadets visited 42 mentally challenged people at the above home and provided dry ration on 26 November 2016.
- 30 cadets participated the Prime Ministers Clean India (Swachh Bharat) at the Collectorate Nagercoil conducted on 24Nov 2016

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. | | 4 | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | 6.7 | | |
| Others | | | | |

4.2 Computerization of administration and library

- Administration has been partially computerised as part of the Digitization Programme in the College.
- Transfer Certificates are generated using computer software.
- The Application forms details, internal examination marks, results for all the courses is computerised
- Library has been computerized enabling students and faculty to access books, journals and reference materials

4.3 Library services:

| | Existing | | Newly added | | Total | |
|-----------------------|-------------------|-------------|-------------|-------------|-------|-------------|
| | No. | Value (Rs.) | No. | Value (Rs.) | No. | Value (Rs.) |
| Text Books | 54688 | -- | 651 | 123658.00 | 55339 | -- |
| Reference Books | 23437 | -- | 104 | | 23541 | |
| e-Books | -- | -- | -- | -- | -- | -- |
| Journals | 88 | 145236.00 | 70 | 104981.00 | | |
| e-Journals | -- | -- | -- | -- | -- | -- |
| Digital Database | INFLIBNET, DELNET | | | | | |
| CD & Video | 243 | -- | 52 | -- | 295 | -- |
| Others (specify) | -- | -- | -- | -- | -- | -- |
| Back Volumes | 4408 | -- | 198 | -- | 4606 | -- |
| Question Papers | 704 | -- | 8 | -- | 712 | -- |
| Theses & Dissertation | 1495 | -- | 122 | -- | 1617 | -- |
| Project Books | -- | -- | 596 | 110450.00 | -- | -- |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 172 | 2 | | 1 | | 4 | 14 | |
| Added | 3 | | | | | | | |
| Total | 175 | | | | | | | |

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.
- College has taken the initiative for Digitization and implementation of a paperless office.
- Bulk SMS is used to communicate with the students for delivering notice and information regarding results.
- e- Attendance Training Programme for Teaching Staff
- Internet access to staff and students in Departments
- Upgraded Intranet facilities for staff to post attendance.
- Online Fee Payment (Academic) for students.
- Training for Teachers on technology upgradation
- 50 MBPS OFC leased line is in place for seamless access of internet on campus

4.6 Amount spent on maintenance in lakhs :

| | |
|--|------------------|
| i) ICT | 8,41,803 |
| ii) Campus Infrastructure and facilities | 41,01,241 |
| iii) Equipments | 11,55,485 |
| iv) Others | 24,93,701 |
| Total : | 85,92,230 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Updates on notice boards and college website to ensure active participation by students in various activities.
- 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.
- Tuition Fee Concession Mess Fee Concession , Noon - Meal Scheme and Medical Aid by the Management.
- “Earn while you Learn” scheme supports 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.
- Class Teachers keep track of the performance of the students and monitor the progress.
- Weak students are identified in the class with the help of their respective class teachers and remedial coaching is arranged
- The academic performance of the students is analysed every semester in the Staff Council and in the Department Staff Meeting
- Organizing Alumni Meet and Parents Teachers Meet

5.3 (a) Total Number of students

| UG | PG | M.Phil | Ph.D |
|------|-----|--------|------|
| 2264 | 504 | 225 | 822 |

(b) No. of students outside the state

| |
|----|
| 62 |
|----|

(c) No. of international students

| |
|--|
| |
|--|

Men

| No | % |
|------|----|
| 1229 | 41 |

Women

| No | % |
|------|----|
| 1764 | 59 |

Class-wise Classification of Students

| Year | General | BC | SC | ST | OBC | MBC | Total Students |
|---------|---------|-----|----|----|-----|-----|----------------|
| 2016-17 | 48 | 812 | 62 | 1 | 288 | 25 | 1236 |

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

1. On 16th July 2016, McKinsey & Company, Chennai conducted a placement drive to recruit persons for Business Presentation Design(BPD) and Business Presentation Specialist(BPS). 17 persons got selected.
2. On 11th August 2016, the TVS Campus Placement Team conducted a placement drive to work in their concern at Chennai. 18 got selected.
3. On 1st September 2016, a Skill Development Program on “Personality Development” was conducted by the Placement Cell of Scott for all the final year students Dr. V. Bini Marin, Head of the Department of Business Management was the resource person.
4. A one day workshop was conducted by Sunrise Academy on 6th September 2016 for all the final year UG science students on the topic “Demand of animation in the booming industry”. All the final year science students participated in the one day workshop.
5. On 31st of August 2016, the Placement Cell of Scott conducted a motivation program for all the final year UG students on the topic “How to face the competitive exams” and also specified the importance of writing the group exams. Mr. MuthuRaj from Natchatra Career Guidance Cell gave the special talk.
6. The Placement Cell of Scott jointly with the Dream Organization conducted the second Job Fair on 1st October 2016 in the college.
7. On 4th January 2017, INNZY InfoTech conducted an awareness program on “Medical Coding and Medical Transcription”. All the final year UG & PG students from Zoology, Botany, Chemistry and M.Sc. Microbiology attended the program and got benefited.
8. On 30th January 2017 Radian IAS Academy conducted a seminar on “Awareness about the public sector vacancies”. All the final year UG students attended the program and got benefited.
9. On the 2nd February 2017, Vel’s Public School, Sankarankovil visited the college to recruit teachers in different disciplines for their school. 6 got selected.
10. Alcance Technology, Chennai conducted a placement drive for “Customer Support Executives” for both US based voice process and US based non-voice process on 4th of February 2017. Fifty eight students participated and 10 got selected.
11. On the 7th of February 2017, the Government of India and the placement cell of the college jointly conducted an UPI app – “An Awareness Program On Digital Payments Interface”. All the students got benefitted and knew about the Digital payment interface.
12. On 9th of February 2017, McKinsey & Company visited the college for the second time this year to recruit persons for Business Presentation Designer (BPD) and Business Presentation Specialist (BPS). 53 students participated in the drive and 6 got selected.
13. On 14th February 2017, SRV Group of Institutions, Samayapuram, came to the college to recruit teachers in all subjects. 150 students from different discipline participated and 7 got selected.
14. On 17th February 2017, AKT Group of Institutions, Kallakurichi, Vilupuram District came to the college to recruit teachers in all subjects. 118 students from different discipline attended the program and 17 got selected.
15. DDM International Council of Educational Career Research and Training, Chennai called for an off-campus drive on 27th of February 2017 for teachers from different disciplines. 144 students participated.
16. On the 20th of February 2017 Belfield Matriculation Hr. Sec. School, Asaripallam conducted a Campus Drive for teachers to work in their school for High School and Higher Secondary. 23 students from different discipline from our college participated and 6 got selected.

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

Personal Problem

Issue of self-esteem, Transition to College, Depression, Anxiety, Confusion or Stress, Loneliness, love affairs, unhealthy relationship, Anger, Relationship issues,, grief and loss, Difficulty in making decisions, Uncertainty about the future, suicidal thoughts, Alcoholism and Smoking

Academic issues

Trouble with concentrating on studies or attending classes, Poor academic performance, long absenteeism, Lack of communication, Difficulty in adjusting to college life, Study skills workshops for students, CV workshop was conducted to help students write their CVs to improve their chances of getting recruited.

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.
- Departments are encouraged to organized gender related seminars, Conferences and workshops. Students are encouraged to participate In events organized by other institutions, NGOs and GOs concerning Gender issues. Extension programmes of the college are specifically geared towards gender development and women's concerns

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 | 1189 | 1816551 |
| 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.
9. Subject Experts from university and other institutes provide necessary guidance to faculty members.
10. Workshop on Curriculum Development and Assessment was conducted on May 25-27, 2017.

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
- Audio/video/visual Teaching aids
- Demonstration
- Online lecture notes, e-assignments

- Healthy interaction between students and faculty which goes beyond the classrooms.
- Learning beyond curriculum.
- Innovative methods are adopted for teaching and learning process.
- Remedial classes are held for the students requiring additional help.
- Well- equipped library for both faculty and students.
- Excellent collection of rare and latest books and journals
- Online Assignments and e-Learning Material

6.3.3 Examination and Evaluation

1. OPEN BOOK Exam.
2. Extra Credits through Massive Open Online Courses (MOOCs)
3. The answer scripts of internal tests are shown to the students and their progress reports are sent to the guardians.
4. Photocopies of answer scripts of end semester exams.
5. Script writing / Additional time / Exemption of Part I for students of Autism / Flexible timings for sports students.
6. Machine marked online MCQ tests
7. Double valuation
8. Retest/Improvement tests
9. Practical type evaluation for skill development courses.
10. Question banks are maintained in digital form.
11. External examiners are appointed for invigilation and evaluation to perform evaluation process
12. External examiners are appointed to ensures smooth
13. Semester system with Continuous Internal Assessment (CIA) is followed.
14. Continuous evaluations through different methods like internal assessment test, assignments, presentations, projects etc.
15. Transparency is maintained in evaluation process.
16. Examination committee to ensure smooth conduct of examinations.

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 provides all support for research and development like sanctioning duty leaves, encouraging faculty to interact with faculty from other institutions, including those from abroad
- . Space and necessary infrastructural support is provided for research centres.

Organised Training / Workshop for Research Scholars
Collaborative Research and MoUs strengthened

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) The working hours of the Library is from 9 a.m till 5.30 p.m. for the benefits of the students.
- viii) Wi-Fi, CC TV surveillance services

6.3.6 Human Resource Management

- Capacity building training programme is organised for the young faculty and non-teaching staff to enhance work efficiency.
- Special training programmes like Spoken English, Imparting and enhancing employability skills are carried out for both Undergraduate and Postgraduate students.
- Student Counselling Centre apart from offering counselling to students also organizes various programmes on Self Development, Girl Students' Empowerment ,Stress Management and on Health and Hygiene.
- Recreation programmes are also organized for teaching, non – teaching and supportive staff.

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.

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. Departments are encouraged to make their courses of study relevant to industry.
2. Industrial visits, lectures by industry experts and domain experts are regularly conducted

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 declare results within 30 days?

For UG Programmes yes

For PG Programmes yes

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

- A one day programme was organised by the Department of Tamil and the Alumni Association on 1.10.2016
- The Sixth K. Ganapathia Pillai Endowment: One day Seminar on Ornamental Fish farming was organised by the Department of Zoology & Scott Alumni Association (SAA) on 05.10.2016
- The Fifth Jeyaseelan Endowment Lecture in Commerce was organized with Scott Alumni Association on 21.3.2017

6.12 Activities and support from the Parent – Teacher Association

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

Parent - Teacher Association is conducted after declaration of first semester results and parents are asked to come and get the mark statements

The assessment of the PTA is taken into account for teaching and evaluation purpose

Parent Teacher Meeting is conducted every year for all the courses.

Feedbacks are taken from parents regarding the teaching and learning process.

6.13 Development programmes for support staff

- Communication class
- Computer Literacy programme

Some orientation and training programmes are offered

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. The College has always believed in the need to inform students of the changing nature of the environment. Today's environmental issues with the increasing problems of pollution and global warming present formidable challenges in science, public policy and technology. One of the main objectives of the college is to sensitize students about environmental issues, motivating them to promote ecological justice and sustainable practices.
5. The college promotes sound institutional practices, which balance environmental concerns to conserve energy and resources. Some of the initiatives are rain water harvesting, solar panels, RO plants, Vermin composting, mushroom cultivation, herbal garden,

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 Admissions
 - Online Examination Registration & Digital Fee Payment
 - Online MCQ type examination
 - Open Book examination has been introduced as one of the components in the formative assessment system
 - MOOC has been introduced as one of the components in the formative assessment system
 - Online Students Feedback System for each course on teaching learning process was introduced.
 - Online Hall ticket was introduced.
 - Online mentor system introduced

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
- Environment friendly policy of the College
- Online attendance

7.4 Contribution to environmental awareness / protection

- Introduction of Green Campus
- Fruit garden by hostel students
- Efforts are taken to make the campus plastic free with help of students.
- Medicinal garden
- The College believes in promoting a society which cares for the environment : cares to protect, preserve and conserve . Realizing the importance of sustainable development many activities are undertaken to make the campus environmentally friendly and students sensitive to ecological issues. The groundwater is recharged using a water recharge well. Solar panels on the mess roof are used as an alternative to conventional energy sources. College has a compost pit in which organic matter is converted to manure. Constant effort to minimize waste generated in the labs is made. We have gone paper free by introducing an online application process for student admissions.

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

Environment friendly campus

Quality Education

Highly qualified and dedicated faculty; Healthy interaction between students and faculty which goes beyond the classrooms;

Learning beyond curriculum.

Commitment toward students' welfare: Equal opportunity to all,

Counselling for students at both formal and informal levels, Mentoring system well structured.

Weakness:

Limited developed infrastructure

Limited numbers of courses offered

Opportunity

Excellent Academic environment

Research and innovation

Active alumni participation

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. |

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
