



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		SARAH TUCKER COLLEGE (AUTONOMOUS)
Name of the head of the Institution		USHA GODWIN
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0462-2530946
Mobile no.		9842641164
Registered Email		sarahtucker95@rediffmail.com
Alternate Email		principalstc2015@gmail.com
Address		Sarah Tucker College Perumalpuram
City/Town		Tirunelveli
State/UT		Tamil Nadu
Pincode		627007
2. Institutional Status		

Autonomous Status (Provide date of Conformant of Autonomous Status)	16-Apr-2007
Type of Institution	Women
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. L. Jeyapraha
Phone no/Alternate Phone no.	04622530597
Mobile no.	9994032157
Registered Email	iqacsarah@gmail.com
Alternate Email	sarahtucker95@rediffmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.sarahtuckercollege.edu.in/aqar
--	---

4. Whether Academic Calendar prepared during the year

if yes, whether it is uploaded in the institutional website: Weblink :	Yes https://www.sarahtuckercollege.edu.in/academic-calendar
---	--

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B++	80.25	2003	16-Sep-2003	15-Sep-2008
2	A	3.09	2013	05-Jan-2013	04-Jan-2018

6. Date of Establishment of IQAC

16-Jan-2003

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Orientation Programme for young researchers	12-May-2017 1	150
Training - Sarah Tucker Website	05-Jan-2018 1	30
Website Management Workshop	15-Apr-2018 1	50
Seminar on empowering qualitative research	30-Mar-2018 1	300
Pre NAAC Meet	30-Apr-2018 1	50
Training on InfoScience and Human Values	01-Sep-2017 1	32
Training on office automation	22-Aug-2017 1	12
Training on Data Handling and Documentation	16-Feb-2017 1	18
No Files Uploaded !!!		

8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
SARAH TUCKER COLLEGE	EARLY CAREER RESEARCH AWARD	SERB	2016 1095	500000
V RAMA	MINOR PROJECT	UGC	2017 730	225000
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Orientation Programmes were conducted for the staff before the start of the academic year Motivating the staff to participate in seminars, workshops, and to publish papers in referred journals and to apply research projects. Training programmes and workshops were organized for the academic growth of the faculty Feedback collection and analysis from parent, student, staff and alumni

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To take a move for NIRF ranking	Submitted college details for NIRF ranking
To start the work on the renewal of Autonomy	The work started for Autonomy
To encourage students to take up online courses through NPTEL	Faculty and students took up various online courses through NPTEL
To improve the academic research of the college	To motivate innovation the intellectual Property Rights cell was started
To make campus green	For clean and green campus separate bins were kept to collect degradable and non degradable waste
To create Employability Courses for the students	The college has become the centre for PMKK
To create a programme to support the society	Sarah Hands has been established
Academic council granted approval for B.Com and M.Phil Chemistry in unaided Stream	B.Com and M. Phil Chemistry in Un-Aided Stream have been started
o update and revise the curriculum and syllabus for the next academic year	Board of studies were conducted for the revision of curriculum and syllabus in all the departments
To earmark the year 2017 - 2018 as the Year of SUCCESS	The year has been declared as the Year of SUCCESS

[View File](#)

14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to

Yes

AISHE:	
Year of Submission	2018
Date of Submission	28-Feb-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The college has implemented Management Information System partially. The following are the modules of the College ERP implemented partially. • Management Staff management • Admission Management • Student Management • Academic Management • Reporting for Parents • Finance management HR/Payroll • Hostel Management • Library Management

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
No Data Entered/Not Applicable !!!			
View File			

1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
No Data Entered/Not Applicable !!!				
View File				

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	TAMIL	01/06/2017
BA	ENGLISH	01/06/2017
BA	English Unaided	01/06/2017

BA	Economics	01/06/2017
BA	History TM	01/06/2017
BA	History EM	01/06/2017
BCom	Commerce	01/06/2017
BCom	Commerce Batch I	01/06/2017
BSc	Mathematics	01/06/2017
BCom	COMMERCE BATCH I	01/06/2017
BCom	COMMERCE BATCH II	01/06/2017
BSc	MATHEMATICS	01/06/2017
BSc	Mathematics Unaided	01/06/2017
BSc	Physics	01/06/2017
BSc	Physics Unaided	01/06/2017
BSc	CHEMISTRY	01/06/2017
BSc	BOTANY	01/06/2017
BSc	ZOOLOGY	01/06/2017
BSc	FOOD SCIENCE	01/06/2017
BSc	COMPUTER SCIENCE BATCH I	01/06/2017
BSc	COMPUTER SCIENCE II	01/06/2017
BSc	NANO SCIENCE	01/06/2017
MSc	ZOOLOGY	01/06/2017
MSc	PHYSICS	01/06/2017
MSc	MATHEMATICS	01/06/2017
BCA	COMPUTER APPLICATIONS	01/06/2017
MCA	COMPUTER APPLICATIONS	01/06/2017
MSc	CHEMISTRY	01/06/2017
MCom	COMMERCE	01/06/2017
MA	Tamil	01/06/2017
MA	English	01/06/2017
MA	Economics	01/06/2017
MPhil	Tamil	01/06/2017
MPhil	English	01/06/2017
MPhil	Chemistry	01/06/2017
PhD or DPhil	Tamil	01/06/2017
PhD or DPhil	English	01/06/2017
PhD or DPhil	Economics	01/06/2017
PhD or DPhil	Chemistry	01/06/2017

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		

[View File](#)

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The college is following a feedback mechanism to get feedback from alumni, parent, teacher and students regarding the curriculum and other aspects. The feedback is mainly used for the revision of the syllabi and enhances the student learning. The students are given an opportunity to give feedback about the teacher. The curriculum is framed with a lot of planning and considerations. The feedbacks of the previous curriculum obtained from the stakeholders also play a significant role. The college administers a systematic feedback mechanism to analyse the success of the curriculum and to plan the subsequent curriculum. The availability of resource materials, and change in the curriculum pattern gave way for changes in 2018 syllabus. More than 95 of the staff were satisfied with the 2018 curriculum. The curriculum is presently under survey and the report of the feedback from alumni, parents and students are sought semester wise and analysed and the final report will be prepared which will be considered for future reference.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
------	---	---	---	---	--

2017	3094	421	44	3	127
------	------	-----	----	---	-----

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
174	89	16	8	8	7
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Tutor-Ward /Mentor- Mentee System Sarah Tucker College is known for integrating learning with values. The mentor is one resort for a student where one can seek knowledge, guidance and support at all times. The mentor bridges the communication gap between parents and management by regularly updating the parents about the student's progress and updates from the college. Apart from counselling, the Mentor-Mentee System ensures an efficient strategy to monitor the academic and moral progress. Effective mentoring seeks to provide such a presence by establishing a trustworthy relationship between Mentees and Mentor that:

- Focuses on the need of the student.
- Establishes consistent communication with parent helps closely monitor the growth of student.
- Our mentors have demonstrated that they are responsible, hard-working, outgoing, and friendly and have a strong passion for being of service to others.

OBJECTIVES

- To enhance students educational, social and personal growth through learning from the experience of mentors.
- To bring profound changes to the mentees social, professional and academic perspectives.
- To help mentees enhance their self esteem, confidence, professional commitment and human relationship skills.

Pertinent issues related to the young age, socio-economic background, family position and problems, being first generation learners, are common causes for students' performance setbacks and behaviour. The institution deems it a prime concern to know and direct them in right paths. It allots therefore a set of students under the purview of each teacher who serve as Mentors.

- Each mentor is allotted an average of 15 to 25 mentees.
- A regular meeting of the mentor-mentee one a month is had
- Details of student record is maintained
- Academic performance, participation and achievements noted
- An individual care of listening and knowing made possible
- Contacts with the mentee's parents or guardians had if necessary
- Checking of attendance and signing with reasons done
- Grievances and assistance redressed and provided
- Ensuring proper guidance
- Feedback obtained

EVIDENCE OF SUCCESS

- The financially deprived are advised to make use of the noon meal scheme and financial assistance and the disabled, physically weak, are asked to use the medical assistance provided by the college.
- Poor students get financial support as well as benefits like, noon meal, medical aid and remedial coaching.
- Pressure in performing and fear eliminated
- Amiable rapport with student and staff created
- Improved moral behaviour of the students show the success of the system.
- The learning levels of the students are analysed periodically and slow learners are directed to attend remedial classes.

The Mentor Mentee System is a meticulously practiced fruitful exercise which has benefitted the student community ever since it was instituted. It has paved way for a strengthened bond with teacher and alma mater even after the students' period of study. Thus this system aim proves teacher-student relationship and reduces grievances.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3515	176	1:19

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
105	96	2	7	76

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
View File			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
View File				

2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
0	3301	0

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.sarahtuckercollege.edu.in/pso-and-course-outcomes/ug

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.sarahtuckercollege.edu.in/feedback

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

No
No file uploaded.

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher	Name of the award	Date of award	Awarding agency
------	---------------------	-------------------	---------------	-----------------

	awarded the fellowship			
National	Dr S Stella	Early Career Research Award	01/02/2017	SERB
National	Dr V Rama	Minor	30/06/2017	UGC
No file uploaded.				

3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
View File				

3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

2

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		
View File		

3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
View File				

3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
View File					

3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Zoology	2
Chemistry	1
English	3

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
View File			

3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
View File	

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
View File						

3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	69	219	52	79
Presented papers	58	72	7	3
Resource persons	0	1	1	3
View File				

3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
nil	nil	nil	0
No file uploaded.			

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
-------------------------------------	------------------------	---------------------------	--------------------------------------	--------------------

Placement Cell	PMKK	STC skills	70000	1320
Placement Cell	Employability Skill Programme	ICT	50000	97
No file uploaded.				

3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Hacckathon	Asia Book of Records	One Yes Technologies	278
Mission Clean Thamirabarani	Appreciation Award	Swachhata HI Seva	300
Coluntary Contribution for the Empowerment of Visual Challengers	IAB Blind Empowerment Championship 2018 Silver Zone	Indian Association for Blind	10
No file uploaded.			

3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
View File				

3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Project	106	-	60
Foundation Course Training	29	-	30
Oral Health and Hygeine- A service learning Project	8	-	2
No file uploaded.			

3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the	Name of the	Duration From	Duration To	Participant
-------------------	--------------	-------------	---------------	-------------	-------------

	linkage	partnering institution/ industry /research lab with contact details		
--	---------	---	--	--

No Data Entered/Not Applicable !!!

[View File](#)

3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
--------------	--------------------	--------------------	---

No Data Entered/Not Applicable !!!

[View File](#)

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
392	142

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Classrooms with LCD facilities	Existing

[View File](#)

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
LMS2.0	Partially	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
----------------------	----------	-------------	-------

No Data Entered/Not Applicable !!!

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
---------------------	--------------------	---------------------------------------	-----------------------------

No Data Entered/Not Applicable !!!

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	177	7	24	1	2	8	14	40	0
Added	52	0	0	0	0	0	0	0	0
Total	229	7	24	1	2	8	14	40	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

40 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Name of the e-content development facility	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1133.56	23.06	139.1	3.01

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

College has a number of policies procedures and practices to govern its operation. The policies are meant for day-to-day dealing. They provide guidance to members in a number of academic areas. The physical facilities including Laboratories, Classrooms and Computers etc. are made available for the students those who are admitted in the college. The students seek admission to desired courses including a laboratory curriculum they are charged for the laboratory expenses at the time of the admission. The classrooms boards and furniture facilities are utilized regularly by the students but sometime it is also made available for the other governmental organizations for conducting the exams like SSC, TNPSC. The maintenance and the cleaning of the classrooms and the laboratories are done by the non-teaching staff. The college garden is maintained by the gardener. The college has adequate number of the computers with internet connections. All the stakeholders have equal opportunity to use those facilities as per the rules of the institution. The office computers are also connected through the LAN making work easier and systematic are restricted their use only to the appointed office staff. The library is also provided LAN facility for the computers and they are loaded with the library software. The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled experts appointed by the management. CCTV camera is installed in the campus. The generator and other electrical and plumbing related matters are maintained by local skilled persons with the help of Electricity Board if any need arise. The library is headed by librarian and he

is the premises superior for both U.G. and P.G. library. He is supported by the assistant librarian, supporting staff. The institution possesses spacious classrooms which have sufficient fans and tube lights and desks. All the facilities are properly maintained, in case of repair or damage of the goods, carpenters and electricians carry out the maintenance. The college website is maintained by Peacesoft Technologies, Tirunelveli. A technical person is appointed to act as a bridge between the vendor and the institution regarding updation. The physical education department is facilitated by the physical director and an Assistant to educate the students. The marker of the department makes the play field ready for the students, by marking the ground. The department of physical education functions in a separate room. The college has a large ground which has a separate court for Volley ball, Basket Ball, Hockey and other sports activities. An exclusive supervisor is appointed for overseeing maintenance of Buildings, Classrooms, laboratories and the entire campus. He is responsible for keeping the campus clean with the support of Housekeepers and sanitary workers

<https://sarahtuckercollege.edu.in/gallery>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus	Off campus

Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' Council The Students' Council of the college is the student's democratic representation where the students' leadership is practiced. The office bearer of the Students' Council comprises chairman, secretary and two joint secretaries who execute their duties under the guidance of vice president of the Students' Council. At the time of special programmes, awareness programmes and during general assemblies, the discipline of the students is maintain by the class representatives and student council office bearers monitored by the discipline committee faculty members. Whenever competitions are conducted the Students' Council support the programme organizers for the good conduct of the programme. With the help of student council equal representation is given to all the students in cultural activities. The Students' Council works along with the management, Vice President and President and Class/Clubs/Association Representatives. The office bearers of the Students Council bridge the students' body and the management by representing and executing plans in both the ways. Their active participation paves way for an organized student system inside and outside the campus. The Students' Council

also ensures the representation of students in academic/administrative committees. The Responsibilities and deputations of the work of the student council are as per the norms of the college management. The students' council rapport with all the students in the college effectively manages the council's activities throughout the academic year. It ensures that all students are fully informed about the activities of the college. It surveys the students' views on issues and rightly represents them to the authorities for constructive solutions. It also maintains strict discipline, empathizes with peer grievances, seeks advice from the President and the Vice President and promotes friendship, harmony and unity among the students. It maintains a cordial and reverential relationship with the teaching and nonteaching staff members. It values and promotes the vision, mission and objectives of the college. The dynamic report of the students' council is the proof of its advancement in performance and loyal attachment to the management. The role of Student Representatives in Academic activity is outstanding. For example, in Board of Studies, the space for the students to express their views and ideas about the curriculum structure and the revisions made on the feedbacks are the proof that the college is student oriented. Recommendations of the students on further enrichment of curriculum structure is granted by scrutinizing the courses that are difficult for slow learners, and by inclusion of challenging optional courses for fast learners. After careful analysis, the views of students voiced in academic and administrative bodies are executed by the management by the welfare and positive enhancement of the student body. Students' suggestions are reviewed by the management and further implementations are made.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

1112

5.4.3 – Alumni contribution during the year (in Rupees) :

1454740

5.4.4 – Meetings/activities organized by Alumni Association :

4

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution has a practice of participative management. The college provides the better opportunity to all in decision making process. The college administrative and academic structure is in a manner to make the decision by participative arrangement. Secretary is the administrative head and Principal is the academic Head, followed by vice principal, Controller of Examination, Deans of academic affairs and department heads. The principal in consultation with all department heads the final decision is arrived at regarding academic matters. On administrative ground the Secretary is followed by the Principal, Vice Principal, Bursar and office superintendent. The college follows all such norms laid down by the Government of Tamilnadu, Manonmaniam Sundaranar University and UGC in Academic and administrative Aspects. The management authorities regularly undertake the review of working of the college in its

Governing Board meeting and Governing Body meeting. The necessary guidance and directives are issued through these meetings. Periodical reviews are undertaken by the top management. The budget is prepared prior to the commencement of the academic year and is approved by the management. So there is a good support from the management relating to the implementation of the objectives specially designed to attain quality teaching and learning aspects of the college. On the college level decision/deciding departments are provided with authority to take own decisions by development of department meetings, the decisions are conveyed to the principal and the final decisions are taken. Thus process is decentralization and implemented to all carrier in decision making is recorded. The organogram of institution The institution has a practice of participative management. The college provides the better opportunity to all in decision making process. The college administrative and academic structure is in a manner to make the decision by participative arrangement. Secretary is the administrative head and Principal is the academic Head, followed by vice principal, Controller of Examination, Deans of academic affairs and department heads. The principal in consultation with all department heads the final decision is arrived at regarding academic matters. On administrative ground the Secretary is followed by the Principal, Vice Principal, Bursar and office superintendent. The college follows all such norms laid down by the Government of Tamilnadu, Manonmaniam Sundaranar University and UGC in Academic and administrative Aspects. The management authorities regularly undertake the review of working of the college in its Governing Board meeting and Governing Body meeting. The necessary guidance and directives are issued through these meetings. Periodical reviews are undertaken by the top management. The budget is prepared prior to the commencement of the academic year and is approved by the management. So there is a good support from the management relating to the implementation of the objectives specially designed to attain quality teaching and learning aspects of the college. On the college level decision/deciding departments are provided with authority to take own decisions by development of department meetings, the decisions are conveyed to the principal and the final decisions are taken.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	? The admissions of the students are strictly followed as per rules and regulation based on the Government of Tamil Nadu ? This consist single window system procedure for the government quota students ? It is mandatory that MCA students should appear for the Tamil Nadu Common Entrance Test (TANCET) for admission under the Government quota(MCA).
Industry Interaction / Collaboration	? To build and maintain excellent rapport with the various Organizations and industries we have collaboration with those industries ? Initiating Memoranda of Understanding with major companies and organizations where the component of learning that focuses on

	<p>the application of theory in an authentic industrial context</p>
<p>Human Resource Management</p>	<p>? The Institute appoints adequate number of qualified faculty through the procedure of open advertisement and interview by internal expert committee.</p> <p>? The Institute organizes various orientation and enrichment programmes for both teaching and non-teaching staff members for upgrading their skills in the latest technology. ? The management contributes an amount equal to the employee share for EPF ? Medical leave provision is given to the faculty and staff members based on the request.</p> <p>? On duty is provided for pursuing higher studies, attending enrichment courses/seminars/conferences/workshops and exam duties. ? The faculty and staff members are entitled to avail summer and winter vacations, casual leave</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>? Library orientation for newly joined first year students on every year. ? Internet facilities for students and staff. ? Inclusion of sufficient information about the library in the college website. ? Users can recommend books and journals. ? Earn while learn scheme is followed for the benefit of students ? Suggestions box is provided. ? Conducting book exhibition cum sales on different occasions. ? Permitting students and faculty from other institutions for reference and consultation ? New arrivals display.</p>
<p>Research and Development</p>	<p>? All the research departments have well equipped laboratories with adequate infrastructural facilities to carry out the research projects ? The faculty members are encouraged to publish their research contributions in various National International Journals and conferences ? The institute encourages the research scholars by providing on-duty leave to succeed in their research. ? The institute motivates the faculty members to attend research oriented seminars/workshops/conferences, etc., by providing special on-duty leave ? Encouraging faculty members to pursue Ph.D programmes in reputed universities</p> <p>? The institute has central library facilitates research oriented books, journals ejournals for research reference. ? The college publishes</p>

	Sarah Journal to encourage the researchers to publish papers
Examination and Evaluation	? Supplementary Examination for the students who was in the final year and has only one arrear ? Online Result Published during the academic year.
Teaching and Learning	? ICT based teaching learning process is followed. ? Student centric methods and experiential learning methods are encouraged. ? The college lays special emphasis on the slow learners. ? The tutor - ward system helps to understand the student and help them learn better. ? Students feedback Parents feedback on teaching Learning Programmes ? Workshops are conducted within campus and students are encouraged to participate in them for making learning effective. ? Students are encouraged to participate and guided by faculty to even present papers in National/International conferences. ? Faculty even promotes publications with postgraduate students to improve on their research paper writing skills. ? By providing adequate infrastructural facilities ? Appointing well qualified and experienced faculty members ? Special care to the slow learners ? Facilitating faculty members to upgrade their skill and knowledge in the emerging trends through enrichment courses, workshops, conferences and seminars ? Motivating faculty members to pursue higher studies ? Encouraging faculty members to use innovative teaching methodologies ? Some of the teaching pedagogy and innovative practices of the faculty members ? Role playing Demonstration ? Group Discussion ? Project based learning ? PPT notes ? Use of LCDs, Educational VCDs in the classroom and Video lectures ? Debate ? Brain-storming session ? Earn and Learn Scheme ? Use of Language and Computer lab ? Industrial visits ? Conducting Workshops / conferences / seminars
Curriculum Development	? Curriculum Development Once in a year Board of Study for all the departments is conducted to upgrade the syllabus and Once in 3 years the syllabus is revised. The board consists of various subject experts, university nominee, representative from alumni, industry and representative. Whenever need arise there is no restriction to conduct the

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	ERP
Finance and Accounts	ERP
Student Admission and Support	ERP

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
67	67	27	27

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
health insurance	health insurances	scholarships

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institute has an bursar to take care of the accounts. The institute has

mechanisms for internal and external audit. Internal audit is carried out periodically. External audit is carried out once in a year. External Auditor verifies all receipts expenses bills, payments of the Financial Year.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
View File		

6.4.3 – Total corpus fund generated

498250

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	Yes	Auditor	Yes	Bursar

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

<ul style="list-style-type: none"> • Furniture for the additional programmes • Digital Display - Notice Board • Additional Washrooms were built with PTA support

6.5.3 – Development programmes for support staff (at least three)

<ul style="list-style-type: none"> • Orientation Programmes(2)

6.5.4 – Post Accreditation initiative(s) (mention at least three)

<ul style="list-style-type: none"> • NPTEL online course • Skill development programme • Career Oriented Course
--

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants

			Female	Male
Awareness Program on "Problems due to Hormonal Imbalance in Women	26/07/2017	26/07/2017	70	0
Known to Unknown, Differently abled women achievements	08/03/2018	08/03/2018	20	0
Emerging Issues in Women Entrepreneurship	09/02/2018	09/02/2018	550	0
Most Essential Leadership Qualities for Women	25/01/2018	25/01/2018	30	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Yes we are in the process of establishing solar panels for our campus

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	20
Ramp/Rails	Yes	20
Rest Rooms	Yes	20
Scribes for examination	Yes	10

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
View File							

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Gender Studies	07/07/2017	To create awareness among girl students to create awareness among gender sensitivity. As a follow up we create a anti sexual harassment cell in our college.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Planted Saplings
- Established Eco Club for each department
- To create awareness among students sign boards and hangouts are placed
- Initiative is taken to create plastic free campus
- Initiative is taken to have a waste a disposal mechanism
- Rain harvesting
- As college is just 1 km from the national highway, the students are encouraged to use public transport to save environment.
- The institute has taken several measures for planting to make Green campus. Students are been encouraged to plant the trees.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

- **Employability Skills of Sarah**
- Sarah Sales for a noble cause. Title of the Practice: SARAH SALES

 1. Objectives
 - i. To enhance the philanthropic attitude
 - ii. To inculcate empathetic concern
 - iii. To instill a sense of readiness to extend a helping hand
 - iv. To impart the need of earning money, saving and sharing
 - v. To understand the need to uplift and help one's fellow beings
 - vi. To uplift girl children by providing higher education

Context Sarah Sales involves the students and the fraternity of staff to help the economically deprived. Students from varied strata of the society come forward to share their pin money for the welfare of the girls who are in need inside their premises as well as in the unknown nooks and corners of India. The aim of helping one's fellow beings ties them together without any discrimination. The day of sales is like a fair or a get together for the students. The major part of the preparation is done by the students. The local merchants are also invited and allotted separate stalls to showcase and sell their products. Money is generated not only by selling articles but also by providing fun games for entertainment and exhibition of unique talents. Students who perform acts of kindness experience increased wellbeing, popularity and acceptance among peers. This, in turn, leads to better classroom behaviour and higher academic achievement. Money thus generated as profit by the students is shared as charity among the poor.

The Practice Following the footprints of Miss. Sarah Tucker, its sower, the institution now extends its warm hands to embrace the needy inside the campus and outside as well. Every year the coordinators of Sarah Sales announce the date for the sales and each department sets a target and starts generating money in various ways well ahead of the sales day. In every department the staff in-charge takes initiatives to generate money and achieve the goal. On the day of sales, from roadside small vendors and food stalls and jewellery showrooms set stalls with the support of various departments. Though the entrepreneur set stalls to earn money they too generously pay the institution. The students bring homemade snacks, handmade jewellery, fur dolls and sell them. Every rupee contributed is a gesture of kindness to help a girl child receive her higher education in India. The prime goal of Sarah Sales is to support girls attain higher education. Sarah Sales provides myriad opportunities to the student community to try their hand in entrepreneurship at an young age. It also brings festive mood to the inmates of the college and makes sharing an act of excitement and enjoyment. Also, the college provides its budding entrepreneurs with necessary guidance and resources to initiate and run their entrepreneurial ventures as well as incubation of their business ideas. After the day of sales the departments hand over the collected money to the management. The department which collects the

highest amount will be honoured with a memento. Sarah sales render the students to have hands-on experience in generating money and to empathise with the needy to help them. They also learn how to organize through setting up stalls and garage markets. Students learn about the worlds beyond their own experience. They also learn confidence in public speaking, how to make a case, how to chose a charity, research skills, fund raising and entrepreneurial skills, tolerance and empathy. Through this experience, the students realize the sense of philanthropy in them and extend their sympathy to make the world carefree. They learn great lessons through these small acts of giving which makes a difference in their life as well as in the life of others. They also learn about the multiplier effect of small acts and the large impact that can have on their communities This practice encourages the development of "personal and social capability" via the application of personal, interpersonal and social skills and behaviours through working collaboratively and constructively in groups developing their communication, decision-making, conflict resolution and leadership skills and learning to appreciate the insights and perspectives of others. Evidence of Success Provides opportunities to students to earn while learning to meet their expenses. Exposes the students to the world of business before actual employment. Gives students hands on experience and confidence thereby to take up jobs in future. Enables the students to explore their entrepreneurship tactics Helps to exploit the immense potential of students as a valuable human resource. Prospers belongingness and encourages involvement of the students in management and development of the College. Helps inculcate the values of hard work and dignity of labour. Helps to channelize the inexhaustive energy of the young students in positive activities Charity finds its way: Money gained from Sarah Sales is spent for the uplift of the life of tribal women residing in various places all over India. Localites also gain through this s money which is spent for buying tailoring machine which plays an important role in uplifting the life of many widows living nearby. They become professional tailors and earn their living without depending on other family members. The thought that the money spent is credited towards a good cause gives gratification. The act of sacrifice has instilled humanistic trend. Those who spend money have earned the credits of being generous. Problems Encountered The students and the local merchants feela like in their wish to conduct the sales for two days. Sometimes the articles sold are costlier. LACK of proper space for the stalls too proves difficult to manage. There are at times the shopkeepers fail to make their profit.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://sarahtuckercollege.edu.in/programmes/ug>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

- VISION : To be an institution of excellence, where young girls can achieve full potential in their academic, creative, physical and spiritual development so as to become empowered and worthy citizens capable of nurturing the society and the nation.
- Apart from academics, entrepreneur training, skill development programmes were organized through PMKK(Pratan Mantri Kaushal Kendra).
- Tamil Nadu Adi Dravidar Housing and Development Corporation Limited (TAHDCO) and TNSDC(Tamilnadu Skill Development Corporation) held various skill development programmes.
- The students are empowered through a separate class for four wheeler driving and were issued driving license.
- Awareness programmes on many women related to health and other issues.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

• To earmark the year 2018 - 2019 as the Year of DISTINCTION • To include PO,PSO and CO for the academic year • To conduct Entry test for all First years • To collect advance and slow learner details and to connect them • To document ward-mentor details and experiential learning • To revise the norms for field project and mini project • To conduct training programme for NAAC documentation • To improve the quality of research, the faculty members are advised to publish papers in UGC referred and Scopus indexed journals • To revise the curriculum of effective communication and gender studies • To initiate E-learning • To map Exam Questions with Syllabus PSO,CO and with the mission and vision of the department and college • To submit college details for NIRF • To upgrade ICT facility • To prepare documentation for Autonomy Extension Review and to conduct a mock visit for verification • To formulate an action plan for documenting for the forth coming NAAC and to work as 7 small teams • To collect the feedback for all semesters and to conduct students satisfaction survey • To convene the BoS • Academic council granted approval for Ph. D in Computer Science, MA History, BSc Maths and BA English additional batch in unaided Stream • To go for an equivalence of B.Sc. Chemistry got for B.Sc. Nanoscience • To introduce online Fee Payment for the Examination • To construct a new Seminar Hall • To have a Information Center for the benefit of the students and other stakeholders • To have a Net Cafe for the academic enhancement of the students • To have a Green house to protect endangered plants • To take up social issues through Village Adoption cell