



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	<b>EMERALD HEIGHTS COLLEGE FOR WOMEN</b>
Name of the head of the Institution	<b>Dr.S.Parvathi.</b>
Designation	<b>Principal</b>
Does the Institution function from own campus	<b>Yes</b>
Phone no/Alternate Phone no.	<b>04232442775</b>
Mobile no.	<b>9952220060</b>
Registered Email	<b>emhcollege@yahoo.co.in</b>
Alternate Email	<b>sujathagovind0405@gmail.com</b>

Address	Golf Club Road,Finger Post.
City/Town	Ootacamund
State/UT	Tamil Nadu
Pincode	643006
<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Rural
Financial Status	central
Name of the IQAC co-ordinator/Director	Kavitha.R
Phone no/Alternate Phone no.	04232448885
Mobile no.	9942077881
Registered Email	kavithaehc@gmail.com
Alternate Email	emhcollege@yahoo.co.in

<b>3. Website Address</b>																															
Web-link of the AQAR: (Previous Academic Year)				<a href="http://ehcfw.ac.in/wp-content/uploads/2019/11/AQAR%202017-18.pdf">http://ehcfw.ac.in/wp-content/uploads/2019/11/AQAR%202017-18.pdf</a>																											
<b>4. Whether Academic Calendar prepared during the year</b>				Yes																											
if yes,whether it is uploaded in the institutional website: Weblink :				<a href="http://ehcfw.ac.in/wp-content/uploads/2019/11/Calendar%202018-19.pdf">http://ehcfw.ac.in/wp-content/uploads/2019/11/Calendar%202018-19.pdf</a>																											
<b>5. Accrediation Details</b>																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>C++</td> <td>68.80</td> <td>2004</td> <td>03-May-2004</td> <td>02-May-2009</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.47</td> <td>2011</td> <td>30-Nov-2011</td> <td>29-Nov-2016</td> </tr> <tr> <td>3</td> <td>B++</td> <td>2.78</td> <td>2017</td> <td>19-Jul-2017</td> <td>18-Jul-2022</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	C++	68.80	2004	03-May-2004	02-May-2009	2	B	2.47	2011	30-Nov-2011	29-Nov-2016	3	B++	2.78	2017	19-Jul-2017	18-Jul-2022
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3	B++	2.78	2017	19-Jul-2017	18-Jul-2022																										
<b>6. Date of Establishment of IQAC</b>				28-Aug-2006																											
<b>7. Internal Quality Assurance System</b>																															
<table border="1"> <tr> <td>Quality initiatives by IQAC during the year for promoting quality culture</td> </tr> </table>						Quality initiatives by IQAC during the year for promoting quality culture																									
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Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Participated in NIRF	06-May-2019 1	100
Academic Administrative Audit	24-Apr-2019 1	10
Regular meeting of IQAC	04-Feb-2019 1	15
Submission of AISHE	07-Feb-2019 1	100

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**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
-----	NIL	-----	2019 0	0

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

Yes

Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	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	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
<ul style="list-style-type: none"> <li>• Best Teacher Award was given to the best teachers from schools in and around Nilgiris.</li> <li>• The Coinex Exhibition was conducted by Department of B.ComCA.</li> <li>• Parttime M.Phil and PhD. in Department of English Literature, Commerce and Mathematics was introduced.</li> <li>• A New Hostel Building was constructed.</li> <li>• One week NSS camp was conducted in Thatanery Village.</li> </ul>	
<a href="#">View File</a>	
<b>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</b>	
<b>Plan of Action</b>	<b>Achivements/Outcomes</b>

Golden Jubilee year celebration with awarding 2 best teachers from schools in and around Nilgiris.	On 24. 01.2019. 150 teachers from 75 Schools were given the best teacher award.
To Construct a new Hostel	A new Hostel was constructed
Department Recognition.	Part Time M.Phil and Ph.D was started in Departments of Commerce, Mathematics and English Literature.
To organize Department activities and Exhibition.	Coinex Exhibition was conducted by Department of B.Com CA.
To organize one week NSS Camp	The NSS coordinators and students conducted a camp in Thatnareni Village from 16.12.18 to 22.12.18

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<b>14. Whether AQAR was placed before statutory body ?</b>	<b>Yes</b>				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Name of Statutory Body</th> <th style="text-align: center;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Teaching and non teaching staff.</td> <td style="text-align: center;">10-Jul-2019</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Teaching and non teaching staff.	10-Jul-2019
Name of Statutory Body	Meeting Date				
Teaching and non teaching staff.	10-Jul-2019				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	<b>No</b>				

<b>16. Whether institutional data submitted to AISHE:</b>	<b>Yes</b>
Year of Submission	<b>2019</b>
Date of Submission	<b>07-Feb-2019</b>
<b>17. Does the Institution have Management Information System ?</b>	<b>No</b>

Part B

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Since the institution is affiliated to Bharathiar university the curriculum is planned and delivered by the university..

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
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**No Data Entered/Not Applicable !!!**

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MPhil	English Literature	14/11/2018
PhD or DPhil	English Literature	14/11/2018
MPhil	Commerce	22/10/2018
PhD or DPhil	Commerce	22/10/2018
MPhil	Mathematics	26/10/2018
PhD or DPhil	Mathematics	26/10/2018

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### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
<b>No Data Entered/Not Applicable !!!</b>		

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0



### 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 !!!		

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Computer Application	59
BSc	Computer Science	17
BSc	Information Technology	14
BCA	Computer applications.	14

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### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
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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**

The feedback obtained always helps in recognizing and restructuring the existing norms. Regular structured feedback is obtained from students, teachers, employers, alumni and parents. The students feedback helps to update the teaching methods and to improve the facilities provided to the students. The teachers feedback obtained is used in assessing the students performance and portion completion. Teachers feedback helps in improving the library and laboratory facilities and infrastructure. The Employers feedback is used to know the lacunas of the students in attending the interview. It helps in training the students get placed in the placement drives The alumni feedback obtained helps in gaining an insight on how the teaching methodology matches in practical experience. The feedback provides an idea on how to train the students for their interview and career development. The students placed through our college let us know about the institution which comes for placement drives. Regular Parents Teachers meeting is conducted and feedback is obtained from the parents. This helps us to intimate the parents regarding the students behaviour, attendance and internal marks. The feedback is used to assess the satisfaction of the parents in the education system. Then and there oral feedback is received to know the necessities of the stakeholders to bring in immediate changes in the institution.

**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
BA	English Literature	40	41	28
BA	History	40	0	0
BCom	Commerce	60	59	33
BCom	Computer Application	105	136	96
BBA	Business Administration	50	0	0
BSc	Mathematics	60	23	12
BSc	Zoology	40	32	19
BSc	Information Technology	32	35	20
BSc	Computer Technology	32	0	0
BSc	Computer Science	32	45	25
BCA	Computer Application	40	35	20
MCom	Commerce	30	19	9
MA	English Literature	50	15	5
MSc	Computer Science	50	18	4

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## 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
2018	663	40	29	8	6

## 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
43	29	5	5	0	5

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

The mentoring system guides students and develops a smooth relationship between the students and teachers. The mentor provides continuous support to the mentee and extends a supporting hand in every developing aspect of the student. The staff of each department takes care of students of their classes, watches their behaviour, late comers and their attendance. The students share even their personal problems with the mentor. Regular guidance and counselling is provided to the students. So that they do not move out of their track and attain their goals. External experts visit the college regularly and conduct a few classes for the mental growth of the students.

<b>Number of students enrolled in the institution</b>	<b>Number of fulltime teachers</b>	<b>Mentor : Mentee Ratio</b>
703	43	16

## 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
25	19	4	2	15

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
<b>No Data Entered/Not Applicable !!!</b>			

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## 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
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BA	21F	VI	06/05/2019	12/06/2019
BCom	2AA	VI	08/05/2019	12/06/2019
BSc	22A	VI	10/05/2019	12/06/2019
BSc	22F	VI	27/04/2019	12/06/2019
BCom	2AC	VI	06/05/2019	12/06/2019
BSc	22K	VI	09/05/2019	12/06/2019
BSc	26J	VI	10/05/2019	12/06/2019
BCA	22J	VI	02/05/2019	12/06/2019
MCom	3AA	IV	22/04/2019	12/06/2019

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#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

To have a track on the students academic performance, regular tests are conducted. Weekly class tests are conducted and the weak students are given special attention. The University prescribed syllabus has five units. After each unit is completed tests are conducted and their performance is intimated to their parents. Two internal exams and one model exam are conducted for each semester. I internal exam for 50 marks is conducted for 1½ units and II internal exam after the completion of 3 units for 50 marks. The model exams are conducted after the full completion of all five units for 75 marks. The average of all three tests are calculated for 25 marks and sent to the university. A committee is formed every semester. The question paper is submitted to the exam convenor three days before the commencement of the internal exams. The exam time table and the room No. For

the students seating is put up in the notice board. For the weak students remedial classes are conducted after college hours.

### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

**COLLEGE CALENDAR** Every year our college prepares the college calendar and distributes it to all the students. The Principal along with the Heads of the Department discuss the contents to be printed in the college calendar. The institutional information begins with the college emblem followed by the Vision, Mission, Goals and Objectives of the institution. The profile of the college speaks about its establishment and the leadership of the institution. The courses offered with the year of establishment and the supportive courses and its benefits are mentioned. Complete details regarding the following are made available in the calendar: • Admission procedure. • Fees. • Attendance and Leave. • Rules of Conduct, Behavior and Discipline. • Scholarship and Fees Concession. Our college is a Ragging free college. The complete definition and explanation of prohibition of ragging act is provided. The Library rules explain the following aspects: • Timing and handling the books. • Fine details. • Discipline to be maintained in library. The syllabus of all courses is mentioned with the CBCS pattern is explained. The academic calendar from June to April contains the dates of the Government holidays and also the dates of I internals, II internals and Model exam. Since our college is affiliated to Bharathiar University, the university exam timetable is prepared by Bharathiar University and is communicated to the college a month before the examination. The exam time table will be displayed in the university website and the college website as well.

## 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)

<http://ehcfw.ac.in/wp-content/uploads/2019/12/Program-outcome.pdf>

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
21F	BA	English Literature	30	27	90
2AA	BCom	Commerce	33	33	100
22A	BSc	Mathematics	23	19	83
22F	BSc	Zoology	20	18	90
2AC	BCom	Computer Application	55	49	89
22K	BSc	Computer Science	33	30	90
26J	BSc	Information Technology	18	16	89
22J	BCA	Computer Application	16	15	93
3AA	MCom	Commerce	16	15	93

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## 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)

<http://ehcfw.ac.in/wp-content/uploads/2019/12/students-satisfaction-survey.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – 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 !!!				

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### 3.2 – Innovation Ecosystem

3.2.1 – 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 !!!		

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

<b>Title of the innovation</b>	<b>Name of Awardee</b>	<b>Awarding Agency</b>	<b>Date of award</b>	<b>Category</b>
Elam Bharathi Viruthu	E.Jeevitha	Bharathiar University	11/12/2018	University
Third Prize	E.Jeevitha	Tamil Valarchi Thurai	25/06/2018	District
Second Runner in Quiz and Debate	Kalaivani, Barbara, Pamda, Cathrine	JCI Star Quest	24/08/2018	District
Second Place Drama on Republic Day	A.Niketha and Team	District Collector	26/01/2019	District
First Place Traditional Song on Voters Day	Padma.C and Team	District Collector	25/01/2019	District
First Class in Thirukkural Exam	M.Puspalakshmi	Thiruvalluvar Cultural Committee	15/12/2018	State
Third Place in Paper Presentation	F.Pooja and Arokiya Mary Monica	Hindustan College	26/09/2018	Inter College
Third Place	B.Jasmine	Hindustan College	04/10/2018	Inter College
Chief Minister TrophyBasket Ball	S.Logeshwari	Sports Development Authority	02/02/2019	District

First prize in Speech Competition	R.Neela	Tamil Valarchi Thurai	11/09/2019	District
Second Prize in essay	U.Durgashree. A.Barbara Prenita	Tamil Valarchi Thurai	11/09/2019	District
First Prize in Speech Competition on Anti Drug	G.Rithiga	Education Department	07/01/2019	District
Second Prize	U.Durgashree	Tamil Skill Development Corporation	11/07/2018	District
First and Third Prize	A.Niketha and U.Durgashree	Poshan Abhiyaan	29/09/2018	District
Best Artist Fifth Place	U.Durgashree	Kaviyarasar Kalai Thamil Sangam	15/08/2018	State
First Prize	A.Ajaraa Bee Bee	Education Department	07/01/2019	District
First Prize	S.Cathrine Leema Jubilee	Department of Family Welfare.	10/07/2018	District

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3.2.3 – 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
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No Data Entered/Not Applicable !!!

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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
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No Data Entered/Not Applicable !!!

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
English Literature	1
Commerce	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Zoology	2	7.4
International	Mathematics	2	3.5

International	Botany	2	6.6
International	BComCA	6	5.6
International	Computer Science	5	6.6
International	Library Science	2	0
International	Commerce	6	3.4
International	English	2	5.6

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3.3.4 – 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 !!!	

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3.3.5 – 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 !!!						

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3.3.6 – 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 !!!						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	11	0	0
Presented papers	1	1	0	0
Resource persons	0	0	2	0

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### 3.4 – Extension Activities

3.4.1 – 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
Awareness Program on Disaster Management	IRCS Ooty District level YRC Unit	12	10
District Level Student Study Program	IRCS Ooty	5	5
Rally World Population Day	District Administration	2	50
Rally Plastic Eradication	District Administration	2	50
Training for Campus Ambassador	Election Department	2	5
Awareness about Traffic Rules	Police Department	2	5

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3.4.2 – 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
<b>No Data Entered/Not Applicable !!!</b>			

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3.4.3 – 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
Swachh Bharat	NSS	Swachtha Hi Seva	4	50

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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			

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3.5.2 – 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 linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					



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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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No Data Entered/Not Applicable !!!

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#### 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
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70

81.52

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing

Seminar Halls					Newly Added	
Classrooms with LCD facilities					Newly Added	
Seminar halls with ICT facilities					Newly Added	
Value of the equipment purchased during the year (rs. in lakhs)					Existing	
Classrooms with Wi-Fi OR LAN					Existing	
<b>4.2 – Library as a Learning Resource</b>						
4.2.1 – Library is automated {Integrated Library Management System (ILMS)}						
Name of the ILMS software		Nature of automation (fully or patially)			Version	Year of automation
CampesiLIB		Partially			6.4.9	2017
4.2.2 – Library Services						
Library Service Type	Existing		Newly Added		Total	
Text Books	22196	2355893	26	13066	22222	2368959
Reference Books	1068	276695	2	2220	1070	278915
Journals	20	20750	0	0	20	20750
Digital Database	1	5900	0	0	1	5900
CD & Video	203	40600	0	0	203	40600
<a href="#">View File</a>						

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
<b>No Data Entered/Not Applicable !!!</b>			

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### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	117	3	117	0	0	6	5	10	0
Added	0	0	0	0	0	0	2	0	0
<b>Total</b>	<b>117</b>	<b>3</b>	<b>117</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>7</b>	<b>10</b>	<b>0</b>

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

<b>Name of the e-content development facility</b>	<b>Provide the link of the videos and media centre and recording facility</b>
<b>No Data Entered/Not Applicable !!!</b>	

#### 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

<b>Assigned Budget on academic facilities</b>	<b>Expenditure incurred on maintenance of academic facilities</b>	<b>Assigned budget on physical facilities</b>	<b>Expenditure incurred on maintenance of physical facilities</b>
10	11.4	12	15.06

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, provide link)

Zoology laboratory is well maintained and cleaned using disinfectant. The students are provided with gloves to handle chemicals and hot instruments. Steam sterilization is done by autoclaves. The cabinetry, refrigerators, freezers, incubators and water baths are cleaned every day. Botany laboratory is well equipped to conduct the university practical examinations and is well maintained. The laboratory equipments, microscope are serviced periodically by service personnel. Continuous water supply is provided in the laboratory. Physics laboratory . There are four registers maintained in the physics laboratory namely one accession register, two non consumable registers and one consumable register. The articles purchased are recorded in these registers. Optical items such as prisms, lenses are kept away from electrical items. Periodic inspection is done to prevent the equipments being affected by high humidity and dust. Chemistry laboratory is

well equipped consumables and semi consumables necessary for qualitative and organic compound qualitative analysis and is well maintained. Stock is maintained periodically and physically verified every academic year and a stock register is maintained consistently. Computer laboratory The Computer laboratory is updated with latest software according to the changing syllabus. The system admin maintains the systems and services them regularly. The UPS provides un interrupted power to the laboratory. Laboratory is provided with internet WIFI connections. Laboratory log book is maintained. The papers and print out for record for university practical examinations are provided. The students are not allowed to wear their foot wears inside the laboratory. Library Working Hours : 9.30am to 5.00 pm The library will be open from 9.30 am till 5.00 pm on all working days. Strict silence, decorum and discipline should be maintained in the library. Use of mobile phones inside the library is strictly forbidden. Library books should be handled with utmost care. Reference books, journals, back volumes, project reports etc will not be available for issue to anyone. Laptops may be used inside the library (with the audio muted). Department of Physical Education ↴ We are painting and marking the Basketball floor and board every year. ↴ We have covered the Basketball court with the green nets to avoid obstacles from the surroundings. ↴ We relay the ground every year and maintain the equipments in playing condition. ↴ We mark the throw ball court by white powder. ↴ The students are motivated to play the indoor games like Chess, Carom, Table Tennis etc. We have our practice session in the evening for the upcoming Bharathiar University Intercollegiate tournaments and Invitation tournaments. CLASSROOMS. The classrooms are well maintained with proper ventilation and cleaned daily. The classrooms are enabled with WIFI connections. The blackboard is painted once in six months. Sufficient lighting facilities are provided. The seating arrangements are such that they have enough space between the students. ICT enabled teaching is encouraged to facilitate the students to learn better using the Audio visual aids, PPTs shown to them with the projectors.

<http://ehcfw.ac.in/wp-content/uploads/2019/12/maintenance.pdf>

## 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
Financial Support from institution	Merit scholarship	79	81900
Financial Support from Other Sources			
a) National	Nil	0	0
b) International	Nil	0	0

[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 implemetation	Number of students enrolled	Agencies involved
Soft Skill Training	19/12/2018	108	e nova technologies
Bridge course	25/06/2018	15	Teaching staff

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#### 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		
<b>No Data Entered/Not Applicable !!!</b>							
<b>No file uploaded.</b>							
5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year							
<b>Total grievances received</b>		<b>Number of grievances redressed</b>		<b>Avg. number of days for grievance redressal</b>			
9		8		30			
<b>5.2 – Student Progression</b>							
5.2.1 – Details of campus placement during the year							
<b>On campus</b>			<b>Off campus</b>				
<b>Name of organizations visited</b>			<b>Number of students participated</b>	<b>Number of students placed</b>	<b>Name of organizations visited</b>	<b>Number of students participated</b>	<b>Number of students placed</b>
Bharathi Vidhyalaya., Sri Chaitanya Technol, IDBI Bank, . Winners Institute of Communicative English,. IDBI Federal Life Insurance, .AB Academy of English .			170	94	JFC	3	1

Bright Star Educational Institution,  
Paramveer Banasingh Vidhya Academy ,  
Michael Academy.

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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
2019	13	B.A	English Literature	Bishop Appasamy, Emerald Heights College For Women, Govt. arts college Ooty, St. Marys college Palayamkottai, SNS College CBE	M.A English Literature, B.Ed.,
2019	9	B.Sc	Mathematics	Government Arts College, Karpagam University, St Josephs' College Ooty. NGP Arts and Science CBE,	M.Sc Mathematics And B.Ed
2019	4	B.Sc	Zoology	Bishop Appasamy college, Government Arts College Ooty,	M.Sc Zoology and B.Ed
2019	9	B.Com	Commerce	Government Arts College, Emerald Heights College.	M.Com



2019	20	B.Com	B.Com CA	Emerald Heights College, Government Arts College Ooty, Government Arts College Gudalur, Bharathiar University Coimbatore.	M.Com, M.Com CA, BP.Ed
2019	11	B.Sc	Computer Science	Emerald Heights College, Govt Arts College Ooty, Govt Arts College Gudalur, Layola College Chennai, Kongunadu Arts and Science College.CBE	M.Sc CS
2019	10	BCA	Computer Application	Emerald Heights College, Govt Arts College Ooty, Providence College Ooty, Bharathiar University Govt Arts College Gudalur	MBA. MSc CS. Physical Studies.
2019	2	B.Sc	Information Technology	Bharathiar University	MCA
2019	2	M.Com	Commerce	SNS Rajalakshmi College Of Arts and Science College, CBE. Sri Ragavendra College Erode.	B.Ed

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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
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No Data Entered/Not Applicable !!!

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

Activity	Level	Number of Participants
Literary Fest on 08.09.2018	Institution	16
Workshop on Content Writing on 17.09.18	Institution	18
Literary Fest on 13.09.2019	Institution	15
Workshop on cooperative management on 30.08.2018	Institution	85
Luminous 2K18 by Department of Commerce on 14.10.2018	Institution	32
Guest Lecture on Public Speaking Department of Commerce	Institution	82
Survey on Insects by Department Of Zoology on 08.01.2019	Institution	42
Competitions and Paper Presentation by Department of Zoology on 10.01.2019	Institution	56
Guest lecture on effective public speaking in Department of Zoology on 10.01. 2019	Institution	56
Seminar on Health Education on 12.10.2018	Institution	200
Lecture on connecting inner and outer world on 17.12.2018	Institution	50
Ramanujan Mathematical Association and exhibition	institution	50

Guest Lecture on Digital Banking on 19.02.2019 Department of B.ComCA	Institution	180
Workshop on SPSS Department of BComCA	Institution	98
Exhibition CBI ZEPHYR Department of Computer Science	Institution	45
Coinex Exhibition Department of B.ComCA	Inter School	100
SKIPTA 2018 on 22.06.2018 By Department of B.ComCA	Institution	80
Cognizance Literary Fest on 04.08.2018	Institution	120
BUFFICOUS" Food Festival on 11.01.2019	Institution	400
Militza College Culturals on 21.02.2019 and 22.02.2019	Institution	350
Sports day on 23.02.2019	Institution	200
Womens Day on 08.03.2019	Institution	60
Teachers Day 05.09.2018	Institution	120
Independence Day 15.08.2018	Institution	250
Republic Day 26.01.2019	Institution	250
Diwali,Pongal and Christmas Celebrations	Institution	200
Seminar on Big Data Department of on 19.02.2019 Computer Science	Institution	60
Book Fest on11.02.2019	Institution	200
<a href="#">View File</a>		

### 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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	National Youth Parliament	National	0	1	172AA0297	E.Jeevitha

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

The student council is formed with selected representatives from all the final year classes as members. The President of the council is unanimously elected by the college committee based on merit and interest. She along with other members involves in all the activities of the college, right from organizing the daily college assembly, maintaining campus cleanliness and discipline, conducting student related competitions and department activities , organizing various festivals and celebrations like Freshers Day, Friendship Day, Pongal, Saraswathi / Ayudha Pooja, Diwali, Teachers day, Farewell day and so on. The college cultural is one major event organized solely by the student council with the required support from the college cultural committee. All the grievances, suggestions, and complaints of the students are brought to the notice of the administration only through the student council, hence it is an integral part of the institution.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No Data Entered/Not Applicable !!!

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

The alumni association is not registered in our institution. Each department conducts its alumni meet. On 08.09.18 Department of English conducted their alumni meet. They had a few cultural activities programs for their students. On 23.03.2019 Department of Zoology had their alumni meet. On 06.07.2018 Department of Commerce had their alumni meet and cultural activities. On 03.08.2018. Department of Mathematics conducted their alumni meet. On 23.03.19 Department of Computer Science had their alumni meet. Feedback and suggestions were received from the students.

## **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)

Decentralization facilitates governance and management. The college governing council headed by the Chairman and the Secretary is the ultimate decision making authority in the affairs of the college, there are several committees formed in order to perform specific activities / functions throughout the year. The governing body delegates duties and responsibilities to the Principal, Heads of the Departments and the faculty who belong to the various committees. Regular meetings are convened to carry out the activities of the institution in a smooth manner. The Principal is the Head of the academic affairs while the Secretary is the head of the administrative affairs of the college. The Heads of the Departments decide the work allotment to the staff and every class has a mentor who maintains the records of its students. The student council is also a very vibrant body that plays an active role in representing the suggestions and grievances of the students. Representatives from the faculty, students community, nonteaching faculty, alumni and PTA meet at regular intervals to discuss the matters concerning them. The other important committees include 1. IQAC 2. Library committee 3. Sports committee 4. NSS units 5. Research Committee 6. Antiragging committee 7. Grievance committee 8. Placement cell 9. Cultural committee Each committee comprises of proficient members of the staff and the student community who discharge the duties delegated to them in corresponding an efficient manner.

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

No

## 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
Curriculum Development	Since our college is affiliated to Bharathiar university the curriculum is developed by the Bharathiar University.
Teaching and Learning	↯ Regular classes are conducted using black board. ↯ The modern teaching aids like projector are also used. ↯ The students are encouraged to access e - resources to prepare their assignment, seminars and projects. ↯ Group discussions, Questioning and Answering sessions, Seminars are conducted to promote Interactive learning. ↯ Extra coaching classes are conducted for slow learners. ↯ Bridge courses are conducted to gain basic knowledge in their respective majors. ↯ The advanced learners are motivated to take care of the slow learners by organizing them into small study groups. ↯ Students are supported to participate in inter college competitions, workshops and symposium organized in other colleges. ↯ Learning is made student centric by providing them the prescribed syllabus and gives them a wider perspective about the subject through a series of lectures. ↯ .This is followed by student centric activities like: • Preparation of assignment . • Seminar on projects. • Report writing. • Group discussion. • Educational

	<p>Field Trips. • Screening of documentary films . • Displaying models and charts . • Books and journals are recommended in the syllabi for further reading. • Conducting many competitions like debates ,paper presentation, quiz etc.</p>
<p>Examination and Evaluation</p>	<p>The 1st internals,2nd Internals and models are conducted for each semester and the marks are sent to the university. The dates of the internal examinations are mentioned in the college calendar.The time table for internals in prepared a week ahead and informed to the students. The university examination time table is provided by the university a month before the examination.It is informed to the students and uploaded in the college website and put up in the college notice board.</p>
<p>Research and Development</p>	<p>Even though the college is predominantly an under graduate institution, two more post graduation Ph.D - Programmes (M.A. English literature and M.Sc Computer science) were introduced along with the already existing M.Com programme. The college takes pride in having 43 members of the teaching faculty , out of which 15 have Ph.D degree in their respective discipline. Others are encouraged to pursue their research by registering for M.Phil,Ph.D degree. Mrs I.Iswarya., Assistant professor department of English was awarded her Ph.D degree on 30:11:2019 while 1candidate , guided by Dr,K.Kothai , Head of department of commerce and, 1candidate guided by Dr.K.Sujatha, Head of the department of English were awarded their doctoral degrees on 03.09.18 and 25.04.18 respectively.27 research papers were published by the teaching faculty in UGC recognized internationally peer reviewed and nationally reputed</p>



	<p>journals.11 of them have participated and presented their research papers in national/ international conference, while 2 served as the resource person in conferences. A research committee was formed in the previous academic year to promote research oriented activities in the college. The faculty with rich research experience have been motivated to apply for guide ship from the Bharathiar University, so that their departments can be recognized as research centre with M.Phil and P.h.D programmes. 8 members of the staff have been identified as research guides eligible for guide ship. TEACHING FACULTY ELIGIBLE TO GUIDE RESEARCH SCHOLARS DEPARTMENT OF COMMERCE Dr.S.Parvathi Dr.K.Kothai Dr.K.Rajaselvi DEPARTMENT OF ENGLISH Dr.K.Sujatha A.Rosilda Manju DEPARTMENT OF MATHEMATICS S.P.Reshma DEPARTMENT OF ZOOLOGY Dr.S.Manonayagi Dr.G.Dhnalakshmi</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>The institution improves the library facility regularly. The library is partially atomized and books are purchased every year. The barcoded system is implemented in the library, INFLIBNET for erecourse. Projectors are used to take class.ICT is used. The computer systems are updated with latest configuration and new softwares are installed according to the changing syllabus. To facilitate the students to pursue the online courses the DTH has been installed and students are made to view their respective channels. To improve the physical infrastructure a new PG Block constructed in the previous year. A new hostel building has been constructed this year with all the basic facilities. Regular maintenance and repair works are being done for all classrooms, for proper ventilation and</p>

	<p>lighting facility, water purifier is set up for drinking water facility is maintained. The blackboards are painted every year and proper seating is provided for the staff and students.</p>
<p>Human Resource Management</p>	<p>. The management provides a supporting hand for the upliftment of the faculty and creates a winwin situation where the institution has also developed. Whenever a vacancy arises for the permanent post it is filled according to the government norms. 2 teaching and 4 nonteaching posts were filled during the year. The vacancy in temporary posts is immediately filled by the management. The faculty are supported to pursue their Ph.D., to attend seminar, conferences and so on. The teaching, nonteaching staff and supporting staff are provided with gifts, lunch and refreshments on festivals and celebrations. Suggestions from all the faculty are considered in meetings. This builds a sense of belonging towards the institution. Rather than assigning the duties to the staff they are given opportunity to take incharge of the duties during function. This develops accountability for the staff. The management also joins the staff during celebrations and this creates a sense of harmony in the institution to make the work place a better one.</p>
<p>Industry Interaction / Collaboration</p>	<p>Every year the second year students of Department of Commerce and Computer science are sent for field work for fifteen days to concerns like: 1. Rural Cooperative Bank. Ooty 2. Aavin Ooty 3. Nilgiri Cooperative Enterprises, Ooty 4. Radio astronomy Centre, Ooty 5. BSNL Office, Ooty 6. Sterling Biotech, Ooty 7. LAMS Automation Pvt. Ltd. Zoology students were taken to Aavin Milk Dairy Ooty for Industrial Visit 19/12/2018. The final year</p>

	students of department of commerce and computer science are sent to concern for their project work. 1. HDFC Bank, Ooty 2. Urban Cooperative Bank, Ooty 3. Cognizant Technology Solution. 4. SBI Coonor 5. National Agro Traders 6. Chamraj Tea Factory 7. Life Insurance Ltd., Ooty 8. Aavin Ooty			
Admission of Students	First come first served procedure is followed during admission. The students along with their parents who apply for admission are given a counseling regarding the courses offered, scholarship and facilities available. Meritorious students are given fee concession. Bridge course is conducted for students from different majors. The admission procedure is well explained in the college calendar. The college website and prospectus provides details for admission.			
6.2.2 – Implementation of e-governance in areas of operations:				
E-governance area		Details		
No Data Entered/Not Applicable !!!				
<b>6.3 – Faculty Empowerment Strategies</b>				
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	Name of the professiona	Amou nt of

		attended for which financial support provided	body for which membership fee is provided	support
2018	Dr.S.Parvathi and Dr.K.Sujatha.	Adoption, Promotion and Production of MOOCs for SWAYAM platform.	Management.	12170
2018	Mrs.Kavitha.R, Ms.V.Nisha, Ms.P.Gayathri, Ms.G.Anuradha, Ms.B.Lavanya, Ms.Revathy.V, Ms.S.Aruna	Workshop on Outcome Based Education	Management.	7000

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6.3.2 – Number of professional development / administrative training programmes organized by the College 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)
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**No Data Entered/Not Applicable !!!**

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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
UGC sponsored 121st Orientation Programme	2	23/11/2018	20/12/2018	28
UGC 102 Orientation Programme	1	08/05/2018	14/06/2018	38
Online Refresher course on Curriculum Design and e Content Development	1	30/03/2019	30/03/2019	1
Online course on Academic and Research Report Writing	1	23/05/2019	23/05/2019	1
Online course on Sustainable Management	1	23/05/2019	23/05/2019	1

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	0	4	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1.EPF for self financing staff.2.Gifts are during functions.3. On Duty is given to the staff to attend seminars and conferences.4.Staff are supported to purse their M.Phil and Ph.D .4.Lunch and refreshment is provided on occasions.</p>	<p>1.EPF for self financing staff.2.Dress materials are given during festivals. 3.Medical leave is provide during sickness.</p>	<p>1.Merit scholarship for deserving students. 2. Flexible timings for students who come from far of places..3.Help them to receive their voter ID.4.Insurance in taken for the students.5.Economically backward students are given extra time to pay their term fees and hostel fees.6.Being a Womens college students are given refreshments on womens Day.</p>
<p><b>6.4 – Financial Management and Resource Mobilization</b></p>		
<p>6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)</p>		
<p>EXTERNAL AUDIT Government auditors conduct the audit every year. The auditors check the administrative records, staff attendance, student attendance, all the payments made during the year and the corresponding vouchers receipts are audited. INTERNAL AUDIT The members of the IQAC check the registers maintained. ↴ Staff attendance and leave letters. ↴ Student attendance and leave letters. ↴ Staff and students work diary. ↴ Mark Registers. ↴ Internal Question papers file. ↴ Feedback from stake holders. ↴ Result analysis. ↴ Field work files. ↴ Lesson Plan. ↴ Staff and Student profile. Respective corrections are made and signed by the heads of the Department and Principal.</p>		

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
<b>No Data Entered/Not Applicable !!!</b>		

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6.4.3 – Total corpus fund generated

164822

**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/N o	Agency	Yes/N o	Authority
Academic	Yes	Joint Directorate of Collegiate Education, Coimbatore.	Yes	IQAC
Administrative	Yes	Joint Directorate of Collegiate Education, Coimbatore.	Yes	Mr. John Mathew. Chartered accountant, Ootacamund.

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

Parent Teachers meeting is conducted every year. Parents provide feedback which is taken into consideration. The mentors enquire the parents when the students are absent. This improves the daily attendance of the students. Counselling is given to the parents to create an awareness of importance of education. This reduces the count of dropouts.

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

1. Tally course was conducted for the office staff. 2. Basic computer course in M.S office was taught. 3. Yoga and meditation classes were conducted.

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

1. Started Two New PG courses. 2. Introduced Part Time M.Phil and PhD. 3. Constructed New PG Block 4. Constructed new Hostel Building. 5. Library Automation with Barcode System

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
2018	Registration for swayam moocs courses.	10/12/2018	10/12/2018	15/12/2018	700
2018	To construct a new hostel.	06/06/2018	06/06/2018	03/04/2019	150
2018	Department Recognition.	14/11/2018	14/11/2018	14/11/2018	16
2019	Coinex Exhibition	04/01/2019	04/01/2019	04/01/2019	200
2019	Golden Jubilee Year Celebration.	24/01/2019	24/01/2019	24/01/2019	800

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## 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
Womens Day programme was organised. Few students delivered speech regarding womens day.	08/03/2019	08/03/2019	550	0
Teenage Depression For Women and mental Health.	11/10/2018	11/10/2018	50	0

<b>MILITZA 2019</b>					<b>21/02/2019</b>	<b>22/02/2019</b>	<b>200</b>	<b>0</b>
7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:								
<b>Percentage of power requirement of the University met by the renewable energy sources</b>								
<b>NIL</b>								
7.1.3 – Differently abled (Divyangjan) friendliness								
<b>Item facilities</b>						<b>Yes/No</b>	<b>Number of beneficiaries</b>	
<b>Physical facilities</b>						<b>Yes</b>	<b>11</b>	
<b>Provision for lift</b>						<b>No</b>	<b>0</b>	
<b>Ramp/Rails</b>						<b>No</b>	<b>0</b>	
<b>Braille Software/facilities</b>						<b>No</b>	<b>0</b>	
<b>Rest Rooms</b>						<b>Yes</b>	<b>1</b>	
<b>Scribes for examination</b>						<b>Yes</b>	<b>1</b>	
<b>Special skill development for differently abled students</b>						<b>Yes</b>	<b>1</b>	
7.1.4 – Inclusion and Situatedness								
<b>Year</b>	<b>Number of initiatives to address locational</b>	<b>Number of initiatives taken to engage with</b>	<b>Date</b>	<b>Duration</b>	<b>Name of initiative</b>	<b>Issues addressed</b>		<b>Number of participating</b>

	advantages and disadvantages	and contribute to local community					students and staff
2019	1	3	14/09/2018	1	Each one Teach one	The students and staff of our college visit nearby village government schools and teach them basic English and Mathematics.	175

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
<b>No Data Entered/Not Applicable !!!</b>		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Awareness on Swatch Bharath	07/08/2018	07/08/2018	250
Rally World population Day	24/07/2018	24/07/2018	50
Awareness Road safety	04/02/2019	04/02/2019	50
Received Tourists	27/09/2018	27/09/2018	50
Oath National Integration	31/10/2018	31/10/2018	300

Awareness onTraffic Rules	02/11/2018	02/11/2018	5
Rally National Voters Day	25/01/2019	25/01/2019	60
Rally World Tourism Day	07/01/2019	07/01/2019	50
Rally on plastic indication	25/08/2018	25/08/2018	50

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

The college is made plastic free area. Usage of plastic bottles and paper cups is not permitted.50 students participated in a rally organised by district administrative officer about plastic indications.

A garden is setup in the college campus.

The bio waste is used as manure for the gardens in the college.

The NSS students clean the campus regularly.

The kitchen waste water from the hostel is reused to water the gardens.

**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

INSTITUTIONAL BEST PRACTICE BEST PRACTICE.1 Title of the practice: Organizing Food Festival - 'FETE' Objectives of the practice: To create a sense of social responsibility and a sense of charity among the students. Content : Every year the students conduct food festival in the college campus. They install several stalls on their own with different food items, snacks and soft drinks. They also have games and puzzles to be won by the

participants. The students invest their own money for the festival and the profit earned is utilized for extension activity. Evidence of success: During the academic year 20182019 the FETE was celebrated in the name BUFICIOUS '19. With the profit made, a garden was set up in the college campus. This practice creates a sense of social responsibility in the minds of the students and enables them to experience the joy of giving in addition to developing their management skills. BEST PRACTICE.2 Title of the practice: Nurturing the students with Value Based Thoughts in the daily morning assembly. Objectives of the practice: To foster all round development of the students. Content : In the daily morning assembly, one teaching staff delivers a value based thought to the students. This encourages the students to stay more focused in their individual goals. Inculcating ethical values on them serves to make them morally upright persons with interest in personal and social development. Evidence of success: This practice shows improvement in the students general and individual discipline and also builds their confidence to explore their talents and skills.

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

<http://ehcfw.ac.in/wp-content/uploads/2019/12/best-practice.pdf>

### **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

**INSTITUTIONAL DISTINCTIVENESS • Our college was established in the year 1969. Our college is situated in " The Queen of Hill Stations" in the tri - junction of Karnataka, Kerala**

and Tamil Nadu in a pleasant and serene atmosphere. • Our college is the only college for women in Ootacamund. The motto of the college is to render yeoman service to the economically backward women and the tribal communities by providing quality education . Most of the students are first graduates of their family. • Golden jubilee year was celebrated in the year 2018 2019. Best teacher award was awarded for two teachers from schools in and around in Nilgiris District. • The management provides merit scholarship for deserving students. To extend a supporting hand in their education. Poor students are provided fee concession. • The college has introduced uniform dress code for the students to promote equality and discipline. Blazers are well suited for the climatic conditions. • A college hostel provide all the basic amenities at nominal charges. A new hostel building is also being constructed to accommodate more number of students. • The college has witnessed great changes, introduced new innovative courses and constructed new buildings because of its ceaseless efforts.

**Provide the weblink of the institution**

<http://ehcfw.ac.in/wp-content/uploads/2019/12/institutional-distinctiveness.pdf>

### **8.Future Plans of Actions for Next Academic Year**

• To create a New Website. • Committees to be initiated. • To organize a One Day National level conference by Department of English. • To conduct Inservice programme by Department of Zoology. • To adopt Villages. • To organize Faculty Development Programme. • To conduct Quiz District Level by Computer Science. • Interdepartmental Literary Fest. • To conduct Personality Development Programme for the students. • To introduce Certificate course in Multimedia and Diploma course in communicative English. • To conduct One day workshop by Department of Commerce. • To conduct NET coaching classes . • To conduct workshop on DOT

NET and Android. • To organize Literary Association Competitions Cognizance'19. • To conduct Awareness Programme on Value of Human Life. • To make all the students register in Swayam courses. • To conduct TNPSC coaching classes. • To take the students to Industrial Visit.