

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution

EMERALD HEIGHTS COLLEGE FOR WOMEN

1.2 Address Line 1

GOLF CLUB ROAD

Address Line 2

FINGER POST

City/Town

OOTACAMUND

State

TAMILNADU

Pin Code

643 006

Institution e-mail address

emhcollege@yahoo.co.in

Contact Nos.

0423 – 2400080, 2442775

Name of the Head of the Institution:

Dr. S. Parvathi
Principal Incharge

Tel. No. with STD Code:

0423 – 2400080, 2244885

Mobile:

94430 95934, 9952220060

Name of the IQAC Co-ordinator:

Mrs. R. KAVITHA

Revised Guidelines of IQAC and submission of AQAR

9942077881

Mobile:

IQAC e-mail address:

emhcollege@yahoo.co.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

TNCOGN11373

1.4 NAAC Executive Committee No. & Date:

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

EC(SC)/26/A&A/73 19.7.2017

1.5 Website address:

www.emeraldheightscollegeooty.com

Web-link of the AQAR:

www.emeraldheightscollegeooty.com/IQAC 2016-17

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++	68.80	03.05.2004	May 2009
2	2 nd Cycle	B	2.47	30.11.2011	Nov 2016
3	3 rd Cycle	B++	2.78	10.07.2017	18July2022
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

28.08.2016

1.8 AQAR for the year (for example 2010-11)

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. **AQAR 2012-2013** submitted to NAAC on **30.09.2013** (DD/MM/YYYY)

- ii. **AQAR 2013-2014** submitted to NAAC on **31.10.2014** (DD/MM/YYYY)
- iii. **AQAR 2014-2015** submitted to NAAC on **17.11.2015** (DD/MM/YYYY)
- iv. **AQAR 2015-2016** submitted to NAAC on **03.10.2016** (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Diploma in Secretarial Practice
Certificate Course in Communicative English

1.12 Name of the Affiliating University (*for the Colleges*)

BHARATHIAR UNIVERSITY
Coimbatore

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	-		
University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (<i>Specify</i>)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	8
2.2 No. of Administrative/Technical staff	4/2
2.3 No. of students	20
2.4 No. of Management representatives	4
2.5 No. of Alumni	7
2.6 No. of any other stakeholder and community representatives	4
2.7 No. of Employers/ Industrialists	2
2.8 No. of other External Experts	2
2.9 Total No. of members	53
2.10 No. of IQAC meetings held	- 5

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

.NET, Android, Career guidance, Orientation on Placement, Career opportunities with higher education, Soft Skill, Interview Skill, Employment mela, Application of & Technology for Rural Areas in Nilgiris.

2.14 Significant Activities and contributions made by IQAC

Community Service, NSS Special Camp, Red Ribbon Club, YRC, Health Service, Performance in sports activities, Yoga Classes are functioning effectively in the college.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
- Building Construction	- Construction of Class Rooms is in progress.
- To improve the strength of the students	- B.Com CA and M.Com strength has been improved
- Staff appointments	4 permanent staff in teaching and 2 permanent staff in non-teaching have been appointed.
- Installation of UPS for Computer Labs	10 KV online UPS has been installed.
- To upgrade configuration in the Computer Lab	New systems with latest configuration has been installed in the Computer Lab.
- To computerized Library	The Library maintenance has been computerized.
- Improve the NAAC Grade.	
- To create more university ranks	-Students of the Department of Zoology

in the university exams	and Information Technology have scored university ranks.
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* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR has been made mandatory as one of the academic activities of the college.
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Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	1	-	1	-
UG	11	1	6	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	1	1	1	-
Certificate	1	1	1	-
Others	-	1	1	-
Total	14	4	10	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
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Semester	12
Trimester	-
Annual	-

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

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

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

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

Yes – Revised by the Affiliated University according to the changing demands and needs of the student community, keeping abreast of the requirements of the placement industry.

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

Additional B.Com CA, Diploma in Secretarial Practise, Certificate Course in Communicative English

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	19	7	11	-	1

2.2 No. of permanent faculty with Ph.D. **15**

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	3	-	-	-	-	-	1	1	4	-

2.4 No. of Guest and Visiting faculty and Temporary faculty - - 22

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	2	-
Presented papers	-	2	-
Resource Persons	-	-	-

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

The students are motivated by Paper presentation , Power Point Presentation, Classes are taken with LCD Projectors , Bridge courses conducted for first year students.

2.7 Total No. of actual teaching days during this academic year **180**

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) **The Exams reforms are initiated by Bharathiar University, Coimbatore.**

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop **4**

2.10 Average percentage of attendance of students **75%**

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I%	II %	III %	Pass %
B.A. History	2	-	1	-	-	50
B.A. Eng. Literature	39	1	15	21	1	97
B.Sc. Mathematics	14	2	9	1	-	85
B.Sc. Zoology	25	6	17	1	-	96
B.Com	38	2	11	20	4	97
B.Com CA	64	2	38	12	-	81
BCA	28	5	18	-	-	82
B.Sc. Computer Science	23	4	16	-	-	86
B.Sc. Information Tech	22	8	12	-	-	90
M.Com	16	2	14			100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :
Through Internal Test, Class Test, Oral Test, Assignments, Seminars

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	4
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	3	13	1	-
Technical Staff	4	-	1	-

Criterion – III

3. Research, Consultancy and Extension

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

Motivate the staff to pursue Ph.D., and research work.

Permit the staff to attend seminars and workshops.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	-	-
Non-Peer Review Journals	2	-	-
e-Journals	1	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the Institution

Level	International	National	State	University	College
Number			1		
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
						1

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

4

5

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

2

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

-

SRF

-

Project Fellows

-

Any other

-

3.21 No. of students Participated in NSS events:

University level

200

State level

-

National level

-

International level

-

3.22 No. of students participated in NCC events:

University level

-

State level

-

National level

-

International level

-

3.23 No. of Awards won in NSS:

University level

-

State level

-

National level

-

International level

-

3.24 No. of Awards won in NCC:

University level

-

State level

-

National level

-

International level

-

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="4"/>	
NCC	<input type="text"/>	NSS	<input type="text" value="4"/>	Any other <input type="text"/>

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

A dengue awareness programme was conducted by our students on 02.11.2017. The programme was inaugurated by Mrs. Innocent Divya, IAS, District Collector, The Nilgiris. The student visited the near by areas creating an awareness among people about cleanliness and highlighted the safety measures against DENGUE.

The English Department of our college has adopted NIRMALA PRIMARY SCHOOL, Kakkathope.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6.44 acres	-	-	6.44 acres
Class rooms	2220.20 sq.mts			2220.20 sq.mts
Laboratories	211.81 sq.mts			211.81 sq.mts
Seminar Halls	408.76 sq.mts			408.76 sq.mts
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		30 Computers, 1-UPS, 1-Projector	Management	30
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 13,52,418	Management	Rs. 13,52,418
Others	-	-	-	-

4.2 Computerization of administration and library

YES

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23028	1462374	47	8728	23075	1471102
Reference Books						
e-Books						
Journals	25	30512			25	30512
e-Journals						
Digital Database	1	5750			1	5750
CD & Video	50	6250	153	34350	203	40600
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	106	96	106	-	-	6	4	-
Added	11	10	11	-	-	-	1	-
Total	117	106	117	-	-	6	5	-

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

Basic Computer training and internet access

4.6 Amount spent on maintenance in lakhs :

i) ICT	51,133
ii) Campus Infrastructure and facilities	1,70,060
iii) Equipments	13,52,418
iv) Others	8,72,388
Total :	24,45,999

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC enhances the awareness about Students Support Services by distributing hand books , prospectus, magazine and conducting parents teachers meeting.

5.2 Efforts made by the institution for tracking the progression

The Management of the institution takes meticulous care to fulfil all the requirements of the IQAC.

Regular feedback from students and parents are received to know their grievances.

The grievances brought to the notice of the Management are attended immediately. All the academic and extra-curricular affairs of the College are recorded and updated regularly.

Parents teachers meeting is conducted regularly.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
745	40	-	-

(b) No. of students outside the state

8

(c) No. of international students

Nil

Men	No	%	Women	No	%
	Nil				

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
31	328	32	439	1	831	29	319	31	406	0	785

Demand ratio 1:1:2

Dropout % 5

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

Every year an awareness programme regarding competitive examinations is conducted for the students. Students who are interested to appear for competitive examinations are identified and are helped to prepare themselves for the same by providing books.

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

The IQAC has constituted a counselling and career guidance cell.
The cell meets the students every week and discusses their grievance.
All the students are made to attend Placement and training classes twice in a week.
Entrepreneurs visit the college and conduct career guidance to the students.

No. of students benefitted

300

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
18	300	200	100

5.8 Details of gender sensitization programmes

Members of the Inner Wheel Club gender sensitization programme for the students.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	44	41,000
Financial support from government	387	22,29,404
Financial support from other sources	12	60,000
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

* Being a women's college students requested for women police surveillance in the morning and evening to avoid eve teasing. The grievance was duly redressed and two women police are made available.

* Some of the Computer Science students were from pure science background so they requested for evening Computer Basics Classes and the same was implemented to support their learning.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision-

To develop all round personality of every individual and make each one a good human being.

Mission-

To impart a value- based education, moulding character, culture and infusing moral and ethical values.

To make education easily affordable to the economically backward students.

To make women independent and self sufficient to meet the challenges of life.

6.2 Does the Institution has a management Information System

NO

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

6.3.1 Curriculum Development

The Bharathiar University provides the Curriculum with CBCS Pattern.

The teaching and learning methodologies are improved by

- **Power point presentations**
- **Seminars**
- **Assignments**
- **Alphabetical basis**
- **Starting letter of the each point**
- **Picture based**
- **Story based**
- **Incident Based**
- **Memorizing number of times repeatedly everyday**
- **3R's ie Record, Retain and Recall**
- **Meditation**

6.3.3 Examination and Evaluation

To bring up better results the IQAC conducts

Regular tests ,Internals,Models,University Exams.

6.3.4 Research and Development

The Faculty of the college are encouraged to pursue research in their particular areas of study.

The Faculty and students are motivated to attend many seminars and conferences in different places.

They are encouraged to present and publish papers in reputed journals and Proceedings.

6.3.5 Library, ICT and physical infrastructure / instrumentation

New Books and CDs have been purchased for the value of Rs.43,078/- as per the updated syllabus.

UPS, Projector, New Computers with latest configuration have been purchased.

Construction of new classrooms and labs are in progress.

6.3.6 Human Resource Management

Regular meetings are conducted to disseminate the academic informations and to get the feedback from faculty members.

Delegation of authority is practiced. Limited decision making rights are given to the Head Of The Departments.

The administrative department maintains the salary details, leave particulars and other allowances given for both Teaching and non- Teaching staff of the college.

6.3.7 Faculty and Staff recruitment

4 Permanent teaching and 2 non teaching staff have been recruited as per the UGC Norms of recruitment.

6.3.8 Industry Interaction / Collaboration

The college has interaction with JK global services, NICE education institution, Winners education, KGISL and similar organisations for training and recruiting our students.

6.3.9 Admission of Students

Admission of students is done adhering to the norms of the Bharathiar University. Reservations are made as per the regulations prescribed by the Government of Tamil Nadu.

6.4 Welfare schemes for Teaching	PF, Medical Insurance, Medical Leave etc
Non teaching	PF, Medical Insurance, Medical Leave etc
Students	BC,SC,ST Scholarships, Scholarships from Ramakrishna Mutt, Tea Board, Ujaivan etc.

6.5 Total corpus fund generated -

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Regional Joint Directorate of Collegiate Education, Coimbatore	yes	
Administrative	No	-	No	-

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The University updates the syllabus regularly for the students to learn new subjects.

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

The Affiliating University sends communications regularly to the college highlighting the merits of autonomy and encourages to send proposals for taking up autonomy.

6.11 Activities and support from the Alumni Association

Every year during the alumni meet the alumni students support their alma mater by giving suggestions regarding placements.

6.12 Activities and support from the Parent – Teacher Association

During the Parent Teachers Associations feedback and suggestions are received from the parents regarding students performance and coaching given to the students.

6.13 Development programmes for support staff

Basic computer training and orientation classes were conducted for the Support staff.

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

Rain-Water Harvesting methods are implemented in the campus.

The students are made to clean the campus and maintain cleanliness as per Swatch Bharath scheme.

The college maintains garden and plants trees to make the campus eco-friendly.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Building construction is in progress to improve the lab and classroom facilities.
Workshops are conducted by experts by providing hands on experience for the students.
New Computers with latest configuration are purchased to improve students learning.
Placement and training classes are conducted.

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

After the NAAC per team visit the college was granted B++ GRADE.
Application for starting new courses, M.A English Literature and M.Sc Computer Science have been sent to the University.

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

Daily Morning Assembly- It makes the students to overcome stage fear.
Students spend time in gathering information to be presented in the assembly.
Extension Activity-Every year students are sent to near by villages to teach basic Maths and English.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

The NSS volunteers plant samplings in the nearby places for environmental protection.
A rally was conducted by the college students regarding Swatch Bharath.
A dengue awareness programme was conducted by our students on 02.11.2017.
The programme was inaugurated by Mrs. Innocent Divya, IAS, District Collector, The Nilgiris. The student visited the near by areas creating an awareness among people about cleanliness and highlighted the safety measures against DENGUE.

7.5 Whether environmental audit was conducted?

Yes

No

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

Strength- The college is producing many rank holders every year.

Weakness- Since the college is situated in hilly area there is not much of exposure to the students.

Opportunity- Our college is one of the oldest institution in the region so we have many experienced faculty to provide quality education to the students.

Threat- Being a women's college students get married before the completion of the course and there some drop-outs.

8. Plans of institution for next year

- To organize more National and International Seminars.
- To bring in more Institutions for Placement drive and provide 100% Placement.
- To take students to more Industrial Visits.
- To provide best coaching and produce 100% results.
- To improve the institutional infrastructure.
- To organize more Faculty development programs.

Mrs. Kavitha
Signature of the Coordinator, IQAC

Dr. S. Parvathi
Signature of the Chairperson, IQAC
Principal i/c

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

ANNEXURE - I

Analysis of the feedback from stakeholders

Alumini

The Alumini Association of the College has suggested to introduce PG Courses in English Literature and Computer Science.

For the intake of more number of students outside Nilgiris the Hostel facilities need to be improved.

Parents

The parents have expressed their content towards the students coaching and learning atmosphere.

The parents are happy with the placement drives conducted during the year.

They have also requested to increase the number of Job Oriented courses in future.

Employees

The employers are willing to appoint our students in their institution as they have good communication skills, self confidence and patience.

They have even considered the need to contribute more towards the upliftment of our students.

Students

The students are satisfied with the portion completion and the teaching methodology followed by the Institution.

They request to conduct more extra curricular activities and remedial classes.

ANNEXURE – II

BEST PRACTICES

Title of the Practice : Daily Assembly

Objective of the Practice

The objective is to meet all the faculty and students in one place and disseminate the information and activities of the Institution to all staff and students. It makes them disciplined to report to Institution on time. This ensures there is no absenteeism on the part of students as attendance is randomly taken for any department or class which is picked by lot. The daily assembly serves in many other purposes. It creates a bond among the students who unite on a singly platform and inculcates a feeling of loyalty to their institution.

CONTENT : The daily assembly is quite relevant as information is passed to all members of staff and students through a single announcement to avoid complaint against lack of awareness about any event or happenings of the Institution. This get together avoids discrimination and student's unrest as there is familiarity with one another.

This is a harmonious and healthy practice followed since the inception of the institution in 1969. The Institution conducts assembly everyday at 9.45 am.

The assembly comprises

- Tamil Thai Vazthu
- Silent Prayer
- All the announcements like inter and intra Institution events, scholarship fee, exam dates, bus passes, placement, academic and professional meets, discipline and other information are disseminated to the students.
- Honouring of achievers (both Faculty and Students)
- Any talk by an outsider which will be of interest to students is delivered during the assembly.
- Thought for the day is delivered by the faculty and the students.

EVIDENCE OF SUCCESS

Compliance of date and schedules by one and all in the institution itself is an evidence for success of this practice. All are abreast and updated with information.

To sum up the daily assembly creates a bonding among the student community, all united in a feeling of loyalty towards their institution. It comprises a prayer as well as moral teaching which help in the holistic development of the students, making her not just a good student but more importantly a good citizen.

BEST PRACTICES – 2

Title of the Practice : Extension activity for students

Objective of the Practice

Extension activities are made mandatory for the students to promote community linkage, social responsibility, interaction with the people, problem analyzing and solving skills.

The Context

In contemporary society, the students are highly ignorant about the problems of the society where they live. Therefore it is realized that the students must be sensitized about the society and extension activities are made mandatory for them.

NSS, youth Red Cross, red Ribbon Club are functioning in the Institution and they involve the students in the activities like :

- Field Work
- Organizing camps like AIDS Awareness, drug addictions, Breast Cancer awareness, etc.,
- Promoting and enrolling members for Eye Donations.
- Participation in Marathon, Walkathon and Rallies against Drug Addiction, Child Labour etc.,
- Collecting sponsors and donation for relief and rehabilitation of people affected by natural calamities.
- Student's contribution to old age homes by frequent visits.
- Involvement in social survey like providing Retractable with survey on members in slums and their living condition.

- Campus Cleaning.
- Cleaning slums near by the Institution.
- Medical Camps conducted in nearby slums.

EVIDENCE OF SUCCESS

Students realized the challenge faced by the school dropouts in society. They have also realized the value and importance of education for their upliftment. As a result the dropouts from our Institution have declined drastically.

The students develop the quality of integrity through the extension activity.

The student's participation in various Socio-Cultural activities has greatly increased.

Problems Encountered

Fund mobilization to organize events of the clubs is the major problem for the Institution.

BEST PRACTICES – 3

Title of the Practice : Uniform dress code

Introduction of uniform dress code for the students to promote equality and equalitarianism. Blazer coats are well suited for this climatic conditions.