



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>EMERALD HEIGHTS COLLEGE FOR WOMEN</b>
• Name of the Head of the institution	<b>Dr. K. Sujatha</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>04232400080</b>
• Mobile no	<b>8838081661</b>
• Registered e-mail	<b>emhcollege@yahoo.co.in</b>
• Alternate e-mail	<b>sujathagovind0405@gmail.com</b>
• Address	<b>Golf Club Road, Finger Post</b>
• City/Town	<b>Udhagamandalam</b>
• State/UT	<b>Tamilnadu</b>
• Pin Code	<b>643006</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Women</b>
• Location	<b>Rural</b>
• Financial Status	<b>UGC 2f and 12(B)</b>

• Name of the Affiliating University	Bharathiar University				
• Name of the IQAC Coordinator	Mrs. R. Kavitha				
• Phone No.	04232448885				
• Alternate phone No.	0423244775				
• Mobile	9942077881				
• IQAC e-mail address	emhcollege@yahoo.co.in				
• Alternate Email address	kavithaehc@gmail.com				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://ehcfw.ac.in/wp-content/uploads/2021/11/aqar_report19_20.pdf">https://ehcfw.ac.in/wp-content/uploads/2021/11/aqar_report19_20.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	No				
• if yes, whether it is uploaded in the Institutional website Web link:					
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	68.80	2004	03/05/2004	02/05/2009
Cycle 2	B	2.47	2011	30/11/2011	29/11/2016
Cycle 3	B++	2.78	2017	19/07/2017	18/07/2022
<b>6. Date of Establishment of IQAC</b>			28/08/2006		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	NA	Nil	0	0	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Organized series of webinars and International Webinars		
NSS co-coordinators circulated messages /slogans/flyers through WhatsApp to create awareness about the precautionary safety measures to be taken against the Corona Virus Diseases.		
Motivated the students and staff to attend many webinars.		
Organized quizzes and competitions for the students.		
Conducted placement drives.		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
To organize series of webinars	From 04.05.2020 to 06.05.2020 series of webinar was organized by Department of B.Com CA and Computer Science on 'Constructive Practices for uncertain post covid'19 Situations.' On 25.03.2021 to 27.03.2021 a webinar by Department of Commerce on 'Financial Wellness a basic Understanding.'
To conduct International Webinars.	The Department of English Literature organized an International Webinar On 'Catastrophic Effects Of Global Adversities and the Therapeutic Power of Literature' on 20.05.2020.' On 26.05.2020 webinar on the topic 'Constructions of Graphs from groups'and on 03.06.2020 a webinar on 'Applications on Graph Theory' and was held for the students of Mathematics.
To motivate the students and staff to attend many webinars.	The students and staff of all the Departments have actively participated in the webinars conducted by various colleges at State, National and International Level.
To organize quizzes and competitions.	Department wise competitions were organized respectively.
To conduct placement drives.	On 17.03.2021, placement drive was conducted for the final year students by ENOVA Software and Hardware Solutions Pvt. Ltd, Coimbatore.
13.Whether the AQAR was placed before statutory body?	Yes

<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Teaching and Non Teaching Staff	11/10/2021
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020	14/02/2020
<b>15. Multidisciplinary / interdisciplinary</b>	
<b>16. Academic bank of credits (ABC):</b>	
<b>17. Skill development:</b>	
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>	
<b>20. Distance education/online education:</b>	

## Extended Profile

### 1. Programme

1.1

20.

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**2.1 **624**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 **424**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 **214**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**3.1 **42**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2 **25.**

Number of sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>20.</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>624</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>424</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>214</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>42</b>
File Description	Documents
Data Template	No File Uploaded

3.2	25.
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	45.
Total number of Classrooms and Seminar halls	
4.2	68.63
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	117.
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Since the institution is affiliated to Bharathiyar University the curriculum is planned and delivered by the University.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://docs.google.com/document/d/1yyWjA3ERUthrEKwVMgtmwmOgEUL1CaBC0ZANJy4cmSQ/edit">https://docs.google.com/document/d/1yyWjA3ERUthrEKwVMgtmwmOgEUL1CaBC0ZANJy4cmSQ/edit</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Due to the covid '19 pandemic situation the reopening dates of the college were declared by the government.



The Regular Government Holidays were declared as per the calendar.

The tentative internal exam dates were informed by the University then and there. The internal exams were conducted through online mode.

In the odd semester the first Internal exams were conducted in the month of October 2020 for 50marks which covers one and half units and second internals exams were conducted in the month of November 2020 for the next one and a half units. Model exams were conducted in the month of December 2020 for 75 marks which covers all the five units.

In the even semester the first Internal exams were conducted in the month of February 2021 for 50marks which covers one and half units and second internals exams were conducted in the month of March 2021 for next one and a half units. Model exams were conducted in the month of April 2021 for 75 marks which covers all the five units.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://docs.google.com/document/d/1gayFRs42Qytxc82JRmEUqxsprwrOrRGB/edit">https://docs.google.com/document/d/1gayFRs42Qytxc82JRmEUqxsprwrOrRGB/edit</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University**

**Setting of question papers for UG/PG programs**

**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

**Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

166

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The mission of our college aims at the holistic development of every student in our college. The curriculum offered emphasises gender, environmental sustainability, human values and professional ethics.

The curriculum offers intellectual and value centred formation by applying ethical and moral principles in personal and professional forefronts. Religious harmony is promoted in our institution.

Under the syllabi of Bharathiar University the undergraduate students develop awareness about the environmental issues and sustainability, creating skills for better understanding of the environmental crisis and its remediation.

The students develop a sense of social justice by creating awareness on Human Rights, Social inequality, women's rights, women empowerment, child labour, etc. The courses give emphasis on gender equality, violations of human rights, professional ethics, conservation of natural resources, actions against pollution, etc. The courses enable the students to understand and work towards resolving the challenges in the above mentioned areas. The courses also create a platform to hone their skills in professional ethics intertwined with human values.

The students of Undergraduate I year have a paper Foundation course I named Environmental Studies for 50 marks.

The students of Undergraduate I year have a paper Foundation course II named Human rights for 50 marks.

The students of Undergraduate II year have a paper Foundation course III named Yoga for Human Excellence for 50 marks.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

62

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution **A. All of the above**

from the following stakeholders Students  
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	<a href="http://ehcfw.ac.in/feedback/">http://ehcfw.ac.in/feedback/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://ehcfw.ac.in/feedback/">http://ehcfw.ac.in/feedback/</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

218

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

208

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution evaluates the learning positions of the students after completion of the admission and organizes special program for advanced learners and slow learners. The institution evaluates the learning position of the students in two ways at the beginning of the programme. After the enrollment of students in different disciplines slow and advanced learners are identified based on their higher secondary marks and entry level test conducted by each department. This enables to identify individual students and select the slow learners for special coaching sessions or tutorial sessions to bridge the gap between advanced and slow learners. The tutors of UG & PG from respective classes are effective and supportive to classify the students reports based on observation and class tests.

- The institution organizes orientation programmes for fresher in the college level and from the department level.
- Bridge courses are conducted to bring up the competitive spirit for students and move to higher level of education.

Strategies adopted for advanced learners :

- Special coaching class for the first five class toppers of every class after the internal test is conducted regularly to secure university ranks.
- Coaching is given in skill development program Communicative English, Aptitude and Placement.
- Advanced learners are encouraged to enroll in MOOC courses - SWAYAM.
- Professional coaching classes - Foundation courses in TNPSC and foundation courses in Civil Service are conducted.
- Advanced learners are provided coaching classes for competitive exams.
- Talented students are motivated to participate in extra-curricular activities, exhibitions and cultural competitions, inter collegiate paper presentation, Seminars

and Symposium.

Schemes (or) steps taken up for slow learners :

- Group study is motivated among the peers of advanced learners.
- Remedial classes are arranged for slow learners, absentees, students who take part in sports activities & students who participate in cultural and other activities. This class helps the students to improve and easily get matched with their peers.

Strategies adopted for slow learners :

- Group study system is encouraged with the help of the advanced learners.
- Bi dialectal explanation and discussions are imparted to the slow learners after the class hours for better understanding.
- Provision of simple and standard lecture notes, materials are given to the students.
- Academic and personal counseling are given to the students by the tutor, mentor and the counseling cell.
- Remedial classes are conducted with an aim to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities. This practice helps the struggling learners to improve subject knowledge and help them catch up into their peers.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1yp3bn7fOLCh5gZOiH_1n6FUhl9ALiWP">https://drive.google.com/drive/folders/1yp3bn7fOLCh5gZOiH_1n6FUhl9ALiWP</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)



Number of Students	Number of Teachers
624	42

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student's centric methods to enhance student involvement as a part of participative learning and problem solving methodology. Role Plays, Team works, Debates, Seminar Quizzes and case studies Specifically Students centric Teaching Methods are reflected in project work, Field Visit, Industrial visit & guest lectures. Specifically the students centric methodology adopted our institution include

### 1. Experiential Learning

#### 1.1. Project work and Field Visits

- Project work is organized in two phases

1) Mini project and

2) Major Projects this is an essential element of each programme

3) Identifies and propose academically significant Field visits and Surveys

- Internship or Field Projects in industry

Students are sent to nearby concerns for Project work and Field work every year.

#### 1.2 Participation in competition at various levels

- For Real time exposure students are encouraged to participated at National and International Level Webinars and online Conferences.

#### 1.3 Industrial Visits



- Departments Plan and Organise the industrial visits for students to provide exposure to industrial work culture

## 2. Participated Learning:

### 2.1 Role play:

- Teachers adopt role play method especially in management and PG Technical courses to supplement Teaching by way of participative learning

### 2.2 Team work:

- All Departments organize students activities to promote the spirit of Team work
- The activities and Camp of NSS, institutional social responsibility through Red Cross, Village Adoption, Tree plantation. Swatchh Bharat and Health awareness camp to help the students to learn Art of living in a team for Social and community welfare

### 2.3 Debates:

- Debates are followed in many of the subjects where students are required to come with different opinions, thought processes thus the learning process gets justified in the argue-mental way of learning.
- Debating Club, Drama Club, Music Club and Quiz Club are implemented in the college.

### 2.4 Group work

- Practicals and workshops in all individual and group work under the guidance of teachers are also conducted.

## 3. Problem solving Methodology

### 1. Case studies

- Case study method is adopted in teaching learning process to make the students have logical thinking and practical knowledge to develop problem solving ability.
- Giving assignments and quizzes at the end of instruction of each unit.
- Case Study Analysis and Discussion.
- Product Design and development.

### 3.2 Research Activities

- Research activities are conducted in each Department under the guidance of senior faculty where the students of different semester get knowledge about emerging area and help them to promote in Research aptitude.

### 3.3 Quizzes:

- Quizzes are conducted by subject teachers in all UG and PG programmes

### 3.4 Analysis and Reasoning:

- All questions in examination are based on analysis and reasoning.
- Free internet access in the library and wifi facilities in campus promotes the habit of self learning and discussion.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/drive/folders/1zNjWNQaC53lqrQ3ik6kkn-N8tZ1Dzm6b">https://drive.google.com/drive/folders/1zNjWNQaC53lqrQ3ik6kkn-N8tZ1Dzm6b</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Technology promotes individual learning. Today it is essential for everyone to know about technology. In addition to chalk and talk method Faculty members use ICT enabled learning tools.

To expose students for advanced technology and practical learning, Faculty use tools such as PPT, Video Clipping, Audio Systems and Online Resources.

Faculty have been using Online Teaching Platforms like ZOOM and Google Meet to conduct online Lectures.

Faculty also use Learning Applications like Google Classroom where many teachers and students join the same class simultaneously. On the same basis quiz and assignments are given grades to evaluate

our student's efficiently.

Special lectures and technical talks are also arranged by inviting experts from the industry.

Projectors are used for visual teaching.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

44

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

## 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

## 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

### 2.4.3.1 - Total experience of full-time teachers

345

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- The system of internal assessment is communicated with the students well in time.
- The sessional examination which is displayed well in advance before commencement of session.
- Time table is given prior for internal exam preparation and also all previous internal and model question papers are given to the students for revision.
- Evaluation method comprises of internal examination held progressively during the semester and is designed to check and report the periodic performance of the student. All the

records and datas of internal examinations are properly maintained by the teachers for academic monitoring.

- Personal guidance is given to the poor performing students after their assessment.
- Internal examination committee conducts the internal assessment.
- The internal assessment helps the teachers to evaluate the students more appropriately. The internal assessment improves the interest of the students towards learning and attending the classes.
- Internal assessment has created the interest among the students to take active participation in various o-curricular& extracurricular activities for their overall personality development.
- Semester exam questions papers are collected according to each year and given for the students for revision.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/drive/folders/lpLWb1-WcYuZghKnV2LbRUiWxRJ4NEBuN">https://drive.google.com/drive/folders/lpLWb1-WcYuZghKnV2LbRUiWxRJ4NEBuN</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- Two internal assessment tests and one model examination is conducted each semester at college level.
- The Exam Time Table and room allotment is given well in advance to the students.
- After evaluation of internal assessment the marks obtained are declared and the answer scripts are shown to the students to check any discrepancy or doubt in evaluation.
- Day to day performances of the student is assessed for every experiment which include regularity, performance and the promptness in submitting the record.
- Students from non computer science and non mathematics background find difficult to learn their

subjects for those students bridge courses are conducted.

- Students from Tamil medium find hard to write in English for those cases special coaching is given.

- If students come across any doubt, clarification is given by the subject faculty which enables them to fare better in future.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/drive/folders/lpLWb1-WcYuzghKnV2LbRUiWxRJ4NEBuN">https://drive.google.com/drive/folders/lpLWb1-WcYuzghKnV2LbRUiWxRJ4NEBuN</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Since the institution is affiliated to Bharathiyar University the curriculum is planned and delivered by the University.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://ehcfw.ac.in/program-outcome/">http://ehcfw.ac.in/program-outcome/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Since the institution is affiliated to Bharathiyar University the curriculum is planned and delivered by the University.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://ehcfw.ac.in/program-outcome/">http://ehcfw.ac.in/program-outcome/</a>

### 2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

225

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://docs.google.com/spreadsheets/d/1MwB4wSXT0UA0Y6i3y7Xh761a3F6smhBf/edit?usp=sharing&amp;ouid=104393055337862697040&amp;rtpof=true&amp;sd=true">https://docs.google.com/spreadsheets/d/1MwB4wSXT0UA0Y6i3y7Xh761a3F6smhBf/edit?usp=sharing&amp;ouid=104393055337862697040&amp;rtpof=true&amp;sd=true</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<http://ehcfw.ac.in/wp-content/uploads/2021/12/SSS-20-21.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

00

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

4



File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://docs.google.com/document/d/1ETmQH9hQVEbceaIlu5W6x6BjHsFuhWuV/edit?usp=sharing&amp;oid=104393055337862697040&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1ETmQH9hQVEbceaIlu5W6x6BjHsFuhWuV/edit?usp=sharing&amp;oid=104393055337862697040&amp;rtpof=true&amp;sd=true</a>

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

**Institution has created an ecosystem for innovations and initiatives for creation and transfer of knowledge.**

The College has created an ecosystem for the students to explore of their new ideas and sharing of knowledge with other likeminded in their areas of interest. Students with creative idea approach the specialized teachers who are guiding them in their work and later their work is presented in competitions / seminars conducted by the affiliated colleges of the same university and other university. The Research and development cell of the college inculcate research culture among the Students and encouraging for novel thinking. This platform provides an opportunity for expression of academic talent and promotes interaction among



academia.

College has taken initiative steps towards developing ecosystem for innovations and knowledge sharing methods. The faculty members are empowered to take up research activities utilizing the inherent skills. The Research and Development Cell of the institution motivate the students and faculty members to extend scopes to explore their new ideas in the field of research and development.

The students and faculty are availing the facilities within the campus to carry out their activities, such as ;

- Wi-Fi throughout the campus
- Internet facility of 100 Mbps is available to students and faculty members.
- Computing facility with adequate soft wares. is also available.
- Well furnished seminar/Auditorium halls with a seating capacity of over 200/1000 audience are available to conduct seminar/workshop, guest lectures and discussion on technical paper/ project presentations, cultural and screening of informative educational movies.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://docs.google.com/document/d/1r-y8ap4v_OgrzjzOgXHJIzZ-wWDMKM-L/edit">https://docs.google.com/document/d/1r-y8ap4v_OgrzjzOgXHJIzZ-wWDMKM-L/edit</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

00

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

22

File Description	Documents
URL to the research page on HEI website	<a href="https://docs.google.com/document/d/1MpZNc3w7Bt_bZAlhENxMIiTi44wsUX5b/edit?rtpof=true">https://docs.google.com/document/d/1MpZNc3w7Bt_bZAlhENxMIiTi44wsUX5b/edit?rtpof=true</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

16

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

8

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

#### NATIONAL SCERVICE SCHEME

National Service Scheme is a Government-sponsored public service program conducted by the Ministry of Youth Affairs and Sports of the Government of India. The National Service scheme of Emerald Heights College for Women was started in the year 1997 with one unit. At present we have two units with 200 volunteers who actively participate in social activities every year.

The Motto of the National Service Scheme is: "NOT ME BUT YOU"

This reflects the essence of democratic living and upholds the need for selfless service. It underlines that the welfare of an individual is ultimately dependent on the welfare of society on the whole. The National Service Scheme is aimed to develop the personality of NSS volunteers through community service. The NSS undertakes regular activities for 120 hours and Annual Special Camp for 120 hours. The special camps are held annually, funded by the Government of India, and are organized in rural villages.

The NSS Units of the college are actively involved in community services. This helps volunteers to develop a sense of social and civic responsibilities, spirit of good citizenship, gain skill in mobilizing community participation, acquire leadership qualities, practice national integration and social harmony. The volunteers are involved in activities such as cleaning, environmental awareness, health awareness, social issues and sanitation etc.

The NSS Unit comprises of two Programme Officers and 200 volunteers (100 per unit)

NSS Advisory committee

**Dr. K. Sujatha: Principal**

**Dr.M.C.Nisha: NSS Programme Officer**

**Dr. A. Rosilda Manju: NSS Programme Officer**

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/17sEGsAFVpWB3xd_UgEWSINtC0adX3EsZ/edit">https://docs.google.com/document/d/17sEGsAFVpWB3xd_UgEWSINtC0adX3EsZ/edit</a>
Upload any additional information	<a href="#">View File</a>

### **3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

#### **3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

**11**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### **3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

#### **3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**16**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

200

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

00

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

#### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

**Procedures and policies for maintaining and utilizing physical academic and support facilities.**

#### LABORATORY

##### Zoology laboratory

- is well maintained and cleaned using disinfectant.
- To avoid contamination of laboratory instruments, The blood smears and tissue samples, The instruments are cleaned with disinfectant and detergent regularly.
- 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 everyday.
- The students are made to wash their hands with disinfectant after using the laboratory.

##### Botany laboratory

- has enough space to accommodate the students.
- It is well equipped to conduct the university practical examinations.
- The lab is well maintained by the lab assistants.
- 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

- The Chemistry laboratory is equipped with equipments, consumables and semi consumables necessary for qualitative and organic compound qualitative analysis.
- The faculty of the Chemistry Department along with the lab assistants maintain the lab.
- Stock is maintained periodically and physically verified every academic year and a stock register is maintained consistently.
- Purchase of lab items is done through college by receiving price list and comparative statements from various companies.
- The students are provided with gloves to handle chemicals and hot instruments.

#### 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 WI-FI connections.
- Laboratory log book is maintained and the students are encouraged to use the lab even after college hours.



- The papers and print out for record for university practical examinations are provided in the collegelaboratory itself.
- The students are not allowed to wear their foot wears inside the laboratory.
- Technical experts service the computers once in a month.

#### CLASSROOMS

- The classrooms are well maintained with proper ventilation.
- The housekeeping people clean the classrooms daily.
- The classrooms are enabled with WI-FI connections.
- The blackboard is painted once in six months.
- Sufficient lighting facilities are provided.
- The students are provided with individual table and chair. 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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1I8FKSnVs6Mmg18q9eTo07zJ66qlNpnaj">https://drive.google.com/drive/folders/1I8FKSnVs6Mmg18q9eTo07zJ66qlNpnaj</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

#### Department of Physical Education

Maintained of the Sports and Games Field:

“One Man practicing sportsmanship is

Far better than 50 preaching it”

We are nurturing the same with positive things with Basketball, Throw ball and Indoor Games facilities having at our Institution

Basketball Court:



- We are painting and Marking the Basketball floor and Board for every year.
- We have covered the Basketball court with the green Nets to avoid obstacles from the Surroundings.

#### Throw ball Court

- We re-lay the ground for every year and maintaining the equipments in playing condition.
- Throw ball court mark by the White powder.

#### Indoor Games Hall

- We used to play the indoor games like chess, carom, Table Tennis etc.

We have our practice session in the evening for the upcoming Bharathiar University Inter-collegiate tournaments and Invitation tournaments.

Since we don't have the Indoor Stadium for practices, so we are planning to construct it in future.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://docs.google.com/document/d/1HilJ07YShdEVilVRcyOSKsNapaTJ448B/edit">https://docs.google.com/document/d/1HilJ07YShdEVilVRcyOSKsNapaTJ448B/edit</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

2

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://ehcfw.ac.in/infrastructure/">http://ehcfw.ac.in/infrastructure/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

56.67

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

##### LIBRARY

NAME OF THE ILMS SOFTWARE:CampeSiLIB

NATURE OF AUTOMATION:FULLY

VERSION:6.4.9

Year of Automation:2017

##### LIBRARY WORKING HOURS

Library Working Hours : 9.30am to 5.00 pm

Circulation Hours :10.00 am to 5.00 pm

#### LIBRARY RULES AND REGULATIONS

- 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.
- No personal belongings are permitted inside the library.
- Only plain papers can be taken inside the library for any reference work.
- Use of mobile phones inside the library is strictly forbidden.
- Library books should be handled with utmost care. Marking of any kind on the pages or folding of pages, corners or such acts are strictly forbidden. Mishandling or damage to the books will invite penalty. If any book issued by the library is lost or misplaced, the concerned borrower should replace the same with the latest edition of the book. Failure to replace will invite penalty
- at twice the cost of the book
- The Library provides Photocopying service at a nominal cost.
- 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).

#### SERVICES

- OPAC Service
- Online Resources access Service
- CD-Rom Search Service
- Lending Service
- Reference Service
- Current Awareness Service
- Information Display Service
- Readers guidance and User Orientation Programme
- Open Access Service
- Xerox/Photocopying service

#### FACILITIES

- Computerized, Bar-coded Library.
- Collection of Books, Journals and Magazines.
- Major Collections of E-books, E-Journals and E-databases access through LAN.

- Free Internet Access to access E-mails and Academic and Non Academic Web sites.
- Digital Library used for accessing E-Resources
- Digital Collections of Audio and Video materials

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://drive.google.com/drive/folders/1H091miTgNDfcnd0TaM1uiESNkpquOZD2">https://drive.google.com/drive/folders/1H091miTgNDfcnd0TaM1uiESNkpquOZD2</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0.02009

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

20

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Computer laboratories are fully equipped with updated systems and latest software with an environment to implement and experiment knowledge acquired in the class room. All the systems have internet facility.

Computer laboratories are equipped with the most advanced systems for both windows and linux servers students can get hands on experience on the latest software packages and browse selected internet sites at the same time. Antivirus software is upgraded regularly.

The college provides hi-speed 100 MBPS, dedicated wifi. The coverage is not just limited the class rooms, instead it extends to all the facilities within the campus premises. All e-books and study materials including all academic related data can be accessed through campus connectivity.

The RAM speed is DDR4-1600(1600MHz data rate). This can be read and changed in any order typically used to store working data and machine code.

Challenges of modern learning and to keep pace with global scenario. Tally ERP 9, Windows 7, PHOTOSHOP 8, PYTHON 8, SQL SERVER 10 programs are available in the computer laboratory.

LCD Projectors and laptops are available and used for students and staff for presentations, seminars, workshops to make teaching learning meaningful.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1V7DXuWXnoZJzyfnnbwNFogXMuw7OPLF2">https://drive.google.com/drive/folders/1V7DXuWXnoZJzyfnnbwNFogXMuw7OPLF2</a>

#### 4.3.2 - Number of Computers

117

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

56.67

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**Procedures and policies for maintaining and utilizing physical academic and support facilities.**

#### LABORATORY

##### Zoology laboratory

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- Lending Service
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- Information Display Service
- Readers guidance and User Orientation Programme
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- Xerox/Photocopying service

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#### Department of Physical Education

#### Maintenance of the Sports and Games Field:

"One Man practicing sportsmanship is far better than 50 preaching it "

We are nurturing the same with positive things with Basketball, Throw ball and Indoor Games facilities available at our Institution

#### Basketball Court

- We are painting and marking the Basketball floor and board every year.
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://ehcfw.ac.in/library/">http://ehcfw.ac.in/library/</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

240

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

18

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

A. All of the above

File Description	Documents
Link to Institutional website	<a href="http://ehcfw.ac.in/soft-skills/">http://ehcfw.ac.in/soft-skills/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

75

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

75

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **5.2 - Student Progression**

### **5.2.1 - Number of placement of outgoing students during the year**

#### **5.2.1.1 - Number of outgoing students placed during the year**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

## 5.2.2 - Number of students progressing to higher education during the year

### 5.2.2.1 - Number of outgoing student progression to higher education

80

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

## 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

00

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<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 university/state/national / international level (award for a team event should be counted as

one) during the year

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

### Aim and Objectives

1. To identify and strengthen the hidden talents in the students.
2. To develop healthy competitive spirit among the students.
3. To develop spirit of fraternity and devotion among students.
4. To provide a platform for the holistic development of the students.

### Events and Achievements

The development of human personality is multi-dimensional. The student mind which gets thoroughly exhausted because of the daily hectic work, always need a space to relax and ease out. The overall personality of a student would be achieved not only through the academic activity but it requires ventilating the hidden talents to attain a total personality. The college provides ample opportunities for the students to project the hidden talents.



The student council is formed every year on rotation basis through merit. The elected representatives are members of various committees and they play a vital role in the academic activities. The student council forums offer a wide range of support services and organize events for the overall upliftment of the students. The elected student representatives enthusiastically involve themselves in organizing these events like arranging department wise function like College cultural, Teachers day, Christmas celebration, Pongal festival, New Year celebration and conducting competitions like Quiz, Essay, Elocution, Models, Debate, Chart work etc. Paper presentation in department was encouraged for the development of the students. They made arrangements to visit Orphanages, Deaf and Dumb school, Old Age home and contributed clothes and eatables and conducted programs like dance, singing songs and various sports events to make them happy. This has helped the students to imbibe moral values, sympathy, empathy and tolerance.

The Principal together with the other members assist in the development of the student council for effective functioning of the council. Before any function is conducted in the college, meeting is conducted and duties are allotted for each department faculty and students which helps in the success of the function.

The student council also contributed learning environment for students in the college like setting up study groups for students during model examination.

Starting college life is a challenging new experience for first year students. During the mentoring programme senior students help the first year to set their feet with confidence and act with integration.

The students council has contributed to the development of college policy like uniform requirements. They assist in organizing and developing sports and cultural activities within the college.

The cultural activity is undertaken to discover the hidden talents in the students and providing a platform for the exposure of their talents in various facets like drama , skits, mono action, mime, classical, semi classical, folk, solo and group dance, fashion show, rangoli , glass painting, face painting , pot painting, pencil shading, flower carpet, jewel making , flower arrangements, cookery, bridal makeup, photography, debate, public address, essay writing and so on.



The students get ample opportunity to perform and entertain their fellow students and staff. Students are awarded prizes and certificates for their excellence co-curricular activities. The proud moment of Department of Commerce with Computer Application is more than 6 times the Department has received overall championship trophy in mega cultural events conducted in college namely yartiza, rosalya, printaza, versatilya, etc. Many students are participating big screen programs in Television like acting and choreographer. One of the students in Department Of Commerce With Computer Application Deepa.J achieved Real World Record for making Bottle painting and also, she has been awarded young achiever of the year in the 2020.

The college has been steadily moulding its vibrant student over many years in diverse activities and giving birth to dynamic and multi-faceted campus culture by ensuring a campus bursting with energy and activity.

Support services are also provided to the differently abled SC/ST/OBC and economically weaker students. The students who are shy and hesitating are also motivated and encouraged to participate in co-curricular and extra-curricular activities.

As a student council leader they focused on leadership qualities like Confidence, Humility, Resilience, Better time management, Communication skills, Willingness to serve others, Honesty, Hard work, Positivity and Personality development.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1UKbk9cWRpeIGZIZiGP4fuCco8stopy4e/edit">https://docs.google.com/document/d/1UKbk9cWRpeIGZIZiGP4fuCco8stopy4e/edit</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

150

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

### ALUMNI ASSOCIATION

All the outgoing students of the college are inducted into the Alumni Association. Alumni have registered in Emerald Heights College for Women Association till date. From the academic year 2020 - 2021. Annual Alumni Meets are conducted every year and large number of alumni eagerly take part in the meeting. In addition to the College level alumni meet, meetings are organised by the Alumni of various batches in all the departments. Alumni Association not only arranges the reunion event, but also carries out the following activities:

- Every year two/three outstanding alumnus who excel in their respective fields are identified and honoured with the Best Alumni Award
- Conduct Free Eye Camps and General Medical Camps (with all disciplines) in tribal areas. Through these medical camps, the public who are in need of eye surgery or other general surgeries are identified and arrangements are made to get full free operations and treatments.
- Organise social awareness programmes like Anti - Plastic Cycle Rally and Dengue Eradication Campaigns.
- Social networking groups especially in Whatsapp are formed comprising The Secretary, The Principal, HODs and Members of

the Faculty of the department along with the alumni. Alumnus posts regular updates about placement drives and career opportunities in the group, which are immediately passed to the students both directly and in students groups.

- Magnanimously contribute to Alumni Association fund and extend financial support for needy students through scholarships.
- Provide endowments for the benefits of economically poor and meritorious students.
- Share their knowledge and expertise experience with current students through motivational talks and inspiring speeches within college premises as well as through video conferences.
- Act as resource persons in various Workshops/Conferences/Guest Lectures conducted by the department and ignite the students in their prospective career.
- Offer vast career openings to the students by teaching entrepreneurship skills.
- Post updates about technical and subject oriented information in social networking sites which are easily shared with the current students through faculty- in-charges.
- Alumni help in the admission of students to the college.
- Name of Alumni Association: "The Emerald Consortium"

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1I1UUSPUnDqyb_SoeDNrLRpUyCKG3vQvV/edit">https://docs.google.com/document/d/1I1UUSPUnDqyb_SoeDNrLRpUyCKG3vQvV/edit</a>
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

A student should be a light to illuminate the world with education, making use of all the talents and opportunities.

#### VISION OF THE COLLEGE

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

#### MISSION OF THE COLLEGE

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

2. To make education easily affordable to the economically backward students.

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

#### GOALS& OBJECTIVES

To provide quality higher education for the upliftment of the downtrodden women residing in and around Nilgiris.

To strive to be good human being who selflessly serve society-"To Shine in Use".

To shoulder social and moral responsibilities to face the challenges of life.

To educate, elevate and emulate high ideals.

To inculcate leadership qualities, instill confidence and develop personality.

The prime focus of our governing body is on the vision and mission of the institute.

It creates an atmosphere that facilitates the students in educational success .

It develops a modern and precise educational experiences that improves practical knowledge .

Creates awareness on personality development and team building across the curriculum.

Training that prepares students for their career.

Problem solving leadership and service to meet society needs.

Governing body designs and executes Short-term, Long-term plans integrating departmental plans and other recommendations from the stake holders.

Top management with the help of the department wise committees formulates quality policy and integrates the same in the strategic plan.

Creating robust principles, frameworks, systems and processes that the institution intends to reinforce the culture of excellence.

All the systems work together as a team aiming to be champions of organizational change.

The Departments fosters a healthy competitive atmosphere among themselves and each one strives to accomplish excellence in their standards.

The principal monitors the mechanism regarding administration and academic process. It also ensures proper functioning of the policies, rules and action-plans of the college.

There are many committees to support the vision and mission of the college. For example, Examination cell, NSS, career and counseling cell, library and sports committee, cultural and literacy committee, internal examination committee, anti-ragging committee, college-magazine committee, disciplinary committee, , grievance redressal committee, etc.

All the committees take its responsibility for the plans and activities, and successfully tackles these responsibilities in every academic session.

For academic performance meetings with HoD's and faculty of various departments is held. Also, the teaching-progress is checked monthly by teaching register. Principal continuously

monitors by CCTV installed for class room activities, movement of students in veranda and outside of the campus.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1BgEPwC_GIKHXMZWxPGkKl_jyzumNW_vBs/edit">https://docs.google.com/document/d/1BgEPwC_GIKHXMZWxPGkKl_jyzumNW_vBs/edit</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization and Participative Management encourages the staff members to involve in all aspects. Fresh ideas flow when team work is done. It also creates accountability and commitment of the members. Delegation of authority improves the quality of the assigned work. The Principal forms various committees and members of each streams are included as member and Principal is the Head of each Committee.

The Departmental Activities committee:-

The activity committee organize various competitions and events throughout the year for encouraging students to display their talents. Each department selects a topic based on their discipline and organizes competitions like Drama, Debate, Music Quiz ,Exhibition, Paper presentation etc. E- Certificates are issued to the winners and participation certificate for all participants. This motivates even the non participants to take part in the next competition. Regular activities induces the students to learn deep about the given topic, helps them to overcome stage fear and improve their presentation abilities. Students interested in organizing events are assigned certain duties and monitored by the Department Head.

The responsibilities of the organizing various events are shared by all the members. The members prepare the schedule of the events and organize various competitions.



File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1E8rsnpgPOMv4sFQu6NQ5GTzgd1MaF4FU">https://drive.google.com/drive/folders/1E8rsnpgPOMv4sFQu6NQ5GTzgd1MaF4FU</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- **Effective Teaching/Learning using Online Educational Tools**

In the academic year 2020-2021, conventional teaching learning methodologies could not be of much help to face the challenging circumstances created by the nationwide lockdown due to the COVID 19 pandemic. Adhering to the norms given by the State and the Central Government and also following the directions given by the affiliating University, the Institution immediately devised a strategic plan to cater to the needs of the students from diverse backgrounds. To overcome the impending disturbances caused by the lockdown, the institution, at once, switched to online mode of teaching and learning. For this, (online) meetings were convened right at the beginning itself to initiate the conduct of online classes using Online Educational Tools and Platforms. The most extensively preferred video conferencing apps were Zoom and Google Meet. All the lessons and notes were uploaded in the respective Google Classrooms and the students were asked to submit their assignments and tests also using Google Classroom or Whatsapp accounts. In the beginning, some students found it difficult to switch over but gradually they became interested and engaged themselves actively in the online classes also. Internal Assessments and Model Examinations were also conducted successfully by means of these online educational tools. However, some students who lived in the remote areas without internet access were given pre-recorded lecture notes and voice notes and were asked to take up their classes in the regular (offline mode) after the lockdown restrictions were relaxed.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://docs.google.com/document/d/1nFMjqK_2DNsfJHgCxNg0Gr7wtgg8sI21/edit">https://docs.google.com/document/d/1nFMjqK_2DNsfJHgCxNg0Gr7wtgg8sI21/edit</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

## FUNCTIONS OF KEY ADMINISTRATIVE POSITIONS

### GOVERNING BODY

#### FUNCTIONS

- The Governing Body of the institution takes policy decisions regarding academic and infrastructural development of the college.
- The Governing Body decides policy matters and takes key decisions including the recruitment, confirmation of the services, promotion and transfer of the employees.
- Passes annual budget of the college.

### SECRETARY

#### FUNCTIONS

- Looks after the Administration, development of education, growth & expansion of the institution.
- Takes decision regarding to introduce new academic courses.
- Takes decisions regarding the annual financial estimates (budget), financial statements of the college.
- The reports of the Internal Quality Assurance Committee are discussed and appropriate suggestions are communicated to the respective authority.

### PRINCIPAL



## FUNCTIONS

- The Principal is the executive head of the institution.
- Prepares all the agenda items, co-ordinates the conduct of meetings and arrange to follow-up all actions required.
- To provide leadership, guidance, motivation, help implementation and monitor all the academic activities in compliance with the affiliated university.
- To conduct internal, model and other examinations.
- To initiate all the developmental activities, monitor the progress and report to the Governing Body.
- To ensure the preparation of reports on various activities and also the annual report of the college.

## ADMINISTRATIVE SET-UP

### FUNCTIONS

- Works like admissions, fee collection, scholarships and issue of various certificates, maintaining service records of the employees and keeping accounts are maintained by the college office.

## INTERNAL QUALITY ASSURANCE CELL

### FUNCTIONS

- IQAC plans for development and application of quality parameters for the various academic and administrative activities.
- It monitors teaching learning and evaluation processes.
- It also works for research promotion and a better student support.
- It coordinates between the management, the principal, the staff and the students.

## COMMITTEES

### FUNCTIONS

- Every committee constituted at college level and department level has the faculty member as an In-charge with two or more faculty members as committee members.
- Committee In charge will look after the committees program and operation.
- These committees at college level assist the HODs in the

discharge of their duties and smooth functioning of the college.

- These committees at department level assist the Department Academic in the discharge of their duties and smooth functioning of the department.
- Every committee has well defined roles and responsibilities at both levels. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.

#### HEAD OF THE DEPARTMENT

#### FUNCTIONS

- Department HOD prepares departmental workload as per the
- University syllabus, Allocation of workload in prescribed formats.
- Collect & Verify the course material.
- Coordinate with Library committee, Time- Table In-charge, Lab In-charge, Internal Examination In-charge for smooth class activities and midterm exams.
- Preparation of list of weak students in each class and conduct bridge classes, regular tests.
- Analyzing result to conduct Remedial classes for failure students.
- Ensuring to arrange Club activities
- Monitor the departmental issues, prescribed formats, attendance registers, worksheets and mentor/counseling report books etc.

File Description	Documents
Paste link for additional information	<a href="http://ehcfw.ac.in/governance-2/">http://ehcfw.ac.in/governance-2/</a>
Link to Organogram of the institution webpage	<a href="http://ehcfw.ac.in/governance-2/">http://ehcfw.ac.in/governance-2/</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

E. None of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff  
**Staff welfare is given foremost priority.**

The following welfare measures for teaching and non-teaching staff are followed :-

- Employees Provident Fund as per PF rules.
- ESI provides socio-economic protection to staff.
- Salary advance facility for teaching and non teaching staff in case of urgency.
- Bonus and gifts are given during festivals. Gold plated silver coins were given on Golden Jubilee Celebration.
- Transport on reasonable cost.
- Leave On duty is given for research work and to attend and

present papers in conferences.

- Hostel facilities with no maintenance cost are available with minimal mess charges.
- Canteen facility inside the campus has been established which are accessible by staff during the working hours.
- Internet and free Wi-Fi facilities are also available in campus for staff.
- Teaching and Non-Teaching Staff Club organizes tour, and sports activities for the staff.
- Centralized reprography facility (Xerox) for Teaching & Non Teaching staff.
- Summer and Winter Vacations for faculty members.
- All the faculty members are motivated for their research work through quality publications .
- All the staff members are treated on par with each other in obtaining benefits from the institution.
- Motivation through counseling is also available for staff members to create a healthy working environment.
- This not only increases the work life balance of the employees.
- As Institution has a multicultural environment in the campus, the management ensures the celebration of all the festivals together.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1mG4UwVpjDoabRQE_wg5F-jawWccrhcTD/edit?usp=sharing&amp;oid=104393055337862697040&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1mG4UwVpjDoabRQE_wg5F-jawWccrhcTD/edit?usp=sharing&amp;oid=104393055337862697040&amp;rtpof=true&amp;sd=true</a>
Upload any additional information	<a href="#">View File</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### **6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

#### **6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

18

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution adheres to the Performance Appraisal System prescribed by the UGC called the Career Advancement Scheme (CAS) for the appraisal of its teaching staff (aided). According to that, the Assistant Professors appointed at the Academic Pay Level 10 will be eligible for promotion to the next Academic Pay Level (i.e., Academic Level Pay 11) if they complete one Orientation Course and one Refresher Course in a period of four years (with PhD), five years (with M.Phil) and six years (with NET/SET). Similarly, from this level they can be promoted to the Associate Professor Cadre, if they fulfill the requirements stated by the UGC. These application forms are submitted from time to time and their Career Advancement is facilitated by convening meetings with the Expert committees as suggested.

The Appraisal Report is based on the annual performance of employee on the basis of their Academic, Research and other extra curricular activities.

Teaching staff:

Faculty appraisal is undertaken with following objective:

- Assistance in personal development and career planning
- Potential to carry out their duties more effectively.
- Recognition of achievements on various categories.
- The ways in which they improve the quality of education to

students.

- Feedback from the students at the end of the year.

#### Non-Teaching Staff:

The various parameters for the staff members are assessed under the different categories like hard work, Discipline, Reliability, Power of Drafting and Efficient organization of documents and Technical abilities.

The comprehensive Annual report has \_\_\_ questions. Each one of them is graded on the scale like

Excellent, Very good, Good, Satisfactory, Average, Poor.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1q36SziAKNfTCQHFsqNpGugSz880vfixg/edit">https://docs.google.com/document/d/1q36SziAKNfTCQHFsqNpGugSz880vfixg/edit</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

**Institution conducts internal and external financial audits regularly**

**INTERNAL AUDIT** is done by the principal and the Heads of the Department. Staff attendance and Leave letters,

Staff and students work diaries, Mark registers, Question banks, Internal Question papers files ,Feedback from stack holders, result analysis, Field work files, Lesson plan , Staff and student profile are regularly checked and respective corrections are made and signed by the Heads of the department and Principal.

**EXTERNAL AUDIT** is done by the Joint Director of Collegiate Education, Coimbatore. Government auditors conduct the audit every year. The auditors check the administrative records , Staff attendance , Students attendance and all the payments made during



the year and the corresponding Vouchers receipts are audited.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1KkL9IC0LwfcxOGJQfTzliFiDwX9e0UeN/edit">https://docs.google.com/document/d/1KkL9IC0LwfcxOGJQfTzliFiDwX9e0UeN/edit</a>
Upload any additional information	<a href="#">View File</a>

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

##### Strategies of mobilization of funds.

1.The College Committee takes a review of the mobilization of funds and theutilization of these sources periodically in their meetings and ensures that the expenditure is done with utmost care.

2.The Purchase Committee takes care that purchases are done properly and in accordance with the rules. The committee seeks quotations from vendors for the purchase of equipment, computers, books, etc.

3.Regular internal audits from the Chartered Accountant and external



audits from the government make sure that the mobilization of the resources is being done properly .

#### Optimal utilization of resources

1. The college aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels.
2. .Effective utilization of infrastructure is ensured through the appointment of adequate and well-qualified lab technicians & system administrators.
3. The optimal utilization is ensured through encouraging innovative teaching-learning practices.
4. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct remedial classes, co-curricular activities/extra-curricular activities, parent- teacher meetings.
5. The college infrastructure is utilized as an examination centre for Government examinations/University Examinations.
6. The Library Advisory Committee takes care that the resources in library are utilized optimally.
7. Funds are allocated for social service activities as part of social responsibilities through NSS
8. To ensure the optimum utilization of resources, the Principal issues directions regularly.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1RvxhXV5bYOAVx03rD5v_FUcRSOLzyqM2/edit?usp=sharing&amp;oid=104393055337862697040&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1RvxhXV5bYOAVx03rD5v_FUcRSOLzyqM2/edit?usp=sharing&amp;oid=104393055337862697040&amp;rtpof=true&amp;sd=true</a>
Upload any additional information	<a href="#">View File</a>

### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing

the quality assurance strategies and processes

Two Practices that were institutionalized as a result of IQAC initiatives

- Promoting Online Teaching/Learning

Traditional teaching methodologies may not have been sufficient to meet the problems provided by the COVID 19 pandemic's worldwide lockdown. The NSS units of the college actively created contents for COVID19 prevention and shared them in their social networking platforms. The IQAC took instantaneous action to promote online teaching/ learning. To facilitate the economically backward students to get access to the internet, the State Government offered Sim Cards with free data connectivity to all the students and the NSS Programme Officers ensured that no student was excluded. In this way, Online teaching/learning was tremendously successful.

- Conducting National and International Webinars

Conducting Seminars and Conferences is an essential academic activity in higher educational institutions. However, during the pandemic period, organizing such programmes in the traditional offline mode was impossible. Hence, the IQAC asked the Departments to organize Webinars (Web-based Online Seminars) to provide the students with unobstructed educational opportunities. The Department of Commerce with Computer Applications along with the Department of Computer Science organized a series of Webinars on "Constructive Practices for Uncertain Post COVID 19 Situations" from 04.05.2020 to 06.05.2020. The Department of English organized an International Webinar on " Catastrophic Effects o Global Adversities and Therapeutic Power of Literature" on 20.05.2020. The Department of Mathematics organized a webinar on the topic "Construction of Graphs from Groups" on 26.05.2020 and on the topic "Application of Graph Theory" on 03.06.2020. The Department of Commerce organized a series of webinars from 25.03.2021 to 27.03.2021 on " Financial Wellness- a Basic Understanding".

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1FKacBp_fESQWA6ggXj0whpWQa53Yj_uSK/edit">https://docs.google.com/document/d/1FKacBp_fESQWA6ggXj0whpWQa53Yj_uSK/edit</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

#### TEACHING AND LEARNING PROCESS

Teaching and learning can be defined as a process of transformation of knowledge from teachers to students. The research findings will enable the educators to help, create and implement an inclusive teaching and learning environment to improve the learner's expectation and academic performance.

##### 1. A five-step cycle to improve learning in our classroom:

##### Step 1: Prior Knowledge

Prior knowledge is a knowledge the student has prior of starting the topic. Our understanding of how the brain collects memories, tells us that the student can only understand what is said to them if they can link it to something they already know.

This means that assessing our student's prior knowledge is a vital first step to ensure our words do not "fall in deaf ears". If that prior knowledge is missing, repairing it is an important step in their learning.

##### Step 2: Presenting new material

This step includes methods and important considerations to use when presenting new materials to the students.

(i) Recognizing the working memory limit to ensure that we do not overload the students with too much information at one time.

(ii) Linking to Prior knowledge to help students make connections which lead to good long-term memories.

(iii) Using a Multi-sensory approach to make use of more parts of

the students' brain for learning.

(iv) Giving the students an Advance Organizer to help them see the depth of the topic as we teach the details.

(v) Linking abstract ideas to concrete examples to enable students to understand the difficult ideas we teach.

### Step 3: Challenge

These are ways to set tasks for the students which are most likely to make their learning effective with the new material.

(i) To know what the task is, we can use modelling and worked examples to show what a good answer or product would look like.

(ii) We can set tasks which are not just words by setting Graphical and other Non-linguistic tasks.

(iii) We can get the students to improve their planning, monitoring and evaluation using Metacognition.

(iv) If students work effectively in groups, cooperative or collaborative methods are effective to promote thinking.

(v) Thinking tasks, such as problem solving and hypothesis testing can deepen the students' knowledge and consolidate the surface thinking.

### Step 4: Feedback

These are methods which help the student to improve. Note the importance that they implement the feedback, not simply receive it!

There are no best ways to give feedback. We could give it verbally or in written form, students get feedback by making their own work.

### Step 5: Repetition

These are methods which give the students the opportunity to develop long term memories by revising the new material overtime. The evidence, both from the classroom and from neuroscience, is that spaced repetitions are vital to create long term memories.

This means that it is not so much the individual teaching methods that are important, it is whether the student has been taken through the Learning cycle.

The term 'effective learning' describes methods of teaching and learning that actively involve children in their own learning and personal development. Think of it as children learning how to learn, rather than simply parroting information or copying techniques from teachers or other children.

The Four Phases of Learning:

- (i) Preparation: Arousing Interest.
- (ii) Presentation: Encountering the new knowledge or skills.
- (iii) Practice: Integrating the new knowledge or skills.
- (iv) Performance: Applying the new knowledge and skills.

Family motivation, teachers support, students' insistence, and free education are the most important element of a successful educational Program.

Learning is the process of acquiring new understanding, knowledge, behaviors, skills, values, attitudes and preferences. Some learning is immediate, induced by a single event but much skills and knowledge accumulate from repeated experiences.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1K7x4ZCUXOf6Ap3TVWUObvEpOdrNTq0Vr">https://drive.google.com/drive/folders/1K7x4ZCUXOf6Ap3TVWUObvEpOdrNTq0Vr</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit**

**C. Any 2 of the above**

**recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://ehcfw.ac.in/minutes-of-igac-meetings/">http://ehcfw.ac.in/minutes-of-igac-meetings/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

**Safety of girls is of top priority in college campus.**

**Uniform system is implemented to maintain discipline in dress code.**

**24 hour CCTV surveillance is maintained in the college. It helps to keep a check on anti-social activities.**

**Women Empowerment Cell is active and organizes various events on Women Empowerment. They motivate them regularly and guide them to lead a good life.**

**Code of conduct and guidelines for admission, recruitment, administrative functioning & academic activities are mentioned in the college calendar to safeguard the interests of the students, faculty & staff.**

**Awareness programs and workshops on gender sensitivity are regularly organized in the campus and nearby places by the students and faculty members to make them aware towards women issues in order to enhance women empowerment. The students are informed about various laws and rights available for their empowerment.**



The Discipline Committee and Anti Ragging Committee in the institution take care of safety and security of the students. It also keeps an eye on the working of all the employees as well as the activities of the students within the institution.

Womens' Day is celebrated every year.

Hostel Visitor's register The hostel keeps visitor log register to record the details of any person entering the hostel premises.

Hostel have only female wardens and supervisors.

The supervisors remain in the hostel for 24x7hrs. Hostel wardens reside within the hostel premises. Only female sweepers are there in the hostel. No males are allowed in the hostel premises without due permissions.

Faculty advisors are assigned the responsibility of mentoring and counseling of the students. Each faculty advisor looks after the matters of a group of 20 students.

Hostel wardens are very much considerate and careful. They act as counselors and guardians to the hostellers.

File Description	Documents
Annual gender sensitization action plan	<a href="https://docs.google.com/document/d/10I4xiDTwaGlG4hiiT7ftijGQ-MV-LeJ9/edit?usp=sharing&amp;oid=104393055337862697040&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/10I4xiDTwaGlG4hiiT7ftijGQ-MV-LeJ9/edit?usp=sharing&amp;oid=104393055337862697040&amp;rtpof=true&amp;sd=true</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://docs.google.com/document/d/1_-zmWrCVlYAdrbqdM15dNtIDUqP5_vt/edit">https://docs.google.com/document/d/1_-zmWrCVlYAdrbqdM15dNtIDUqP5_vt/edit</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures** Solar energy Biogas plant Wheeling to the Grid Sensor-

**D. Any 1 of the above**

**based energy conservation Use of LED bulbs/  
power efficient equipment**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Our college maintains an effective waste management system implemented with the support of students, staff, cleaning staff, and with defined procedures.

**Solid Waste Management** • The solid waste is segregated and is collected by Municipal Corporation.

- Waste like plastic, metals, glass, cardboard, newspaper and stationery are systematically collected, segregated and sold to authorize vendors for its recycling.
- College adopts almost paperless concept by digitization of office procedures through electronic means via WhatsApp as group email and Google classroom; thus, reducing paper-based waste.

- One side used paper are used for printing rough drafts before final documentation in the office .

- Students are encouraged to use waste paper and newspaper in creative practices during various extracurricular activities as collage work in the title 'BEST OUT OF WASTE' and certificates are given for the best one.
- Biodegradable kitchen waste from hostel mess and canteen is collected and used for vermicomposting.

- Dustbins have been installed throughout campus for waste segregation.

- Plant clippings are used by local villagers in cattle feeding.
- Waste food and leftover of hostel mess and canteen is taken away by staff for feeding animals.



College has its own place on its campus where the solid waste materials are disposed.

#### Liquid waste management

Liquid waste released from hostel, mess and cafeteria is utilized for gardening.

**E-Waste Management** • Electronic gadgets are repaired for minor defects by our lab technicians to ensure its optimum utilization. • The electronic waste components such as computer system components, CPU and ICs are used in practical demonstration to our students.

Such components are also used for demonstration in workshops for students of nearby schools. • E Waste collected is stored and disposed off annually. • Some of the reusable electronic components like resistors, capacitors, inductors, diode, transistor, thermistors etc. are removed from the gadgets and used by students in making projects in DIY. • Students are also made aware of E-Waste issues and its safe disposal

**Waste Recycle System** • Paper waste is sold out for its recycling in paper industry. • Cement concrete cubes as a waste of Concrete Lab are used as pavers in campus. • Food Waste is taken away by staff to feed their cattle. • Liquid Waste after proper treatment is used in garden.

#### Biomedical waste management

and Hazardous chemicals and radioactive waste management are not applicable to our college.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** C. Any 2 of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the** C. Any 2 of the above

**following 1.Green audit 2. Energy audit  
3.Environment audit 4.Clean and green  
campus recognitions/awards 5. Beyond the  
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.**

**Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**The institution believes in equality of all cultures and**

traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities. The national festivals, birth anniversaries and memorials of great personalities like Mahatma Gandhiji and APJ Abdul Kalam are celebrated. The institution organizes two days Cultural festival.

NSS Units of our college participate in various programs related to social issues. To build a nation of youth who are noble in their attitude and morally responsible, the college organizes and conducts several activities to build and promote an environment for ethical, cultural, and spiritual values among the students and staff. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the management for not only recreation but also to generate the feeling of oneness and social harmony. The college staff and students jointly celebrate the cultural and regional festivals, like Fresher Party, Teacher's day, orientation and farewell program, Induction program, rally, oath, plantation, Youth day, Women's day, Yoga day, festivals like Diwali celebration, Holi Milan celebration, Christmas celebration, Pongal celebration etc. Religious ritual activities are performed in the campus. Motivational lectures of eminent persons of the field are arranged for all-round development of the students.

Besides academic and cultural activities, we have built up many strong infrastructures for a variety of sports activities for the physical development of the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

**Emerald Heights College Celebrates Independence Day, Republic Day, Constitution Day to mark the importance of freedom and the glory**

of Indian freedom struggle. Sadbhavana Diwas was celebrated in our college with great zeal and enthusiasm. Staff members of our College took the Sadbhavana pledge on this day to promote national integration and communal harmony among people. The theme of Sadbhavana is to promote National integration and communal harmony among people of all religions, languages and regions. The pledge ensures to eschew violence and to promote goodwill among the people. Awareness on vigilance week was given for Students through WhatsApp and motivated to take part in various competitions on Vigilant India, Prosperous India conducted by Joint Director Office, Coimbatore. The staff members of Our College administered the Vigilance Awareness week pledge. The theme of Vigilance Week was Satark Bharat, Samridh Bharat (Vigilant India, Prosperous India) and to promote National integration and communal harmony abiding bribe. The pledge ensures to eschew bribe. Our college celebrates Martyrs' day or Shaheed Diwas. This day has been chosen to honour our brave martyrs who laid down their lives for the country. The Student's silent prayer on the martyrs' day to pay tribute to three extraordinary revolutionaries of India who were hanged to death namely Bhagat Singh, Shivaram Rajguru and Sukhdev Thapar. Our students also administered pledge on this day to promote national integration and demolish the un-touchability. Spread love and communal harmony among people of all religions, languages and regions. The Students ensured to promote goodwill among the people. An awareness programme on Voting and EVP (Electoral verification Programme) was conducted to inculcate the values, rights and duties of every citizen and also to create a sense of social responsibility among the students. They explained about the method of using EVM Machine, Importance of Voting and the necessity of Electoral Verification. They clarified the questions raised by the students. Every staff member were assigned to be a part in General Elections to Tamil Nadu Legislative Assembly-2021, by attending the election classes and duty during elections, showing tribute to the country as responsible citizens. The Value Education is a mandatory subject in the curriculum. It helps to mould the students as responsible citizens. The syllabus discusses personal, family and social values including values of justice, liberty, equality and fraternity, reflected in the constitution along with Activity Based Learning method by group discussions, role play on solving family problems and social problems.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://docs.google.com/document/d/1zu0yHw-D7rOz8VZg6JsYZr6jvaz4ug3L/edit">https://docs.google.com/document/d/1zu0yHw-D7rOz8VZg6JsYZr6jvaz4ug3L/edit</a>
Any other relevant information	<a href="https://docs.google.com/document/d/1zu0yHw-D7rOz8VZg6JsYZr6jvaz4ug3L/edit">https://docs.google.com/document/d/1zu0yHw-D7rOz8VZg6JsYZr6jvaz4ug3L/edit</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals**

**Annual Report of the celebrations and commemorative events (2020-21)**

**Celebrating different festivals in an institutional organization is in itself a learning experience. The college takes incredible**



efforts in supporting the students to indulge in various celebrations for countless reasons. These celebrations develop a sense of integrity among students, helps them value every culture, and promotes harmony.

More than ever, the need for celebration was abundantly felt in this desperate time of pandemic to lift the spirits of people and help them recognize the good things in life. With varying levels of restrictions, the celebrations in the college this year, were still held very differently from the previous years, yet not with any less fervor. The college ensured complete safety of the students and the members of the faculty by strictly adhering to the standard operating procedures in view of Covid 19.

The members of various organizing committees and the NSS Programme Officers of the college conjointly guaranteed the smooth and safe conduct of these celebrations in an efficacious and grand manner.

The following events were celebrated in the college in the academic year 2020-21.

S. No

Date

Event

1.

05.06.2020

World Environment Day

1.

12.06.2020

World Day Against Child Labour

1.

14.06.2020

World Blood Donor Day

1.



21.06.2020

International Yoga Day

1.

26.06.2020

International Day Against Drug and Illicit Liquor

1.

03.07.2020

International Plastic Bag Free Day

1.

12.08.2020

International Youth Day

1.

15.08.2020

Independence Day

1.

02.08.2020

SadbhavanaDiwas

1.

05.09.2020

Teacher's Day

1.

24.09.2020

NSS Day

1.

02.10.2020

Gandhi Jayanthi

1.

10.10.2020

Wildlife Week

1.

15.10.2020

Dr. A.P.J Abdul Klam's Birth Anniversary

1.

02.11.2020

Vigilance Week

1.

27.12.2020

National Youth Festival

1.

26.01.2021

Republic Day Celebration

1.

30.01.2021

Martyr's Day

1.

08.03.2021

**International Womens' Day**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.2 - Best Practices**

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**BEST PRACTICES I****SAY NO TO PLASTIC****Objective of the practice**

To create a plastic free environment by curbing the use of plastic on and off campus.

To create and spread awareness about the negative impacts of plastic on our ecosystems.

**The context**

Our campus is situated amidst dense forest trees and scenic valleys. It's located in a serene atmosphere far from the usual pollution of the city. Hence, with an eco -friendly approach and an coconscious thinking ,the college has opted to be plastic-free. The district (The Nilgiris) itself is free from plastic and so the sense of responsibility that the college has towards the environment is immense. Plastic pollution is an alarming issue as it contributes to the artificial addition of green house gases. It never breaks down and it causes considerable damage to the ecosystem.

## The practice

'Swachh Bharat' is the motto of our country now and we as Indian citizens strive to keep our surroundings clean. We endeavour to limit pollution at all levels and reduce, reuse, and recycle are the three golden watchwords to make CLEAN INDIA a reality. However, reducing plastic consumption is not an easy task. It requires consistent commitment and conviction. It is a promise given to oneself to protect his/her own habitat for far reaching implications. It means every individual has to consciously avoid, if not limit the usage of plastic consumption is not an easy task. It requires consistent commitment and conviction. It is a promise given to oneself to protect his/her own habitat for far reaching implications. It means every individual has to consciously avoid, if not limit the usage of plastic to the extent possible or to reuse and

recycle the already available plastic. Education becomes valuable only if it enables a person to become valuable only if it enables a person to become a better human being, a better citizen of the world. This practice is a move towards inspiring students to adopt sustainable values empowering them to become responsible ecoconscious citizens of a plastic-free world.

## Evidence of Success

In keeping with the district's motto to stay away from plastic, the students and staff of the college also have managed to reduce the usage of plastic within and outside campus to a considerable extent. However, from time to time, the NSS Units of the college under the aegis of IQAC ensure that the campus is free from non bio degradable plastic of any kind.

## Problems encountered and resources required

Some students lack awareness and so they continue to litter the environment with plastic. They use things made of plastic because they are cheaper and more viable. It is important to spread the awareness till the message is loud and clear to everyone. For this, we need to display the ill-effects of plastic usage in notice boards and also write slogans in sign boards, so that the students and staff take practice seriously.

## BEST PRACTICES II

### BRIDGE COURSE FOR THE SLOW LEARNERS

Our college is situated in the rural area and some students are from village schools where

medium of instruction is mainly Tamil. These students are unable to read and write in English

language.

Students who have not studied computer science and mathematics in their higher secondary

find it difficult to accompany themselves with the advance learners, since these students tend

to discontinue their course due to lack of knowledge in the subject.

#### Objectives of the practice

To make the course easily understandable there is a need to bridge the gap between slow

learners & advance learners

To identify the problems of the students and enhance their performance.

#### The practice

Even before the regular classes begin, these slow learners are segregated and a bridge course

is conducted in each discipline. A three weeks course and one week of practical classes for

non computer science background students is organized.

Visual learning aids are used to improve the articulation and language fluency.

Additional presentation, quiz and mock tests are conducted to appraise the students

understand ability.

Evidence of success

Drop out percentage is reduced.

Pass percentage of slow learners is improved

Students show interest in learning new concepts as the subject is explained in detail.

Students come forward to participate in activities and presentation with self confidence.

Problems encountered and resources required

Anxiety among the students to learn new subjects.

More of time is dedicated to learn basic concepts.

Completing the prescribed syllabus is challenging.

Disgust among advance learners.

Patience is required to explain basic facts.

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File Description	Documents
Best practices in the Institutional website	<a href="http://ehcfw.ac.in/best-practices/">http://ehcfw.ac.in/best-practices/</a>
Any other relevant information	<a href="https://docs.google.com/document/d/1j95wKimu69VEK8dImTLs-18Mm1K9ZF4k/edit">https://docs.google.com/document/d/1j95wKimu69VEK8dImTLs-18Mm1K9ZF4k/edit</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

#### INSTITUTIONAL DISTINCTIVENESS

A student should be a light to illuminate the world with education, making use of all the talents and opportunities.

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.

Goals & Objectives :

- To provide quality Higher Education for the upliftment of the downtrodden women residing in and around Nilgiris.
- To strive to be good human being who selflessly serve society.
- To shoulder social and moral responsibilities to face the challenges of life.
- To educate, elevate and emulate high ideals.



- To inculcate leadership qualities, instill confidence and develop personality.

#### Achievements

- The long felt need for a college for women to meet the educational need of this town has been fulfilled by Emerald Heights College for Women since 1969.
- Every year students secure University ranks
- Students are trained in values through seminars, workshops, exhibition.
- The institution provides needs-based quality higher education to women, hailing from rural background.
- Students are motivated to participate in diverse sports activities, and have won prizes at the intercollegiate, state and national level competitions.
- It is in a pleasant and serene atmosphere.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Since the institution is affiliated to Bharathiyar University the curriculum is planned and delivered by the University.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://docs.google.com/document/d/1yyWjA3ERUthrEKwVMgtmwmOgEUL1CaBC0ZANJy4cmSQ/edit">https://docs.google.com/document/d/1yyWjA3ERUthrEKwVMgtmwmOgEUL1CaBC0ZANJy4cmSQ/edit</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Due to the covid '19 pandemic situation the reopening dates of the college were declared by the government.

The Regular Government Holidays were declared as per the calendar.

The tentative internal exam dates were informed by the University then and there. The internal exams were conducted through online mode.

In the odd semester the first Internal exams were conducted in the month of October 2020 for 50marks which covers one and half units and second internals exams were conducted in the month of November 2020 for the next one and a half units. Model exams were conducted in the month of December 2020 for 75 marks which covers all the five units.

In the even semester the first Internal exams were conducted in the month of February 2021 for 50marks which covers one and half units and second internals exams were conducted in the month of March 2021 for next one and a half units. Model exams were conducted in the month of April 2021 for 75 marks which covers all the five units.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://docs.google.com/document/d/1gayFRs42Qytxc82JRmEUqxsprwrOrRGB/edit">https://docs.google.com/document/d/1gayFRs42Qytxc82JRmEUqxsprwrOrRGB/edit</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**11**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

166

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The mission of our college aims at the holistic development of every student in our college. The curriculum offered emphasises gender, environmental sustainability, human values and professional ethics.

The curriculum offers intellectual and value centred formation by applying ethical and moral principles in personal and professional forefronts. Religious harmony is promoted in our institution.

Under the syllabi of Bharathiar University the undergraduate students develop awareness about the environmental issues and sustainability, creating skills for better understanding of the environmental crisis and its remediation.

The students develop a sense of social justice by creating awareness on Human Rights, Social inequality, women's rights, women empowerment, child labour, etc. The courses give emphasis on gender equality, violations of human rights, professional ethics, conservation of natural resources, actions against pollution, etc. The courses enable the students to understand and work towards resolving the challenges in the above mentioned areas. The courses also create a platform to hone their skills in professional ethics intertwined with human values.

The students of Undergraduate I year have a paper Foundation course I named Environmental Studies for 50 marks.

The students of Undergraduate I year have a paper Foundation course II named Human rights for 50 marks.

The students of Undergraduate II year have a paper Foundation course III named Yoga for Human Excellence for 50 marks.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

62

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="http://ehcfw.ac.in/feedback/">http://ehcfw.ac.in/feedback/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>B. Feedback collected, analyzed and action has been taken</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://ehcfw.ac.in/feedback/">http://ehcfw.ac.in/feedback/</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

218

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

208

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution evaluates the learning positions of the students after completion of the admission and organizes special program for advanced learners and slow learners. The institution evaluates the learning position of the students in



two ways at the beginning of the programme. After the enrollment of students in different disciplines slow and advanced learners are identified based on their higher secondary marks and entry level test conducted by each department. This enables to identify individual students and select the slow learners for special coaching sessions or tutorial sessions to bridge the gap between advanced and slow learners. The tutors of UG & PG from respective classes are effective and supportive to classify the students reports based on observation and class tests.

- The institution organizes orientation programmes for fresher in the college level and from the department level.
- Bridge courses are conducted to bring up the competitive spirit for students and move to higher level of education.

Strategies adopted for advanced learners :

- Special coaching class for the first five class toppers of every class after the internal test is conducted regularly to secure university ranks.
- Coaching is given in skill development program Communicative English, Aptitude and Placement.
- Advanced learners are encouraged to enroll in MOOC courses - SWAYAM.
- Professional coaching classes - Foundation courses in TNPSC and foundation courses in Civil Service are conducted.
- Advanced learners are provided coaching classes for competitive exams.
- Talented students are motivated to participate in extra-curricular activities, exhibitions and cultural competitions, inter collegiate paper presentation, Seminars and Symposium.

Schemes (or) steps taken up for slow learners :

- Group study is motivated among the peers of advanced learners.
- Remedial classes are arranged for slow learners, absentees, students who take part in sports activities & students who participate in cultural and other activities. This class helps the students to improve and

easily get matched with their peers.

Strategies adopted for slow learners :

- Group study system is encouraged with the help of the advanced learners.
- Bi dialectal explanation and discussions are imparted to the slow learners after the class hours for better understanding.
- Provision of simple and standard lecture notes, materials are given to the students.
- Academic and personal counseling are given to the students by the tutor, mentor and the counseling cell.
- Remedial classes are conducted with an aim to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities. This practice helps the struggling learners to improve subject knowledge and help them catch up into their peers.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1yp3bn7fOLCh5gZOiH_1n6FUh19ALiWP">https://drive.google.com/drive/folders/1yp3bn7fOLCh5gZOiH_1n6FUh19ALiWP</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
624	42

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student's centric methods to enhance student involvement as a part of participative learning and problem solving methodology. Role Plays, Team works, Debates, Seminar Quizzes and case studies Specifically Students centric Teaching Methods are reflected in project work, Field Visit, Industrial visit & guest lectures. Specifically the students centric methodology adopted our institution include

## 1. Experiential Learning

### 1.1. Project work and Field Visits

- Project work is organized in two phases

1) Mini project and

2) Major Projects this is an essential element of each programme

3) Identifies and propose academically significant Field visits and Surveys

- Internship or Field Projects in industry

Students are sent to nearby concerns for Project work and Field work every year.

### 1.2 Participation in competition at various levels

- For Real time exposure students are encouraged to participated at National and International Level Webinars and online Conferences.

### 1.3 Industrial Visits

- Departments Plan and Organise the industrial visits for students to provide exposure to industrial work culture

## 2. Participated Learning:

### 2.1 Role play:

- Teachers adopt role play method especially in management and PG Technical courses to supplement Teaching by way of

participative learning

## 2.2 Team work:

- All Departments organize students activities to promote the spirit of Team work
- The activities and Camp of NSS, institutional social responsibility through Red Cross, Village Adoption, Tree plantation. Swatchh Bharat and Health awareness camp to help the students to learn Art of living in a team for Social and community welfare

## 2.3 Debates:

- Debates are followed in many of the subjects where students are required to come with different opinions, thought processes thus the learning process gets justified in the argue-mental way of learning.
- Debating Club, Drama Club, Music Club and Quiz Club are implemented in the college.

## 2.4 Group work

- Practicals and workshops in all individual and group work under the guidance of teachers are also conducted.

## 3. Problem solving Methodology

### 1. Case studies

- Case study method is adopted in teaching learning process to make the students have logical thinking and practical knowledge to develop problem solving ability.
- Giving assignments and quizzes at the end of instruction of each unit.
- Case Study Analysis and Discussion.
- Product Design and development.

### 3.2 Research Activities

- Research activities are conducted in each Department under the guidance of senior faculty where the students of different semester get knowledge about emerging area and help them to promote in Research aptitude.

### 3.3 Quizzes:

- Quizzes are conducted by subject teachers in all UG and PG programmes

### 3.4 Analysis and Reasoning:

- All questions in examination are based on analysis and reasoning.
- Free internet access in the library and wifi facilities in campus promotes the habit of self learning and discussion.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/drive/folders/1zNjWNQaC53lgrQ3ik6kkn-N8tZ1Dzm6b">https://drive.google.com/drive/folders/1zNjWNQaC53lgrQ3ik6kkn-N8tZ1Dzm6b</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Technology promotes individual learning. Today it is essential for everyone to know about technology. In addition to chalk and talk method Faculty members use ICT enabled learning tools.

To expose students for advanced technology and practical learning, Faculty use tools such as PPT, Video Clipping, Audio Systems and Online Resources.

Faculty have been using Online Teaching Platforms like ZOOM and Google Meet to conduct online Lectures.

Faculty also use Learning Applications like Google Classroom where many teachers and students join the same class simultaneously. On the same basis quiz and assignments are given grades to evaluate our student's efficiently.

Special lectures and technical talks are also arranged by inviting experts from the industry.

Projectors are used for visual teaching.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

44

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

345

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- The system of internal assessment is communicated with the students well in time.
- The sessional examination which is displayed well in advance before commencement of session.
- Time table is given prior for internal exam preparation and also all previous internal and model question papers are given to the students for revision.
- Evaluation method comprises of internal examination held progressively during the semester and is designed to check and report the periodic performance of the student. All the records and datas of internal examinations are properly maintained by the teachers for academic monitoring.
- Personal guidance is given to the poor performing students after their assessment.
- Internal examination committee conducts the internal



assessment.

- The internal assessment helps the teachers to evaluate the students more appropriately. The internal assessment improves the interest of the students towards learning and attending the classes.
- Internal assessment has created the interest among the students to take active participation in various o-curricular& extracurricular activities for their overall personality development.
- Semester exam questions papers are collected according to each year and given for the students for revision.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/drive/folders/lpLWb1-WcYuZghKnV2LbRUiWxRJ4NEBuN">https://drive.google.com/drive/folders/lpLWb1-WcYuZghKnV2LbRUiWxRJ4NEBuN</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

- Two internal assessment tests and one model examination is conducted each semester at college level.
- The Exam Time Table and room allotment is given well in advance to the students.
- After evaluation of internal assessment the marks obtained are declared and the answer scripts are shown to the students to check any discrepancy or doubt in evaluation.
- Day to day performances of the student is assessed for every experiment which include regularity, performance and the promptness in submitting the record.
- Students from non computer science and non mathematics background find difficult to learn their

subjects for those students bridge courses are conducted.

- Students from Tamil medium find hard to write in English for those cases special coaching is given.
- If students come across any doubt, clarification is given by the subject faculty which enables them to fare better in future.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/drive/folders/1pLWb1-WcYuZghKnV2LbRUiWxRJ4NEBuN">https://drive.google.com/drive/folders/1pLWb1-WcYuZghKnV2LbRUiWxRJ4NEBuN</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Since the institution is affiliated to Bharathiyar University the curriculum is planned and delivered by the University.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://ehcfw.ac.in/program-outcome/">http://ehcfw.ac.in/program-outcome/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Since the institution is affiliated to Bharathiyar University the curriculum is planned and delivered by the University.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://ehcfw.ac.in/program-outcome/">http://ehcfw.ac.in/program-outcome/</a>

## 2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

225

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://docs.google.com/spreadsheets/d/1MwB4wSXT0UA0Y6i3y7Xh761a3F6smhBf/edit?usp=sharing&amp;ouid=104393055337862697040&amp;rtpof=true&amp;sd=true">https://docs.google.com/spreadsheets/d/1MwB4wSXT0UA0Y6i3y7Xh761a3F6smhBf/edit?usp=sharing&amp;ouid=104393055337862697040&amp;rtpof=true&amp;sd=true</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<http://ehcfw.ac.in/wp-content/uploads/2021/12/SSS-20-21.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

00

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

4	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	
File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://docs.google.com/document/d/1ETmOH9hQVEbceaIlu5W6x6BjHsFuhWuV/edit?usp=sharing&amp;oid=104393055337862697040&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1ETmOH9hQVEbceaIlu5W6x6BjHsFuhWuV/edit?usp=sharing&amp;oid=104393055337862697040&amp;rtpof=true&amp;sd=true</a>
<b>3.2 - Innovation Ecosystem</b>	
3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge	
<p>Institution has created an ecosystem for innovations and initiatives for creation and transfer of knowledge.</p> <p>The College has created an ecosystem for the students to explore of their new ideas and sharing of knowledge with other likeminded in their areas of interest. Students with creative idea approach the specialized teachers who are guiding them in their work and later their work is presented in competitions / seminars conducted by the affiliated colleges of the same university and other university. The Research and development</p>	

cell of the college inculcate research culture among the Students and encouraging for novel thinking. This platform provides an opportunity for expression of academic talent and promotes interaction among academia.

College has taken initiative steps towards developing ecosystem for innovations and knowledge sharing methods. The faculty members are empowered to take up research activities utilizing the inherent skills. The Research and Development Cell of the institution motivate the students and faculty members to extend scopes to explore their new ideas in the field of research and development.

The students and faculty are availing the facilities within the campus to carry out their activities, such as ;

- Wi-Fi throughout the campus
- Internet facility of 100 Mbps is available to students and faculty members.
- Computing facility with adequate soft wares. is also available.
- Well furnished seminar/Auditorium halls with a seating capacity of over 200/1000 audience are available to conduct seminar/workshop, guest lectures and discussion on technical paper/ project presentations, cultural and screening of informative educational movies.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://docs.google.com/document/d/1r-y8ap4v_OgrzjzOgxhJIzZ-wWDMKM-L/edit">https://docs.google.com/document/d/1r-y8ap4v_OgrzjzOgxhJIzZ-wWDMKM-L/edit</a>

### **3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

#### **3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

00	
File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>
<b>3.3 - Research Publications and Awards</b>	
<b>3.3.1 - Number of Ph.Ds registered per eligible teacher during the year</b>	
<b>3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year</b>	
22	
File Description	Documents
URL to the research page on HEI website	<a href="https://docs.google.com/document/d/1MpZNc3w7Bt_bZAlhENxMIiTi44wsUX5b/edit?rtfpof=true">https://docs.google.com/document/d/1MpZNc3w7Bt_bZAlhENxMIiTi44wsUX5b/edit?rtfpof=true</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year</b>	
<b>3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
16	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>3.3.3 - Number of books and chapters in edited volumes/books published and papers</b>	

**published in national/ international conference proceedings per teacher during the year****3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

8

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

**NATIONAL SCERVICE SCHEME**

National Service Scheme is a Government-sponsored public service program conducted by the Ministry of Youth Affairs and Sports of the Government of India. The National Service scheme of Emerald Heights College for Women was started in the year 1997 with one unit. At present we have two units with 200 volunteers who actively participate in social activities every year.

The Motto of the National Service Scheme is: "NOT ME BUT YOU"

This reflects the essence of democratic living and upholds the need for selfless service. It underlines that the welfare of an individual is ultimately dependent on the welfare of society on the whole. The National Service Scheme is aimed to develop the personality of NSS volunteers through community service. The NSS undertakes regular activities for 120 hours and Annual Special Camp for 120 hours. The special camps are held annually, funded by the Government of India, and are organized in rural villages.

The NSS Units of the college are actively involved in community services. This helps volunteers to develop a sense of social and civic responsibilities, spirit of good citizenship, gain skill in mobilizing community participation, acquire leadership qualities, practice national integration and social harmony. The volunteers are involved in activities such as cleaning,



environmental awareness, health awareness, social issues and sanitation etc.

The NSS Unit comprises of two Programme Officers and 200 volunteers (100 per unit)

NSS Advisory committee

Dr. K. Sujatha: Principal

Dr.M.C.Nisha: NSS Programme Officer

Dr. A. Rosilda Manju: NSS Programme Officer

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/17sEGsAFVpWB3xd_UgEWSINtC0adX3EsZ/edit">https://docs.google.com/document/d/17sEGsAFVpWB3xd_UgEWSINtC0adX3EsZ/edit</a>
Upload any additional information	<a href="#">View File</a>

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

<b>16</b>	
File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>
<b>3.4.4 - Number of students participating in extension activities at 3.4.3. above during year</b>	
<b>3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year</b>	
<b>200</b>	
File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>
<b>3.5 - Collaboration</b>	
<b>3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year</b>	
<b>3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year</b>	
<b>00</b>	
File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

#### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

**Procedures and policies for maintaining and utilizing physical academic and support facilities.**

#### LABORATORY

##### Zoology laboratory

- is well maintained and cleaned using disinfectant.
- To avoid contamination of laboratory instruments, The blood smears and tissue samples, The instruments are cleaned with disinfectant and detergent regularly.
- 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 everyday.
- The students are made to wash their hands with disinfectant after using the laboratory.

##### Botany laboratory

- has enough space to accommodate the students.
- It is well equipped to conduct the university practical examinations.
- The lab is well maintained by the lab assistants.
- 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

- The Chemistry laboratory is equipped with equipments, consumables and semi consumables necessary for qualitative and organic compound qualitative analysis.
- The faculty of the Chemistry Department along with the lab assistants maintain the lab.
- Stock is maintained periodically and physically verified every academic year and a stock register is maintained consistently.
- Purchase of lab items is done through college by receiving price list and comparative statements from various companies.
- The students are provided with gloves to handle chemicals and hot instruments.

#### 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 WI-FI connections.
- Laboratory log book is maintained and the students are encouraged to use the lab even after college hours.

- The papers and print out for record for university practical examinations are provided in the collegelaboratory itself.
- The students are not allowed to wear their foot wears inside the laboratory.
- Technical experts service the computers once in a month.

#### CLASSROOMS

- The classrooms are well maintained with proper ventilation.
- The housekeeping people clean the classrooms daily.
- The classrooms are enabled with WI-FI connections.
- The blackboard is painted once in six months.
- Sufficient lighting facilities are provided.
- The students are provided with individual table and chair. 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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1I8FKSnVs6Mmg18q9eTo07zJ66qlNpnaj">https://drive.google.com/drive/folders/1I8FKSnVs6Mmg18q9eTo07zJ66qlNpnaj</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

**Department of Physical Education**

**Maintained of the Sports and Games Field:**

“One Man practicing sportsmanship is

Far better than 50 preaching it”

We are nurturing the same with positive things with Basketball, Throw ball and Indoor Games facilities having at our

**Institution****Basketball Court:**

- We are painting and Marking the Basketball floor and Board for every year.
- We have covered the Basketball court with the green Nets to avoid obstacles from the Surroundings.

**Throw ball Court**

- We re-lay the ground for every year and maintaining the equipments in playing condition.
- Throw ball court mark by the White powder.

**Indoor Games Hall**

- We used to play the indoor games like chess, carom, Table Tennis etc.

We have our practice session in the evening for the upcoming Bharathiar University Inter-collegiate tournaments and Invitation tournaments.

Since we don't have the Indoor Stadium for practices, so we are planning to construct it in future.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://docs.google.com/document/d/1HilJ07YShdEVi1VRcyOSKsNapaTJ448B/edit">https://docs.google.com/document/d/1HilJ07YShdEVi1VRcyOSKsNapaTJ448B/edit</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

2

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://ehcfw.ac.in/infrastructure/">http://ehcfw.ac.in/infrastructure/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

56.67

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

###### LIBRARY

NAME OF THE ILMS SOFTWARE: Campes iLIB

NATURE OF AUTOMATION: FULLY

VERSION: 6.4.9

Year of Automation: 2017

###### LIBRARY WORKING HOURS

Library Working Hours : 9.30am to 5.00 pm



Circulation Hours :10.00 am to 5.00 pm

#### LIBRARY RULES AND REGULATIONS

- 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.
- No personal belongings are permitted inside the library.
- Only plain papers can be taken inside the library for any reference work.
- Use of mobile phones inside the library is strictly forbidden.
- Library books should be handled with utmost care. Marking of any kind on the pages or folding of pages, corners or such acts are strictly forbidden. Mishandling or damage to the books will invite penalty. If any book issued by the library is lost or misplaced, the concerned borrower should replace the same with the latest edition of the book. Failure to replace will invite penalty
- at twice the cost of the book
- The Library provides Photocopying service at a nominal cost.
- 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).

#### SERVICES

- OPAC Service
- Online Resources access Service
- CD-Rom Search Service
- Lending Service
- Reference Service
- Current Awareness Service
- Information Display Service
- Readers guidance and User Orientation Programme
- Open Access Service
- Xerox/Photocopying service

#### FACILITIES

- Computerized, Bar-coded Library.
- Collection of Books, Journals and Magazines.
- Major Collections of E-books, E-Journals and E-databases

access through LAN.

- Free Internet Access to access E-mails and Academic and Non Academic Web sites.
- Digital Library used for accessing E-Resources
- Digital Collections of Audio and Video materials

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://drive.google.com/drive/folders/1H091miTgNDfcnd0TaM1uiESNkpquOZD2">https://drive.google.com/drive/folders/1H091miTgNDfcnd0TaM1uiESNkpquOZD2</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

D. Any 1 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0.02009

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login**

data for online access) (Data for the latest completed academic year)

#### 4.2.4.1 - Number of teachers and students using library per day over last one year

20

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Computer laboratories are fully equipped with updated systems and latest software with an environment to implement and experiment knowledge acquired in the class room. All the systems have internet facility.

Computer laboratories are equipped with the most advanced systems for both windows and linux servers students can get hands on experience on the latest software packages and browse selected internet sites at the same time. Antivirus software is upgraded regularly.

The college provides hi-speed 100 MBPS, dedicated wifi. The coverage is not just limited the class rooms, instead it extends to all the facilities within the campus premises. All e-books and study materials including all academic related data can be accessed through campus connectivity.

The RAM speed is DDR4-1600(1600MHz data rate). This can be read and changed in any order typically used to store working data and machine code.

Challenges of modern learning and to keep pace with global scenario. Tally ERP 9, Windows 7, PHOTOSHOP 8, PYTHON 8, SQL SERVER 10 programs are available in the computer laboratory.

LCD Projectors and laptops are available and used for students and staff for presentations, seminars, workshops to make teaching learning meaningful.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1V7DXuWXnoZJzyfnnbwNFogXMuw7OPLF2">https://drive.google.com/drive/folders/1V7DXuWXnoZJzyfnnbwNFogXMuw7OPLF2</a>

#### 4.3.2 - Number of Computers

117

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

56.67

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**Procedures and policies for maintaining and utilizing physical academic and support facilities.**

#### **LABORATORY**

##### **Zoology laboratory**

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- Digital Library used for accessing E-Resources
- Digital Collections of Audio and Video materials

#### Department of Physical Education

#### Maintenance of the Sports and Games Field:

"One Man practicing sportsmanship is

far better than 50 preaching it "

We are nurturing the same with positive things with Basketball, Throw ball and Indoor Games facilities available at our Institution

#### Basketball Court

- 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.

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- We re-lay the ground every year and maintain the equipments in playing condition.
- We mark the throw ball court by white powder.

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- ICT enabled teaching is encouraged to facilitate the students to learn better using the Audio- visual aids, PPTs shown to them with the projectors

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://ehcfw.ac.in/library/">http://ehcfw.ac.in/library/</a>

**STUDENT SUPPORT AND PROGRESSION****5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

240

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

18

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

A. All of the above

File Description	Documents
Link to Institutional website	<a href="http://ehcfw.ac.in/soft-skills/">http://ehcfw.ac.in/soft-skills/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

75

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

75

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

21

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

80

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)****5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

00

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<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 university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

#### Aim and Objectives

1. To identify and strengthen the hidden talents in the students.
2. To develop healthy competitive spirit among the students.
3. To develop spirit of fraternity and devotion among students.
4. To provide a platform for the holistic development of the students.

#### Events and Achievements

The development of human personality is multi-dimensional. The student mind which gets thoroughly exhausted because of the daily hectic work, always need a space to relax and ease out. The overall personality of a student would be achieved not only

through the academic activity but it requires ventilating the hidden talents to attain a total personality. The college provides ample opportunities for the students to project the hidden talents.

The student council is formed every year on rotation basis through merit. The elected representatives are members of various committees and they play a vital role in the academic activities. The student council forums offer a wide range of support services and organize events for the overall upliftment of the students. The elected student representatives enthusiastically involve themselves in organizing these events like arranging department wise function like College cultural, Teachers day, Christmas celebration, Pongal festival, New Year celebration and conducting competitions like Quiz, Essay, Elocution, Models, Debate, Chart work etc. Paper presentation in department was encouraged for the development of the students. They made arrangements to visit Orphanages, Deaf and Dumb school, Old Age home and contributed clothes and eatables and conducted programs like dance, singing songs and various sports events to make them happy. This has helped the students to imbibe moral values, sympathy, empathy and tolerance.

The Principal together with the other members assist in the development of the student council for effective functioning of the council. Before any function is conducted in the college, meeting is conducted and duties are allotted for each department faculty and students which helps in the success of the function.

The student council also contributed learning environment for students in the college like setting up study groups for students during model examination.

Starting college life is a challenging new experience for first year students. During the mentoring programme senior students help the first year to set their feet with confidence and act with integration.

The students council has contributed to the development of college policy like uniform requirements. They assist in organizing and developing sports and cultural activities within the college.

The cultural activity is undertaken to discover the hidden talents in the students and providing a platform for the



exposure of their talents in various facets like drama , skits, mono action, mime, classical, semi classical, folk, solo and group dance, fashion show, rangoli , glass painting, face painting , pot painting, pencil shading, flower carpet, jewel making , flower arrangements, cookery, bridal makeup, photography, debate, public address, eassy writing and so on.

The students get ample opportunity to perform and entertain their fellow students and staff. Students are awarded prizes and certificates for their excellence co-curricular activities. The proud moment of Department of Commerce with Computer Application is more than 6 times the Department has received overall championship trophy in mega cultural events conducted in college namely yartiza, rosalya, printaza, versatilya, etc. Many students are participating big screen programs in Television like acting and choreographer. One of the students in Department Of Commerce With Computer Application Deepa.J achieved Real World Record for making Bottle painting and also, she has been awarded young achiever of the year in the 2020.

The college has been steadily moulding its vibrant student over many years in diverse activities and giving birth to dynamic and multi-faceted campus culture by ensuring a campus bursting with energy and activity.

Support services are also provided to the differently abled SC/ST/OBC and economically weaker students. The students who are shy and hesitating are also motivated and encouraged to participate in co-curricular and extra-curricular activities.

As a student council leader they focused on leadership qualities like Confidence, Humility, Resilience, Better time management, Communication skills, Willingness to serve others, Honesty, Hard work, Positivity and Personality development.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1UKbk9cWRpeIGZIZiGP4fuCco8stopy4e/edit">https://docs.google.com/document/d/1UKbk9cWRpeIGZIZiGP4fuCco8stopy4e/edit</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

150

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

#### ALUMNI ASSOCIATION

All the outgoing students of the college are inducted the Alumni Association. Alumni have registered in Emerald Heights College for Women Association till date. From the academic year 2020 - 2021. Annual Alumni Meets are conducted every year and large number of alumni eagerly take part in the meeting. In addition to the College level alumni meet, meetings are organised by the Alumni of various batches in all the departments. Alumni Association not only arrange the reunion event, but also carries out the following activities:

- Every year two/three outstanding alumnus who excel in their respective fields are identified and honoured with the Best Alumni Award
- Conduct Free Eye Camps and General Medical Camps (with all disciplines) in tribal areas. Through these medical

camps, the public who are in need of eye surgery or other general surgeries are identified and arrangements are made to get full free operations and treatments.

- Organise social awareness programmes like Anti - Plastic Cycle Rally and Dengue Eradication Campaigns.
- Social networking groups especially in Watsapp are formed comprising The Secretary, The Principal, HODs and Members of the Faculty of the department along with the alumni. Alumnus posts regular updates about placement drives and career opportunities in the group, which are immediately passed to the students both directly and in students groups.
- Magnanimously contribute to Alumni Association fund and extend financial support for needy students through scholarships.
- Provide endowments for the benefits of economically poor and meritorious students.
- Share their knowledge and expertise experience with current students through motivational talks and inspiring speeches within college premises as well as through video conferences.
- Act as resource persons in various Workshops/Conferences/Guest Lectures conducted by the department and ignite the students in their prospective career.
- Offer vast career openings to the students by teaching entrepreneurship skills.
- Post updates about technical and subject oriented information in social networking sites which are easily shared with the current students through faculty- in-charges.
- Alumni help in the admission of students to the college.
- Name of Alumni Association: "The Emerald Consortium"

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1I1UUSPUndQvb_SoEDNrLRpUyCKG3vOvV/edit">https://docs.google.com/document/d/1I1UUSPUndQvb_SoEDNrLRpUyCKG3vOvV/edit</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

A student should be a light to illuminate the world with education, making use of all the talents and opportunities.

#### VISION OF THE COLLEGE

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

#### MISSION OF THE COLLEGE

1. To impart a value-based education, moulding character, culture and infusing moral and ethical values.
2. To make education easily affordable to the economically backward students.
3. To make women independent and self sufficient to meet the challenges of life.

#### GOALS& OBJECTIVES

To provide quality higher education for the upliftment of the downtrodden women residing in and around Nilgiris.

To strive to be good human being who selflessly serve society-"To Shine in Use".

To shoulder social and moral responsibilities to face the challenges of life.

To educate, elevate and emulate high ideals.

To inculcate leadership qualities, instill confidence and

develop personality.

The prime focus of our governing body is on the vision and mission of the institute.

It creates an atmosphere that facilitates the students in educational success .

It develops a modern and precise educational experiences that improves practical knowledge .

Creates awareness on personality development and team building across the curriculum.

Training that prepares students for their career.

Problem solving leadership and service to meet society needs.

Governing body designs and executes Short-term, Long-term plans integrating departmental plans and other recommendations from the stake holders.

Top management with the help of the department wise committees formulates quality policy and integrates the same in the strategic plan.

Creating robust principles, frameworks, systems and processes that the institution intends to reinforce the culture of excellence.

All the systems work together as a team aiming to be champions of organizational change.

The Departments fosters a healthy competitive atmosphere among themselves and each one strives to accomplish excellence in their standards.

The principal monitors the mechanism regarding administration and academic process. It also ensures proper functioning of the policies, rules and action-plans of the college.

There are many committees to support the vision and mission of the college. For example, Examination cell, NSS, career and counseling cell, library and sports committee, cultural and literacy committee, internal examination committee, anti-ragging committee, college-magazine committee, disciplinary committee,

, grievance redressal committee, etc.

All the committees take its responsibility for the plans and activities, and successfully tackles these responsibilities in every academic session.

For academic performance meetings with HoD's and faculty of various departments is held. Also, the teaching-progress is checked monthly by teaching register. Principal continuously monitors by CCTV installed for class room activities, movement of students in veranda and outside of the campus.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1BgEPwCGIKHXMZwXPGkKl_jyzumNW_vBs/edit">https://docs.google.com/document/d/1BgEPwCGIKHXMZwXPGkKl_jyzumNW_vBs/edit</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization and Participative Management encourages the staff members to involve in all aspects. Fresh ideas flow when team work is done. It also creates accountability and commitment of the members. Delegation of authority improves the quality of the assigned work. The Principal forms various committees and members of each streams are included as member and Principal is the Head of each Committee.

The Departmental Activities committee:-

The activity committee organize various competitions and events throughout the year for encouraging students to display their talents. Each department selects a topic based on their discipline and organizes competitions like Drama, Debate, Music Quiz ,Exhibition, Paper presentation etc. E- Certificates are issued to the winners and participation certificate for all participants. This motivates even the non participants to take part in the next competition. Regular activities induces the students to learn deep about the given topic, helps them to



overcome stage fear and improve their presentation abilities. Students interested in organizing events are assigned certain duties and monitored by the Department Head.

The responsibilities of the organizing various events are shared by all the members. The members prepare the schedule of the events and organize various competitions.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1E8rsnpgPOMv4sFQu6NQ5GTzgd1MaF4FU">https://drive.google.com/drive/folders/1E8rsnpgPOMv4sFQu6NQ5GTzgd1MaF4FU</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- **Effective Teaching/Learning using Online Educational Tools**

In the academic year 2020-2021, conventional teaching learning methodologies could not be of much help to face the challenging circumstances created by the nationwide lockdown due to the COVID 19 pandemic. Adhering to the norms given by the State and the Central Government and also following the directions given by the affiliating University, the Institution immediately devised a strategic plan to cater to the needs of the students from diverse backgrounds. To overcome the impending disturbances caused by the lockdown, the institution, at once, switched to online mode of teaching and learning. For this, (online) meetings were convened right at the beginning itself to initiate the conduct of online classes using Online Educational Tools and Platforms. The most extensively preferred video conferencing apps were Zoom and Google Meet. All the lessons and notes were uploaded in the respective Google Classrooms and the students were asked to submit their assignments and tests also using Google Classroom or Whatsapp accounts. In the beginning, some students found it difficult to switch over but gradually they became interested and engaged themselves actively in the online classes also. Internal Assessments and Model Examinations were also conducted successfully by means of these online educational tools.



However, some students who lived in the remote areas without internet access were given pre-recorded lecture notes and voice notes and were asked to take up their classes in the regular (offline mode) after the lockdown restrictions were relaxed.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://docs.google.com/document/d/1nFMjqK_2DNsfJHgCxNgOGr7wtgg8sI21/edit">https://docs.google.com/document/d/1nFMjqK_2DNsfJHgCxNgOGr7wtgg8sI21/edit</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

#### FUNCTIONS OF KEY ADMINISTRATIVE POSITIONS

##### GOVERNING BODY

##### FUNCTIONS

- The Governing Body of the institution takes policy decisions regarding academic and infrastructural development of the college.
- The Governing Body decides policy matters and takes key decisions including the recruitment, confirmation of the services, promotion and transfer of the employees.
- Passes annual budget of the college.

##### SECRETARY

##### FUNCTIONS

- Looks after the Administration, development of education, growth & expansion of the institution.
- Takes decision regarding to introduce new academic courses.
- Takes decisions regarding the annual financial estimates (budget), financial statements of the college.
- The reports of the Internal Quality Assurance Committee

are discussed and appropriate suggestions are communicated to the respective authority.

#### PRINCIPAL

##### FUNCTIONS

- The Principal is the executive head of the institution.
- Prepares all the agenda items, co-ordinates the conduct of meetings and arrange to follow-up all actions required.
- To provide leadership, guidance, motivation, help implementation and monitor all the academic activities in compliance with the affiliated university.
- To conduct internal, model and other examinations.
- To initiate all the developmental activities, monitor the progress and report to the Governing Body.
- To ensure the preparation of reports on various activities and also the annual report of the college.

#### ADMINISTRATIVE SET-UP

##### FUNCTIONS

- Works like admissions, fee collection, scholarships and issue of various certificates, maintaining service records of the employees and keeping accounts are maintained by the college office.

#### INTERNAL QUALITY ASSURANCE CELL

##### FUNCTIONS

- IQAC plans for development and application of quality parameters for the various academic and administrative activities.
- It monitors teaching learning and evaluation processes.
- It also works for research promotion and a better student support.
- It coordinates between the management, the principal, the staff and the students.

#### COMMITTEES

##### FUNCTIONS

- Every committee constituted at college level and department level has the faculty member as an In-charge with two or more faculty members as committee members.
- Committee In charge will look after the committees program and operation.
- These committees at college level assist the HODs in the discharge of their duties and smooth functioning of the college.
- These committees at department level assist the Department Academic in the discharge of their duties and smooth functioning of the department.
- Every committee has well defined roles and responsibilities at both levels. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.

#### HEAD OF THE DEPARTMENT

#### FUNCTIONS

- Department HOD prepares departmental workload as per the University syllabus, Allocation of workload in prescribed formats.
- Collect & Verify the course material.
- Coordinate with Library committee, Time- Table In-charge, Lab In-charge, Internal Examination In-charge for smooth class activities and midterm exams.
- Preparation of list of weak students in each class and conduct bridge classes, regular tests.
- Analyzing result to conduct Remedial classes for failure students.
- Ensuring to arrange Club activities
- Monitor the departmental issues, prescribed formats, attendance registers, worksheets and mentor/counseling report books etc.

File Description	Documents
Paste link for additional information	<a href="http://ehcfw.ac.in/governance-2/">http://ehcfw.ac.in/governance-2/</a>
Link to Organogram of the institution webpage	<a href="http://ehcfw.ac.in/governance-2/">http://ehcfw.ac.in/governance-2/</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

E. None of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Staff welfare is given foremost priority.

The following welfare measures for teaching and non-teaching staff are followed :-

- Employees Provident Fund as per PF rules.
- ESI provides socio-economic protection to staff.
- Salary advance facility for teaching and non teaching staff in case of urgency.
- Bonus and gifts are given during festivals. Gold plated silver coins were given on Golden Jubilee Celebration.
- Transport on reasonable cost.
- Leave On duty is given for research work and to attend

and present papers in conferences.

- Hostel facilities with no maintenance cost are available with minimal mess charges.
- Canteen facility inside the campus has been established which are accessible by staff during the working hours.
- Internet and free Wi-Fi facilities are also available in campus for staff.
- Teaching and Non-Teaching Staff Club organizes tour, and sports activities for the staff.
- Centralized reprography facility (Xerox) for Teaching & Non Teaching staff.
- Summer and Winter Vacations for faculty members.
- All the faculty members are motivated for their research work through quality publications .
- All the staff members are treated on par with each other in obtaining benefits from the institution.
- Motivation through counseling is also available for staff members to create a healthy working environment.
- This not only increases the work life balance of the employees.
- As Institution has a multicultural environment in the campus, the management ensures the celebration of all the festivals together.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1mG4UwVpjDoabRQE_wg5F-jawWccrhcTD/edit?usp=sharing&amp;oid=104393055337862697040&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1mG4UwVpjDoabRQE_wg5F-jawWccrhcTD/edit?usp=sharing&amp;oid=104393055337862697040&amp;rtpof=true&amp;sd=true</a>
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

18

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution adheres to the Performance Appraisal System prescribed by the UGC called the Career Advancement Scheme (CAS) for the appraisal of its teaching staff (aided). According to that, the Assistant Professors appointed at the Academic Pay Level 10 will be eligible for promotion to the next Academic Pay Level (i.e., Academic Level Pay 11) if they complete one Orientation Course and one Refresher Course in a period of four years (with PhD), five years (with M.Phil) and six years (with NET/SET). Similarly, from this level they can be promoted to the Associate Professor Cadre, if they fulfill the requirements stated by the UGC. These application forms are submitted from time to time and their Career Advancement is facilitated by convening meetings with the Expert committees as suggested.

The Appraisal Report is based on the annual performance of employee on the basis of their Academic, Research and other extra curricular activities.

Teaching staff:

Faculty appraisal is undertaken with following objective:

- Assistance in personal development and career planning
- Potential to carry out their duties more effectively.
- Recognition of achievements on various categories.



- The ways in which they improve the quality of education to students.
- Feedback from the students at the end of the year.

#### Non-Teaching Staff:

The various parameters for the staff members are assessed under the different categories like hard work, Discipline, Reliability, Power of Drafting and Efficient organization of documents and Technical abilities.

The comprehensive Annual report has \_\_\_ questions. Each one of them is graded on the scale like

Excellent, Very good, Good, Satisfactory, Average, Poor.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1q36SzjAKNfTCQHFsqNpGugSz880vfixg/edit">https://docs.google.com/document/d/1q36SzjAKNfTCQHFsqNpGugSz880vfixg/edit</a>
Upload any additional information	<a href="#">View File</a>

### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

**Institution conducts internal and external financial audits regularly**

**INTERNAL AUDIT** is done by the principal and the Heads of the Department. Staff attendance and Leave letters,

Staff and students work diaries, Mark registers, Question banks, Internal Question papers files ,Feedback from stack holders, result analysis, Field work files, Lesson plan , Staff and student profile are regularly checked and respective corrections are made and signed by the Heads of the department and Principal.

**EXTERNAL AUDIT** is done by the Joint Director of Collegiate Education, Coimbatore. Government auditors conduct the audit

every year. The auditors check the administrative records , Staff attendance , Students attendance and all the payments made during the year and the corresponding Vouchers receipts are audited.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1KkL9IC0LwfCxOGJQfTzliFiDwX9e0UeN/edit">https://docs.google.com/document/d/1KkL9IC0LwfCxOGJQfTzliFiDwX9e0UeN/edit</a>
Upload any additional information	<a href="#">View File</a>

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

##### Strategies of mobilization of funds.

1.The College Committee takes a review of the mobilization of funds and theutilization of these sources periodically in their meetings and ensures that the expenditure is done with utmost care.

2.The Purchase Committee takes care that purchases are done properly and in accordance with the rules. The committee seeks

quotations from vendors for the purchase of equipment, computers, books, etc.

3.Regular internal audits from the Chartered Accountant and external audits from the government make sure that the mobilization of theresources is being done properly .

#### Optimal utilization of resources

1. The college aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels.
2. .Effective utilization of infrastructure is ensured through the appointment of adequate and well-qualified lab technicians & system administrators.
3. The optimal utilization is ensured through encouraging innovative teaching-learning practices.
4. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct remedial classes, co-curricular activities/extra-curricular activities, parent- teacher meetings.
5. The college infrastructure is utilized as an examination centre for Government examinations/University Examinations.
6. TheLibraryAdvisoryCommitteetakescarethattheresourcesinlibrar yareutilizedoptimally.
7. Funds are allocated for social service activities as part of social responsibilities through NSS
- 8.To ensure the optimum utilization of resources, the Principal issues directions regularly.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1RvxhXV5bYOAVx03rD5v_FUCRSOLzyqM2/edit?usp=sharing&amp;oid=104393055337862697040&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1RvxhXV5bYOAVx03rD5v_FUCRSOLzyqM2/edit?usp=sharing&amp;oid=104393055337862697040&amp;rtpof=true&amp;sd=true</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**Two Practices that were institutionalized as a result of IQAC initiatives**

- **Promoting Online Teaching/Learning**

Traditional teaching methodologies may not have been sufficient to meet the problems provided by the COVID 19 pandemic's worldwide lockdown. The NSS units of the college actively created contents for COVID19 prevention and shared them in their social networking platforms. The IQAC took instantaneous action to promote online teaching/ learning. To facilitate the economically backward students to get access to the internet, the State Government offered Sim Cards with free data connectivity to all the students and the NSS Programme Officers ensured that no student was excluded. In this way, Online teaching/learning was tremendously successful.

- **Conducting National and International Webinars**

Conducting Seminars and Conferences is an essential academic activity in higher educational institutions. However, during the pandemic period, organizing such programmes in the traditional offline mode was impossible. Hence, the IQAC asked the Departments to organize Webinars (Web-based Online Seminars) to provide the students with unobstructed educational opportunities. The Department of Commerce with Computer Applications along with the Department of Computer Science organized a series of Webinars on "Constructive Practices for Uncertain Post COVID 19 Situations" from 04.05.2020 to 06.05.2020. the Department of English organized an

International Webinar on " Catastrophic Effects o Global Adversities and Therapeutic Power of Literature" on 20.05.2020. The Department of Mathematics organized a webinar on the topic "Construction of Graphs from Groups" on 26.05.2020 and on the topic "Application of Graph Theory" on 03.06.2020. The Department of Commerce organized a series of webinars from 25.03.2021 to 27.03.2021 on " Financial Wellness- a Basic Understanding".

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1FKacBpfESQWA6ggXj0whpWQa53Yj_uSK/edit">https://docs.google.com/document/d/1FKacBpfESQWA6ggXj0whpWQa53Yj_uSK/edit</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

#### TEACHING AND LEARNING PROCESS

Teaching and learning can be defined as a process of transformation of knowledge from teachers to students. The research findings will enable the educators to help, create and implement an inclusive teaching and learning environment to improve the learner's expectation and academic performance.

##### 1. A five-step cycle to improve learning in our classroom:

###### Step 1: Prior Knowledge

Prior knowledge is a knowledge the student has prior of starting the topic. Our understanding of how the brain collects memories, tells us that the student can only understand what is said to them if they can link it to something they already know.

This means that assessing our student's prior knowledge is a vital first step to ensure our words do not "fall in deaf ears". If that prior knowledge is missing, repairing it is an important step in their learning.

## Step 2: Presenting new material

This step includes methods and important considerations to use when presenting new materials to the students.

(i) Recognizing the working memory limit to ensure that we do not overload the students with too much information at one time.

(ii) Linking to Prior knowledge to help students make connections which lead to good long-term memories.

(iii) Using a Multi-sensory approach to make use of more parts of the students' brain for learning.

(iv) Giving the students an Advance Organizer to help them see the depth of the topic as we teach the details.

(v) Linking abstract ideas to concrete examples to enable students to understand the difficult ideas we teach.

## Step 3: Challenge

These are ways to set tasks for the students which are most likely to make their learning effective with the new material.

(i) To know what the task is, we can use modelling and worked examples to show what a good answer or product would look like.

(ii) We can set tasks which are not just words by setting Graphical and other Non-linguistic tasks.

(iii) We can get the students to improve their planning, monitoring and evaluation using Metacognition.

(iv) If students work effectively in groups, cooperative or collaborative methods are effective to promote thinking.

(v) Thinking tasks, such as problem solving and hypothesis testing can deepen the students' knowledge and consolidate the surface thinking.

## Step 4: Feedback

These are methods which help the student to improve. Note the importance that they implement the feedback, not simply receive

it!

There are no best ways to give feedback. We could give it verbally or in written form, students get feedback by making their own work.

#### Step 5: Repetition

These are methods which give the students the opportunity to develop long term memories by revising the new material overtime. The evidence, both from the classroom and from neuroscience, is that spaced repetitions are vital to create long term memories.

This means that it is not so much the individual teaching methods that are important, it is whether the student has been taken through the Learning cycle.

The term 'effective learning' describes methods of teaching and learning that actively involve children in their own learning and personal development. Think of it as children learning how to learn, rather than simply parroting information or copying techniques from teachers or other children.

#### The Four Phases of Learning:

- (i) Preparation: Arousing Interest.
- (ii) Presentation: Encountering the new knowledge or skills.
- (iii) Practice: Integrating the new knowledge or skills.
- (iv) Performance: Applying the new knowledge and skills.

Family motivation, teachers support, students' insistence, and free education are the most important element of a successful educational Program.

Learning is the process of acquiring new understanding, knowledge, behaviors, skills, values, attitudes and preferences. Some learning is immediate, induced by a single event but much skills and knowledge accumulate from repeated experiences.



File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1K7x4ZCUXOf6Ap3TVWUObvEpOdrNTq0Vr">https://drive.google.com/drive/folders/1K7x4ZCUXOf6Ap3TVWUObvEpOdrNTq0Vr</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://ehcfw.ac.in/minutes-of-igac-meetings/">http://ehcfw.ac.in/minutes-of-igac-meetings/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

**Safety of girls is of top priority in college campus.**

**Uniform system is implemented to maintain discipline in dress code.**

**24 hour CCTV surveillance is maintained in the college. It helps to keep a check on anti-social activities.**

Women Empowerment Cell is active and organizes various events on Women Empowerment. They motivate them regularly and guide them to lead a good life.

Code of conduct and guidelines for admission, recruitment, administrative functioning & academic activities are mentioned in the college calendar to safeguard the interests of the students, faculty & staff.

Awareness programs and workshops on gender sensitivity are regularly organized in the campus and nearby places by the students and faculty members to make them aware towards women issues in order to enhance women empowerment. The students are informed about various laws and rights available for their empowerment.

The Discipline Committee and Anti Ragging Committee in the institution take care of safety and security of the students. It also keeps an eye on the working of all the employees as well as the activities of the students within the institution.

Womens'Day is celebrated every year.

Hostel Visitor's register The hostel keeps visitor log register to record the details of any person entering the hostel premises.

Hostel have only female wardens and supervisors.

The supervisors remain in the hostel for 24x7hrs. Hostel wardens reside within the hostel premises. Only female sweepers are there in the hostel. No males are allowed in the hostel premises without due permissions.

Faculty advisors are assigned the responsibility of mentoring and counseling of the students. Each faculty advisor looks after the matters of a group of 20 students.

Hostel wardens are very much considerate and careful. They act as counselors and guardians to the hostellers.

File Description	Documents
Annual gender sensitization action plan	<a href="https://docs.google.com/document/d/1OI4xiDTwaGlG4hiiT7ftijGO-MV-LeJ9/edit?usp=sharing&amp;oid=104393055337862697040&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1OI4xiDTwaGlG4hiiT7ftijGO-MV-LeJ9/edit?usp=sharing&amp;oid=104393055337862697040&amp;rtpof=true&amp;sd=true</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://docs.google.com/document/d/1_-zmW_rCVLYAdrbdqM15dNtIDUqP5_vt/edit">https://docs.google.com/document/d/1_-zmW_rCVLYAdrbdqM15dNtIDUqP5_vt/edit</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**Our college maintains an effective waste management system implemented with the support of students, staff, cleaning staff, and with defined procedures.**

**Solid Waste Management • The solid waste is segregated and is collected by Municipal Corporation.**

**• Waste like plastic, metals, glass, cardboard, newspaper and stationery are systematically collected, segregated and sold to authorize vendors for its recycling. • College adopts almost paperless concept by digitization of office procedures through**

electronic means via WhatsApp as group email and Google classroom; thus, reducing paper-based waste.

- One side used paper are used for printing rough drafts before final documentation in the office .

- Students are encouraged to use waste paper and newspaper in creative practices during various extracurricular activities as collage work in the title 'BEST OUT OF WASTE' and certificates are given for the best one. • Biodegradable kitchen waste from hostel mess and canteen is collected and used for vermicomposting.

- Dustbins have been installed throughout campus for waste segregation.

- Plant clippings are used by local villagers in cattle feeding. • Waste food and leftover of hostel mess and canteen is taken away by staff for feeding animals.

College has it's own place on its campus where the solid wastes materials are disposed.

#### Liquid waste management

Liquid waste released from hostel, mess and cafeteria is utilized for gardening.

E-Waste Management • Electronic gadgets are repaired for minor defects by our lab technicians to ensure its optimum utilization. • The electronic waste components such as computer system components, CPU and ICs are used in practical demonstration to our students.

Such components are also used for demonstration in workshops for students of nearby schools. • E Waste collected is stored and disposed off annually. • Some of the reusable electronic components like resistors, capacitors, inductors, diode, transistor, thermistors etc. are removed from the gadgets and used by students in making projects in DIY. • Students are also made aware of E-Waste issues and its safe disposal

Waste Recycle System • Paper waste is sold out for its recycling in paper industry. • Cement concrete cubes as a waste of Concrete Lab are used as pavers in campus. • Food Waste is taken away by staff to feed their cattle. • Liquid Waste after proper treatment is used in garden.

Biomedical waste management

and Hazardous chemicals and radioactive waste management are not applicable to our college.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities. The national festivals, birth anniversaries and memorials of great personalities like Mahatma Gandhiji and APJ Abdul Kalam are celebrated. The institution organizes two days Cultural festival.

NSS Units of our college participate in various programs related to social issues. To build a nation of youth who are noble in their attitude and morally responsible, the college organizes and conducts several activities to build and promote an environment for ethical, cultural, and spiritual values among the students and staff. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the management for not only recreation but also to generate the feeling of oneness and social harmony. The college staff and students jointly celebrate the cultural and regional festivals, like Fresher Party, Teacher's day, orientation and farewell program, Induction program, rally, oath, plantation, Youth day, Women's day, Yoga day, festivals like Diwali celebration, Holi Milan celebration, Christmas celebration, Pongal celebration etc. Religious ritual activities are performed in the campus. Motivational lectures of eminent persons of the field are



arranged for all-round development of the students .

Besides academic and cultural activities, we have built up many strong infrastructures for a variety of sports activities for the physical development of the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Emerald Heights College Celebrates Independence Day, Republic Day, Constitution Day to mark the importance of freedom and the glory of Indian freedom struggle. Sadbhavana Diwas was celebrated in our college with great zeal and enthusiasm. Staff members of our College took the Sadbhavana pledge on this day to promote national integration and communal harmony among people. The theme of Sadbhavana is to promote National integration and communal harmony among people of all religions, languages and regions. The pledge ensures to eschew violence and to promote goodwill among the people. Awareness on vigilance week was given for Students through WhatsApp and motivated to take part in various competitions on Vigilant India, Prosperous India conducted by Joint Director Office, Coimbatore. The staff members of Our College administered the Vigilance Awareness week pledge. The theme of Vigilance Week was Satark Bharat, Samridh Bharat (Vigilant India, Prosperous India) and to promote National integration and communal harmony abiding bribe. The pledge ensures to eschew bribe. Our college celebrates Martyrs' day or Shaheed Diwas. This day has been chosen to honour our brave martyrs who laid down their lives for the country. The Student's silent prayer on the martyrs' day to pay tribute to three extraordinary revolutionaries of India who were hanged to death namely Bhagat Singh, Shivaram Rajguru and Sukhdev Thapar. Our students also administered pledge on this day to promote national integration and demolish the un-touchability. Spread love and communal harmony among people of all religions, languages and regions. The Students ensured to promote goodwill among the people. An awareness programme on Voting and EVP (Electoral verification Programme)

was conducted to inculcate the values, rights and duties of every citizen and also to create a sense of social responsibility among the students. They explained about the method of using EVM Machine, Importance of Voting and the necessity of Electoral Verification. They clarified the questions raised by the students. Every staff member were assigned to be a part in General Elections to Tamil Nadu Legislative Assembly-2021, by attending the election classes and duty during elections, showing tribute to the country as responsible citizens. The Value Education is a mandatory subject in the curriculum. It helps to mould the students as responsible citizens. The syllabus discusses personal, family and social values including values of justice, liberty, equality and fraternity, reflected in the constitution along with Activity Based Learning method by group discussions, role play on solving family problems and social problems.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://docs.google.com/document/d/1zu0yHw-D7rOz8VZg6JsYZr6jvaz4ug3L/edit">https://docs.google.com/document/d/1zu0yHw-D7rOz8VZg6JsYZr6jvaz4ug3L/edit</a>
Any other relevant information	<a href="https://docs.google.com/document/d/1zu0yHw-D7rOz8VZg6JsYZr6jvaz4ug3L/edit">https://docs.google.com/document/d/1zu0yHw-D7rOz8VZg6JsYZr6jvaz4ug3L/edit</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

**4. Annual awareness programmes on Code of Conduct are organized**

**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

#### Annual Report of the celebrations and commemorative events (2020-21)

Celebrating different festivals in an institutional organization is in itself a learning experience. The college takes incredible efforts in supporting the students to indulge in various celebrations for countless reasons. These celebrations develop a sense of integrity among students, helps them value every culture, and promotes harmony.

More than ever, the need for celebration was abundantly felt in this desperate time of pandemic to lift the spirits of people and help them recognize the good things in life. With varying levels of restrictions, the celebrations in the college this year, were still held very differently from the previous years, yet not with any less fervor. The college ensured complete safety of the students and the members of the faculty by strictly adhering to the standard operating procedures in view of Covid 19.

The members of various organizing committees and the NSS Programme Officers of the college conjointly guaranteed the smooth and safe conduct of these celebrations in an efficacious and grand manner.

The following events were celebrated in the college in the academic year 2020-21.

S. No

Date

Event

1.

05.06.2020

World Environment Day

1.

12.06.2020

World Day Against Child Labour

1.

14.06.2020

World Blood Donor Day

1.

21.06.2020

International Yoga Day

1.

26.06.2020

International Day Against Drug and Illicit Liquor

1.

03.07.2020

International Plastic Bag Free Day

1.

12.08.2020

**International Youth Day**

1.

15.08.2020

**Independence Day**

1.

02.08.2020

**Sadbhavana Diwas**

1.

05.09.2020

**Teacher's Day**

1.

24.09.2020

**NSS Day**

1.

02.10.2020

**Gandhi Jayanthi**

1.

10.10.2020

**Wildlife Week**

1.

15.10.2020

**Dr. A.P.J Abdul Klam's Birth Anniversary**

1.

02.11.2020

Vigilance Week

1.

27.12.2020

National Youth Festival

1.

26.01.2021

Republic Day Celebration

1.

30.01.2021

Martyr's Day

1.

08.03.2021

International Womens' Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

## BEST PRACTICES I

### SAY NO TO PLASTIC

#### Objective of the practice

To create a plastic free environment by curbing the use of plastic on and off campus.

To create and spread awareness about the negative impacts of plastic on our ecosystems.

#### The context

Our campus is situated amidst dense forest trees and scenic valleys. It's located in a serene atmosphere far from the usual pollution of the city. Hence, with an eco-friendly approach and an coconscious thinking ,the college has opted to be plastic-free. The district (The Nilgiris) itself is free from plastic and so the sense of responsibility that the college has towards the environment is immense. Plastic pollution is an alarming issue as it contributes to the artificial addition of green house gases. It never breaks down and it causes considerable damage to the ecosystem.

#### The practice

'Swachh Bharat' is the motto of our country now and we as Indian citizens strive to keep our surroundings clean. We endeavour to limit pollution at all levels and reduce, reuse, and recycle are the three golden watchwords to make CLEAN INDIA a reality. However ,reducing plastic consumption is not an easy task. It requires consistent commitment and conviction .It is a promise given to oneself to protect his/her own habitat for far reaching implications. It means every individual has to consciously avoid, if not limit the usage of plastic consumption is not an easy task. It requires consistent commitment and conviction. It is a promise given to oneself to protect his/her own habitat for far reaching implications. It means every individual has to consciously avoid, if not limit the usage of plastic to the extent possible or to reuse and

recycle the already available plastic. Education becomes valuable only if it enables a person to become a better human being, a better citizen of the world. This practice is a move towards inspiring



students to adopt sustainable values empowering them to become responsible ecoconscious citizens of a plastic-free world.

#### Evidence of Success

In keeping with the district's motto to stay away from plastic, the students and staff of the college also have managed to reduce the usage of plastic within and outside campus to a considerable extent. However, from time to time, the NSS Units of the college under the aegis of IQAC ensure that the campus is free from non bio degradable plastic of any kind.

#### Problems encountered and resources required

Some students lack awareness and so they continue to litter the environment with plastic. They use things made of plastic because they are cheaper and more viable. It is important to spread the awareness till the message is loud and clear to everyone. For this, we need to display the ill-effects of plastic usage in notice boards and also write slogans in sign boards, so that the students and staff take practice seriously.

#### BEST PRACTICES II

##### BRIDGE COURSE FOR THE SLOW LEARNERS

Our college is situated in the rural area and some students are from village schools where

medium of instruction is mainly Tamil. These students are unable to read and write in English

language.

Students who have not studied computer science and mathematics in their higher secondary

find it difficult to accompany themselves with the advance learners, since these students tend

to discontinue their course due to lack of knowledge in the subject.

#### Objectives of the practice

To make the course easily understandable there is a need to bridge the gap between slow

learners & advance learners

To identify the problems of the students and enhance their performance.

#### The practice

Even before the regular classes begin, these slow learners are segregated and a bridge course

is conducted in each discipline. A three weeks course and one week of practical classes for

non computer science background students is organized.

Visual learning aids are used to improve the articulation and language fluency.

Additional presentation, quiz and mock tests are conducted to appraise the students

understand ability.

#### Evidence of success

Drop out percentage is reduced.

Pass percentage of slow learners is improved

Students show interest in learning new concepts as the subject is explained in detail.

Students come forward to participate in activities and

presentation with self confidence.

Problems encountered and resources required

Anxiety among the students to learn new subjects.

More of time is dedicated to learn basic concepts.

Completing the prescribed syllabus is challenging.

Disgust among advance learners.

Patience is required to explain basic facts.

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File Description	Documents
Best practices in the Institutional website	<a href="http://ehcfw.ac.in/best-practices/">http://ehcfw.ac.in/best-practices/</a>
Any other relevant information	<a href="https://docs.google.com/document/d/1j95wKimu69VEK8dImTLs-18Mm1K9ZF4k/edit">https://docs.google.com/document/d/1j95wKimu69VEK8dImTLs-18Mm1K9ZF4k/edit</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

#### INSTITUTIONAL DISTINCTIVENESS

A student should be a light to illuminate the world with education, making use of all the talents and opportunities.

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.

**Goals & Objectives :**

- To provide quality Higher Education for the upliftment of the downtrodden women residing in and around Nilgiris.
- To strive to be good human being who selflessly serve society.
- To shoulder social and moral responsibilities to face the challenges of life.
- To educate, elevate and emulate high ideals.
- To inculcate leadership qualities, instill confidence and develop personality.

**Achievements**

- The long felt need for a college for women to meet the educational need of this town has been fulfilled by Emerald Heights College for Women since 1969.
- Every year students secure University ranks
- Students are trained in values through seminars, workshops, exhibition.
- The institution provides needs-based quality higher education to women, hailing from rural background.
- Students are motivated to participate in diverse sports activities, and have won prizes at the intercollegiate, state and national level competitions.
- It is in a pleasant and serene atmosphere.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.3.2 - Plan of action for the next academic year

- Student Exchange Program with Avinashilingam University.
- Compulsory Registration and Enrolment for MOOC/SWAYAM Courses.
- Internship Program in Press/Newspaper.
- Group Project-Surveys.
- The MoU Signed with Avinashilingam University will be more Functional.
- Bridge Course will be given to all the First Year Students during the General English Classes.
- Remedial Coaching will be given to all the slow learners.
- A Student seminar on "Greek Mythology" will be organized for the students.
- Interdepartmental/Intercollegiate Quizzes and Competitions will be conducted and online Teaching/Learning also will be promoted using other platforms like Kahoot, Quizziz, etc.,
- Outcome Based Education is ensured to all the students of the Department.
- A Proposal has been submitted to TANSICHE to organize a National conference in July,2022.
- An Online Faculty Development Programme on Research Methodology will be organized by the Department of English with Dr. Mala Pandurang, Principal, Dr,. BMN College, Mumbai as the Resource Person.
- The Entrepreneurship Development Cell will be established by the college with the support of the Placement Cell.
- Measures for Tribal Community Welfare.
- Spoken English basics in Computer Science and Mathematics Training for Government School Teachers/Students.
- FDPs will be conducted regularly for updating our knowledge .SWAYAM PRABHA channels can be put to more efficient and effective use.
- Skill Development Programs and Capacity Building Programs will be offered from time to time to all the students of

the college by the Department.

- More Skills/Capacity Development Programs to promote Placement/Entrepreneurship will be organized.
- Coaching for Competitive Exams will be arranged with the help of External Agencies.
- Updated Website, E-Governance Mechanism and an exclusive portal for the college will be enhanced.
- Establishment of women's studies centre.
- Contributing to Nilgiris Tribal Community Welfare through Extension Activities.
- Vermicompost & organic manure will be implemented.
- Awareness & Training program for the students.
- Working towards green campus in order to maintain environmental sustainability.
- Inviting schools, IT companies, banks, insurance companies to increase for placement among the students.
- Helping students to apply for TNPSC exams.
- Yoga center along with yoga class will be conducted.
- E-content development.
- To create awareness about the importance of vaccine among the public especially in the rural & tribal areas.
- To conduct awareness about health, hygiene and nutritious food habits to public.
- To conduct awareness program about adolescence stage & posco among the students.