

The Annual Quality Assurance Report (AQAR) of the IQAC

(The AQAR period - Academic Year July1, 2016 to June 15, 2017)

Part – A

1. Details of the Institution

1.1 Name of the Institution	The Standard Fireworks Rajaratnam College for Women
1.2 Address Line 1	Thiruthangal Road
Address Line 2	
City/Town	Sivakasi
State	Tamilnadu
Pin Code	626123
Institution e-mail address	sfrc@sfrcollege.org
Contact Nos.	04562-220389
Name of the Head of the Institution:	Dr. D. Sasireka, Principal
Tel. No. with STD Code:	O: 04562-220389 R: 04562-223089
Mobile:	94431 20389
Name of the IQAC Co-ordinator:	Mrs. K. Muthamil Selvi
Mobile:	9488001034
IQAC e-mail address:	sfriqac2014@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879): TNCOGN10170

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/66/RAR/138 dated 21-02-2014

1.5 Website address:

www.sfrcollege.org

Web-link of the AQAR:

<http://www.sfrcollege.org/IQAC/AQAR 2016-2017>

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	Five Star	-	15.05.2002	5 years
2	2 nd Cycle	A	3.31	16.09.2008	5 years
3	3 rd Cycle	A	3.36	21.02.2014	5 years
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY

21/01/2005

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

2016-2017

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

- AQAR 2013-14 submitted to NAAC on 07.08.2014 (DD/MM/YYYY)
- AQAR 2014-15 submitted to NAAC on 15.12.2015 (DD/MM/YYYY)
- AQAR 2015-16 submitted to NAAC on 08.08.2016 (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B
 Grant-in-aid + Self Financing - Totally Self-financing -

1.11 Type of Faculty/Programme

Arts Science Commerce Law - PEI (Phys Edu) -
 TEI (Edu) - Engineering - Health Science - Management -
 Others (Specify) -

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

**Madurai Kamaraj University,
Madurai.**

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="checkbox"/> 8
2.2 No. of Administrative/Technical staff	<input type="checkbox"/> 4+1
2.3 No. of students	<input type="checkbox"/> 1
2.4 No. of Management representatives	<input type="checkbox"/> 1
2.5 No. of Alumni	<input type="checkbox"/> 1
2.6 No. of any other stakeholder and community representatives	<input type="checkbox"/> -
2.7 No. of Employers/ Industrialists	<input type="checkbox"/> 1

2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="21"/>
2.10 No. of IQAC meetings held	<input type="text" value="10"/>

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="9"/>	Faculty	<input type="text" value="9"/>
	Non-Teaching Staff	<input type="text" value="-"/>	Students	<input type="text" value="-"/>
	Alumni	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

2.12 Has IQAC received any funding from UGC during the year?	Yes	No
If yes, mention the amount	<input type="text" value="-"/>	<input checked="" type="checkbox"/>

2.13 Seminars and Conferences (only quality related)

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

Total Nos.	<input type="text" value="3"/>	International	<input type="text" value="-"/>	National	<input type="text" value="-"/>	State	<input type="text" value="-"/>	Institution Level	<input type="text" value="3"/>
------------	--------------------------------	---------------	--------------------------------	----------	--------------------------------	-------	--------------------------------	-------------------	--------------------------------

(ii) Themes

- Workshop for faculty members on Communicative English
- Snap Shot of YSL 2016
- FDP on Entrepreneurship Development

2.14 Significant Activities and contributions made by IQAC

- ❖ IQAC completed the National Higher Education Survey as required by MHRD for DCF-II 2016-17, DCF-Other Minority 2016-17 and TIF 2016-17.
- ❖ IQAC played a role of liaison among staff, students and management to pool information on academics.
- ❖ IQAC has been a repertoire of information regarding each and every activity held in the institution. It functions as a reliable source to furnish such information in College Day report, College Magazine and Handbook.
- ❖ IQAC has been instrumental in augmenting the number of Ph.D registrants and awardees by setting up research and development mandates for the academia.
- ❖ Reassured faculty, research scholars and post-graduate students' extensive participation in NAAC/UGC sponsored seminars.
- ❖ IQAC framed the norms to be followed by research guides, principal investigator, project fellow and full time stipendiary scholar.
- ❖ IQAC instructed the faculty to adhere to the norms and regulation notified by UGC and followed by M.K University for ennoblement in M.Phil and Ph.D Programmes.

- ❖ IQAC members participated and presented paper in the NAAC sponsored National Seminars.
- ❖ Co-ordinated submission of Minor Research project applications to various funding agencies.
- ❖ Constant adoption and application of benchmarks/parameters of quality for various academic and administrative activities of the institution through tools like SWOC analysis.
- ❖ The Best Outgoing Student for the year 2016-2017 was scrutinized.
- ❖ Ensured the role of Alumnae in promoting quality by arranging Batch Meets by the departments.
- ❖ Instructed the Industry-Institute Interaction Cell to renew the MoUs signed by the departments and various cells.
- ❖ IQAC played a major role in the preparatory plan for Golden Jubilee Celebration of the college.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Curriculum Revision	Board of Studies meeting and Academic Council Meeting were conducted to approve the syllabus for the newly introduced programmes.
E-learning	<ul style="list-style-type: none"> ▪ E-Content Cell Co-ordinator organized Laboratory Training Programme for Creating quizzes and assignments in SFR LMS and demonstrated “Video Editing Techniques”.
Expertise Sharing	<ul style="list-style-type: none"> ▪ Principal attended the Senate Meeting at Madurai Kamaraj University and Academic Council Meetings at Lady Doak College, Madurai and VHNSN College Virudhunagar. ▪ Nine faculty members participated in the deliberations of NAAC sponsored Two Day National Seminar/Conference at various institutions.
Enhancing Research activities	<ul style="list-style-type: none"> ▪ One faculty member has submitted her Doctoral thesis and is awaiting the viva-voce. ▪ Two faculty members have registered to pursue their Doctorial Degree. ▪ Eleven Staff members were awarded Doctoral Degrees in their respective disciplines. ▪ Public Viva-voce examination was conducted for six candidates in the Research Centre in Commerce and Tamil.

Plan of Action	Achievements
	<ul style="list-style-type: none"> ▪ Four members of the teaching faculty have been considered provisionally for UGC/CICT Assistants for Minor Research Project. ▪ One faculty member has received Rs.1,40,000/- as 1st Installment.
Counselling	<ul style="list-style-type: none"> ▪ A Help Centre, comprising staff and students has been initiated by the Counselling Cell. Peer Help Groups (PHG) have been created to help and support the student community. ▪ 7 faculty members and 42 students participated in the Counselling Training Programme organised by M.S.Chellamuthu Trust in various occasions. ▪ Counselling Programme is organised for the students periodically.
Strengthen alumni activities	<ul style="list-style-type: none"> ▪ Ten departments organised Batch Meets. ▪ Created Facebook groups and Whatsapp groups to enhance effective flow of information and idea sharing among alumnae and teachers.
Eco-friendly campus	<ul style="list-style-type: none"> ▪ Cleaned the botanical garden and planted saplings in the garden. ▪ One day camp in Sithurajapuram village. Planted tree saplings in the village and create awareness on the importance of trees, rainwater harvesting and cleanliness to the village people. ▪ Discourse on non-conventional energy resources and the students actively participated.
Conduct of Academic and Administrative Audit	<ul style="list-style-type: none"> ▪ IQAC members assessed all the departments and submitted Academic Audit Report to the departments. ▪ Academic and Administrative Audit was done in the Office of the Controller of Examinations and College office by the IQAC members.

** Attach the Academic Calendar of the year as Annexure – Available in the College*

website: sfrc@sfrcollege.org

2.16 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide details of the action taken

- Approved by the meeting of the Governing Body held on 10.08.2017. The plans of the IQAC are placed in the Management meetings for further implementation.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D	2	-	-	-
M.Phil	5	-	-	-
PG	13	-	-	-
UG	17	-	-	-
PG Diploma	2	-	-	-
Advanced Diploma	4	-	-	-
Diploma	10	-	-	-
Certificate	24	4	-	-
Others	-	-	-	-
Total	77	4		
Interdisciplinary	3	-	-	-
Innovative	1	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All the Programmes
Trimester	-
Annual	-

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

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

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

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

- ❖ Introduced Job Oriented Course 'Stenography' under Part-IV for III UG students.
- ❖ Introduced 'Citizen Consumer Club & Environmental Club' under Part-V UG programme.
- ❖ Introduced the following certificate courses:
 - Vocational English
 - Women's Clothing
 - Vermi Composting
 - Film Studies

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

- ❖ Young Women Entrepreneurship Development (YWED) Centre inaugurated on 20.06.2016.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	146	119	25	-	2

2.2 No. of permanent faculty with Ph.D. 55

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	-	14	1	-	-	-	-	-	1	14

2.4 No. of Guest and Visiting faculty and Temporary faculty 9 7 -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	14	30	17
Presented papers	32	43	2
Resource Persons	1	4	13

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

- ◆ Quiz and Assignment using SFR Learning Management System
- ◆ Bring Your Own Device
- ◆ Mind Maps
- ◆ NPTEL / YouTube Video Lessons
- ◆ Movie Screening

2.7 Total No. of actual teaching days during this academic year 188

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Term Tests and End Semester Examinations for the Part-IV courses “Career Guidance (G.K. & Test of Reasoning)” and “Computer Literacy” are conducted online.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 146 146 146

2.10 Average percentage of attendance of students

95.24%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division			Pass %
		I %	II %	III %	
B.A. Tamil	64	49	11	1	95%
B.A. English (R)	68	49	17	1	99%
B.A. English (SF)	70	19	43	6	97%
B.A. History	33	10	20	2	97%
B.B.A	58	37	20	0	98%
B.COM. General (R)	44	35	9	0	100%
B.COM. General (SF)	69	24	40	4	99%
B.COM.C.A (R)	33	32	1	0	100%
B.COM. C.A (SF)	84	75	9	0	100%
B.Sc. Mathematics	71	69	2	0	100%
B.Sc. Physics	45	43	1	0	98%
B.Sc. Chemistry	45	44	0	0	98%
B.Sc. Botany with Specialization in Plant Biotechnology	45	41	3	0	98%
B.Sc. Microbiology	42	22	19	0	98%
B.Sc. Nutrition And Dietetics	20	19	0	0	95%
B.Sc. Costume Design And Fashion	37	36	0	0	97%
B.Sc. Computer Science	42	41	0	0	98%
B.Sc. Information Technology	33	33	0	0	100%
B.C.A.	46	46	0	0	100%
M.A. Tamil	12	12	0	0	100%
M.A. English (R)	40	37	2	0	98%
M.A. History	10	9	1	0	100%
M.Com. (HRD)	13	12	1	0	100%
M.Com. (CA)	29	29	0	0	100%
M.Com. (Banking Technology)	34	32	2	0	100%
M.Sc. Mathematics	45	44	1	0	100%
M.Sc. Physics	12	10	0	0	83%
M.Sc. Chemistry	23	22	0	0	96%
M.Sc. Botany with Specialization in Plant Biotechnology	10	10	0	0	100%
M.Sc. Microbiology	13	13	0	0	100%
M.Sc. CS & IT	22	21	0	0	95%
III M.C.A (Regular & Lateral)	13	13	0	0	100%
M.Phil. Tamil	8	8	0	0	100%

Title of the Programme	Total no. of students appeared	Division			Pass %
		I %	II %	III %	
M.Phil. English	23	23	0	0	100%
M.Phil. Commerce	17	15	0	0	88%
M.Phil. Physics	5	5	0	0	100%
M.Phil. Chemistry	3	3	0	0	100%

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

- ❖ Internal Academic Audit is conducted by the members of IQAC for evaluating the proforma for Annual Quality Assurance and verifying the records related to Teaching and Learning.
- ❖ Online exams for Part-IV courses GK and Current Affairs and Computer Literacy were conducted.
- ❖ A workshop on “Behavioral Therapy” is conducted to guide the students beyond the scope of academic relationships.
- ❖ Workshops on “Inculcating Entrepreneurial Culture” and “Effective Communicative Skills” are organized to improve the eminence of teaching.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	11
UGC – Faculty Improvement Programme	1
HRD Programmes	--
Orientation Programmes	2
Faculty exchange Programme	--
Staff training conducted by the university	3
Staff training conducted by other institutions	8
Summer / Winter schools, Workshops, etc.	--
Behavioral Therapy	32
Inculcating Entrepreneurial Culture	154
Effective Communicative Skills	120

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	117	18	-	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

Research Cell and IQAC take efforts to create congenial atmosphere for research on campus.

- Through the Research Cell, IQAC carried out several activities to enhance research culture among the staff and students with high levels of research productivity.
- Discussed the notification issued by UGC on the regulation for award of M.Phil/Ph.D holders.
- During 2016-17, the Research Cell Co-ordinators circulated the communications and intimations received from University Grants Commission and other Research Funding Agencies among the faculty and initiated them to apply for the Minor/Major projects.
- During 2016-17, Minor project of **six** staff members were approved by UGC.
- **Fourteen** faculty members have cleared the **SET** Examination held in February 2016, conducted by Mother Teresa University, Kodaikanal.
- Through the Research Cell, IQAC collected the details of research qualifications and the progress of faculty members. In addition, the progress of research work of staff members who registered before 2016-17 were also collected.
- The faculty members not qualified with M.Phil were initiated to undergo the M.Phil programme in the coming academic year and those not upgraded themselves with Ph.D were motivated to register for Ph.D and report to IQAC within 3 months.
- The status of those who have registered Ph.D and their provisional date of submission were also collected and were induced to submit their thesis at the earliest.
- During 2016-17, **eleven** staff members were awarded Ph.D, **one** has submitted her thesis and **two** staff members had registered their Ph.D.
- During 2016-17, **88** research articles published in International Peer Review Journals, **17** in Non –Peer Review Journals.
- **25** research articles published in National Peer Review Journals and **26** in Non – Peer Review Journals.
- **2 books** published with ISBN number and **4 books** without ISBN number.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in ₹ Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	6	8	2
Outlay in ₹ Lakhs	48,000	2,40,000	13,95,000	48,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	88	25	-
Non-Peer Review Journals	17	26	-
e-Journals	51	-	-
Conference proceedings	1	4	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations (2015-16)

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	1 Year	UGC, CICT	13,95,000	2,88,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other (Specify)	-	-	-	-
Total	-	-	13,95,000	2,88,000

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (DST-FIST)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	2	-	-	-
Sponsoring agencies	ISSN Journals	BRNS	-	-	-

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

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency

From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	2
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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

Total	International	National	State	University	Dist	College
2	2	-	-	-	-	-

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

8
2

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

5

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

JRF	-	SRF	-	Project Fellows	1	Any other	-
-----	---	-----	---	-----------------	---	-----------	---

3.21 No. of students Participated in NSS events:

University level	-	State level	-
National level	-	International level	-

3.22 No. of students participated in NCC events:

University level	-	State level	6
National level	-	International level	-

3.23 No. of Awards won in NSS:

University level	-	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	-
National level	-	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	19		
NCC	1	NSS	49	Any other	36

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

- The college motivates the young learners to involve in social activities and mould them to be the future pillars of our country. We have adopted 7 villages nearby Sivakasi under various extension service programmes.
- The institution has a good focus on women who wish to emerge as active entrepreneurs. Training programme on Cushion making, Jewellery making using silk thread and Handbag making using velvet and fur clothes were conducted for the women of Self help groups. Moreover, the educated women from in and around Sivakasi were given coaching to attend UGC-NET Exam. A special workshop was conducted regarding Healthy diet and usage of minor millets to give awareness about health. Food Adulteration Awareness Camp was conducted for the benefit of women.

- The school children from adopted villages were given soft skill training programmes, Free tuition classes and memory training programmes. Literacy Day was celebrated for school children. Various quizzes, Competitions and exhibitions were conducted for them throughout the year. Our students donated stationery items to the children at the adopted villages.
- Visit to Orphanages, Old age Homes, Schools of Special school Children were encouraged among the young learners. Our students support them by their presence.
- Awareness regarding health and hygiene was given through rallies and various Health camps were conducted at adopted villages. Blood donation camp was organized in the campus and 50 units of blood was donated to the Government Hospital, Sivakasi.
- A special workshop was conducted for the reduction of the generation gap among the daughters, mothers and grandmothers.
- 55 NCC cadets appeared for the B certificate exams and 16 NCC cadets appeared for the C certificate exams.
- Eco club of our college creates eco-awareness in the adopted villages. We have planted 400 trees in the adopted villages this year. We promote eco friendly approaches to reduce pollution.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Funds	Total
Campus area	25 acres	-	-	25 acres
Class rooms	77	-	Management	77
Laboratories	27	-		27
Seminar Halls	4	-	-	4
No. of important equipment purchased (\geq 1-0 lakh) during the current year.	60	44	DST-FIST, UGC-XII Plan, M.Com (BT), Autonomy, Remedial, Dept. Amount, & Management	60
Value of the equipment purchased during the year (Rs. in Lakhs)	₹ 3,51,69,937	₹ 30,69,530		₹ 3,82,39,467
Others (Buildings, Furniture and infrastructure)	₹ 4,08,28,569	₹ 2,44,64,757		₹ 6,52,93,326

4.2 Computerization of administration and library:

- Biometric security technology, the fastest automated fingerprint and face reading identification system, is used for the attendance of the staff members and is linked with the payroll management.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (₹)	No.	Value (₹)	No.	Value (₹)
Text Books	38547	3573502	621	189331	39168	3762833
Reference Books	19944	5260788	315	106000	20259	5366788
e-Books	152	-	264	-	416	-
Journals	63	114856	60	111146	60	226002
e-Journals	2705	5000	2705	5000	2705	5000
Digital Database	2	11500	2	11500	2	11500
CD & Video	1596	-	59	-	1655	-
Others (specify)	-	-	-	-	-	-

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	580	418 (8 Labs)	31	39 (3 Centres)	1	29 (4 Office)	80 (16 Dept.)	32
Added	1 (laptop)	84	-	-	-	1	-	-
Total	581	502	31	39	1	30	80	32

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

Training to Teachers:

- Two faculty members from each department attended the video preparation training programme using Premier Pro Software at SFRC campus.
- Two faculty members from each department attended Flair orientation at SFRC campus.
- Two staff members from each department attended a workshop on “Preparation of Learning Objects” at SFRC campus.
- Hands-on training on LATEX and MAPLE software training were given to the Mathematics teachers.

Training to Students:

- All the first UG students attended an orientation at SFRC library on E-resources Information – INFLIBNET, DELNET.
- Hands-on training on LATEX and MAPLE software training were given to the students of Mathematics.
- II PG Plant biotechnology students accessed internet for the purpose of Bioinformatics – web sources for sequencing using BLAST, FASTA, Multiple sequence alignment and Protein structure prediction.
- Developed 6 videos for demonstration of experiments in chemistry laboratory for the students.

4.6 Amount spent on maintenance in lakhs:

i) ICT	₹ 0.14 lakhs
ii) Campus Infrastructure and facilities	₹ 78.86 lakhs
iii) Equipments	₹ 8.93 lakhs
iv) Others (Vehicle & Electrical Items)	₹ 3.56 lakhs
Total :	₹ 91.49 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Groomed the knowledge, educational attainments, skill and career hopes of their wards through effective coaching classes, Expressive Articulation session, counselling etc.
- To bring the best of might and mettle, feedbacks were collected on curriculum, teaching, examination and evaluation.
- Identified and motivated the academic and non-academic achievers to aim for Best Outgoing Student Award.
- The unique Free Noon Meal and Earn while you Learn schemes improved the health and wealth of the economically deprived students.
- Effective and regular assistance helped the students to seek financial support from the Government and private sectors.

5.2 Efforts made by the institution for tracking the progression

- Academic performance recorded after the declaration of results track the progression of students every semester.
- Progression of our students into graduates and graduates into career personnel is periodically monitored by the department, alumni association and placement cell.
- Grand alumnae meet and Batch meets by the alumnae recompense a suitable system to track their progress.

5.3 (a) Total Number of students

UG	PG	M.Phil	Ph. D.	Others
2969	552	56	13	-

(b) No. of students outside the state

1

(c) No. of international students

-

No	%
-	-

Men

No	%
-	-

Women

Last Year (2014 – 15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
981	572	1	1953	7	3514	1002	437	1	2044	6	3590

Demand ratio - UG - 3:1
PG - 2:1

Dropout % - UG - 8 %
PG - 10 %

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

- ◆ Department of Tamil, Mathematics, Physics, Chemistry, Commerce and Equal Opportunity Centre has offered courses / conducted coaching classes for UGC-CSIR NET, UGC NET and SET for the benefit of Research Scholars and Post Graduate students.
- ◆ An elective course with part of UGC-CSIR NET/ UGC NET syllabus has been introduced in the PG curriculum for the benefit of students from the academic year 2016-2017.
- ◆ Entry into Service Cell and Department of Commerce gave coaching for IBPS Examination and 151 students got benefited.

No. of students beneficiaries

555

5.5 No. of students qualified in these examinations

NET	2	SET/SLET	2	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	2	UPSC	-	Others	1

5.6 Details of student counselling and career guidance

- ◆ One day counselling programme on “Self-development” by Prof. S. Gurubharathy & Co., M.S. Chellamuthu Institute of Mental Health and Rehabilitation, Madurai was arranged on 19.12.16 to all the students. 42 students from different disciplines were also given special training on “Leadership Development, Pre-marital Counselling and Relationship Enrichment” by M.S. Chellamuthu Institute of Mental Health and Rehabilitation, Madurai.
- ◆ Programmes organized by the Counselling cell trained the faculty members to be teacher-cum-counsellors. The Tutor meets her wards regularly and provides academic and personal guidance to their wards.
- ◆ Department of Physics, Microbiology, Commerce and Business Administration organized Career opportunity programmes to their students.
- ◆ Short term and Long term courses offered by the YWED (Young Women Entrepreneur Development) cell paves way for the student to become an entrepreneur.
- ◆ Placement cell provides excellent training programmes to the students which lay path for their career. Qualities like positive thinking, leadership, time management etc., were imparted to the students through training by the expert personnel. They were also trained on language, communication and presentation skills.

No. of students benefitted

3590

5.7 Details of campus placement

<i>On Campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
6	1106	146	16

5.8 Details of gender sensitization programmes

Date	Guest Speaker	Topic	Beneficiaries
27.06.16	Dr. Thamizhachi Thangapandian, Poet, Chennai	An Exclusive One-day Symposium on “Women’s Perspective towards the society”	Commerce [SF], Commerce[R] and B.B.A. Students
18.07.16	1. JCI Sen. S.N.N. Sivapiran, JCI International Trainer 2. JC. HGF.S. Prathap Sethu, Zone Director – Management. 3. JFM. T.S. Maharaj, National Trainer	Entrepreneur Skill Development Workshop for Women	40 students from various departments
08.08.16	1. Dr.V.K Kathiravan, Chairman of Sivakasi. 2. Dr.K.Venkatasubramanian, Annai Clinic, Sivakasi. 3. Dr.Narmatha Parthasarathy, Obstetrics & Gynaecologist, Narmatha Clinic, Sivakasi.	Breast Feeding Awareness Programme	III B.A. English (R & SF), III B.A History, II M.A Tamil, English & History students
18.08.16	Dr. R. Dhayalakrishnan, Asst. Prof. of English, Madurai Kamaraj University, Palkalai Nagar, Madurai.	Towards Women Empowerment: A Study of the Indian Writings in English	III BA English Students
20.08.16	Dr. Linga Selvi, Counsellor, Madurai	Generation Gap	II B.Com Students
20.08.16	Dr. Krishna Veni, Kovilpatti	Reproductive Health	B.Com Students
20.08.16	Mrs. Gnana Vani, Yoga Trainer, Sivakasi.	Health Longevity	III B.Com Students
20.09.16	Mr. C. Murasoli, Physical Education Teacher, Srivilliputhur Lions Matriculation Hr.Sec. School, Srivilliputhur.	Health Tips for Women	All the NSS Volunteers
25.12.16	Mrs. R. Anbukarasi, Tamil Teacher, Ethel Harvey Girls School, Sattur.	Contribution of women in Society	All the NSS Volunteers
21.02.17	Dr. Vidhya Chellam, Asst. Prof. of Management Studies, D.D.E, M.K. University, Madurai.	Why should women become Entrepreneurs?	250 students from various departments

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (₹)
Financial support from institution	85	74,035
Financial support from government	1633	48,02,886
Financial support from other sources	30	65,700
Number of students who received International/ National recognitions	29	3,38,063

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Suggestions	Action taken
<ul style="list-style-type: none"> Students requested for one more bank counter to facilitate quick payment. 	<ul style="list-style-type: none"> Created awareness among the students about electronic and other cashless modes of transaction.
<ul style="list-style-type: none"> Phone booth facility for day-scholars to communicate with parents at times of emergency. 	<ul style="list-style-type: none"> This facility is already available for day-scholars. They are allowed to use the phone at stores with the permission of tutor and HOD.
<ul style="list-style-type: none"> Suggested to invite Dr. Iraianbu, I.A.S. to deliver a special address. 	<ul style="list-style-type: none"> Mr. A. Sivagnanm, IAS District Collector, VNR address the students on 27.12.16 & 15.03.17.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To emerge as a premier institution offering need-based, value-conscious and career – oriented quality education to empower rural women.

Mission:

- ❖ To develop human resources of high calibre with moral ethics and employability potential.
- ❖ To empower rural women with
 - Academic excellence and Communicative Competence
 - Entrepreneurial Skills and Eco-consciousness
 - Evolving Technologies
- ❖ To promote research culture.
- ❖ To produce wholesome citizens to contribute towards nation building.

6.2 Does the Institution has a Management Information System?

Yes, the Institution has a Management Information System.

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

6.3.1 Curriculum Development

- ❖ Certificate courses- Vocational English, Vermicomposting Technology and Women's Clothing are the newly added Certificate Programmes.
- ❖ Stenography, a Job-Oriented course is brought in newly to train the students to write in shorthand and to transcribe the shorthand on a typewriter.
- ❖ Citizen Consumer Club and Environmental Club are introduced under Part V.
- ❖ CSIR - UGC NET Prelims as Elective III course is given to the II PG programme of the 2015-16 batch students in their III semester.
- ❖ Board of Studies is conducted for all the departments to revise the syllabi of the I year UG, PG and M.Phil Programmes.

6.3.2 Teaching and Learning

- ❖ The art of teaching and learning go hand in hand as learning seeks for right input whereas effective teaching satisfies as well as increases the curiosity of the students.
- ❖ The course teachers and students interact in an easy and effective way by sharing online assignments and quizzes through Learning Management System.
- ❖ Videos lessons are created adding up to the e-learning library.

- ❖ Exclusive care is taken for slow learners by arranging coaching classes. Under Remedial Coaching Cell, 1253 students benefitted in the Odd Semester and 1049 students in the Even Semester.
- ❖ A field trip arranged for Vocation English students to Madurai gave them a wide exposure on Tourism.

6.3.3 Examination and Evaluation

- ❖ Only those students who have put in atleast 75% or 65 days are permitted to appear for the External examination. November End Semester Examinations are conducted only for Odd semester courses (both Regular and Arrear). April End Semester Examinations are conducted for both Odd and Even Semester courses.
- ❖ Repeat Examinations are conducted only for Final semester courses of U.G., P.G, and M.Phil Programmes.
- ❖ Final exams for new Certificate Programmes - Vocational English, Women's Clothing and Vermicomposting Technology and for Stenography, a Job-Oriented Course were conducted.
- ❖ **Online exams were conducted for the following courses:**
 - 14UGV51- Career Guidance (G.K. & Test of Reasoning).
 - 14UCL21- Computer Installation and Servicing - First Year B.Sc. (Computer Science and Information Technology) and B.C.A. programmes.
 - 14UCL22 - Fundamentals of Computers with DOS and Windows- First Year B.Com. Computer Applications and B.B.A programmes.
 - 14UPHEC2 - Physics for Competitive Examinations- Add on Course of Physics.
 - 14UCL23 – Introduction to computers and MS Office.

6.3.4 Research and Development

- ❖ The unflinching and the whole- hearted support rendered by our Management and their magnanimous contribution to the progression of the members of the staff in pursuit of research has no bounds. For this academic year ₹ 1,91,000/- has been contributed by the management to 94 staff members for their active participation in research.
- ❖ In the State Eligibility Test (SET) for Lectureship conducted by Mother Teresa Women's University, Kodaikanal, 14 of our faculty members passed.
- ❖ 12 members of the faculty have been awarded doctoral degree this year.
- ❖ 2 staff members from the college attended and presented their research papers in the International Conference held at Germany and Egypt.

- ❖ Up gradating knowledge and imbibing innovative ideas in research are preferred for a healthy class room environment. The faculty members update themselves in their areas of study by frequently attending Orientation and Refresher Courses. One staff member from the Department of English has attended a Orientation Programme. 4 members of the staff from the Department of Chemistry and one member from the Department of History attended Inter-Disciplinary Refresher Courses and 3 staff members from Department of Tamil and 4 staff members from English attended Refresher Courses in their respective discipline.
- ❖ 50% of research fee was paid for the two self-funded faculty members
- ❖ Infrastructure facilities foster innovation in research and the well-equipped research laboratories cater to diverse range of research interests and the resources at the Information Resource Centre are periodically updated.
- ❖ The ground breaking innovations of the students are generated and the boundaries of the individual fields are extended due to the Inter-departmental collaborative research programmes.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

The Information Resource Centre aims at enabling students to gain subject knowledge, generate analytical thinking and convert knowledge into productive action. It maintains 59,818 books, 1630 non-book materials, subscribe 55 National and International journals and 30 magazines. It extends its services to the college community by providing reference photocopy, back volumes and question banks for all courses. Online Public Access Catalogue (OPAC), Developing Library Network (DELNET) INFLIBNET and internet for wide reference and information help the academic fraternity. The Readers' club creates a strong reading culture, promotes discussion and critical reading of books. Barcode labels and ribbons, Data logic cryphon GD4130 Scanner, Plastic CD Case and Wooden Steel Rack were purchased during the academic year 2016-2017.

ICT:

Inorder to meet the computer-centric life style and to face the globally challenging computer education, the E-Content Development Cell takes broad steps to update, adopt and employ the recent techniques of ICT. The interactive Learning Management System (LMS) is being utilised to a plausible extent and through representative batches, the students are being trained to take up online course wares, and to engage in an academically enriching online discussions.

The computer based learning environment and online mentoring has been initiated through the domain sfrmlearning.org.

Online quiz and assignments were conducted and E-lessons and video lessons were prepared.

Physical Infrastructure:

SFRC, being an eco-friendly institution, owes, for its growth, to a large extent, to the thoughtful and ever-willing Management Committee. Fast on the heels of the Paver Block roads, which have rendered seamless mobility, the generous Management Committee has eased another huge sum for the Air Conditioning of the New Indoor Sports Training Facility. Additional floors in the library and PG hostel, extension of gymnasium and modularization of the kitchenette are the added infrastructural features of this academic year.

Science Instrumentation Centre:

Science Instrumentation Centre housing sophisticated analytical instruments extends its service to all researchers and students of science departments of various colleges and Universities inside Tamil Nadu. 1564 samples have been tested and students and researchers from 60 institutions were benefited in this academic year 2016-2017.

6.3.6 Human Resource Management

The Principal and the College Management Committee exhibit prowess in administration. Human resources are effectively managed with their appropriate guidance. The College Management Committee along with the Governing body has an important role in the decision-making and in the active functioning of the institution. The decisions are effectively worked out by the College Council and the plans are implemented well by the departments and the cells.

The College Union comprises Principal as the Head, Staff Members, elected Student President, Vice-President, Secretary, Joint Secretary and the Student Members. The grievances and suggestions of the students are given priority and their welfare and needs are considered and are given prime importance by the Principal.

The Staff Club always recharge the members of the staff by conducting Faculty Development Programme in the beginning of the academic year. On 14.6.2017, IQAC along with the Department of Botany conducted a guest lecture on “Achievement, Motivation and Innovation Perspectives” for the staff members.

6.3.7 Faculty and Staff recruitment

Faculty recruitment is entirely on the basis of merit which in turn is based on guidelines issued by the UGC. Faculty positions are advertised by the institution in the leading newspapers. Reservation system allotted by the state government is followed for recruiting qualified and efficient teachers under the Aided stream. In the Self-funded stream, meritorious teaching faculty are appointed by the Management and the Principal. Eighteen self-funded faculty members were appointed during the academic year 2016-2017.

6.3.8 Industry Interaction / Collaboration

The Institution encourages the faculty and students to interact with industry in all the possible ways with the spirit of deriving mutual benefit. The main objective of interaction between industry and institute is to improve the quality of education adequately to meet the needs of the industry and economy.

- ❖ In association with the ICT Academy, Tamilnadu, the college exercises on developing the next generation teachers and industry ready students.
- ❖ The tie-up with the **Institute of Language Management (ILM)** has been beneficial especially in the form of placement offers received by the outgoing students.
- ❖ The Cambridge **Business English Certificate Programme (BEC)** offered by the Department of English provides a unique opportunity to assess the language ability of our students on the Common International Framework of Reference. There has been a two fold increase in the enrolment and 83% of the candidates got through the preliminary.
- ❖ The Industrial training, arranging visits for both faculty/students to various industries and other inputs to teaching-learning processes develop awareness about the job functions in the industry among students.
- ❖ Department of Commerce has linkage with banks and the students undergo institutional training. For the project in COP courses, the students work in Auditors office and in various private concerns.
- ❖ Department of Commerce S.F, Department of Business Administration has linkage with organisations in and around Sivakasi for field visit, organisational insight and projects.
- ❖ Department of Physics has a linkage with Materials Research Centre, Coimbatore for Impedance Analysis and Electrode Construction.
- ❖ Department of Nutrition and Dietetics works in collaboration with Meenakshi Mission Hospital and Research Centre, Madurai.

- ❖ Students of Department of History were taken to Moovarai Vendran, Sethur and Kazhugu Malai, the students of Department of Botany were taken to Grizzled Squirrel Wildlife Sanctuary, Srivilliputtur, and students of Department of Nutrition and Dietetics to SNP Milk Processing Unit, Vadapatti as a part of their field visit. Department of Microbiology has gone on a field trip to Indian Institute of Technology, Medox Bio tech Pvt. Ltd., and King Institute of Preventive Medicine and Research, Chennai, Department of Chemistry to Pharmafabrics, Madurai and SPIC, Tuticorin, Department of Tamil to Nellaiappar temple, Tirunelveli and the nearby temples and Gandhigram University, Gandhigram.
- ❖ The seminars and workshops organized with experts from industry help in curriculum development.

Industry Institute Interaction, thus, continuously supplies input to better teaching-learning processes, creates awareness among the students about the environment of industry, provides real practical knowledge to students and provides self confidence for students to become entrepreneurs.

6.3.9 Admission of Students

The demand for admission is the ultimate proof that shows the real progress of the college. To optimize the enrolment of the students in various programmes, the college follows various strategies:

- ◆ The initial step in the admission process is the formation of a Steering Committee. The committee follows the guidelines of the reservation policy of the Tamil Nadu government.
- ◆ To promote admission, the college puts up the notification in the leading newspapers.
- ◆ An attention grabbing big sized flex banner at the college entrance informs the courses offered by the college.
- ◆ The details regarding the institution and the programmes offered are available in the college website.
- ◆ From the first week of April, the application forms and prospectus are supplied by the college office. The prospectus gives the complete details about each course and the eligibility to apply for it.
- ◆ To make the parents and students feel at ease, a Help Desk is allotted during the time of admission. Members of the teaching and non-teaching staff also help in the admission process.

- ◆ In the administrative block, the LCD T.V. displays the activities, the infrastructure and the achievements of the college.
- ◆ For each programme, an overall rank list is prepared. The selection list is put up on the noticeboard and published in the college website.

Students admitted for the year 2016-2017

S.No.	Course	OC	BC	BCM	MBC/DNC	SC	SCA	ST	Total
1.	UG Aided	8	252	17	159	99	10	-	545
2.	PG Aided	3	88	2	32	13	-	-	138
3.	UG (SF)	15	333	12	132	46	2	-	540
4.	PG (SF)	6	70	1	31	13	1	-	122
5.	M.Phil	-	32	1	10	12	1	-	56
6.	Ph.D	-	5	-	-	1	-	-	6
Total		32	780	33	364	184	14	-	1407

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> 50% of the Research fee is paid for the self-funded faculty by the Management. ₹ 8500 was paid as research fees to 2 self-funded staff members. Staff members who have completed Ph.D/ Major/ Minor Research Projects and who have published books and articles in the reputed journals are felicitated during the College Annual day by the Management. Day Care Centre takes care of 17 babies of teaching faculty.
Non teaching	<ul style="list-style-type: none"> Interest Free Loan - ₹ 260000/- 15 members Festival advance - ₹ 108000/- 36 members Diwali bonus - ₹ 92500/- 109 members Pongal bonus - ₹ 157900/- 188 members Uniforms free of Cost - ₹ 71978/- 50 members (sweepers, scavengers and drivers) Tour sponsorship - ₹ 10000/- Day care Centre takes care of 6 babies of non-teaching faculty
Students	<ul style="list-style-type: none"> Free Noon Meal scheme - 51 students Earn While You Learn Scheme - 6 students Student Aid Fund - 18 students Common Good Fund - Nil Student Welfare Fund (Sports) - Nil 50% Fee concession Staff club fund - 30 students

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes



No



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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Nil	Yes	Members of the IQAC
Administrative	Yes	Mr. S.B. Hareendra, Chartered Accountant, Madurai.	Yes	CA Arul Mozhi Varman, Sivakasi.

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- ◆ UGC/CSIR/NET Prelims Examination is conducted for all II Year PG Programmes and for III M.C.A.
- ◆ To speed up the examination process, a new All-in-One Desk Top PC is purchased for ₹ 53,100. Annual Maintenance Contract is signed for a period of one year for maintaining One Gestetner Copy Printer and Five Digital Photo Copiers.
- ◆ The office of the COE keeps a complaint/ Grievance Box in to which the students can drop in their feedback or suggestions.

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

- ◆ The University has granted autonomy to the Colleges in designing their own curriculum coping with the varied universal needs.
- ◆ With the approval of the University, innovative courses and creative programmes are introduced aiming at the employability needs of the students.
- ◆ The Plan proposals seeking financial assistance from the University Grants Commission are submitted and are approved by the Dean and the CDDC of the University.
- ◆ The Learned Experts who are the University Nominees in the Board of Studies help the autonomous institution in framing the Curriculum. They are endowed with the power of approving the syllabi framed by the members of the Board of Studies.
- ◆ The results of the End Semester Examination are published only after the approval at the Awards Committee Meeting by the two members nominated by the university.

- ◆ In the Academic council and in the Syndicate meetings of Madurai Kamaraj University, the college is represented by the Head of the Institution and the senior member of the college.

6.11 Activities and support from the Alumni Association

- ◆ The Alumnae Association gives our alumnae an opportunity to stay more closely connected to our college providing a platform to renew their friendship through the conduct of batch meet. 16 departments conducted batch meet this year. The feedback of the alumnae were always taken into consideration for the progression of the institution.
- ◆ The association remains a doorway for the alumnae to cultivate intimate relations and friendly feelings among themselves and also towards the institution expressing their keen interest in contributing financially towards the Free Noon Meal Scheme and Tuition fees, sponsoring seminar kits, delivering guest lectures in Seminars and in Orientation Programmes, conducting hands-on-training programme and sponsoring lunch to the participants of the Outreach programme.
- ◆ The alumnae are invited as resource persons and members of the Board of Studies.

6.12 Activities and support from the Parent – Teacher Association

The biannual conduct of Parents- Teachers meeting create a common platform where teachers and parents come together to enrich the students' educational experiences and discuss the variety of issues, regarding the all round development of the students. It encourages and promotes harmonious relationship among the members of the teaching faculties, parents and the students.

In the beginning of every academic year, the parents- teachers meeting is conducted for the parents of the freshers in which the Principal orients the parents on the vision and mission of the college. Students' discipline and conduct and their regular attendance are insisted. The opportunities and the placement record in the campus are also discussed. After the general meeting, the parents are oriented by the Heads of the respective departments.

On January 26 of every year, another parents-teachers meeting is conducted. Parents meet the tutors of their wards and discuss their wards' academic performance, personal and the individual's needs. Such meetings are conducted periodically to evaluate the of the academic activities of the students and that each meeting is seen as another opportunity for parents and teachers to work together hand in hand for the benefit of the students.

A questionnaire was prepared by the teachers-in-charge of PTA this year and the filled in forms of the students were analysed to sort out the prominent parents inorder to invite them for guest lecture.

The support and the commitment of the parents towards the institution is immeasurable. They contribute kits for conferences and inter-collegiate programmes offer skill training programme and help in organising medical camp.

Parents extend their helping hand in paying the fees of the needy and economically weaker students.

6.13 Development programmes for support staff - Nil

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

The students are always instructed to keep the campus neat and tidy. Special mention about the usage of water, power supply and cleanliness and their importance are made during the Tutorial- Ward meeting. Topics on environmental issues are given during the Expressive Articulation sessions. The students were encouraged to prepare PowerPoint presentation and were motivated to speak on the topics related to environment.

To instil eco-consciousness in the mind of the students and to make the campus eco-friendly, several competitions like chart display, model display, poster making, Rangoli, Essay writing, photography, power presentation, Art from Waste, slogan writing, pulse carpet competitions are conducted every year.

Inorder to create a paperless environment, e-assignments and online examinations are conducted.

The Department of English, Chemistry, Information Technology and Computer Science have taken measures to maintain an eco-friendly atmosphere by contributing plant saplings to the college.

Students of the department of Botany were instructed by their teachers to take cloth bags to shops. Demo on Terrace gardening and Organic farming was conducted. Various plants are raised in the Botanical garden. Students raised plants in waste plastic bottles as a replacement of earthen pots. They stuffed grains in half-cut plastic bottles and hanged them on the branches of trees in the campus to promote the visit of birds.

Department of Computer Applications maintain a mini garden in the M.C.A block.

For an ever green and an ever sheen campus, Department of Microbiology takes the responsibility of spraying Vermiwash over the plants.

During the practical classes, Department of Chemistry adapts microscale experiments in the laboratory to reduce the liberation of gases which causes air pollution.

Department of Mathematics has an eco-conscious club in their department in which two students from each class were its members. The main objective of the club is to encourage students in conserving plants.

Criterion – VII

7. Innovations and Best Practices

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

- Job Oriented Course “Stenography” was introduced to cater to the employment needs of the final year students.
- Certificate course in Vermiculture, Basics of film studies and Vocational English was introduced to develop the entrepreneurial skills of the students.
- Experiments using sophisticated instruments were introduced in the PG syllabus to equip the students to be in line with the recent trends in science and technology.
- National conference on “Materials for Energy Devices NCMED-2K16” sponsored by BRNS was conducted by physics department on 23rd and 24th Nov 2016 and national seminar on “Demonetisation to Digital Remonetisation” was conducted on 09.02.2017 by the Department of Commerce.
- To suit the current needs of the computer science students Relational Data Base Management System was introduced instead of Data Base Management System.
- In Non Major Elective course ‘Computers Today’, Windows 7 is introduced instead of Windows XP as operating system.
- Consultancy services for the public on water analysis was conducted by the chemistry department to create awareness and check the quality of drinking water.
- Outreach programs like “Hand Embroidery”, “Exploring Future Pathways”, “Promoting rural Women as Entrepreneurs”, “FREEBEE” were conducted by various departments to the school children and rural women.
- “Ostenta -17” a Fashion Show on 8.03.17, under the themes of Moon, Puzzles of life, Navamsa, Vintage, Devil, Feathers, Roto gra, Watermelon, Valentine (red family), Metals, Mughals, Christmas, Hawaii, Discovery friends, Buttons, Diamond, Lines, Asten flower, Season Sparkles and Accessories was conducted by the Department of Costume design and fashion.
- 162 students are placed in various institutions and industries through the Industry-Interaction cell.

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

Plan of Action	Action taken
Curriculum	
Introduction of new certificate and job oriented courses	<ul style="list-style-type: none"> • Certificate course in Vermicomposting, Vocational English, Basics of Film studies and stenography are introduced to make students emerging entrepreneurs. • Redesigning of curriculum was done for the I UG and I PG.
Including “Consumer club” and “Environmental club” under Part V	Consumer club and environmental clubs are introduced to enlighten and encourage members for healthy lifestyle.
Teaching Learning	
Prepare more number of video lessons	Steps for capturing students attention through the use of video lessons is encouraged. Video lessons prepared by the staff members are used in the classrooms.
Placement training for the final year UG students on (i) soft skill (ii) aptitude (iii) quantitative analysis (iv) communicative skills.	Emphasis is given for technical and non-technical pre-placement training to customize the needs of the students.
Research & Development	
Publishing journals with ISSN and books with ISBN.	Six books with ISBN are published. 74 international journals with impact factor, 42 international journals without impact factor and 41 national journals with impact factor are published in various international journals.
Examination Cell	
Conduct on-line examination	In order to approach the responsibilities with confidence online examinations were conducted for GK & Computer literacy.
To install gestetner copy printer & to introduce thermal papers	Gestetner copy printer for easy printing of question papers and thermal papers for printing mark statement will be implemented soon.
Industry Institute Interaction	
Arranging on-campus and off-campus interviews	146 students are placed in the on-campus and 16 students are placed in the various off-campus interviews conducted.
Transferring information by ‘e modes’	Students are informed about the job opportunities through SMS, e-mail and phone calls.
Organising training programmes	Placement training programme was conducted for final year UG Students.

Plan of Action	Action taken
Extension	
Honing the soft skill of middle school teachers	Health Awareness camp for the primary school teachers under ‘Sarva Shiksha Abhiyan’ scheme was conducted. Forty staff members were <i>benefitted</i> out of this program.
Organising skill development programme for rural school boys	<ul style="list-style-type: none"> • Steps were taken to improve the reading and writing skills of the rural boys of Maraneri and the computer skills of standard V students of Panchayat Union Primary School students of Maraneri through Part V extension programme. • One hundred students were benefitted by the extension activity on “Hand Embroidery” conducted on 28.7.16 in A.V.M. Marimuthu Nadar Higher Secondary school, Vilampatti by the department of Costume Design and Fashion.
Information Resource Centre	
Purchase of commercial display with matic info software for library collection	Display with matic info software will assist the students to get knowledge on the various journal and editorials available.
Create a new audio visual room with internet and projector	New audio visual room with internet and projector facility is setup for conducting training programmes and common meetings students and staff members.
Create a non book material section (CD’s & DVD’s)	Non book material section will be setup in future for the easy access of the articles & journal by the students.
Counselling Cell	
Create help centre for students	A help centre was initiated on 29.9.16 by the counselling cell to help the students experiencing social, personal, or academic problems in their day to day life.
Counsel students in needs	Counselling Services are given to help the students to focus on issues like tackling personal, family and peer problems as well as managing academics that concern them through trained counsellors.
Organise one day program for staff and students	Programs like “ Self-development”, “Behavioural therapy”, “Leadership development”, “Counselling skills”, and “Pre-marital counselling “ were organised to provide a comfortable and confidential environment.
Infrastructure Development	
Construction of mini office near the gate	Construction of mini office near the gate for the benefit of the public will be considered later.
Planned for extension of Gym room	Gym room was extended for the benefit of the students and the health club members.

Plan of Action	Action taken
Library block extension planned	Extension of library block is in progress
Human resource development	
Conduct more faculty development programmes	'Cognitia' a faculty development programme was conducted by the staff club on 30 th Sep. 2016.
Physical education	
To create awareness on obesity	Awareness about Health, Fitness and Obesity was given to the students to use the Gym and Indoor stadium.
To conduct badminton tournament for health club members	Badminton tournament for health club members will be conducted later.
Student Support and Welfare	
Conduct awareness programme for Socially disadvantaged groups	In order to insist the importance of breast feeding and create awareness on the milk banks, Breast Feeding Awareness Programme was organized by the Gender Cell and Inner Wheel Club of Sivakasi on 8.8.2016 for the outgoing UG and PG.
Skill development programmes and kitchen garden development planned for hostel students	Various skill development programmes like paper quelling, hair do, mehandhi, sari draping, and embroidery were conducted for the interested hostel students to engage them during the free hours of stay at the hostel.

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

- | |
|--|
| <p>(i) Communication Skills Enhancement</p> <p>(ii) Enhancement of Skill Development</p> |
|--|

[Annexure – II]

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

7.4 Contribution to environmental awareness / protection

- To promote green environment and insist the need to save the mother earth initiatives are taken by all the departments by conducting various competitions like “best eco spots of the college”, “Art from waste” and other topics related to environmental issues.
- Plantation of plantlets are encouraged and mini garden is maintained in the MCA block by the students.
- Food safety measures were insisted to the public by organising food adulteration camp.
- Students are motivated to under take theoretical projects rather than projects with more chemical usage.

7.5 Whether environmental audit was conducted? Yes No

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

Strengths:

- An institution granted with Autonomy and designated College with Potential for Excellence.
- Only Women Institution in the vicinity.
- Framing Need Based Curriculum and regularly update the curriculum to be with the current trends.
- Wide choice of Undergraduate and Post Graduate programmes to satisfy local and regional needs.
- Transparent recruitment based purely on merit has succeeded in pooling a team of faculty who are highly qualified, motivated and innovative.
- ICT enabled SMART classrooms and teachers develop e-content learning resources.
- Regular conduct of student centric activities through various associations, cells and forums.
- As a part of social responsibility, the college has adopted villages, under its Extension activities wing.
- Generous Management ever ready to upgrade the institution by extending full support for introduction of programmes and faculty research.
- Support to students with Government scholarships and freeship sponsored by the institution.
- Clean and Eco friendly campus
- Entrepreneurship skill is inculcated among the students by conducting skill development programmes.
- Optimum utilization of grants by inviting eminent academicians and industrialists periodically to address the students for their holistic development.

Weaknesses:

- Lack of national and international level academic and industry linkage.
- Lack of state Government assistance and scholarships to students enrolled in self-funded programmes.

Opportunities:

- Diversification of programmes and courses to provide vertical and horizontal mobility
- Science Instrumentation Centres to provide consultancy service to the academic community and industries.

- Being located in the industrial town having linkage with local industries and service sectors, ample training and placement opportunities are available.
- Regular conduct of Mentoring, tutoring and remedial sessions to ensure the holistic development of rural women.

Challenges:

- Training rural students who fall behind in communication skills to compete at the national level.
- Attracting students towards Post Graduate courses.
- Creating awareness among women students to appear for competitive examinations.
- Making the parents aware of the opportunities provided by the College for Student's career and overall development.

8. Plans of institution for next year

Curriculum has planned to

- Proposed to introduce Certificate course in
 - ♦ Museology,
 - ♦ Bakery products and
 - ♦ Women outfits
- To introduce subject specific skill based course under Part IV.
- Redesigning the curriculum by introducing Young Women Entrepreneur Development course (YWED) under Part VI.

Teaching Learning

- Creating more video lessons and mind maps using appropriate softwares
- To organize number of seminars funded by reputed agencies/ organisations

Research & Development

- To increase the number of university approved research guides.
- To improve the number of publications in terms of quantity and quality (UGC approved journals).

Examination Cell

- Suggestion box for receiving complaints/grievances will be fixed.

Industry Institute Interaction

- Planned to arrange on Campus and off Campus interviews.
- Planned to organize Career orientation programmes and other Training Programme.
- Informing the students about the job opportunities through mail, e-mail and phone calls.
- Publishing the opportunities available for placement and higher studies.

Extension

- Health fest and skill enhancement programme to be organised for rural and socially downtrodden women respectively.
- Brain training programs, exhibition, camps and programs on avenues in higher education and Career Opportunities to be organised for school children of adopted villages.
- Workshop to be organised on “Generation Gap” to mothers and grand daughters on health issues.

Information resource centre

- Create carrier service centre in our library.
- Create a separate thesis or project section or research scholar section.

Counselling cell

- Guest Lecture for Non-Teaching Staff Members.
- Guest Lecture for Helpers and Attendants.

Infrastructure development

- Extension of MCA block.
- Renovation of Canteen.

Human resource development

- Enrichment program to be conducted for staff members.

Physical Education

- Proposed to conduct marathon on the eve of Golden Jubilee Celebration.
- Conduct district level intercollegiate volley ball tournament.

Student support and welfare

- More Women Sensitization Programmes to be organized.
- Celebration of Women’s Day.

Name: Mrs. K. Muthamil Selvi

K. Muthamil Selvi

Signature of the Coordinator, IQAC

**IQAC Co-ordinator,
The Standard Fireworks Rajaratnam
College for Women, (Autonomous)
Theuthangal Road,
SIVAKASI - 626 123.**

Name: Dr. D. Sasireka

Dr. D. Sasireka

Signature of the Chairperson, IQAC

**Dr. D. SASIREKA
PRINCIPAL
The Standard Fireworks Rajaratnam
College for Women,
SIVAKASI.**

ANALYSIS OF THE FEEDBACK

ALUMNAE

During the academic year 2016-17, instead of convening “Alumnae Meet”, “Batch Meet” was organized by all Departments during Odd and Even semesters. A cluster of alumnae belonging to various batches participated. The following are the appreciation and suggestions received from the alumnae.

Appreciation

- Appreciated the innovative courses in UG Curriculum and it is highly useful for their higher studies.
- Asked to inform about the Alumnae through mail or message.
- Alumni felt that batch meet provides a platform to renew their friendship.
- Appreciated the lab and mineral water faculties.
- Expressed that the foundation laid by our college has grown equivalent to universities over these years.
- Appreciated the Expressive Articulation Session that helps to develop their skills.
- Gained more practical knowledge through industrial training, paper presentation, seminars and workshops.
- Job Oriented/Self Employment courses are affordable, useful and skill oriented.
- Interaction between staff and students is commendable.
- Extra coaching classes excellent.
- CSIR coaching class is very useful for NET/SET examination.
- PG programme in Costume Design & Fashion required.

Suggestion

- Arrangement of more programmes related to entrepreneurship development.
- History asked for M.Phil Programme.
- Facility to update their details through college website.
- CA Coaching class within the college campus.

PARENTS

- PTA meeting is conducted twice a year.
 - On the re-opening day for the parents of I year students.
 - On 26th January, for the parents of all the students.
- Feedback from the parents were obtained mainly on reasons for selecting this college, suggestions regarding the facilities to be enhanced in the college and special features of this college which attracted the parents. The following are the highlights of the Parents’ feedback:

- ♦ **Reasons for selecting this college for their ward**

Discipline, safety and security, reputation, higher education facility, remedial coaching for slow learners, college bus, dress code, one of the best women's college, good infrastructure, best management, good laboratories, efficient and experienced faculty, excellent teaching methods, more extra curricular activities, green and hygienic environment, parental care to students, good hospitality, autonomous college, updated syllabus and quality based education.

- ♦ **Suggestions regarding the facilities to be enhance in the college**

Uninterrupted water supply, CCTV at side gate, Installment for the payment of fee, training to improve moral values and college bus to satur during semester exams.

- ♦ **Special features of this college which attracted the parents**

Extra courses, good infrastructure, good governance, college discipline, cleanliness & sanitation facilities, PTA meeting, total environment, very good results, women's college, punctuality, quality of teachers and bus facility.

STUDENTS

Every semester, the Semester Monitoring and Evaluation Cell collects feedback from the students for all the programmes offered. For the academic year 2016-2017, during the last week of October and March, students submitted their individual online feedback on curriculum and the examination and evaluation.

The students' feedback reveals that the content of the syllabus was adequate and study material was available for all programmes. They were satisfied with the availability of books and lab facilities. They mentioned that the course teachers communicated the work plan and covered the syllabus completely in class. The students were satisfied with the innovative teaching methods adopted by the course teachers with the help of video lessons and mind maps.

Students expressed that the valuation was impartial and they were satisfied with the Term Test and End Semester Examination question pattern. 95% of the students reported that there was no question from out of syllabus and there was no repetition of questions in all papers.

BEST PRACTICES

(i) Communication Skills Enhancement

Effective English Communication being the most sought after skill by the employers, the college has taken initiatives to strengthen the communication skills of the students. Apart from General English Course, trainers from ILM, hone the communication skills and equip them to overcome their weakness and develop fluency. Students aspiring for global competency are offered BEC – a Cambridge Certified Course to benchmark their language skills with International standards. Placement trainers provide coaching to the outgoing students to increase their employability quotients according to the pre requisites of the job market.

(ii) Enhancement of Skill Development

Young Women Entrepreneurship Development Centre (YWED) provides a platform for the students to instill the skill needed to compete in the highly competitive environment by providing experimental learning. In the last semester of the UG programmes Job Oriented Courses are integrated with the syllabus and the students opt one from the well designed diversified courses of their choice. They are trained to groom their potentials and to work independently as well as with other by providing theoretical and practical sessions.
