



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	ANNAI VELANKANNI COLLEGE
Name of the head of the Institution	Dr .J.JOHNSON
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04651235270
Mobile no.	9443412218
Registered Email	annaivelankannicollege@gmail.com
Alternate Email	annaivelankannioffice@gmail.com
Address	ANNAI VELANKANNI COLLEGE, THOLAYAVATTAM, KARUNGAL VIA, KANYAKUMARI DISTRICT, TAMILNADU
City/Town	KARUNGAL
State/UT	Tamil Nadu
Pincode	629157

<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	private
Name of the IQAC co-ordinator/Director	Dr. SASI PREMILA J M
Phone no/Alternate Phone no.	04651234651
Mobile no.	9003553844
Registered Email	iqac.avct@gmail.com
Alternate Email	starpremila@gmail.com

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.annaicollege.edu.in/iqac/AQAR_2017-20181.pdf">http://www.annaicollege.edu.in/iqac/AQAR_2017-20181.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.annaicollege.edu.in/index.php/login/handbook">http://www.annaicollege.edu.in/index.php/login/handbook</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	2.79	2016	16-Dec-2016	15-Dec-2021

<b>6. Date of Establishment of IQAC</b>	09-May-2014
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**7. Internal Quality Assurance System**

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Induction Programme for	22-Oct-2018	17

Newly Recruited Staff by Dr. S. Mary Helen and Dr. D. Joen Josline	1	
Teaching teachers style & profession by Dr. Jebamalai Vinanchirai	02-Nov-2018 1	84
Innovative Teaching-workshop on ICT classrooms: Tools for ICT classrooms & Teaching Pedagogies by Dr. Deepa Lakshmi and Writing Research Proposals by Dr. Sahaya Shajan	08-Dec-2018 1	84
Using of Smart Boards to enhance Teaching	17-Jun-2019 1	84
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>No Data Entered/Not Applicable!!!</b>				
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	7
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

Regular meeting of IQAC on first Friday of every month, meeting of IQAC and all the Head of the Department is arranged on the second Friday of every month. Timely submission of AQAR to NAAC on 27.12.2018. Conducted Academic Audit on 08.01.2019, 09.01.2019 and 10.01.2019 Making the Teacher acquainted with the

values of Institutional Accreditation and new method of NAAC Accreditation. Attended IQAC workshops/seminars both in College and other institutions, 45 staff attended and six staff presented papers in National Seminars/Conferences. 41 teaching staff participated in one day seminar on Quality Research and Publications organized by Manonmaniam Sundaranar University, Tirunelveli on 07.12.2018

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

Plan of Action	Achivements/Outcomes
<b>No Data Entered/Not Applicable!!!</b>	
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
ANNAI VELANKANNI COLLEGE ADMINISTRATIVE BOARD	20-Dec-2019

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

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission

06-Feb-2019

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

- Fully computerized office and accounts
- Online admission process UG PG Students along with online payment facility.
- Online Portal for CBCS semester introduced by the University.
- Implemented SMS dissemination gateway system for internal stakeholders of the college
- Display of all important notifications and other information in the website.
- Public Addressing System.
- Written feedback from the staff individually on curricular,

Administrative and other aspects. • Meeting of the staff together with the Management twice in a semester. • Availability of the Correspondent, the President and The Bursar of the College almost on the working days. The stakeholders of the College can meet them at any time. • The personal contact number of AnnaiVelankanni College, Administrative Board is printed in the handbook.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

Our college adopts the curriculum provided by Manonmaniam Sundarnar University. Depending on our resource potentiality, institutional goals and concern towards the students, we take measures to impart quality education. The college makes the planning and mechanism accordingly for implementation within the prescribed period HOD's Meeting: The Principal of the college conducts meetings with all the department heads to develop strategies for effective implementation of the curriculum. Academic Calendar: Academic Calendar is prepared as per the University academic schedule and the requirements at the department level as per the action plans formed. Subject Allotment: Subjects are allotted in a department meeting. In this step the specific knowledge, interest, experience and expertise of the teacher is considered to allot the subjects. Master Plan: Master plan includes the objectives of each unit. Each staff is asked to prepare a master plan to make the curriculum delivery more application oriented. It includes course outcomes, course objectives, content topics, and the expected outcomes from the students by learning through the topics prepared by respective faculty members at the beginning of each semester. Teaching strategies: This helps the student to learn the desired course contents and be able to develop achievable goals in the future. Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum. Chalk and Blackboard method. b. ICT-enabled teaching-learning method. c. Use of Scientific models and charts for effective lecture delivery. d. Distribution of class notes by teachers in printed form as well as through email. e. Group discussion amongst the students during the class. f. Peer-teaching and seminars by students related to curriculum. g. Paper presentation by the students. h. Proper and adequate instrumentation facility is given to the students for their practical classes. i. Need based survey programmes, field works and educational excursions are carried by the departments. j. Project work, dissertations are conducted for fulfilment of their degrees. k. Seminars and special talks by experts are also arranged regularly for advance studies. Assessment Record: The assessment record in its learning makes the grading process easier, and the teachers have a clearly-set-out overview when the final assessment is to be decided. The concerned subject teacher takes the regular attendance and also maintains the daily dairy. The assessment record also contains assignments, Internal test marks, class test marks, remedial marks, record of class work done by the staff of the course, as well as manually-created assessments besides the regular/traditional chalk and talk methods. The documentation related to attendance and daily dairies are maintained by the concerned teacher and at the

end of the session they submitted to the HODs for evaluation and finally to the Principal. Experimental learning and Educational/ field trips: In order to provide the students with a chance to learn from a new set of experiences in an informal setting, Experimental learning and Educational/ field trips, Industrial visits are organised. This will enable the students to get a better grip on the Historical, natural, local and global issues.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Type Writing in Tamil and English Issued by Government of Tamil Nadu	NIL	23/07/2018	160	Employability	Skill Development
Shorthand in Tamil and English Issued By Government of Tamil Nadu	NIL	23/07/2018	360	Employability	Skill Development

### 1.2 – Academic Flexibility

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

Programme/Course	Programme Specialization	Dates of Introduction
PhD or DPhil	Research center in English	25/05/2018
PhD or DPhil	Research center in Physics	13/06/2018
PhD or DPhil	Research center in Mathematics	27/08/2018
PhD or DPhil	Research center in Chemistry	24/10/2018
PhD or DPhil	Research center in Biotechnology	15/04/2019
PhD or DPhil	Research center in Tamil	30/04/2019
PhD or DPhil	Research center in Commerce	20/05/2019
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

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

	Certificate	Diploma Course
Number of Students	35	0

## 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Spoken English	09/07/2018	264
Computer – MS Word	09/07/2018	154
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	Tamil	20
BSc	Zoology	38
MSc	Biotechnology	20
MSc	Physics	27
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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The department collects the feedback on curriculum aspects and courses from the students. Periodical analysis is made regarding student performance and faculty performance in every semester, for quality enrichment. Feedback is also collected from the parents during Parent Teacher Meetings (PTA) that are organised by the college. Suggestions and comments given by the guardians are also taken into account for future development. In addition to the formal feedback system, all individual departments have regular student teacher interactions to discuss academic concerns and related matters where students can freely air their opinions. Feedback is obtained from the students in the written and oral format periodically about the curriculum, instructors and other facilities. Suggestion Box is kept in the campus to make it easy for the students to convey their queries and grievances. This is also considered as indirect feedback. Feedback on curriculum is obtained from the teachers at the end of every semester. Feedback on the Management and the Working Environment is obtained in the prescribed format. Feedback is obtained from the Alumni at the time of Alumni Meet. Alumni's oral feedback and direct communication with the principal also helps the administration for development of the college.</p>

**CRITERION II – TEACHING- LEARNING AND EVALUATION****2.1 – Student Enrolment and Profile**

## 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Tamil	64	30	27
MA	Tamil	30	15	13
MPhil	Tamil	10	4	4
BA	English	66	70	66
MA	English	33	40	33
MPhil	English	15	10	9
BSc	Mathematics	48	45	43
MSc	Mathematics	28	26	25
MPhil	Mathematics	5	7	5
BSc	Physics	48	50	44
MSc	Physics	28	26	25
MPhil	Physics	8	4	4
BSc	Chemistry	48	50	44
MSc	Chemistry	28	45	27
MPhil	Chemistry	10	4	4
BSc	Computer Science	48	57	48
MSc	Computer Science	25	22	19
MCom	Commerce	33	38	33
BSc	Biotechnology	48	26	26
MSc	Biotechnology	25	21	20
BSc	Zoology	48	20	16
BCom	Commerce	65	69	65
MPhil	Commerce	10	3	2
BBA	Business Administration	70	48	48

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**2.2 – Catering to Student Diversity**

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	433	192	51	33	0



## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
84	69	6	6	2	4
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes through Tutor ward (presently Mentor Mentee) system. The college has since last several years practiced a system of mentoring called the Tutorward system, whereby a tutor was provided to every ward to look after his/her academic and psychological wellbeing and also monitor class attendance and performance. The same system has now been restructured and named as Mentor System. Mentoring of students is conducted by the departments of the institution. Mentoring of students is based on the following objectives: • To increase the teacherstudent contact hours • To identify and address the problems faced by slow learners • To encourage advanced learners • To prepare students for the competitive world • To personally monitor the integral upliftment of the student. Every year, the institution organizes orientation sessions on the class commencement day for students of first semesters whereby they are acquainted with the institution, its goals and mission, the facilities available and the regulations of the affiliating university and the designing and implementation of the mentoring system of the department. In the mentoring process, all necessary information related to the student such as the contact number, email of the student, family income, category, gender etc are initially collected by the department through the student database format provided by the college office. Departments maintain the records of internal tests/unit tests, attendance records, records of student seminars, socioeconomic status etc. related to the reviewing of the performance of the students. Departmental mentors maintain interaction with students through individual meetings and social networking sites. Mentors discuss with parents during parentteacher meetings and try to identify the problems faced by students and related issues. . The mentor system, apart from its formal part, also exists as a robust informal mechanism to boost inclusiveness, gender sensitivity and social responsibility of students. In all the departments before the University exams start tutorials classes are being conducted for the students. Outcome of the departmental mentoring system in the current year (20182019) 1. Significant improvement in the teacherstudent relationship has been observed 2. Students achieved 11 University Ranks. A student of Physics department achieved three ranks. 3. Students have participated and presented papers in national and international seminars. They have also won prizes in poster presentations, quiz competitions, Add zap and other similar contests organized by other colleges.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1675	83	1 : 20

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
84	84	0	10	33

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. J. Johnson	Principal	Member of Standing Committee

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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	00TA	VI	16/04/2019	10/07/2019
BA	00EN	VI	16/04/2019	10/07/2019
BSc	06A	VI	16/04/2019	18/06/2019
BSc	06P	VI	16/04/2019	18/06/2019
BSc	06C	VI	16/04/2019	18/06/2019
BSc	06S	VI	16/04/2019	18/06/2019
BSc	06H	VI	16/04/2019	18/06/2019
BSc	06Z	VI	16/04/2019	18/06/2019
BCom	07CO	VI	16/04/2019	26/06/2019
BBA	01BD	VI	16/04/2019	17/06/2019
MA	KTAM	IV	16/04/2019	19/06/2019
MA	KENG	IV	16/04/2019	19/06/2019
MSc	KMAT	IV	16/04/2019	08/06/2019
MSc	KPHY	IV	16/04/2019	08/06/2019
MSc	KCHE	IV	16/04/2019	08/06/2019
MSc	KCSE	IV	16/04/2019	08/06/2019
MSc	KBTY	IV	16/04/2019	08/06/2019
MCom	KCOM	IV	16/04/2019	07/06/2019
MPhil	N1TAM	II	16/04/2019	19/06/2019
MPhil	N1ENG	II	16/04/2019	19/06/2019
MPhil	N1MAT	II	16/04/2019	19/06/2019
MPhil	N1PHY	II	16/04/2019	19/06/2019
MPhil	N1CHE	II	16/04/2019	19/06/2019
MPhil	N1COM	II	16/04/2019	19/06/2019

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

Assessment of performance is an integral form of teaching learning process. As a part of sound educational strategy, the institution adopts Centralized Continuous Internal Evaluation (CIE) System to assess all aspects of a student's development on a continuous basis throughout theyear. Institution has a structured examination cell, the prime role of examination cell is

Examination Management like Common Seating arrangement, Question Paper setting, Common assessment Schedule and invigilation schedule. Three internal assessments and a model examination are conducted per semester as per the schedule of Manonmaniam Sundaranar University. Unit tests, class tests and other evaluation methods like assignments, seminars, group discussion, and debates are being conducted by the departments. In the academic year 201819 per day one internal exam has been introduced as per the student's suggestions. Orientation on Evaluation Process: students are informed about the evaluation process through the following initiatives • The orientation programme is conducted at the beginning of the every semester where both students and parents are made aware of continuous internal evaluation process. • Students Council and Class Committees • Any changes and amendments in the evaluation process are conveyed to students through tutors and public addressing system. • The college and department notice board displays the examination schedule and other details related to assessment process.

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

The institution is an affiliated college. Examinations are conducted at the end of each semester by the affiliating University. College informs students about the university notices and circulars related to the examinations from time to time through College notice board, departmental notice boards, and through class tutors. Internal assessment dates are also provided by the college in the proposed academic calendar prepared at the beginning of each academic session, which is uploaded in the college website and distributed to every student. The Institution functions by adhering the schedule. Academic calendar includes • Allotment of Internal marks framed by the affiliated University • Rules and regulations of the College • Opening day of the semester • Internal assessment and model examinationschedule • Festivals and Celebrations • End term theory examinationschedule • Last working day of thesemester • Vacation schedule • University curriculum, semester wise subject name and subject code.

## 2.6 – Student Performance and Learning Outcomes

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

[http://www.annaicollege.edu.in/igac/2\\_6\\_1\\_Course\\_outcomes.pdf](http://www.annaicollege.edu.in/igac/2_6_1_Course_outcomes.pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
00TA	BA	TAMIL	33	33	100
KTAM	MA	TAMIL	20	16	80
N1TAM	MPhil	TAMIL	3	3	100
00EN	BA	ENGLISH	64	53	82.6
KENG	MA	ENGLISH	31	24	77
N1ENG	MPhil	ENGLISH	9	9	100
06A	BSc	MATHEMATICS	47	39	87
KMAT	MSc	MATHEMATICS	28	25	89.3

N1MAT	MPhil	MATHEMATICS	5	5	100
06P	BSc	PHYSICS	39	31	79.48
KPHY	MSc	PHYSICS	28	20	71
N1PHY	MPhil	PHYSICS	4	4	100
06C	BSc	CHEMISTRY	45	21	46
KCHE	MSc	CHEMISTRY	25	7	28
N1CHE	MPhil	CHEMISTRY	6	3	50
06S	BSc	COMPUTER SCIENCE	37	14	37.8
KCSE	MSc	COMPUTER SCIENCE	22	21	95.4
06H	BSc	BIOTECHNOLOGY	24	15	50
KBTY	MSc	BIOTECHNOLOGY	7	7	100
06Z	BSc	ZOOLOGY	12	10	83.3
07CO	BCom	COMMERCE	59	55	76.2
KCOM	MCom	COMMERCE	13	11	84.6
N1COM	MPhil	COMMERCE	2	2	100
01BD	BBA	BUSINESS ADMINISTRATION	29	7	24
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## 2.7 – Student Satisfaction Survey

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

[http://www.annaicollege.edu.in/igac/Criterion\\_II\\_-Students\\_Satisfaction\\_Survey-converted.pdf](http://www.annaicollege.edu.in/igac/Criterion_II_-Students_Satisfaction_Survey-converted.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Construction of Home Aquarium	Zoology	30/07/2018
Workshop on Phonetics in	ENGLISH	09/08/2018

Phonology		
International Conference on Geographical and Cultural Vastness in New Literature	ENGLISH	31/08/2018
International Conference on Recent Trends in the New Industrial Revolution	COMMERCE	11/09/2018
Workshop on LINUX OS	COMPUTER SCIENCE	18/01/2019
Workshop on Food Processing Technology	BIOTECHNOLOGY	30/01/2019
Workshop on Business Overview	BUSINESS ADMINISTRATION	31/01/2019
Symposium on New Dimensions in Chemical Research	CHEMISTRY	07/02/2019
Seminar on Android Programming with Android Studio	COMPUTER SCIENCE	18/02/2019
National Seminar on Pure and Applied Mathematics	MATHEMATICS	21/01/2019
International conference on Functional Material and Nanotechnology	PHYSICS	25/01/2019
National Seminar on Naveena Ulagirkku Valzikattum arra illakkiyam	TAMIL	19/02/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Doctoral Research Award	Dr. G. Jerin Rose	Archers and Elevators Publishing House	22/03/2019	Award for Thesis
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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
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## 3.3 – Research Publications and Awards

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

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded

MATHEMATICS	1
COMPUTER SCIENCE	1
COMMERCE	3
TAMIL	2

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	TAMIL	17	00
National	ENGLISH	5	00
International	MATHEMATICS	12	5.33
International	PHYSICS	4	00
International	CHEMISTRY	7	5.32
International	COMMERCE	9	3.74
International	BIOTECHNOLOGY	2	4.26

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

Department	Number of Publication
TAMIL	1
MATHEMATICS	1
PHYSICS	1
CHEMISTRY	1
Business Administration	5

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Yalathil Vazhviyal Aram	Dr.CAjitha	Ayidha Ezhuthu	2018	0	Annai Velankanni College	0
Tamil Il lakiyankal lil Arasin thanikal	Dr.R.Subhaja	Ayidha Ezhuthu	2018	0	Annai Velankanni College	0
Nalladiyar koorum Aram	Dr.H.Subi	Ayidha Ezhuthu	2018	0	Annai Velankanni College	0
Thaithiyal Parvail Santhi	Dr.R.Subhaja	Modern Tamil Research	2018	0	Annai Velankanni College	0

Vanathu Verkal						
Sanga Il akkiyankal il Velipadum Pandaiya Tamilar Namikaikal	Dr.C.Lit tle flower	Classical Tamil	2018	0	Annai Velankanni College	0
Nambikai kal koeum Arivaiyal Unmaikal	Dr.H.Subi	Sathkkath Aivithal	2018	0	Annai Velankanni College	0
Ponakaram Siru Kathail Samuthaiya Sinthanika l	Dr.K.Aji	Raja publication	2019	0	Annai Velankanni College	0
Pallavanam Pillai Samutahya Parvaikal	Dr.K.Aji	Raja publication	2019	0	Annai Velankanni College	0
Nanul Kerala Panniyam Punariyal Oppaivo	Dr.K.Aji	Shanlax International Journal Of Tamil Studies	2019	0	Annai Velankanni College	0
Varma Ar umarunthu Vagaigal	Dr.H.Subi	Shanlax International Journal Of Tamil Studies	2019	0	Annai Velankanni College	0
Thirukku ralin Melanmai	Mrs.S.Th anga Preetha malar	Shanlax International Journal Of Tamil Studies	2019	0	Annai Velankanni College	0
Sanga il akkiyankal li Neithakl nila vilai yattukal	Mrs.S.Th anga Preetha malar	Ayidha Ezhuthu	2019	0	Annai Velankanni College	0
Kalithikai kurinchi Padalkalli Varivo	Dr.S.Tho mai Princiya	Shanlax International Journal Of Tamil	2019	0	Annai Velankanni College	0

Kadathal		Studies				
Sanga Illakiya Neyithal Padalkallil Tholkappiyarin Penadimainilai	Dr.S.Tho mai Princiya	Shanlax International Journal Of Tamil Studies	2019	0	Annai Velankanni College	0
Tholkapiyathil Kanapadum Mozhiyal Kurukali Sanga Illakiya Neithal Padalkazhii Arithal	Dr.S.Tho mai Princiya	Classical Tamil	2019	0	Annai Velankanni College	0
Valluvar Kurum Valivaiyal Arankal	Dr.S.Alex Jacob	Ayidha Ezhuthu	2018	0	Annai Velankanni College	0
Quest for Self Identity in Namita Gokhales Paro: Dreams of Passion	Dr. Jesu Latha J	D J Journal of English Language and Literature	2018	0	Annai Velankanni College	0
Feminist View in Mahasweta Devis Breast Giver	Dr. Lekshmi Devi	International Interdisciplinary Research Journal	2018	0	Annai Velankanni College	0
Inclusive Education for Disabled Learners	Dr. Lekshmi Devi	International Journal of Multidisciplinary Research	2018	0	Annai Velankanni College	0
New Historicism and Mindscapes in Mahasweta Devis Aranyer Adhikar	Dr. Lekshmi Devi	International Journal of Multidisciplinary Research	2018	0	Annai Velankanni College	0
Plethora of Traditional Norms and	Dr. F. Meena Theresa	International Journal of Language	2019	0	Annai Velankanni College	0



Struggle for Change: A Feminist Reading of Manju Kapurs Home		and Literature in Humanities				
Coloring of Generalized Petersen Graph of Type k	Dr.B.Ste phen John	International Journal for Research in Applied Science Engineering Technology	2018	0	Annai Velankanni College	0
Chromatic Number to the Transformation	Dr.B.Ste phen John	International Journal of Mathematical Archive	2018	0	Annai Velankanni College	0
SOME LABELING PARAMETERS OF $(G, \phi)$	Dr.B.Ste phen John	IJRAR International Journal of Research and Analytical Reviews	2019	0	Annai Velankanni College	0
Independent Transversal Dominating Sets of $P_n$	Dr.B.Ste phen John	Journal of Emerging Technologies and Innovative Research	2019	0	Annai Velankanni College	0
Face Magic Labeling	Dr.B.Ste phen John	International Journal of Research and Analytical Reviews	2019	0	Annai Velankanni College	0
Radio Labeling To The Transformation Of Path	Dr.B.Ste phen John	Universal Review	2019	0	Annai Velankanni College	0
Chromatic Number To The Transformation Of Some	Dr.B.Ste phen John	IJRAR International Journal of Research and	2019	0	Annai Velankanni College	0

Graphs		Analytical Reviews				
A chromatic number to the transformation	Dr.B.Ste phen John	Journal of Emerging Technologies and Innovative Research (JETIR) www.jetir.org	2019	0	Annai Velankanni College	0
Radio Labeling To Transformation Of Path And Cycle	Dr.B.Ste phen John	Radio Labeling To Transformation Of Path And Cycle	2019	0	Annai Velankanni College	0
Covering Polynomial Of $K_n \circ K_r$	Dr.B.Ste phen John	Covering Polynomial Of $K_n \circ K_r$	2019	0	Annai Velankanni College	0
Domination Parameters Of Star, Duplication Of Star And Its Transformation	Dr.B.Ste phen John	Journal of Emerging Technologies and Innovative Research	2019	0	Annai Velankanni College	0
Growth and Characterization of mixed crystals based on Tris (Thiourea) Cadmium Chloride and Tris(Thiourea) Cadmium Bromide	Dr. J. Johnson	International Journal of Pure and Applied Physics	2018	0	Annai Velankanni College	0
Growth and Characterization of mixed crystals based on Tris (Thiourea) Cadmium Chloride and Tris(Thiourea)	Dr.A.Dar lin Mary	International Journal of Pure and Applied Physics	2018	0	Annai Velankanni College	0

Cadmium Bromide						
A UV Transmittable NLO crystal Hydrofluoric Acid Mixed Sulphamic acid (FASA) : Synthesis, Growth and Characterization	Mr.Y.Samson	International Journal of Scientific Research in Science and Technology	2018	0	Annai Velankanni College	0
Effect Of Temperature And Diamagnetic Susceptibility On Impurity binding Energy Of A Spherical Quantum Dot	Dr.A.Rejoice	Sparkling International Journal of Multidisciplinary Research Studies	2018	3	Annai Velankanni College	0
Synthesis, Characterization and Anticancer Activity of Chitosan encapsulated Cobalt Nanoparticles	K. P. Ambika, Dr. S. Mary Helen Dr. U. Ramesh	Journal of Research and Analytical Reviews	2018	0	Annai Velankanni College	0
Synthesis and Characterisation of Chelating Tris Ethylene Diamine Copper Complex	M. Jaya Brabhal, S. R. Brintha and A.C.Cini Roach	International Journal of Scientific Research and Reviews	2019	0	Annai Velankanni College	0
Nitrogen Enriched And Nature of soil Report on Western	Eugin Shaji.J, Kannan.C and FerozKhan.M	International Journal of Green and Herbal Chemistry	2019	0	Annai Velankanni College	0

Ghats in India						
DRSUV, FTIR and XRD studies of Coastal soil Samples of West Coast of Kanyakumari District	Sajitha, SS Metilda	Journal of Emerging Technologies and Innovative Research	2019	0	Annai Velankanni College	0
Morphology Variation of Coastal Soil Samples of Kanyakumari District in Full moon and New moon Day	Sajitha, SS, Muthumariappan, S, Metilda, P Aldous Jenin	International Journal of scientific Research and Reviews	2019	0	Annai Velankanni College	0
Particle Size Analysis and Zeta potential analysis of Coastal soil Samples of West Coast of Kanyakumari District	Sajitha, SS Metilda	Journal of Emerging Technologies and Innovative Research	2019	0	Annai Velankanni College	0
Morphological and Micromorphological studies of coastal soil sample of west coastal soil samples of west coast of kanyakumari District	Sajitha, SS, Metilda, P, Muthumariappan, S Aldous Jenin	Journal of Emerging Technologies and Innovative Research	2019	0	Annai Velankanni College	0
Phytochemical	Sasi Premila	International	2019	0	Annai Velankanni	0

screening and Invitro antioxidant activity of Lantana camara	J.M	Journal of Advanced Scientific Research and Management			College	
Phytochemical screening and Invitro antioxidant activity of Lantana camara	Kala Vetha Kumari S	International Journal of Advanced Scientific Research and Management	2019	0	Annai Velankanni College	0
A study on Customer Satisfaction towards online shopping in Kalkulam and Vilavancode Taluk	Dr.M.Josephine Rani	Shanlax International Journal of commerce	2018	0	Annai Velankanni College	0
A Study on the working conditions of outsourced cashew workers in Kanyakumari District.	Dr.K.Varghese	International Journal of multidisciplinary Researches	2018	0	Annai Velankanni College	0
Expectations of Respondents from the Tamil Nadu State Transport Corporation A Study in Tirunelveli Division	Dr.K.Varghese	International Journal of Interdisciplinary Research in Arts and Humanities	2018	0	Annai Velankanni College	0
A Socio Economic Analysis of Coir workers in	Dr.T.Vijayakumar	International Journal of Multidisciplinary	2018	0	Annai Velankanni College	0

Kanyakumar i District		Researches				
A Study on the per formance of Coir Industry in Kanyaku mari District	Dr.T.Vij ayakumar	Shanlax Internatio nal Journal of Commerce	2018	0	Annai Velankanni College	0
A study on Online shopping towards college students with special reference to Kanyaku mari distic.	Dr.G.Jerin Rose	Journal of Finance and Management Research	2018	0	Annai Velankanni College	0
Digital Marketing	Mr.J.Algin Jose	Management Research Journal	2019	0	Annai Velankanni College	0
A study on Online shopping towards college students with special reference to Kanyaku mari district	Dr.S.She ebaGladis	Emperor Internatio nal Journal of Finance and Management Research	2018	0	Annai Velankanni College	0
A Study on the per formance of Coir Industry in Kanyaku mari District	Mr.J.Algin Jose	Shanlax Internatio nal Journal of Commerce	2018	0	Annai Velankanni College	0
Fibonacci Sequence Generated From Two D imensional qdifferenc e Operator	Dr.G.Dom inicBabu	Internat ional Journal of Research and Analytical Reviews	2019	0	Annai Velankanni College	0
Sukira		Shanlax	2019	0	Annai	0

Rani Kavithaikalil Penniya Senthankalin Thakkam	Dr.H.Subi	International Journal Of Tamil Studies			Velankanni College
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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	11	43	20	7
Presented papers	16	27	0	0
Resource persons	1	2	6	3
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## 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Clean India and Programme on Plastic Awareness	NSS and RRC of Annai Velankanni College and Primary Health Centre, Killiyoor	4	150
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### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			
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### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	Kurumpanai, In	SAVE EARTH	27	545

	ayam, Helan Nagar, Ramanthurai, Kanavur, Simon colony, Vaniyakudi Thotoor Villages	and Plastic Awareness		
Organic Farming	Green Agri Club, Marthandam	Organic Farming	3	50
Social Issue	Government Primary School, Shivalogam	School Visit(English)	12	189
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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
<b>No Data Entered/Not Applicable !!!</b>			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Employment	Skill Development	Lofty Optical Industries, Pudukkadai	18/11/2018	02/12/2018	12
<a href="#">View File</a>					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
<b>No Data Entered/Not Applicable !!!</b>			
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7500000	6101202

4.1.2 – Details of augmentation in infrastructure facilities during the year



Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Newly Added
Classrooms with LCD facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
No file uploaded.	

#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
ROVAN LMS	Partially	5.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11339	1363237	399	143051	11738	1506288
Reference Books	873	411817	113	62684	986	474501
e-Books	0	0	100	0	100	0
Journals	13	28300	6	14980	19	43280
CD & Video	199	0	0	0	199	0
Library Automation	1	95000	1	150000	2	245000
Others (specify)	0	0	5894	0	5894	0
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

### 4.3 – IT Infrastructure

#### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	123	73	5	5	17	13	10	50	26
Added	35	11	0	0	10	0	14	0	1
<b>Total</b>	<b>158</b>	<b>84</b>	<b>5</b>	<b>5</b>	<b>27</b>	<b>13</b>	<b>24</b>	<b>50</b>	<b>27</b>

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

50 MBPS/ GBPS

#### 4.3.3 – Facility for e-content

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

### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5000000	4256325	1500000	1209781

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

1. Team / Persons are assigned: Laboratories: Each HOD and the Lab assistances Library : 2 Librarians and HODs. Sports : Sports Club A team of 7 including Physical Director. Computers : Department of Computer Science and two Computer Technicians in the College and one Security person. Class Rooms : The cleaners, tutors Campus Beautician: Eco Club" A team of 9 members. Auditorium and Conference Hall The Vice Principal and the technician of the College. Drinking water facility: The Vice Principal and student council. Canteen : Canteen incharge. Toilets : Cleaners and Vice Principal. 2. Modus Operandi: a. On daily basis: A register is kept at the office for registering any immediate need and call for action. This register is entrusted to the Office Superintended. b. Purchase needs: Each team / person writes the requirements and is rooted through the Principal to the Correspondent. The Correspondent directs and takes action. c. For Development and growth: i) Each team / person plans proposes with estimate which is rooted the Principal to the Correspondent. ii) The Correspondent consults a team of Administrative Board Office Bearers. iii) The proposals are tabled at the meeting of the board of administration which meets on the third Sunday of every month. d. INFIBNET facilities are available in the library and Research Centres, students and research Scholars can access it ejournals and ebooks.

[http://www.annaicollege.edu.in/igac/4\\_4\\_2\\_Procedures\\_and\\_Policies1.pdf](http://www.annaicollege.edu.in/igac/4_4_2_Procedures_and_Policies1.pdf)

### CRITERION V – STUDENT SUPPORT AND PROGRESSION

#### 5.1 – Student Support

## 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	FRIENDS OF KOTTAR, STUDENTS WELFARE FUND, ECONOMIC HELP BY DEPARTMENTS AND INDIVIDUAL STAFF	246	847000
Financial Support from Other Sources			
a) National	POSTMATIC SCHOLARSHIP, WITH MINORITY AND DISABILITY, CENTRAL SECTOR SCHOLARSHIP AND ADIDRAVIDAR AND TRIBAL WELFARE SCHOLARSHIP	157	1013780
b) International	NIL	0	0
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## 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft skill Development	04/02/2019	427	College
Yoga	21/06/2018	195	Esha Yoga
Counselling	13/08/2018	3	College
Remedial coaching	05/07/2018	1675	Department Staff
Bridge Courses	10/06/2018	427	Department Staff
Mentoring	02/08/2018	1675	Department Staff
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## 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
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## 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	30

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Michael's Academy, TVS Training and Service, Visionary RPM Infotech private limited, CICI Life Insurance	80	24	St. Jeromes College of arts and Science	7	0
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### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	5	B.A. Tamil	Tamil	Annai Velankanni College, Tholayavattam	M.A. in Tamil
2019	6	Tamil	Tamil	St. Joseph College of Education, V izhunthayamp alam-3, Bethlehem college of Education , Karungal -2, Bethany Navajeevan College of Education, Vencode -1	B.Ed. in Tamil
2019	7	Tamil	Tamil	Kootalumoodu Arulmigu Bladreshwari College of Education, Kootalumoodu - 1, Bethany Navajeevan College of Education , Vencode -4, ST.	B.Ed. in tamil

				Josephs college of education , vizhunthayam palam - 2	
2019	1	Tamil	Tamil	N.M.C. College, Marthandam	M.Phil in Tamil
2019	1	Tamil	Tamil	Annai Velankanni College, Tholayavattam - 1	Ph.D in Tamil
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	2
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports	Inter School Sports Meet	1000
Sports	Annual sports meet	635
Cultural	Fine Arts Competitions	566
Cultural	Inter School Cultural competition	185
Cultural	Inter Departmental Carol Competition	80
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	I prize	National	0	1	0	Group
2019	I prize	National	0	1	0	Group
2018	I prize	National	0	1	0	group
2018	II prize	National	0	1	0	Group
2019	II prize	National	0	1	0	Group
2018	I prize	National	0	1	0	C. Edwin Raj
2018	I prize	National	0	1	0	C. Edwin Raj

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

The College forms students Council with the objective of meeting in the cooperation and participation of the students of all levels in academic, administrative, extracurricular, cultural, social and other activities. Ground Level: The Departmental Students Council: Every class in every department selects a representative. All the class representatives form together the departmental students council and it has regular meetings supervised by the Head of the department. College Level: The College Students Council: All the class representatives come together to form the College students Council. The process of election for framing student's council at collegial level is well organised. The College students council meets thrice in a semester, Besides sharing their view on academic, administrative and other matters, the students representatives also seeks redressal for complaints and needs of the students. The deliberations of the students council are presented to the staff council.  
Elections held on: 20.07.2018

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Association is registered under section of Tamil Nadu Societies regulation act 1975. S.No 34/2015, Every year alumni general body meeting will be organised on 26th of December. The College has formed the alumni association, out of the year wise 29 batches of students. 1. Department Level: Every department has a list of alumni who are in contact with the College. Each department has its own meeting for their alumni. This year departmental alumni meetings were held on 26 of December 2018 in the F.N. The Physics department alumni 1993 batch donated one lakh rupees to their classmate who is a widow. 2. College Level: College level alumni meeting is organised by a team of 6 staff members. This year meeting was organised on 26 of December 2018 in the A.N. Total of alumni participated were 300.

5.4.2 – No. of enrolled Alumni:

634

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

65000

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni general body meeting held on 26.12.2018 and Department of Physics conducted Silver Jubilee Celebration for 1993 batch on the same day. The Physics department alumni 1993 batch donated one lakh rupees to their classmate who is a widow.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

Participative Management and Decentralization Academic matters are discussed in the Staff Council headed by the Principal. The Staff Secretary records minutes of the meeting and the HOD's of every department are representatives of their respective departments. Whenever it is needed meetings for the all the staff

members are being convened to deliberate on important matters. There are different associations such as Students' council, Youth welfare association, Students welfare Committee in which students teachers participate and take decisions and conduct various activities. Functions of the institution are coordinated by the staff members by forming various committees. Example: Sports Day, College Day, Fine Arts Day, Graduation Day, First year Inaugural Function, Teachers Day, Annai Velankanni Feast. The College encourages participative management by involving staff members and students for academic and nonacademic activities. The college has created a decentralised structure for decision making where departmental committees interface their decisions with college committees of the staff council. In the department the Heads follow the following methods of Participative and Decentralization.

**Class Committee Meetings:** Class Committee meetings are conducted periodically to make decisions on the programmes, schedule and budget. Example: Freshers' Day, Business quiz, Workshop/Seminar/Symposium, Extension Activity Department Student Council

**Meetings:** These meeting are conducted only for the class representatives of the three classes in order to receive their grievances and to inform the instructions given by the Management and the Principal. Consultation with the Principal/ Vice Principal:For taking major decisions regarding the Department and the students' discipline the department consults with the Principal and/or the Vice Principal. Example: Sending the students for competitions, giving permission to go out of the campus, etc. Consultation with the IQAC coordinator:For doubt clarification in the SSR/AQAR, to include some innovative activity in the criteria the department consults with the IQAC coordinator.

**Consultation with the Senior Staff Members:**The opinion and ideas of the senior staff in the department and in the College play a vital role in the successful functioning of the department.

**Department meetings:** The department regularly conducts meetings to plan and execute the activities of the department.

**Feedback:** Feedback from the staff and students is a tool to implement participative management. Responsibilities to the students:Delegation of authority to the students is a strong point that fulfils the objectives of the department. Programme Committees: Different committees are formed for each programme, so that many students get the opportunity to act as committee convener, coconvener and member. These committees are given the full power to play their role with the consent of the Head of the department, Staff Convener and Coordinator. ? Organising Committee ? Budget Committee ? Discipline Committee ? Refreshment Committee ? Reception Committee

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<p><b>Basic curriculum:</b> Curriculum and syllabus are provided by the University</p> <p><b>Planning:</b> The syllabus is covered by a hour by hour handling the course material. <b>Feedback:</b> Feedback is collected from students and the HOD and the teaching is directed to follow salient suggestions. <b>Extracurricular subject taught:</b> Yoga, Computer, and Personality Development. <b>Value added courses conducted:</b> Typewriting, Shorthand, and Lab Technician course, Hindi Course, Driving Licence and Art</p>

Craft. Syllabus Improvement staff from the College are at the Board of studies at the University represent the proposals coming from the curriculum feedback by students, parents and staff are sent to University.

Teaching and Learning

To deliver teaching and learning process in an effective manner, staff members of the department are asked to prepare lesson plan and notes of lesson for the subject they handled. To enhance the learning process, lecture notes for each subject were given to slow learners. Seminars and assignments were also given to Students for effective learning. Staff members are directed to use ICT skills to teach the students so that students will easily understand the topics. Students are made to involve in the learning process by group discussions, conducting quiz in the class rooms. Innovative methods are implemented in teaching and learning by each and every staff. ? Improvement of computer aided methods of teaching and learning: IQAC organized the workshop on ICT classrooms: Tools for ICT classrooms Teaching Pedagogies on 8.12.2018.

Examination and Evaluation

Examination and Evaluation - Examinations are conducted in a wellplanned manner. Well established exam cell is actively functioning, it conducts internal assessment of students according to the university guidelines. Semester examinations are conducted by the affiliating university, to prepare the students for university examination in an effective manner, regular class tests, unit tests, internal tests and model exams were conducted periodically in a centralised system. University internal marks for the students were given based on the marks they obtained in the internal tests. Internal marks and attendance are submitted to the affiliated university exam portal, facilities are provided in all the departments.

Research and Development

A Research committee has been formed which comprises the staff and students representatives from every department. Seven departments are upgraded to research centres. Research mobilization fund, honouring the doctorate holders and the staff who published their



articles in journals, orientation programmes in research are carried out by our institution to nourish research in our College. • Presentation of Papers at Seminars/Conferences by staff • Participation at Seminars/Conferences by staff • Publication of ResearchArticles(Both UGC approved and ISSN Journals) • Staff members pursuing Ph.D - 10 • University approved Research Guides 21 • Department of English, Mathematics, Physics, Commerce, Chemistry, BioTechnology and Tamil were upgraded as Research Centers. • Registered Scholars 30

Library, ICT and Physical Infrastructure / Instrumentation

Library: • Partially automated, • Two Spacious reading rooms Length 60ft and width 32ft. • Inlibnet, Elibrary facility is available in our college. • Browsing and Photostat facility. ICT: ? All departments were provided with computers with net connectivity. ? Teachers are provided with ICT facilities so that they can incorporate ICT enabled teaching methods. ? The entire campus is WiFi enabled with a high speed internet connection. Net connectivity to the campus is provided by two service providers, namely, BSNL andAsia Net. Infrastructure: Mini Auditorium work completed. One new additional bus was added. Playgrounds given a face lift. Campus gardens given a face lift, so that the campus wears a green look. Two gardeners were appointed and horticulture experts were consulted. Additional furniture as required was purchased. Facilities in research centers, new instruments were science departments were added in the science department laboratories.

Human Resource Management

All Teachers are given additional responsibilities at College/Department level. Totally 32 new committees were formed. Students are also given responsibilities at College/Department level. Encouragement: Curricular, Extra Curricular and CoCurricular activities. Motivational Programmes to students and Staff

Industry Interaction / Collaboration

? Industrial visits to Hindu Printing Unit at Trivandrum, Golden Jubilee Library at Trivandrum,Center for Development studies at Trivandrum, Science Centre at Tirunelveli, Vikram Sarabhai Space Centre, Echo zones of Ponmudi, Mathematical Museum

Planetarium, National Laboratory NIIST at Trivandrum, Kerala State Science and Technology Museum, YMCA in Kanyakumari, Sipcot at Valliyoor, Horticulture Unit at Kanyakumari, Tiger Reservoir at Kalakkadu, Central Library at Thiruvananthapuram, Kanya Spin Mill at Aralvaimozhi. Project works done by our students at various industries like Glade Software Solution, Marthandam MTL Web king Technologies, Marthandam. Industry people invited for lectures Field Trips 10 Successful Businessmen are invited to provide idea to students to start business.

Admission of Students

- Online Admission including online payment facility in both UG PG levels.
- Govt. Rules for Reserved Categories are followed
- Students are admitted on merit and in the basis of interest and competence. To regularize, monitor and oversee we have an Admission committee consisting of four members.

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

E-governance area	Details
Administration	<p>Our College uses ROVEN software to maintain student's attendance, to issue certificates like T.C, Course certificate, medical leave, students profile, staff attendance and staff profile till April 2019. At present our college office management is fully automated by i - campus online payment software. Software covers updating staff profile and student's profile, Department wise workload and time table, student's attendances, Fees payment details, College bus details. Students daily attendances are send to their parents through SMS. Staff circulars are send through bulk SMS system and also through mail. IQAC circulars are through email and Whatsapp.</p>
Finance and Accounts	<ul style="list-style-type: none"> <li>• Fully computerised office and accounts section.</li> <li>• Maintenance of college accounts through Tally.</li> <li>• Staff salary is transferred directly to the bank account.</li> <li>• It is mandatory by the affiliated university that the students have to pay their exam fees through online portal.</li> <li>• Bill settlement for all the procured items are through online payment or RTGS.</li> <li>• Participants registration fees for the conference/seminars are paid through</li> </ul>

	online in the department of Chemistry
Student Admission and Support	<ul style="list-style-type: none"> <li>• Online applications including online payment gateway.</li> <li>• Maintaining student's database through iCampus software.</li> <li>• Email ids and contact numbers of all members of Anti Ragging Committee printed in the Hand book.</li> </ul>
Examination	Exam Pro portal of affiliated university is implemented in our college to update the attendance and the marks details of the students. The students have to pay the university exam fees only through this portal and they have to download their hall tickets after the payment of fees. Internals, Model, University exams, University Questions time table are sent to the students through email and Whatsapp group. College provide facilities to pay the exam fees, and downloads the hall ticket from University exam portal for the students.
Planning and Development	The details of academic plan/semester plan and the developmental activities/events like seminar, workshops, conference etc. conducted in the department and college level should be uploaded in the college website periodically. Department events, functions related intimations are sent through, mail. Students send soft copy of their assignments, activities reports through email. Staff members sent course notes to the students through email. The college sends all types of communications to the HODs and staff members regarding planning and development of the college activities as message through i - campus software. IQAC communicates through mail to all the departments

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr.M. Anto	One day seminar on revised NAAC accreditation framework	Sree Narayana Training College, Trivandrum	250

2018	Mrs. M. Latha Beatrice	Bhabha Atomic Research Centre at DAE Convention Centre Anushaktinager, Mumbai.	Bhabha Atomic Research Centre at DAE Mumbai	2000
2018	Dr. S. Jeya	National Seminar on "Biodiversity - a Resource for Future Sustenance"	Scott Christian College, Nagercoil.	500
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Nil	Training Programme on Accessing ROVEN software	27/06/2018	27/06/2018	0	8
2018	Teaching Teachers Style Profession	Nil	02/11/2018	02/11/2018	84	0
2018	Workshop on ICT classrooms: Tools for ICT classrooms Teaching Pedagogies	Nil	08/12/2018	08/12/2018	84	0
2019	Nil	One day training Programme on Accessing icampus software	09/01/2019	09/01/2019	0	8
2019	Using of Smart Board to enhance teaching	Nil	17/06/2019	17/06/2019	84	0
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Research Development Programme on Quality Research and Publications	41	07/12/2018	07/12/2018	1
Refresher Course on Physics	2	29/01/2019	30/01/2019	2
Faculty Development Programme	3	24/04/2019	25/04/2019	2

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
71	13	38	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>• EPF as per government norms</li> <li>• Gratuity while retirement</li> <li>• Medical Leave</li> <li>• Maternity Leave</li> <li>• Honoring Ph.D. holders through Public media and in the College Day.</li> <li>• Two increments on completion of Ph.D</li> <li>• Annual increment for staff and periodical revision of scale.</li> <li>• Voluntary retirement scheme at the age of 55.</li> <li>• As per TamilNadu Government norms staff retirement age is 58.</li> </ul>	<ul style="list-style-type: none"> <li>• EPF as per government norms</li> <li>• Gratuity while retirement</li> <li>• Medical Leave</li> <li>• Maternity Leave</li> <li>• Voluntary retirement scheme at the age of 55.</li> <li>• As per TamilNadu Government norms staff retirement age is 58.</li> </ul>	<ul style="list-style-type: none"> <li>• Student Welfare Fund</li> <li>• Monetary assistance by the Management to poor and needy students who are good at studies</li> <li>• Partial and full economic help for fees payment for the deserving students by English, Commerce, Maths, Physics, Computer Science and Biotechnology department staff.</li> </ul>

**6.4 – Financial Management and Resource Mobilization**

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

**YES Internal Auditing:** It was carried out on monthly basis: The account of a particular month was audited during the third week of the following month.  
**External Auditing :** The annual auditing was done at the close of the financial year, i.e. in the month of May 2019 Financial audit was conducted by Arockiasamy Charles Current Year auditing was done from 01.04.2018 to 31.04.19

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Friends of Kottar	1225000	Library Block Flooring
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6.4.3 – Total corpus fund generated

8500000.00

## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC
Administrative	Yes	In the office of the Registrar of Societies, Marthandam.	Yes	Annai Velankanni College Administrative Board

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

• All Parent Teacher meeting is held once in a semester. The PTA meeting for the odd semester was held on 07/10/18 and 1100 parents took part. The PTA meeting for the even semester was held on 11.03.2018 and 1131 parent took part. Parents enthusiastically participate in Parent Teacher meetings and express their views freely. They bring suggestions and grievances of their ward to the attention of the Principal and Management, so that management can take steps to address them. After the conclusion of the meeting the parents visit each department to get to know about their wards' progress. • Teachers have been able to communicate with parents to prevent early marriages and other prejudices related to the dropout of girl students. This has resulted in the increase in overall percentage of girl students in the college. Presently, the female students constitute 75 of the total students of the college. • Faculty members maintain attendance record and internal marks of students. If a student shows poor attendance and marks then parents are informed about the same by faculty members and Principal and subsequently meetings are arranged by the college authority with the parents on need basis. In almost all cases, parents provide essential support and care to ensure proper attendance and progress of their ward.

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

Computer Training of the office staff so that they are able to handle the upgraded iCampus software.

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

Post accreditation initiatives based on the recommendations mentioned in the Peer team report • Received 12(B) status by UGC on 08 MAY 2019 • 25 faculties were promoted as Associate Professor • Out of 18 Programmes 15 Programmes were permanently affiliated by the University • Seven departments were upgraded as Research Centres. • 25 staff members got guideship approval from the University during this academic Year. • New equipment's added to science departments. • Two new smart classrooms (Department of English and Physics) has been completed and teaching learning process has started in these two smart classrooms.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Induction Programme for Newly Recruited Staff by Dr. S. Mary Helen and Dr. D. Joen Josline	22/10/2018	22/10/2018	22/10/2018	17
2018	Teaching teachers style profession by Dr. Jebamalai Vinanchirai	02/11/2018	02/11/2018	02/11/2018	84
2018	Innovative Teachingwork shop on ICT classrooms: Tools for ICT classrooms Teaching Pedagogies by Dr. Deepa Lakshmi and Writing Research Proposals by Dr. Sahaya Shajan	08/12/2018	08/12/2018	08/12/2018	84
2019	Using of Smart Board to enhance teaching	17/06/2019	17/06/2019	17/06/2019	84

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants

			Female	Male
Business Overview - Workshop	31/01/2019	01/02/2019	23	99
Gender equity	11/02/2019	11/02/2019	117	5

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

Percentage of power requirement of the University met by the renewable energy sources
<ul style="list-style-type: none"> <li>• Posters are available in every department to bring awareness to the students on energy saving procedures</li> <li>• Environmental awareness campaigns and clean India programmes by organizing extension activity under NSS Unit.</li> <li>• Students of Department of English created awareness among the entire college students about "SAVE WATER"</li> <li>• Department of Biotechnology, Physics, Commerce, Computer science, Tamil and Maths created awareness about the consequence of using plastics to school students,</li> <li>• Department of Zoology conduct field work and study tours to create awareness and conservation of biodiversity among the students.</li> <li>Installation of ample number of Power Saving LED lights in the Campus.</li> </ul>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	7
Ramp/Rails	Yes	4
Rest Rooms	Yes	8
Braille Software/facilities	No	0
Scribes for examination	Yes	2
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	14/09/2018	1	Plastic awareness	Consequences of plastics in the environment	123
2018	1	1	25/09/2018	1	Awareness on	Impact of pesticide	54



					Organic farming and kitchen garden	residue of vegetables., Importance of organic kitchen garden	
2018	1	1	26/09/2018	1	Out Reach Programme	Demerits of Plastics	133
2018	1	1	28/09/2018	1	Out Reach Programme	Students served the Local Community	135
2019	1	1	04/02/2019	1	Awareness on Cancer	International cancer day, Cancer Causing Agents and environmental factors.	54
2019	2	2	07/02/2019	1	Dengue awareness ,Save Agriculture	Students focused prohibition of dengue fever in the society, Experience to save water for agriculture and to understand about the standard of living society	238
2019	2	2	09/02/2019	1	Clean India, Economic Survey	Students Cleaned the area they went and Surveyed the locality	80

2019	1	1	11/02/2019	1	Out Reach, Tree Plantation	Awareness	65
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Academic Diary	18/06/2018	A code of conduct for students is illustrated in the Academic Diary, which covers the rules for admission, procedure for applying for leave, Library rules and regulations, Physical Education, General Disciplines, Attendance, Fees for Certificates, Allotment of internal marks framed by the Manonmaniam Sundaranar University, Festivals and Celebrations, University curriculum with subject code and vocation schedule.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Compulsory social service for students Plastic awareness	02/08/2018	02/08/2018	93
Extension to Shiv alogam Government Primary School	10/07/2018	10/07/2018	33
Pledge on National Voter's Day	25/01/2019	25/01/2019	1801
Pledge on Untouchability Day	30/01/2019	30/01/2019	1801
Cancer awareness	12/02/2019	12/02/2019	93
Women's Day Celebration	08/03/2019	08/03/2019	1026
International Yoga Day	21/06/2019	21/06/2019	369
Antidrug Day	26/06/2019	26/06/2019	380
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Giving nature friendly health tips to the students
- Department of Chemistry

has thrust area during the academic year 20182019 is "Save Earth". • To encourage planting of trees and plants saplings were gifted to outgoing students on farewell day. • Paper plates, thermocol plates and cups and plastic cups are replaced by steel utensils, areca leaf plate and banana leaf. • Celebration of earth and water day by department of Chemistry. • Areas are assigned to NSS, Eco Club and the departments for planting, watering, weeding and maintaining the plants, greens, herbs and trees. • Use of mobile phones in the campus is prohibited. • The college has made adequate arrangements for the parking of vehicles. • Emission test certificates are mandatory for the vehicles in the campus. • Zero tolerance for drugs, alcohols, cigarettes and tobacco products within the campus • Campaign on save water and Rally on 'Save Water'. • Impact of plastics in the environment and health of organisms are taught during the class hours.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Best Practice 1

1. Title of the Practice: Friends of Kottar Scholarship (Institutional Scholarship)
2. Goals: Financial help to the deserving students by the College.
3. The Context:
  - To extend financial support to the economically backward students, especially from the rural areas to save them from break of studies due to poverty.
  - To support financially the deserving poor students without any discrimination of caste, creed or gender and to inculcate the values of 'generosity' and a 'sense of social responsibility' among the students.
  - The expected outcome is that the students are able to complete their degrees with good marks. The beneficiaries are also urged, in their turn, to help deserving people.
4. The Practice: In and around the areas of the college, there has been a long history of frequent droughts and famines. Occupation of the people are Coolies, labours in Cashew factory, mason etc. So, sending their children to the town for higher education becomes almost an impossibility for the poor parents in the rural areas, from the point of view of higher education in selffinanced institutes. Though, sometimes, they do venture to admit their children to colleges in the town, they are unable to give sustained financial support throughout the course of study because there is no source of assured income. So, it is evident that without financial support from an external source, the rural youth cannot hope to successfully complete their higher studies. Friends of Kottar Society extends financial support to the deserving students and help them to realize their fond dream of acquiring higher education.
5. Evidence of Success: With the main objective of supporting the deserving students in mind a committee has been framed and a senior faculty member from the College campus is assigned duty to monitor. It finalizes the list of eligible students for the financial aid after due verification of the documentary evidence enclosed and strictly following the guidelines framed for the purpose, and submits the same to the Principal for sanctioning the actual amount of the aid. This year two hundred and fourteen students including both undergraduate and postgraduate students have benefited and a sum of rupees seven lakhs forty seven thousand has been distributed. The amount is transferred to their bank account through Cheque. The rate of college going students is increased due to the above said scenario. The help is given only if they pass semester without arrears.
6. Problems Encountered and Resources Required:
  - To identify the right student from the pool of candidates is a tough task.
  - Verification of the financial backwardness of the aspirants was yet another challenge.
  - Difficulty in convincing the beneficiaries that they should in turn help others.

Best Practice 2

Title of the Practice: Parent Teacher Association Meeting

Goals: To have a good relationship between the Parents and the College for the uplift of the wards and thus involve the students in the running of the College

The Context: The College has to keep in touch with parents on a regular basis as the growth and development of the

College and that of the students are intertwined. The Practice: P.T.A is one of the administrative arrangements within the collage. The responsibilities of having semestral gathering are entrusted to a team consisting of 3 staff numbers. Every year the PTA Meeting is conducted during both the semesters. The PTA Meeting is conducted on a Sunday so that Parents can take part in large numbers In the meeting consists of The matters of the collage are shared by the Principal. The correspondent conducts a floor sharing by the parents in which the parents give their concept and suggestions. Finally the president of the board concludes with some high lights of the meeting. After the Meeting, the parents visit the departments where they have an interaction with the Tutors and Heads. In the departments, academic growth of the wards are appraised to the parents. Evidence of Success: All Parent Teacher meeting for the year 201819, odd semester was held on 07 1018 and 1100 parents took part and for the even semester on 11.03.2018 and 1131 parents took part. Parents enthusiastically participated in Parent Teacher meetings and expressed their views freely. They bring suggestions and grievances of their ward to the attention of the Principal and Management, so that management can take steps to address them. After the conclusion of the meeting the parents visited each department to get to know about their wards' progress. The following suggestions were offered by the parents • College Bus should reach their destination before 5.30p.m. in the evening • Coaching classes for Bank Exams. • B.Ed. Programme may start in our college campus itself. All the above mentioned suggestions were accepted and necessary action taken to fulfill them. Problems encountered: • As transport facilities are limited some Parents are always in a hurry to leave once the common meeting is over and few are not so keen to spend time in the departments. • Some are too shy to speak up.

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

[http://www.annaicollege.edu.in/igac/Best\\_Practices\\_2018-19.pdf](http://www.annaicollege.edu.in/igac/Best_Practices_2018-19.pdf)

### 7.3 – Institutional Distinctiveness

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

1. The semi - public nature of the College The Institution is founded owned and administrated by a society consisting of Roman Catholic clergy. However there are a sizable number of lay people who are close collaborators and form part of the governing board to the effect that the president of the administrative board is lay person and so also the Bursar. a) College General Body The education agency of the College is society it is formed a unique way, its own general body for the collage governance, this General Body consist of the members of the society and all those who have financial contributions of Rs.5000 or Rs.1000 at the stage of planning of the College. Thus there are nearly 200 members in the general body. b) Collage Governing Board Collage Governing Board consists of lay persons elected from the general body (7) together with the members of the Friends of Kottar society (9). 2. Transport financial arrangement. Though Annai Velankanni College is a selffinanced Institution, All receipts are recorded and accounted. The scale of salary for the collage staff, Teaching and NonTeaching is drawn according to the income i.e. 75 of the fees collected goes as salary and the remaining 25 is utilized for the development of the College. The society does not draw any financial benefit from the College, the accounts are transport to all concerned.

Provide the weblink of the institution

[http://www.annaicollege.edu.in/igac/Institutional\\_Distinctiveness.pdf](http://www.annaicollege.edu.in/igac/Institutional_Distinctiveness.pdf)

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

• Enhancing academic excellence. • Enhancement of infrastructural facilities ? 50 percentage of smart class ? Transport facility ? Landscaping and Beautification of Campus • Encouraging faculty members to complete their doctoral degrees and to continue research activities through quality publications and research projects • Organization of workshop for Econtent development at a larger scale and duration to promote the use of Eresources among all faculty members. • Upgradation of existing laboratories and purchase of equipment to promote student projects and research activities of faculty members. This plan has been initiated at the beginning of session 20192020 and some equipment have been already purchased • Organization of Workshop/Seminar on Intellectual Property Rights.