Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**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.	**04651234651**
Mobile no.	**9443412218**
Registered Email	**avcprincipal2018@gmail.com**
Alternate Email	**johnsonmuta@gmail.com**
Address	**ANNAI VELANKANNI COLLEGE, THOLAYAVATTAM.**
City/Town	**KANYAKUMARI DISTRICT**
State/UT	**Tamil Nadu**
Pincode	**629157**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Dr. J. M. SASI PREMILA**
Phone no/Alternate Phone no.	**04651235270**
Mobile no.	**9003553844**
Registered Email	**iqac.avct@gmail.com**
Alternate Email	**starpremila@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.annaicollege.edu.in/iqac/AQAR_18-192.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.annaicollege.edu.in/index.php/login/handbook2019_20

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**

6. Date of Establishment of IQAC	**09-May-2014**

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
Online Faculty	**24-Jun-2020**	**49**

Development Program (FDP) on Online Course Content Development and Delivery.	7	
One day Workshop on Emerging trends in Academic Publications and Research Methodology.	29-Feb-2020 1	65
Orientation Program on The Need of Mentor	25-Feb-2020 1	77
Orientation Program on How to work with joyness.	12-Feb-2020 1	21
Orientation Program on Social Media and Higher Education.	11-Feb-2020 1	73
Orientation Program on Stress Management.	04-Dec-2019 1	73
Orientation Program on Healthy Communication is the root of good relations in our Job.	28-Nov-2019 1	21
Orientation Program on Educational Psychology- A tool to promote Teaching Learning.	27-Nov-2019 1	68
Orientation Program for Newly appointed staff on Teaching	03-Aug-2019 1	17
A Workshop on Enhancing Research Activities in Colleges for Science departments teaching staff.	29-Jul-2019 1	30
[View File](#)		

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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	9

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	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

The regular meeting of IQAC every month Meetings with Head of the Departments and Committees. Organized Orientation Programmes, FDP to Teaching Staff, and Orientation Programmes to nonteaching Staff. Conducted Internal academic audit on 17.03.2020, 18.03.2020 19.03.20. Making the teachers acquainted with the values of institutional accreditation and the new method of NAAC accreditation and updated SSR was discussed. Participated and Submitted data to NIRF Ranking Data Submitted to AISHE on 15.02.2020

[View File](#)

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
It was decided to prepare a schedule of the following meetings, namely i) IQAC ii) Criterion Team Leaders Meetings with IQAC convener iii) Criterion Team Leaders meetings.	**i) IQAC meetings would be held on every month. ii) Criterion leaders had a one to one meeting with the Convener, IQAC. iii) Criterion Team Leaders' Meetings – Criterion leaders had meeting with the members of the team once in two months**
Inculcation of Research culture among staff and students. An Orientation Programme should be arramnged for the faculty by experts on topics connected with Research Motivation and Funded Projects.	**IQAC and Research committee organized a workshop on "Enhancing Research activities in colleges" for science departments teaching staff by Dr. Praveen Kumar, Scientist E, Department of Science and Technology, New Delhi. on 29.07.19**
Regarding inculcation of Research Culture among students, all possible steps to be taken to identify and encourage and trigger young minds.	**IQAC and Chemistry Innovation Cell organized One day Workshop on "Emerging trends in Academic Publications and Research Methodology "for research guides and scholars by Dr. T. Beenamol, Librarian(UGC), Mar Ivanius College, Nalanchira, Kerala on 20.02.2020**
IQAC insisted departments to organize IPR related seminars and workshop	**Department of Mathematics organized National Webinar in Intellectual Property Rights (IPR) on 18.06.2020,242 students, staff and Scholars partcipated**

To Organize Faculty Development Programme/Workshop on Online teaching tools for ICT classroom.	Organized seven days Virtual Faculty Development Programme (FDP) on Online Course Content Development and Delivery from 24.06.2020 to 30.06.2020, 49 teaching Staff benefited.
An induction programme to be arranged for the newly recruited Teaching Staff.	Conducted on 29.08.2019 on "The Current Education Policies and Challenging Scenario 'by Dr. S. Mary Helen and Dr. D Joen Joselin. 17 Teaching Staff benefited.
An Orientation programme to be arranged for the Non -Teaching Staff.	Organised Orientation Programme on "Healthy Communication is the root of good relations in our Job" on 28/11/2019- 21. Non-teaching staff benefited. Organised Orientation Programme on "How to work with joyness" on 11/02/2020. 21 Participated.
Seminars/Conferences Proceedings of the departments to be ISBN/ ISSN Journal.	Department of Commerce Published its seminar proceedings in ISSN Journal. Department of Tamil, Physics and Chemistry and Biotechnology published ISBN numbered Proceedings.
To inculcate innovations in young minds through exhibition	A district level science exhibition was organized by the exhibition cell on 31.01.2020 on "Save Nature" theme. 10 departments of our students and 2153 students from 25 different schools participated.
Support from out- stations to be utilized optimally in carrying out extension activities.	The Outreach Programmes at Department Level was carried out in collaboration with villages of Melmidalam, Simoncolony, Kanavoor, Vaniyakudi, Kurumbanai, Enayam, Ramanthurai, Thoothoor, Christhurajapuram.
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Annai Velankanni College Administrative Board	20-Dec-2020

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	2020

Date of Submission	15-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	icampus Software was used for the Management Information purpose. • Fully computerized office and accounts • Online admission process UG PG Students along with online payment facility. • 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. • Attendance was maintained through the software to facilitate taking easy decisions. • Staff profile was gathered and maintained for the administration purpose. Also, it is uploaded in the website for general public. • Student database is maintained and used for all the purposes. • Accounts were maintained through I campus, Ms Excel and Tally softwares. • Apart from this, all office works were digitized.

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

The curriculum designed by Manonmanium Sundaranar University, Tirunelveli, is followed by our institution. Because we are affiliated to the University, we have little versatility in academia. While the syllabi are revised and upgraded at the university level, the college has a framework for efficient, recorded delivery of the curriculum. The curriculum is correctly carried out by all the departments in the College. The semester educational plan (Master Plan) is drawn up by the particular subject teacher in charge prior to the start of the new semester. The time schedules are adhered to such that the student can measure what section of the curriculum will be implemented within the specified time period with a degree of precision. As per the scheme, the syllabus is accomplished within time from the start to the end of the academic session, and all faculties retain its data for the future use as well as analysis. Through the use of the Academic Calendar and the class tutors in the class rooms, the programme is brought to the attention of the students. The time table is prepared and posted on the notice board by the heads of the departments. In the performance record, the programme covered by each staff is entered. This technique also allows the teaching faculty with each passing semester to strengthen their content and delivery. The entire curriculum is provided by the subject staff as per the teaching plan, in addition to maintaining documentation. In addition to conventional lectures and workshops, on the college campus, an environment for the use of ICT in classrooms, such as power

point displays, interactive whiteboards, Google Class Rooms and audio-visual support are all open to create the delivery of the programme feasible and meaningful for the students. Bridge courses are arranged at the beginning of the academic year, particularly for beginners, in addition to making the delivery of the curriculum more holistic and successful. industrial visit are arranged which provide an exposure to students about practical working environment. Experimental and Practical learning is done through laboratory class for the active engagement of students in opportunities to learn through doing, and reflection on those activities, which empowers them to apply their theoretical knowledge to practical endeavors in a multitude of settings inside and outside of the classroom." Students are motivated to continue research on educational subjects and to deliver research papers or presentations with ideas for solutions. Through different debates, role playing and classroom discussions, critical thinking is stimulated on the minds of the students. By undertaking projects and field trips, the programme is improved, offering information beyond the syllabus. A number of co-curricular activities like seminars/conferences, workshops, quiz are arranged by the college to enrich the curriculum. All students have grown up with ICT and Wi-Fi is available across the entire campus, which paves the way for immersive classroom learning. For the slow learner students, remedial courses, bridge lectures and tutorials are performed. The college also focuses on offering students certificate courses to increase the students' overall progress.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Nil	Yoga	01/08/2019	180	Nil	YES
Hindi	Nil	01/08/2019	180	YES	Nil
Shorthand	Nil	01/08/2019	180	YES	Nil
Aari Work	Nil	01/08/2019	180	YES	YES
AC Mechanic	Nil	01/08/2019	180	YES	Nil
Fire Safety	Nil	01/08/2019	180	YES	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	377	17

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	01/08/2019	239
Computer – MS Word	01/08/2019	125
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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	18
MSc	Physics	28
BBA	Business Administration	71
BCom	Commerce	56
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

In order to incorporate meaningful improvements for academic and institutional growth, input from students, teachers, alumni, parents and employers has been considered important. The input collected is further evaluated and used for the advancement of different aspects of the institution. This cycle of student feedback is replicated each semester. There is also an excellent feedback system that the Principal uses to solicit student responses and transmits the information to the HODs that communicate the comments with their teams. This has contributed to a very positive result in the learning phase of teaching to participate effectively. It takes into account the input from the students. Their questions and proposals have been dealt with Parent-teacher meetings are held as scheduled once in a semester in common and in the departments as required. These interactions with parents and contact models are smooth and straightforward, auguring well to develop a positive link with them. During meetings with parents, feedback is obtained from them. In the month of December, an Alumni Meeting is scheduled that offers a good option for direct contact and feedback. Thus, the organization is growing in leaps and bounds with an efficient feedback mechanism combined with sufficient action to enhance the teaching-learning process to ensure that the best possible education is placed in place in all fields, adapted to the needs, demands and expectations, while we are looking for every opportunity to further develop this quality paradigm. The teachers also provide relevant input and actively contribute to the institution's growth.

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	32	24
MA	Tamil	30	14	8
MPhil	Tamil	15	Nill	Nill
BA	English	70	93	67
MA	English	33	41	33
MPhil	English	15	16	14
BSc	Mathematics	48	36	29
MSc	Mathematics	28	34	28
MPhil	Mathematics	9	10	8
BSc	Physics	48	40	32

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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
2019	364	181	31	47	47

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	Numberof smart classrooms	E-resources and techniques used
80	79	Nill	13	13	Nill

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Mentoring of students is conducted by the departments of the institution. Mentoring of students is based on the following objectives: • To increase the teacher-student 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. ? As soon as a student is admitted she/he is entrusted to a tesching staff. This mentor – mentee relationship is continued throughout the entire course period. Each year the college organizes training workshops for first-semester students on the day of class starting, whereby they are familiar with the college, its aims and purpose, the resources accessible and the policies of the affiliate university and the nature and execution of the departments mentoring scheme. ? Mentor- Mentee log - We also introduced a Mentee log in the mentoring program in which all required details related to the student including the students contact number, students email, family income, category, gender, internal tests/unit tests records,

attendance records, student seminar records, social and economic status, co-and intramural activities of the mentee related to the review of the perform. ? Mentor – Mentee contact- Mentors by individual meetings and social media sites and promote contact with students. ? Mentor- Parents contact - During parent-teacher sessions, further as when required, Mentors speak with parents to attempt to recognize the challenges faced by students and associated concerns.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
583	80	1:7

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
13	13	13	13	1

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.H.Subi	Assistant Professor	Dr. A.P.J. ABDULKALAM BEST YOUNG SCIENTIST AWARD
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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	Tamil 00TA	VI Semester	16/03/2020	12/10/2020
BA	English 00EN	VI Semester	16/03/2020	12/10/2020
BSc	Maths 06A	VI Semester	16/03/2020	12/10/2020
BSc	Physics 06P	VI Semester	16/03/2020	12/10/2020
BSc	Chemistry 06C	VI Semester	16/03/2020	12/10/2020
BSc	Computer Science 06S	VI Semester	16/03/2020	12/10/2020
BSc	Biotechnology 06H	VI Semester	16/03/2020	12/10/2020
BSc	Zoology 06Z	VI Semester	16/03/2020	12/10/2020
BCom	Commerce 07CO	VI Semester	16/03/2020	12/10/2020
BBA	Business Administration 01BD	VI Semester	16/03/2020	12/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Fresh action to minimize absence during internal exams Students were further motivated on the internal test and as a result number of defaulters was reduced from 1152 to 132 ? From two tests a day shifted to one test a day for students' convenience Students are informed about the process through the following initiatives • 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 the 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 examination schedule • Festivals and Celebrations • End term theory examination schedule • Last working day of the semester • 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/iqac/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
KPHY	MSc	Physics	28	28	95
06P	BSc	Physics	46	46	100
N1MAT	MPhil	Mathematics	8	8	100
KMAT	MSc	Mathematics	24	24	100
06A	BSc	Mathematics	46	46	100
N1ENG	MPhil	English	14	14	100
KENG	MA	English	30	30	100
00EN	BA	English	64	64	100
KTAM	MA	Tamil	10	10	100
00TA	BA	Tamil	19	18	95

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/iqac/STUDENTS_SATISFACTORY_SURVEY.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	00	nil	Nill	Nill

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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
Ecological Paradigm and Visual Culture in Literature	English	14/08/2019
National Conference on Advances in Physics and Chemistry	Physics and Chemistry	06/12/2019
State Level Lecture Workshop on Spectroscopy and its perspective	Physics	12/12/2020
Seminar on "New Careers in D-Marketing"	Commerce	17/02/2020
Biotechnology for sustainable development	Biotechnology	13/02/2020
Hands on training in Photoshop MS Office	Computer Science	14/02/2020
National Seminar on Sittilakkiya Menmaigai	Tamil	19/02/2019
Lecture Workshop on Emerging trends in Academic Publications and Research Methodology	Chemistry	29/02/2020
Webinar on Application of fish philosophy to create student's involvement and morale building	Business Administration	02/06/2020
Online Webinar on Radioactivity in Environment	Physics	11/06/2020
Workshop on Enhancing Education Through Google Forms	Business Administration	12/06/2020

National Webinar on "Entrepreneurial Challenges and Opportunities of COVID19"	Commerce	15/06/2020
National Webinar in Intellectual Property Rights (IPR)	Mathematics	18/06/2020
International Webinar on "Economic Impact of COVID-19 Downturn and Recovery Indian Prospective "	Commerce	19/06/2020
National Webinar on"Will Cash be the king and Digital Divine in Post COVID India?"	Commerce	26/06/2020

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
Nil	Nil	Nil	Nill	Nil

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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
Nil	Nil	Nil	Nil	Nil	Nill

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

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

Name of the Department	Number of PhD's Awarded
Physics	2
Chemistry	2
Business Administration	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Computer Science	1	0.0
National	English	1	5.5
National	Maths	1	2.66
National	Commerce	15	6.6
National	Business Administration	3	5.03

International	Tamil	6	3.08
International	English	15	6.1
International	Mathematics	7	5.82
International	Physics	7	4.54
International	Chemistry	4	6.85

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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
Business Adminstration	2
Commerce	2
Biotechnology	7
Chemistry	5
Physics	1
Mathematics	2
English1	1
Tamil	1

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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
The Tension between the East and the West: A Study of Kamala Markandaya's A Silence of Desire	Dr.D Joen Joselin	Studies in Indian Place Names	2020	0	Annai Velankanni College	Nill
Insusceptibility of Mata Hari over Misfortunes in Paulo Coelho's The Spy	Dr.D Joen Joselin	Studies in Indian Place Names	2019	0	Annai Velankanni College	Nill

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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	Institutional affiliation as

				excluding self citation	mentioned in the publication
Nil	Nil	Nil	2020	Nill	Nill	00

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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	120	141	12	58
Presented papers	14	15	Nill	Nill
Resource persons	1	Nill	1	11

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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 RRC of our College and Government Primary Health Centre, Killiyoor.	5	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
Nil	Nil	Nil	Nill

No file uploaded.

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 activites	Number of students participated in such activites
Swachh Bharat	Colachel Municipality and Department of Biotechnology	Beach Cleaning	8	96
Awareness Programme	Melmidalam Parish and Department of Biotechnology	Plastic Awareness and Rain water Harvesting	8	96
Awareness Programme	Primary Health Center,	Environmental Awareness	2	25

	Killiyoor	regarding preventing disease importance of Higher Education at Ramanthurai		
Awareness Programme	Primary Health Center, Killiyoor	Dengue Awareness Tree Plantation (In Association with Pimary Health Centre, Killiyoor)	4	48
Swachh Bharat	Annai Nager Parish People	"SAVE EARTH" Plastic Awareness	7	85
Swachh Bharat	Puthukkadai Town Panchyat	"SAVE EARTH" Plastic Awareness	6	125
Swachh Bharat	Tholayavattam North Punchayath people Department of Mathematics, AVC	Clean India	3	87
Gender Issue	Govt. Primary Health Centre Govt. Primary School, West Neeyoor and Department of Mathematics, AVC	Awareness	2	28
Gender Issue	St. Xavier's College of Nursing , Chunkankadai	World Cancer Day	2	51
Mosquito Source Reduction Activity Survey	PG students of Department of Commerce and Government Primary Health Centre , Killiyoor	Survey	4	50
		[View File](#)		

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
Nil	Nil	Nil	00
No file uploaded.			

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
Nil	Nil	Nil	Nill	Nill	Nill
No file uploaded.					

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
Sacred Heart College(Autonomous) Tirupattur, Vellore Dist	12/02/2020	Organizing Work shop	190
No file uploaded.			

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
5525000	4902842

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

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 patially)	Version	Year of automation

| iCampus | Partially | 2.1 | 2019 |

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11738	1506288	68	18612	11806	1524900
Reference Books	986	474501	Nill	Nill	986	474501
e-Books	Nill	Nill	228	Nill	228	Nill
Journals	19	43280	Nill	Nill	19	43280
CD & Video	199	Nill	5	Nill	204	Nill

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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
Nil	Nil	Nil	Nil

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	158	84	5	5	27	13	27	50	27
Added	15	0	147	5	0	3	12	0	12
Total	173	84	152	10	27	16	39	50	39

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
Nil	Nill

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 incurredon maintenance of physical facilites
3120000	3040155	9280000	8764299

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)

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 the Computer Technician in the College 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 students' council. Canteen : Canteen in-charge. 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 routed 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.

http://www.annaicollege.edu.in/iqac/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	153	772660
Financial Support from Other Sources			
a) National	Central and State Government Scholarships	144	916010
b)International	NIL	Nill	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
Mentoring	25/02/2020	25	Each Department Staff, Annai Velankanni College, Tholayavattam
Bridge Courses	10/06/2019	346	Each Department Staff
Remedial coaching	01/08/2019	583	Each Department staff
Counselling	24/09/2019	57	Counselling Cell, Annai Velankanni

| Yoga | 19/08/2019 | 46 | Villukury Mana Vala Kalai Yoga Arakkattalai |
| Soft Skill | 15/07/2019 | 364 | Annai Velankanni College, Tholayavattam |

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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 passedin the comp. exam	Number of studentsp placed
2020	Interview Skills	35	Nill	Nill	Nill
2020	Job Opportunity for final year UG students - TCS	35	Nill	Nill	Nill
2020	TNPSC (Masa IAS Academy)	190	Nill	Nill	Nill

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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		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Visionary RPM Infotech private limited	40	17	00	Nill	Nill

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme

2020	2	MA	Tamil	2- Annai Velankanni College	M.Phil in Tamil
2020	8	BA	Tamil	3-Annai Velankanni College, Tho layavattam, 1 - Manonmaniam Sundharanar University,T rinelveli, 1 - St. Joseph college of Education, v izhunthayamp alam 3 - Bethany Navajeevan College of Education, Vencode	MA Tamil, B.Ed 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	1

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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
Cultural 1	Inter departmental Carol competition	78
Cultural 1	Fine Arts Day	513
Sports 1	Annual sports Day	569
Sports 1	Inter School Match	300

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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
2019	Tamil Valarchi Cash Award	Nill	Nill	1	00	J.Jenisha
2019	Third Prize	Nill	Nill	1	00	J.Jenisha

2019	Murasoli Award	Nill	Nill	1	00	A.Abisha
2019	Murasoli Award	Nill	Nill	1	00	G.Aruna Mary
2019	Murasoli Award	Nill	Nill	1	00	C.Sindhuja
2019	Murasoli Award	Nill	Nill	1	00	A.Abisha
2019	Silver Medal	Nill	1	Nill	00	S. Jenisha
2019	Second Prize	Nill	Nill	1	00	B. Abiya Bency

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

The College establishes a student union with the goal of including students of all classes in educational, operational, co - curricular, educational, and social and other events in partnership and involvement. Ground Level: Council of Departmental Students: Each class in each department shall appoint a representative. All the class members together form the Departmental Student Council and have regular meetings under the supervision of the Head of the Department. The Class Committee shall be composed of each class and each operation shall be registered in the Class Committee Register. The Student Council shall be constituted to carry out the educational and cultural activities of the Department. Graduate level: The Students Council of the College: For the College Students Council, all the class members come together. The election procedure for framing the committee of students at college level is well structured. In addition to expressing their opinion on scholarly, institutional and other topics, the College Student Council gathers thrice in a semester, the student delegates frequently seek restitution for student grievances and needs. The Student Councils recommendations are addressed to the Staff Council. Student Council election date: 04.08.2019

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Annai Velankanni College has an officially registered alumni association which is registered under section of Tamil Nadu Societies regulation act 1975. S.No -34/2015, Every year alumni general body meeting will be organized on 26th of December. The College has formed the alumni association, out of the year wise 30 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 2019 in the A.N. The Physics department alumni 1994 batch donated Rs.1,40,000/- to the department of physics to top up the "Alphy Endowment". Their interest amount Rs.12000/- from the existing amount 2,00,000/- is distributed to four financially backward students from the Department of Physics. Alumni of the department of Physics1994 batch donated Rs. 13000/- and another alumnus of the 2007 batch donated Rs. 13000/-. The total amount is distributed to five financially backward students based on their family background. The Chemistry department alumni 2016-2017 batch contributed Rs. 10000/- to first year PG student Anujaisha for her College fee. 2. College Level: A college-level alumni meeting is organized by a team of 6 staff

members. This years meeting was organized on 26 of December 2019 in the F.N. Total of alumni who participated were 300.

5.4.2 – No. of enrolled Alumni:

589

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

150000

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni general body meeting held on 26.12.2019. All the departments conducted their departmental alumni meet also on the same day afternoon session. Department of Physics conducted Silver Jubilee Celebration for the 1994 batch on the same day.

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)

In the Staff Board, chaired by the Principal, address the education related matters. The Staff Secretary reports the meeting minutes and members of their respective offices are the HODs of each department. Whenever consultations are required, all staff members are called to discuss on important issues. There are numerous organizations, such as the Student Council, the Youth Welfare Society, the Student Welfare Board, in which students and teachers engage and decide and undertake different tasks. The roles of the organization are managed by the members of staff through the creation of separate committees. Sports Day, College Day, Fine Arts Day, Graduation Day, Inaugural First Year Function, Teachers Day, Annai Velankanni Feast, stands as the example for the above said matters. By incorporating staff members and students for academic and extra - curricular events, the College promotes participative management. The college also established a decentralized decision-making system where departmental committee members interface their recommendations with the personnel councils college committees. The Heads of the Department undertake the recommended Participative and Decentralization processes Gatherings of the Class Committee: Meets of the Class Committee are held to decide on the activities, plan and budget. Discussions of the Department Student Council: these meetings are held only for the class representatives of the respective classes in order to schedule and implement the department level Programmes. Examples: Fresher's Day, Workshop/Seminar/Symposium, Business quiz, Extension Events. Consultation with the Principal / Vice Principal: The Department works closely with the Principal and/or the Vice Principal to take key decisions on the Department and the education of the students. For example, assigning students to compete, granting permission to leave the campus for academic and non academic activities, etc. Discussion with Senior Staff Members: In the effective running of the department, the thoughts and suggestions of senior members of the department and in the college play a crucial role. Department meetings: The department holds regular gatherings to schedule and implement the department's actions. Feedback: Feedback from staff and students is a platform for participative management to be implemented. Obligations for the students: Delegating control to the students is a high point that follows the departments priorities. Program Committees: For each curriculum, various committees are formed, such that multiple students have the ability to serve as convenors, co-conveners and members of the committee. With the permission of the Director of the Agency, Personnel Convener and Organizer, these committees are given the full power to perform their role. ? 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
Admission of Students	• Online Admission including an online payment facility in both UG PG levels. • Govt. Rules for Reserved Categories are followed Students are admitted on merit and on the basis of interest and competence. To regularize, monitor and oversee we have an Admission committee consisting of four members.
Industry Interaction / Collaboration	Industrial visits - Kuzhithurai Municipal Court, Techno Park at Trivandrum, Planetarium at Trivandrum, Mathematical Museum, Sericulture Grainage Unit and Silk Reeling Unit at Tenkasi, Science Centre at Tirunelveli, Eco Park at Kanyakumari, Sankar Cement Factory at Thazhaiyuthu, VOC Port at Tuticorin, CDS Library at Trivandrum, Nanjil Milk Plant, ISRO at Mahendrahiri, Titanium Factory, Sun Paper Mill at Cherenmahadevi, Horticulture Unit at Kanyakumari, Aavin Milk Plant at Tirunelveli, Museum and Planetarium at Trivandrum, Hindu Printing Unit at Trivandrum, Wind Mill Station at Aralvaimozhi, Trivandrum Film City, Atomic Power station at Koodankulam ? The project works done by our students at various industries like Glade Software Solution, Marthandam MTL Web king Technologies, Marthandam. ? Industry people invited for lectures
Human Resource Management	All Teachers are given additional responsibilities at the College/Department level. Totally 32 new committees were formed. Students are also given responsibilities at the College/Department level. Encouragement: Curricular, Extra-Curricular, and Co-Curricular activities. Motivational Programmes to students and Staff
Library, ICT and Physical Infrastructure / Instrumentation	Library • Partly automated, Two comfortable reading rooms- 60 ft in length and 32 ft in width. Inflibnet is accessible at our college as an e-library service. Browsing and Photostat

	facility. ICT: • All departments have been equipped with net-connectivity. • Teachers are supplied with ICT equipment so that they can implement teaching practices allowed by ICT. • With a high-speed internet connection, the entire campus is Wi-Fi enabled. Two internet providers, namely, BSNL and Asia Net, offer net access to the campus. Physical Infrastructure / Instrumentation Integrated Teacher Education Programme Construction work started Canteen Construction work started Play-grounds gave a face-lift. Campus gardens gave a face-lift so that the campus wears a green look. Additional furniture as required was purchased. Facilities in research centers, new instruments were science departments were added in the science department laboratories.
Research and Development	A Research Committee was created, comprising members of employees from each department. Seven branches have been converted to research centers. Our research mobilization fund, which honors doctoral candidates and staff who have published their publications in journals, facilitates research induction programs in order to nurture scholarship at our college. To encourage and honor research guides incentives were given. • Presentation of Papers at Seminars/Conferences by staff • Participation at Seminars/Conferences by staff • Publication of scientific papers (approved both by UGC and ISSN Journals) - 63 • Staff members pursuing Ph.D. - 19 • University approved Research Guides -21 • The English, Mathematics, Physics, Commerce, Chemistry, Bio-Technology, and Tamil Divisions have been upgraded as Research Centres. Registered Research Scholars -40
Examination and Evaluation	Examination and assessment-Assessments are carried out in a well-planned way. Well-established review cells are regularly operating, conducting internal student evaluation in compliance with university guidelines. Semester assessments are carried out by the associated institution, in order to efficiently train the students for university review, periodic class evaluations,

	unit tests, internal tests, and model exams have been carried out annually in a consolidated system. Based on the marks they received in the internal examinations, university internal marks for the students were given. Internal marks and attendance shall be presented to the associated assessment portal of the institution, and facilities shall be given in all departments.
Teaching and Learning	In order to successfully deliver the teaching and learning process, members of staff of the department are required to design the lesson plan and lesson notes for the subject they have worked with. To boost the learning process, slow students were given course materials for each subject. For efficient learning, seminars and tasks were also given to students. In order to educate the students, staff members are guided to use ICT skills so that students can quickly understand the subjects. Students are made to participate in group conversations in the learning process, performing quizzes in the classrooms. Innovative strategies are used by each and every employee in teaching and studying. Improvement of computer-aided teaching and learning methods: IQAC coordinated the Online Course Curriculum Creation and Delivery Faculty Development Programme (FDP) from 24 June 2020 to 30 June 2020.
Curriculum Development	Basic education: The university offers the curriculum and the syllabus Planning: The syllabus includes the hour-by-hour handling of the content for the course. Input: Feedback from students and the HOD is obtained and the instruction is targeted at implementing salient recommendations. Extra-curricular subjects taught: development of yoga, computer, and Personality Development. Courses offered with value-added: Typewriting, Shorthand, and Lab Technician course, Hindi Course, Driving License, and Art Craft. The Colleges Syllabus Improvement workers at the Board of Studies at the University reflect the recommendations submitted to the University from the curriculum input from students, parents, and staff.

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

E-governace area	Details
Planning and Development	At the department and college level, the specifics of the academic schedule/semester plan and the growth activities/events such as lectures, meetings, conferences, etc have been uploaded annually to the college website. Department operations, intimations relevant to functions are sent via mail. Students file a soft copy of their assignments and details of events via e-mail. By e-mail, team members submitted course notes to the students. As a message from i-campus applications, the college sends all forms of messages to the HODs and staff members about the preparation and growth of the college events. IQAC connects to all the divisions by mail
Administration	Our college office administration is now fully automated through online payment applications from i-campus. Technology includes updating the employee profile and student profile, Department wise workload, and time table of the department, enrollment of students, fee payment information, details of college buses. Daily attendance by students is sent by SMS to their guardians. Staff circulars are sent via the bulk SMS scheme as well as via mail. Via email and Whatsapp, IQAC circulars are sent to them
Finance and Accounts	• This section is completely computerized with work places and accounts. • Maintenance of College accounts via Tally. • Staff pay is credited to the bank account directly. • The associated university demands that students pay their exam fees through an online Portal. • For all procured goods, bill settlement is by online payment or RTGS and Cheque.
Student Admission and Support	• Online requests, including an online payment portal. • Maintenance of student databases via i-Campus applications. • E-mail IDs and phone numbers are printed in the Handbook for all members of the Anti Ragging Team.
Examination	On our campus, the affiliated universitys Exam Pro portal is introduced to update the students attendance and mark data. Students do have to pay the university exam fees via this site and after paying the fees, they have to download their hall

	tickets. Internals, Model, University tests, Time table for University Questions are sent to students via email and Whatsapp. College provides services to pay exam fees and downloads the hall ticket for the students from the University exam site.

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
2020	NIl	NIL	Nil	Nill
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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)
2019	Nill	Training on Accessing i- Campus software	10/10/2020	Nill	Nill	8
2019	A Workshop on "Enhancing Research Activities in Colleges" for Science de partments teaching staff.	Nill	19/07/2019	Nill	30	Nill
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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
International Two Days Online	1	13/06/2020	14/06/2020	2

Faculty Development Programme				
Online Refresher Program on "MBA – PPC (Management, Business, Administration –Present Post Crisis)"	1	14/04/2020	04/05/2020	10

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
67	13	34	13

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• EPF as per government norms • Gratuity while retirement • Medical Leave 10 days per annum • Maternity Leave for 90 days • Honoring Ph.D. holders through Public media and in the College Day. • Two increments on completion of Ph.D • Annual increment for staff and periodical revision of scale. • Voluntary retirement scheme at the age of 55. • As per Tamil Nadu Government norms staff retirement age is 58.	• EPF as per government norms • Gratuity while retirement • Medical Leave 15 days per annum • Maternity Leave for 90 days.	• Student Welfare Fund • Monetary assistance by the Management to poor and needy students who are good at studies

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 Audit Every month the accounts are audited by the Annai Velankanni College Administrative Board and the summary report is filed. External Audit The external audit is done annually by friends of kottar through its external auditor. This years auditing was completed for the financial year 01.04.2019 to 31.03.2020 and the report received on 07.08.2020. A financial audit is conducted by Arockiasamy Charles and the frequency of audit is once in a financial year.

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	725000	Friends of Kottar Scholarship for Orphan/Semi orphan and Economically Backward students

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6.4.3 – Total corpus fund generated

15916101.00

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	Nill	Yes	IQAC
Administrative	No	Nill	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 20/10/2019 and 950 parents took part. The PTA meeting for the even semester was held on 01.03.2020 and 1123 parents 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 an increase in the 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 records 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 a 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)

* Training on Accessing i- Campus software on 10.10.2019 • Orientation Programme on "Healthy Communication is the root of good relations in our Job" for Non teaching staff on 28/11/2019 • Orientation Programme on "How to work with joyness" on 11/02/2010

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

* 13 new smart classrooms were added, teaching-learning process has started in these smart classrooms. • 6 faculties were promoted as Associate Professor altogether 26. • 2 new approved research guides added along with existing 25 guides, total 27 in the college. • New equipment's added to science departments. • Application placed for Integrated Teacher Education Programme together with No objection Certificate from Tamil Nadu Government and Teacher

Education University. • Planned to have a best canteen facility to staff and students.

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
2019	A Workshop on Enhancing Research Activities in Colleges for Science departments teaching staff	29/07/2019	Nill	Nill	30
2019	Orientation Program for Newly appointed staff on Teaching The Current Education Policies and Challenging Scenario	03/08/2019	Nill	Nill	17
2019	Orientation Program on Educational Psychology- A tool to promote Teaching Learning	27/11/2019	Nill	Nill	68
2019	Orientation Program on "Healthy Com munication is the route of good relations in our Job" for Non teaching staff.	28/11/2019	Nill	Nill	21
2019		04/12/2019	Nill	Nill	73

2020	Orientation Program on Stress Management				
2020	Orientation Program on Social Media and Higher Education	11/02/2020	Nill	Nill	73
2020	Orientation Program on "How to work with Joyness" on 11/02/2010 for Non – teaching staff	12/02/2020	Nill	Nill	21
2020	Orientation Program on The Need of Mentor – Mentee	25/02/2020	Nill	Nill	77
2020	One day Workshop on Emerging trends in Academic Publications and Research Methodology for staff and Scholars	29/02/2020	Nill	Nill	65
2020	Faculty Development Program (FDP) on Online Course Content Development and Delivery	24/06/2020	24/06/2020	30/06/2020	49

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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

Fundamental Rights and Duties of Indian Citizens	24/09/2019	Nill	12	32
Legal Awareness to Programme on LEGAWAR-2020 (Legal Awareness War to Protect Women's Health Rights)	01/10/2020	Nill	59	191
Gender equity	26/02/2020	Nill	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
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Rest Rooms	Yes	4
Scribes for examination	Yes	2
Ramp/Rails	Yes	4

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
2019	1	1	26/07/2019	1	Outreach Programme (dengue survey)	Consequence of Dengue and procedures for conducting dengue survey.	103
2019	1	1	19/08/2019	1	Outreach Programme (Rain water Harvesting Awareness Rally)	Importance of rain water harvesting to increase the ground water	133

							level.	
2019	1	1	20/09/2019	2	Outreach Programme (Clean India)	Avoid plastic, Save nature, Tree plantation, Clean India	74
2019	1	1	23/09/2019	1	Out reach (Awareness programme on Anthropogenic Marine De bris- Clean India)	The role of human beings in the seashore pollution which affect the marine ec osystem.	39
2020	1	1	07/01/2020	1	Outreach(Training)	Support to Training and Emplo yment Programme for Women (STEP)	88
2020	1	1	07/02/2020	1	Outreach (Awarness Programme)	Awareness on Impact of Plastic and Remedial Measures	233
2020	1	1	14/02/2020	1	Outreach (Awarenes s programme)	Plastic Awareness	88
2020	1	1	18/02/2020	1	Outreach Awareness programme on Road safety	Awareness programme on Road safety, E nvironment protection, Healthy Food Habits and Good Manners	30

2020	1	1	19/02/2020	1	Outreach Awareness programme on Road safety	Awareness programme on Road safety		87

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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 2019-2020	17/06/2019	A code of conduct for students is illustrated in the Academic Diary, which covers the rules for admission, the 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
Antidrug Day (Shortfilm)	26/06/2019	Nil	845
Motivation Programme on "Impossible says I am Possible"	26/07/2019	Nil	416
White Cane Day (Stamp Issued to the Students by the Indian association for Blind)	03/08/2019	Nil	1635
Human values	07/08/2019	Nil	64
Human values	17/08/2019	Nil	96
Pledge on Communal Harmony Day	20/08/2019	Nil	1758
Motivation programme on "Human Values"	31/08/2019	Nil	16
Motivation programme on	06/09/2019	Nil	44

"Positive Attitude"			
Motivation Programme on "Prevention of Suicide"	10/09/2019	Nil	545
Orientation on Human Rights	27/10/2019	Nil	40

[View File](#)

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

? In the department of Chemistry, prepared eco-friendly home products like soaps, detergents, sanitizers, etc are practiced by the students. ? To maintain a sustainable environment, we avoid the usage of nondegradable utensils on the campus instead of it we use steel, glass and areca made products. ? Maintaining an herbal garden on the campus. ? Vermicomposting is practiced in the department of Zoology. ? To make the campus more greenery, alumni of the department of Commerce planted trees on the campus. ? A club named "Green Biotech Consortia" by the department of Biotechnology which is initiated to promote the green environment and planted neem and palm trees on the college campus On September 17th, 2019. ? "Promotion of life with Natural aspects" program organized through Tamil literary club.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice- 3 1. Title: Setting up of annual thrust for College functioning 2. Goals: The goal is to achieve the main goal enshrined in the vision, step by step. 3. The Context: The Need to galvanise a coordinated approach among all stakeholders. 4. Practice: At the close of the particular academic year after the annual assessments, the management comes out with the thrust theme for the following year. This is in practice from the academic year 2012-1013. 2014 – 2015 - Year of Research and Development. 2015 - 2016 - Year of Community Services 2016 - 2017 - Year of Quality Improvement 2017 - 2018 - Year of Team Work 2018 - 2019 - Year of Outreach 2019 - 2020 - Year of Amity with Nature The trust of any particular year was followed up in the following years. 5. Evidence of Success 2014 - 2015 - Year of Research and Development. M.Phil. courses In the academic year 2014-2015 following M.Phil. Courses introduced. ? M.Phil. Mathematics ? M.Phil. Physics ? M.Phil. Chemistry All the staff members were encouraged to do their doctorate in their subjects in the same year. The number of Ph.D. holders has grown from 11 to 40 In phased out manure the following departments have been made Research centers. • Tamil, English, Commerce, Maths, Physics, Chemistry, Biotechnology Sufficient infrastructure together with appropriate research instruments was created for every department. 2015 - 2016 -Year of Community Services • Efforts taken to create awareness among the students of the college majority of whom come from neighboring villages. eg. Awareness about the problem of also alcoholism, in the area. ? Flood Relief Service at Cuddalore ? Visit old age home by staff and students ? Visit Mentally retarded home ? Cleanness programs ? Road safety awareness programs ? Traffic awareness programs ? Health awareness programs ? Helmet awareness programs ? Dengue awareness Programmes ? Consequences of using plastic Awareness Programmes. 2016 - 2017 - Year of Quality Improvement Our College First cycle NAAC accreditation achieved • First cycle NAAC accreditation achieved on 16-12-2016. NAAC Peer team visited from 08/12/1016 to 10/12/2016. Accreditation grade: B with CPGA of 2.79 • Achieved 2f status on 15/12/2016 • Received 12(B) status by UGC on 08.05.2019. 2017 - 2018 - Year of Team Work To inculcate the team spirit the staff were asked to specify the area of particular interest for the formation of committees, accordingly the

comments were revamped leaving out the unnecessary committees, and the total number of committees has been thus reduced from 66 in 2016-17 to 29 in 2017-18. 2018 - 2019 - Year of Outreach The thrust inspired all the departments in such a way that each department came out with its own program for the outreach. 2019 - 2020 - Year of Amity with Nature Theme created an awareness of the need of a friendly relationship with the nature because we and the nature are one. As a result awareness campaign, Organic farming, Tree plantain, Socio economic survey were conducted. Problems: ? Lack of Motivation among the students created by the alarming unemployment ratio. ? Lack of cognizant atmosphere in the Villages which are affected by alcoholism and poverty. Best Practice - 4 1. Title: Providing national English daily to all students. 2. Goals:- ? To provide opportunities for students to enhance their General knowledge in different fields. ? To make them read, understand, and practice the English Language. 3. The Context:- ? The overall rural setup of the students. ? Lack of opportunities to listen to/watch the daily news. ? Lack of sufficient English vocabulary among the student. 4. Practice:- ? By contacting one particular English daily through the local area reporters. ? Demanding a reduced rate of the daily consignment. ? Making sure that the newspaper reaches the hands of students 5. Evidence of success:- ? "The Hindu" newspaper is delivered on daily basis at a reduced rate. ? From the agency, the Daily consignment reaches the Library. The librarian reaches the newspaper to the departments. The students collect from respective departments. 6. Problems encountered:- ? It is hard to assess if the students go through the daily newspaper. ? There is a need for a monitoring system to assess the same.

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/iqac/Best_Practices1.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

7.3 Institutional Distinctiveness 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. Transparent financial arrangement. Though Annai Velankanni College is a self-financed Institution, All receipts are recorded and accounted. The scale of salary for the collage staff, Teaching and Non-Teaching 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/iqac/Institutional_Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

• Smart classrooms to be increased • Library automation to be completed • To promote funded projects in the campus • To enhance further the equipments to science departments. • To make the College a multidisciplinary Campus • Eventually to make the College Autonomous • Achieve Excellence in quality