YEARLY STATUS REPORT - 2021-2022

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 its own campus?	Yes
• Phone no./Alternate phone no.	04651299533
• Mobile no	9443412218
• Registered e-mail	annaivelankannioffice@gmail.com
• Alternate e-mail	avcprincipal2018@gmail.com
• Address	THOLAYAVATTAM
• City/Town	KANYAKUMARI
• State/UT	TAMILNADU
• Pin Code	629157
2.Institutional status	
• Affiliated /Constituent	AFFILIATED
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Self-financing

• Name of the Affiliating University	**MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI**	
• Name of the IQAC Coordinator	**Dr. M. ANTO**	
• Phone No.	**04651299533**	
• Alternate phone No.	**9444509544**	
• Mobile	**9486207669**	
• IQAC e-mail address	**iqac.avct@gmail.com**	
• Alternate Email address	**antorbjm@gmail.com**	

3.Website address (Web link of the AQAR (Previous Academic Year)

https://annaicollege.edu.in/webpage/img/handbook_2021_2022.pdf

4.Whether Academic Calendar prepared during the year?

Yes

• if yes, whether it is uploaded in the Institutional website Web link:

https://annaicollege.edu.in/webpage/img/AQAR20_21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**2.79**	**2016**	**16/12/2016**	**15/12/2021**

6.Date of Establishment of IQAC

09/05/2014

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
0	**0**	**0**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

• Upload latest notification of formation of IQAC

[View File]

9.No. of IQAC meetings held during the year

9

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

• Academic and Administration Audit

• Feedback collected from all stakeholders, analyzed and ensured further action

• Focus on Outcome based Education

• Carried out SWOC Analysis of the Institution

• Participated in NIRF 2021

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. To organise seminars and workshops for creating an atmosphere of Research Aptitude.	Department of Chemistry organised a national webinar on "Quality Research Publication" on 27.08.2021 and Department of English organised an online webinar on "Documentation on Research Methodology" on 25.10.2021.
2. To encourage and train Faculty to adopt ICT enabled innovative teaching and evaluation methods.	College organised an FDP programme on ICT Usage for Teachers with collaboration of ICT Academy.
3. To carry out various gender	Women cell has organised eight

sensitization programmes	programmes for gender sensitization
4. To conduct Environmental/Energy/Green Audit	IQAC has initiate every year conducted environment, energy and green audit in the College campus.
5. To observe various days to promote an inclusive environment and social responsibility among students	Our College has observed fifty nine days to promote an inclusive environment and social responsibility
6. To participate in NIRF	Submitted NIRF 2021-2022 on 10.02.2022
7. To participate in AISHE	Submitted AISHE 2020 - 2021 on 12.03.2022
8. To strengthen welfare measures for the faculty	A group Insurance for the staff is started with National Insurance Company Rs. 100 for internet charges for all teaching staff was implemented during Covid -19
9. Performance Appraisal of Faculty	At the end of the academic year 2021-2022 performance appraisal forms are issued to the teaching and non teaching staff: the reports collected and analysed.
10. Strengthening extension and outreach programmes	Our College conducted Clean India Programmes, such as, Swachh Bharath Missions like Clean India Awareness Rallies, Campus Cleanings, Village Cleanings, Cleaning the street, Beach Cleaning, and Bus stand Cleaning for our ambassadors.
11. Preparation of Academic Calendar	Academic calendar for the academic year 2021-2022 prepared, issued to the departments and posted in the College website.
12. To make online provision of feedback	Provision for feedback through website provided

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
FRIENDS OF KOTTAR	17/12/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	12/03/2022

15.Multidisciplinary / interdisciplinary

As part of curriculum, the college offers following interdisciplinary courses to the students. They are given below. i. Business Mathematics for B.B. A. ii. Animal Psychology and Evolution for U.G. Chemistry and Physics iii. Bio-Chemistry for U.G. Bio Technology iv. Bio-Physics for U.G. Bio Technology v. Discrete Mathematics for U.G. Computer Science vi. Business Economics for U.G. Commerce vii. Computer Application in Business for U.G. Commerce Viii. Green Chemistry for U.G. Chemistry ix. Polimer Chemistry for U.G. Chemistry x. Computational Chemistry for P.G. Chemistry xi. Mathematical Physics for P.G. Physics

16.Academic bank of credits (ABC):

Planning is in progress and will soon be implemented as per the guidelines.

17.Skill development:

. The skill development programmes organised by the College i. Employability skill development programme on 24.07.2020 ii. Entrepreneurship skill development programme 14.12.2021 b. Value based education provided by the college i. Resume writing Programme 14.08.2020 ii. Leader skills programme on 03.09.2020 iii. Effective Utilization of College Life Towards Bright Future on 16.09.2020 iv. Human Values programme on 29.10.2020 and 26.11.2020 v. Positive thinking on 19.12.2021 and 29.01.2021 vi. Time Management on 13.01.2021 & 12.10.2021 vii. Goal Setting on 21.04.2021. viii. Self Management on 27.05.2021 ix. Effective Communication Skills on 25.06.2021 x. Promoting Gender Equality Strategies and Challenges 31.07.2021

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Under Part I Tamil, Students of all programmes have the opportunity to learn Tamil Language and Culture. o Under Part I, the college provides provision for the students to choose the language of their choice. o College provides B.A., M.A., M.Phil., and Ph.D programmes in Tamil. o College provides opportunity to the students to learn Hindi by conducting certificate courses in Hindi.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Each and every course faculty defines Course Outcomes for the courses he/she handles. o Each and every Department defines Programme Outcomes for the programmes for which the Department is responsible. o Course Outcomes and the Programme Outcomes are posted in the College Website for the knowledge of the stakeholders. o College has a process to measure the attainment of Course Outcomes and Programme Outcomes at the end of the Courses.

20.Distance education/online education:

The College became a Distance Education Centre of Manonmaniam Sundaranar University during 2016-17. o The has necessary infrastructure to run online education; having a wi-fi enabled campus; all Departments are net connected; during COVID lockdown, the college successfully carried out teaching and learning through online platforms.

Extended Profile

1.Programme

1.1   **671**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **445**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2   **2**

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

File Description	Documents
Data Template	[View File](#)

2.3   **469**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **69**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **69**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**671**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**445**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**2**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**469**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**69**

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	**69**

File Description	Documents
Data Template	<u>View File</u>

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**59**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**17696548**
4.3 Total number of computers on campus for academic purposes	**148**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Though located in the rural environs, the course included in the curriculum is geared to conscientise the students regarding Gender, Sustainable Environment and National development. Our College follows the curriculum designed by the Manonmaniam Sundaranar University, Tirunelveli being affiliated to the said university.

Master Plan: It is prepared by the respective subject in charge before the start of the new semester.

Orientation Programme : The departments from the point of entry of students inform them about the CBCS through an Orientation programme. Each department apprises the students about the syllabus.

Student centered: The departments monitor progress of the students through presentations in class and performance in the internal

examinations.

Assesssment Register: The College maintains a regular, well-planned, periodic assessment and evaluation system for the learners.

ICT usage: Courses are taken effectively by the use of ICT in classrooms.

Educational visits: Field visits to various places, companies, Institutes of historical importance, Industries etc., in order to impart practical knowledge related to curriculum.

Feedback: Feedbacks of stakeholders are obtained through Google forms. It has a link in the college website. They are graphically obtained and analysed.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

At the beginning of each academic year, college distributes the academic calendar to all the faculty members as well as to the students of different departments. As an affiliating college the institution strictly adheres to the Academic Calendar based on the calendar received from the University. The calendar contains-lists of total working days, lists of holidays, tentative date of internal examination, and end semester examination. It regularly follows, plans, and modifies all its activities, especially the dates of internal examination and end semester examination according to the notifications sent by the university. These notifications are forwarded in college teaching whatsApp group also. The Heads of Departments conduct regular departmental meetings to distribute workload, allot topics, plan the activities of the department, and review the completed portion. The Principal monitors the effective implementation of the Calendar through formal meetings with Heads of Departments and if necessary informal discussions with faculty. Apart from this all departments also prepare time-table for the classes.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	https://annaicollege.edu.in/webpage/img/handbook_2021_2022.pdf

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

31

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

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

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

NIL

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	[View File](#)

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

NIL

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

As an affiliated institution the syllabus given by the university is followed, which has courses related to the following topics:

Gender Studies: Courses on Women Writing in English, Feminist Literatures and project related to women writing comprehend the student's knowledge in gender equality.

Human Values & Professional Ethics: The value added course in the first year and Yoga course in the second year are compulsory courses. In addition, Human Rights in Literature, Ethics and Culture, Home Economics, Health Economics, Social History of England, BhakthiIlakkiyam are other courses.

Environment and Sustainability: A course on the Environmental Studies is mandatory to all UG students to create an awareness on the Natural Environment.

Professional Ethics: The core values on integrity, honesty, transparency, respectfulness, loyalty, confidential and discipline are taught to the students through different courses and placement training.

In addition to the different courses it has Women Cell, Anti Ragging& sexual harassment cell, Dress Code and Discipline Committee which are entrusted with the task of creating awareness among the students making them socially responsible citizens.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

15

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

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

584

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://docs.google.com/forms/d/e/1FAIpQLS dMLIDcVAvjV3C9yX19jTcE8GiQLW5ARyG825kNBrlp JlTSEg/viewform
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/forms/d/e/1FAIpQLS ered309tai1MEVT9RyKgJTDSC0n_6sVpMeenmZIOEn s1INlw/viewform

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

445

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

2

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Assessment

The preliminary assessment of learners' learning levels is done to classify slow learners and advanced learners. The following are the stages the students have to pass through.

- **Bridge course Test for UG students and Entrance Test for PG students**

- **Performance in Preliminary Class Test**
- **Performance in preliminary assignments**
- **Performance in Continuous Internal Assessment (CIA) is taken into account to asses learning levels across the semesters.**

Programmes for Advanced Learners

Advanced learners are given the designed specialized enrichment programmes

- **Advanced learners are encouraged to participate in**

        intercollegiate Quizzes
* **Advanced learners are directed to enroll MOOC Programmes offered by SWAYAM.**
* **Advanced learners are given projects and mini projects**

Programmes for Slow Learners

* **Peer Tutoring is given to slow learners using advanced learners**
* **Remedial Teaching classes are given to slow learners to cope up with slow pace of learning**
* **Shortened notes, revising old question paper, weekend tests are given to them hand in hand to grasp the points easily for better learning and scoring high in examinations.**
* **Group motivation sessions conducted for learners to propel their abilities to score high in university exams**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
1282	**67**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

* **Experiential Learning**

* **Industrial visits, field trips, court visits and study tours**

* **Project based learning- for final year students.**
* **Science albums and herbarium and Model Making**
* **Zoology department has conducted bird survey and plant embryo collection**

- ○ **Participative learning**
- ○

- **Peer teaching programme is organized for UG and PG students to enable them in participatory learning.**
- **Group discussions/Panel discussions/Debates**
- **Projects/Mini Projects/Group Projects**
- **Skits**
- **Quiz clubs organize department wise quizzes.**
- **Classroom Quizzes**
- **Seminars and Assignments**
- **English Literary Club, Tamil Literary Club, Chem Club and Biogenix club organize periodic programmes for the students.**
- **Community interaction programmes**
- **Conferences, workshops, student development programme, orientation programme, and exhibitions.**

Problem Solving Methodologies.

- **Classroom forum is an innovative initiative of subject teacher to involve students in a constructive discussion and to seek solutions from co-students.**

- **Real life problems related to subject topic at the completion of topic in the class are given to students to provide spot on solutions.**

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

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

- ○ **Use of ICT by Teachers**

- **Power Point Presentations of the lessons by the Teachers.**
- **Subject related Videos/Video Clippings.**
- **Recorded Video lecture and live recorded video lecture.**
- **Repository of learning materials – for future reference of the students.**
- **Communication through Class-wise WhatsApp Groups.**

- **Communication through Emails.**
- **Smart Boards at classrooms.**
- **YouTube Channels.**
- **Recorded Audio Lectures.**
- **Zoom / Google meet/Google Classroom.**
- **Google Forms.**

Net-connected computer and printer in all the Departments

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

67

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

69

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

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

42

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

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

2.4.3.1 - Total experience of full-time teachers

888

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

- **Transparency**

  ○ **Open Day – observed immediately after the Internals are over**

- **Answer sheets of all the courses would be available for the students in the classroom; all the answer sheets would be available for the perusal all the students**

  ○ **Students' signature would be obtained in mark-lists for confirmation.**
  ○ **At the end of all the three internals, consolidated mark lists are displayed for the students; and the students could approach the teachers in case of discrepancies.**
  ○ **Consolidated mark lists are submitted to Principal**

  ○ **Robustness**

  ○ **Different modes of Tests, like, Open Book Test, Home Test, Oral Test, Non-graded Test, Multiple-choice tests, Matching Tests,True or False Tests are conducted as part of Continuous Internal Evaluation (CIA)**
  ○ **Tests are conducted periodically.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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

Examination Grievance Cell comprising of three Teaching Staff and student-members from all the ten Departments. In case of Internal Examination related grievances, the students can directly approach the Cell and rectify the issue.

Examination Grievance Cell meets the very next day after the observance of Open Day by the Departments, immediately after the publishing of consolidated mark lists and immediately after the publishing of university results so that the needful could be carried out to redress the students' grievances if any.

External examination related grievances like withholding of results, re-totaling, revaluation, applying for supplementary exams, correction of typing errors in mark statements, wrong entry

of internal marks, and wrong photos. Examination Grievance Cell takes all possible measures and guide and support the students in getting their grievances redressed.

Regarding out-of-syllabus –questions in University Examinations, the concerned course teacher makes a representation to the University through the Principal

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

- **Programme Outcomes**

  - **Faculties of the Departments follow the programme outcomes given the university**
  - **Minutes in the Department Board of Studies Meeting**
  - **Communicated to the students on the First Day of the Programme**
  - **Posted in website**
  - **Displayed at Department Staff Rooms/Classrooms.**

- **Course Outcomes**

  - **Before the beginning of every semester, Course Outcomes are prepared by every teaching faculty for the courses/subjects to be taught by them.**
  - **Department Board of Studies Meeting is convened before the start of the semester; faculty make a presentation of Course Outcomes of the courses to be taught by them; discussions ensue; necessary pruning, developing and sharpening of the outcomes carried out, keeping learner in mind.; arrives at an improved version.**
  - **The teaching faculties communicate the course outcomes to the students on the first day of the semester**
  - **The course outcomes are posted in website and noticeboard.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

- **The evaluation of attainment of programme outcomes and course outcomes**

  ○ **College organizes Training Programmes for the Teaching Staff on writing Programme Outcomes and Course Outcomes and evaluation of their attainment.**

  ○ **Departments frame three Programme Outcomes for every programme being run by the Departments**
  ○ **For every course, five Course Outcomes are drafted by the Course Teacher.**
  ○ **One Unit One Course outcome**

For every student, his performance in the Internal Tests and the University Examinations are mapped with Course Outcomes and Programme Outcomes

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

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

469

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://annaicollege.edu.in/criteria_two/COLLEGE_DAY_REPORT_07_04_2022.pdf

2.7 - Student Satisfaction Survey

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

https://docs.google.com/forms/d/1b0AKTNS5DRJdDNsvO0TBnkoW2CsoPl1-fsnVir1Pf1c/edit

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

165000

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	[View File](#)
List of endowments / projects with details of grants(Data Template)	[View File](#)

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

3.1.2.1 - Number of teachers recognized as research guides

28

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

3

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

Our institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge. The college has created an ecosystem for Research and Innovation by recruiting and developing desirable human resource, taking initiative for creation and dissemination of knowledge and establishing state of the art infrastructure. Our College has a registered Institution Innovation Cell for promoting innovation and entrepreneurship activities. The Cell has a start-up activity Co-ordinator, IPR Co-ordinator, Innovation activity Co-ordinator, NIRF Co-ordinator, Social Media Co-ordinator, Internship Activity Co-ordinator, External Expert and ATAL Ranking of Institution on Innovation Achievements (ARIIA) Co-ordinator and FIVE student-members in its ranks.

Our college has an Incubation Centre which has a Co-ordinator whose office is net-connected. The Institution Innovation Cell, The Incubation Centre, The Entrepreneurship Development Cell along

with couple of Departments of the college carry out activities such as, Idea Competition, Programmes on Intellectual Property Rights and Entrepreneurial Development Programmes provides an ecosystem for innovation. Our institute recruits dynamic and highly qualified faculty to mentor and channelise the young minds. Faculties are also encouraged to participate in various skill enhancement programs under govt. schemesResearch Cell also helps to create research culture among faculty members and students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

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

12

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

10

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	[View File](#)

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

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

67

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

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

55

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

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

Our college organises students' participation in various extension activities with a dual objective of not only sensitising students about various social issues, but also contribute to community and

strengthen community's participation. NSS units of college take part in various initiatives like Camps, Swachh Bharath Missions, Awareness programmes, Blood Donation,, Programmes of Utilitarian Purpose, Environmental Pollution

The student volunteers visit neighboring localities and conduct various activities regularly. The villagers could not use for bathing and utilitarian purpose, so the NSS Units volunteered for Pond Cleaning in adopted villages to remove waste materials from it and now it is used by public productively. NSS conducts Clean India Programmes, such as, Swachh Bharath Missions like Clean India Awareness Rallies, Campus Cleanings, Village Cleanings, Cleaning the street, Beach Cleaning, and Bus Stand Cleaning for our ambassadors.

Blood donation camps are frequently organised to help the patients in hospitals. Road safety Awareness programme, Plastic awareness programme bring awareness among the budding leaders about their safety measures. Dengue Awareness, Eye Donation Awareness, HIV/AIDS Awareness enable the student community to realise their social responsibility in society.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	[View File](#)
e-copy of the award letters	[View File](#)

3.4.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

16

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

504

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

4

File Description	Documents
e-copies of related Document	[View File](#)
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	[View File](#)

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

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

7

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- **The college has 162643.16 sq.mts of land with a built area of 18765.21 sqmts.from the very first outset of its establishment.**
- **The college has 60 classrooms fulfill the needs of the student community.**
- **There are 10 smart classrooms for UG and 5 smart classrooms for PG.**
- **Laboratories are elaborately equipped to provide practical for students at undergraduate, post graduate and research level.**
- **There are 5 UG and 4 PG Laboratories, 3 Research labs, 7 Research centers and a common computer lab.**

- The Research centers have their own separate Research rooms and libraries.
- The library has a vast collection of books, monthly Journals, weekly Journals and news papers, Reading room etc.
- Library is substantially computerized and the icampus barcode system is adopted.
- Library has the OPAC system of Catalogue in place
- The whole campus is provided with free WiFi through seven access points.
- Library provided Free WI-FI facility to students and staff.
- INFLIPNET and N- LIST is also for online access.
- The library provides open access to all faculties and students
- Broadband internet is provided (Prinet-10mbps from asianet and BSNL NME 40 mbps).

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

- The multipurpose hall 723.55sq.mtts. can accommodate around 900 students which is the venue for the cultural activities.
- The multipurpose hall is attached with Green rooms and toilets.
- The mini hall is used as Yoga Centre, and can accommodate around 300 students.
- The college has a large playground which is well maintained. The sports field with ample space for indoor and outdoor games.
- Basket ball, volley ball, kabaddi, kho-kho, badminton, ball badminton, football, handball courts for outdoor sports with the following space.

Indoor games

- Table tennis
- Chess
- Carom
- Fencing
- Boxing

Gymnastics

- **Floor exercise**
- **Horizontal bar**
- **Parallel bar**
- **Roman ring**
- **Pommel horse**

Track Events

- **200 mts track for running events. (110mts x 70mts = 7700 Sqmts)**
- **Long jump pit for jumps and sectors for throwing events**
- **Adequate first aid facilities**
- **A stock room and dressing room for players.**

First Aid

- **First aid facility is made available to the injured athletes**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

15

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

17696548

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

- **The Library remain fully automated using ICAMPUS version 2.1**
- **Online Public Access Catalogue (OPAC) system is enabled for easy access of books in library..**
- **Free wi-fi facility is provided to students and staff**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the A. Any 4 or more of the above following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

112519

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

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

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

15

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The institute gains a competitive advantage in its primary fields of teaching and research. It also includes data, Wi-Fi campus, a learning management system, online services and email.

The Institute provides IT services to its students 24 x 7. Classes were held online for students across all programmes during the brief lockdown due to Covid pandemic during 2021-2022. During this time, our IT infrastructure is capable of running smooth courses. The institute's network is entirely based on the BSNL and Asianet internet infrastructure. All users on campus now have secure Wi-Fi access. Our college's IT infrastructure is updated on a regular basis since it feels that an organization's IT is involving at a rapid pace.

The IT budget allocation is in accordance with current requirement and anticipates future ones. Every year, a budget is set aside to

enhance the present setup and replace worn-out and obsolete equipment

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

148

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

8107347

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

- **Laboratory Equipments Maintenance**

- **In case of Repair of lab equipment, the nature of repair would be noted down in the Maintenance Register kept in the Office and rectified immediately.**

- **Laboratory Equipments Utilization**

- **Separate stock registers are maintained in each laboratory**

- **Lab Assistants, under the supervision of the subject faculty, make available the equipments for the usage of the students.**

- **Library Maintenance**

- **Stock verification is done yearly once.**
- **Monthly clearing of the books and racks is done to preserve them.**

- **Library Utilization**

- **The readers can take a book using one library ticket issued by the library**
- **The newly arrived books are displayed inside the library**

- **Sports Complex Maintenance**

- **Sports equipments are replaced as and when they are damaged under the supervision of the Physical Director.**

- **Sports Complex Utilization**

- ○ **Stock Register maintained**

- ○ **Computers Maintenance**

- ○ **Periodic maintenance is conducted**

- ○ **Computers Utilization**

- ○ **Log books and stock register maintained at the Computer labs**

- ○ **Classrooms Maintenance**

- ○ **Class Tutors and Subject Teachers pay attention to the cleanliness of the Classrooms.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

158

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

195

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

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

E. none of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

121

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

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

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

26

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

204

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

one) during the year

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

25

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	[View File](#)

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

Students' Council

Election to Students' Council held at the beginning of every academic year.

The representatives join together to elect the Secretary of the Students' Council and the Students' Council meets once in a month.

The Students' Council has been involved in the planning of conducting of important events like the College Day, Fine Arts Day, Sports Day, Inauguration Day and Farewell etc

Department Level Representatives Meeting

The Heads of the Departments convene the Meeting of the representatives from the classes of their departments to carry out Department Level Cultural Programmes and Department Level Extension Programmes

Department Association

A final year UG/PG student- representative elected the Secretary of the Department Association.

Student Welfare Committee

Students' Council Secretary and TWO Student representatives from each department part of the Committee.

Students' Redressal Cell

TWO Student representatives' part of the Committee.

Magazine Committee

Prayer and Announcements

Eco Club and Green Management

Youth Red Cross

Fine Arts Club

Tamil Literary association

English Literary association

Exhibition Cell

Sports Club

Women's Cell

Placement Career Guidance

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

26

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	<u>View File</u>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<u>View File</u>

5.4 - Alumni Engagement

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

The Alumni Association is registered under section S.No:34/2015of Tamil Nadu Societies Regulation Act, 1975. Annual General Body of the Association meets on the 26thof December of every year. The Executive Committee Meeting of the Alumni association meets once in three months

Career Guidance

- **Alumni of the college are providing mentoring services to all departments' needed students to guide their career-cum-life. The Alumni are sharing their success stories to the ongoing students to inspire them to take new challenges in life and make their life valuable.**

Felicitation of Alumni

- **Alumni are felicitated for their contribution and unprecedented support to the association and its fruitful works**
- **Illustrious alumni are felicitated for their unwavering support to initiate student welfare programmes**

Alumni Association Forum

- **Besides the annual meeting, Alumni association forum will be held after the meet to discuss the alumni association issues and also discuss the development of alumni association.**
- **Alumni members give feedback of their annual meeting and**

based on which action taken report is prepared to address the shortcomings. This system is pro alumni to create more inclusive alumni in contributing the development of college

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision and Mission of the college is to transform youth into leaders in the society. The college trains youth for competitive examinations and promote social service especially in times of need such as natural disasters and pandemic diseases among the staff and students. Our institution aspires for fostering entrepreneurship in the minds of youngsters so as to facilitate more employment and overall societal development. The Governing Body delegates authority to the Secretary Correspondent and Principal who, in turn share it with the different levels of functionaries in the college

Various decision making bodies such as IQAC, Staff Council, Staff Meeting, Department Meeting, Class Committee, Admission Committee, Planning and Monitoring Committee, Youth Welfare Committee, Student's Council, Placement Committee, Fine Arts Committee, Women's Cell, NSS/YRC/RRC, Eco Club, Grievance Cell, and ICT Academy provide students with quality educational experiences and support services that lead to the successful completion of degrees, career/technical education, and basic skills proficiency. The faculty is also motivated to obtain knowledge at various platforms like Seminars, Conferences, Workshops, Faculty Development Programmes, and Refreshers courses. Green and Clean

campus with CCTV surveillance right through the college ensures the college environment more users friendly

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Our College follows the practice of decentralisation in its right sense, focusing on three major areas of the institution, viz. academic, administration and curricular activities. The practice of decentralisation and participatory management is reflected in all the activities of the College through its vibrant Organising Committees which includes the IQAC, the Staff Council, Student Council, Placement Cell, Fine Arts Club, Admission Committee, Research Committee, Women Cell, Exam Cell, Counseling Cell, NSS, NCC, YRC and RRC. The major stakeholders of the college including The Administrative Board, The Management, The Principal, Vice Principal, Teaching and Non-Teaching Staff, Parents, Students and Alumni work together in a democratic way in the execution of college governance.

The primary objective of decentralisation is to find out the official hierarchy, extend opportunities for teachers as well as students to contribute profoundly, enrich the decision-making process, and nurture greater democratic professionalism, together with proficient event management. The decision to conduct all celebration is taken in the Staff Council followed by the Staff Meeting and Student Council of the College. To strengthen the idea of participative decision making, the Principal of the College gets suggestions from the staff members and student representatives.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/Perspective plan is effectively deployed:The Institute's quality policy is well conveyed from its vision and mission statements. The perspective plan of our college is to get permanent affiliation from university as full- fledged arts and Science College. To accomplish the strategic plan, the various actions were taken as per suggestions of the NAAC peer team during first cycle visit.

.The institution has got approval for seven Research Centres by the University.

Our college is approved with 12 (B) Status of the UGC Act 1956

28 staff have been recognised as Research Supervisor by the University

18 Smart Classes to implement innovative teaching techniques in the teaching learning process

Our college Library is fully automated (i-campus).

Implementation of E-Governance in administrative and academic (i-campus).

MOU's have been signed with 14 institutions and industries

CCTV surveillance is available throughout the campus

Indoor Stadium

A new 200 meters athletic track

Adequate grounds for swimming pool, Handball. Kho- Kho, Kabaddi, Football, Basketball, Volley ball, and Badminton

Periodical maintenance of infrastructure

Solar panel system is installed

Adequate college buses for transportation to the students and staff

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

The college is administrated by the college Administrative Board which consists of 16 members. The policies are framed by the management for effective and efficient smooth running of the institution. The management participates in the staff council and calls for staff meeting at any time for participative management, implementation of new policies, to get valuable suggestion from the staff for the development of the college and to motivate and appreciate the staff members for their achievement. The activities of the college are being monitored by the principal with the help of staff council.

The Vice- Principal is assigned the responsibility of public relations, announcement, and sexual harassment & anti ragging. The Office Superintendents' role is to maintain the files and register as required by the university. The classroom management, handling of subjects, monitoring the discipline, knowledge, and skills is done at the departmental level by the Heads of the departments with the support of all the staff members. An assortment of committees like Admission, Planning and monitoring, Research, Discipline, Youth & Student Welfare, Students Council, Placement, Counseling Cell, Women Cell, Exam Cell etc. have been created for the purpose of rapid multifaceted development of our institution.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://annaicollege.edu.in/iqac/ORGANOGRA M.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Our institution has effective welfare measures for teaching and non-teaching staff.

Christmas Gift for all teaching and non-teaching faculty

Gratuity to the staff members at the time of retirement

Medical leave for 10 days per annum

Maternity Leave for 90 days with half pay

Ph.D. holders are honoured through public media and also with ponnadai

Two increments are given to staff members on completion of Ph.D

Annual increment and periodical revision of pay scale is made in the salary.

Voluntary Retirement scheme for staff at the age of 55

Staff retirement age is raised to 60

Management provides grants for paper presentation and publication in conferences/workshops

Faculty who has completed 25 years of service is honoured with an award

Every year, college organises staff tour

EPF scheme

The management participates in all the invited functions of both teaching and non-teaching staff

The College also honours the staff members who serve unanimously without taking any casualty leave

Rs. 100 for internet charges for all teaching staff was implemented during Covid -19

Salary is credited in the first day of the month to the bank account of the staff

A group Insurance for the staff is started with National Insurance Company.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

17

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development /administrative training programs organized by

the institution for teaching and non-teaching staff during the year

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

15

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

47

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The performance of the teaching staff is evaluated on the basis of the teacher as a person and teacher as a performer. It is also one of the mandatory assessments for the teacher's performance The performance of the faculty is also evaluated based on the professional contribution to academics, contribution to short-term training courses, performing invigilation duties, contribution to college administrative bodies such as college academic council, planning and development committee, Research Committee, NAAC, BOS, etc. The teaching faculties fill the above set performance appraisal report in a given prescribed proforma which includes all the above set related to points and sub points. Filled report is revised by the HOD in order to assess the attitudinal, behavioral and professional aspects of the faculty concerned. Appreciation and encouragement are given to the efficient faculties who well-accomplished in their performance.

A few strategies are observed in appraising the non-teaching staff's performance. It includes technical contribution of individuals such as subject knowledge, awareness, quality, productivity, diligence, innovation, willingness to learn, etc. Besides, non-teaching staff are also assessed by our management for their behavioral aspects like group behaviour, acceptability, punctuality etc. They are appreciated and encouraged for their sincere work.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

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

External financial audits

Conducted by the Chartered Accounting Firm M/s Arockiasamy & Charles

Conducted annually

Report submitted to the Administrative Board

Report submitted to Income Tax Department

Internal financial audits

Conducted by a two-member team authorized by the Administrative Board

Conducted monthly (once in two months)

Report submitted in the monthly meeting of Annai Velankanni College Administrative Board.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

1061800

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

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

The institution always monitors the effective and efficient use of available financial resources for the infrastructure development to support teaching learning process. Annai Velankanni College is a self-financed private institution; tuition fee is the main source of income. Along with tuition fee, research grants from various Government and Non-Government agencies, consultancy

projects and funding from alumni are add on resources for mobilization of funds. These funds are utilised for all recurring and non-recurring expenditure. The institution has a well-defined mechanism to monitor effective utilisation of available financial resources for the development of the infrastructure to augment academic needs. All transactions have transparency through bills and vouchers. Financial audit is conducted by chartered accountant for every financial year to verify the compliance.

Institutional strategies for mobilisation of funds

Tuition fees

Job-oriented training programmes

Transport facility

Voluntary contributions /Donations/ Endowments

Vermi and agro products

Optimal utilisation of resources

Funds collected through office

Deposited in joint bank accounts

All transactions through bank

Spending stream lined through related Board/Department/Committees

Monitored by monthly auditing and annual external auditing.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Two initiatives from these are described here

1. Strengthening of an ICT-supported teaching process.

The teaching staff is inspired to improve the teaching-learning process through increasing use of ICT in the classroom, enlarging the library's breadth, developing it into a multifaceted knowledge platform, and signing Memorandums of Understanding with research institutes to re-define the parameters of a vitalizing, education that is both relevant and comprehensive. The IQAC has been an active participant in the whole process and procedure of benchmarking.

During this assessment period, the hardware and software component of IT infrastructure have been systematically added and upgraded.

Institutional Innovation Cell and Incubation Centre

The College has a registered Institution Innovation Cell. The Cell has a start-up activity Co-ordinator, IPR co-ordinator, Innovation activity Co-ordinator, NIRF Co-ordinator, Social Media Co-ordinator, Internship Activity Co-ordinator, External Expert and ATAL Ranking of Institution on Innovation Achievements (ARIIA) Co-ordinator and FIVE student-members in its ranks. The College has an Incubation Centre which has a Co-ordinator whose office is net-connected. The College has an Incubation Centre in place. The Institution Innovation Cell and the Incubation Centre along with a couple of Departments of the College carry out activities during the Academic Year 2021-22.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

1.To run the curriculum and its delivery with modern and ICT technologies, IQAC demands curriculum delivery and its course plan every semester prior to its start from the members of the staff and are assessed and fine-tuned under the supervision of the IQAC team members.

2.Result analysis is initiated by the IQAC at every semester and

done by all departments under the supervision of IQAC. It is also audited in the Academic Audit report every year.

3.Self-appraisal forms are obtained from the members of the staff and then they are checked and analyzed at the IQAC office. The people with high contributions are given momentous for remembrance at the college day celebrations. The staff with low contributions are addressed personally and given motivation to do more work towards their academic development as well as the holistic development of the college

4.IQAC initiates various kinds of programmes to be conducted through cells and departments.

5.IQAC members work for the accreditation process in NAAC, collection of data for AQAR every year, NIRF validation etc. Their tireless work and peer content made great developments and impacts in the progression of the college and its development.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://annaicollege.edu.in/criteria_two/COLLEGE_DAY_REPORT_07_04_2022.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- The college has Anti- Sexual Harassment Committee.
- 50% representation for the girl students in Students' Council
- Girl students of the College told to install Tamil Nadu State Police Department App..
- Sensitive issues and complaints of the girl students are considered by the committee and necessary measures are taken to stop recurrence of such issues.
- To maintain the safety of girl students in the campus, campus supervision by staff before the start of the class in the morning and during lunch break.
- The whole college is under the surveillance of CCTV cameras.
- The college has provided separate staircase with grill for the girl students to ensure their safety.
- The college organizes legal awareness, health and hygiene among the girl students.
- The institution provides separate common room for girls.
- Vending machine is available for women.
- To maintain hygiene incinerator is provided in the separate rooms provided for girls.
- Sick room is provided for the girl students.
- Health checkup and hemoglobin tests are conducted in the college.
- The college renders formal and informal counseling especially for girl students.

File Description	Documents
Annual gender sensitization action plan	https://annaicollege.edu.in/criteria_seven/annual_and_action_final.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://annaicollege.edu.in/criteria_seven/facilities_for_girls.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Solid waste management

- **The college maintains its green campus which is clean and eco-friendly. Waste generation kept to a minimum possible level inside the campus. .**
- **The degradable waste collected from the campus such as fire wood and paper waste are converted into fertilizer by the compost pit available in the campus.**
- **The non-degradable waste such as glassware, plastic etc are collected by the municipality whereas the food waste is handed over to pig farm.**
- **Liquid Waste Management**
  - **The sewage water is used to the nearby trees by partial waste recycling system in the college.**
- **Chemical Waste Management**
  - **The chemical waste from the laboratories is made to undergo a process of leaching and purified**

- **E-Waste Management**
  - **E-Waste management committee of our college sends the non working laboratory equipments, computers, monitors printers, batteries etc to scraps.**
- **Waste Recycling System**
  - **The wet waste from the garden and canteen are processed through vermin compost and are used for the plants on the campus.**
- **Hazardous Chemicals and Radioactive Waste Management**
  - **Being an Arts and Science College there is no such waste in our college**

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

- **The college is in the forefront in undertaking various initiatives to celebrate National Festivals/Relegious Festivals to enhance the sense of brotherhood among the students.**

Religious Festivals

- **Christmas, Eid, and Deepavali celebrated in the campus to promote communal harmony among the students.**
- **Every year in the inaugural day, reading of holy books of all religion is practiced and encouraged.**

Cultural Festivals:

- **Harvest festivals – Pongal and Onam celebrated to mark the significance of unity through cultural prospects.**
- **Athapoo competitions are conducted in the college to imbibe the students with inclusive environment.**
- **Socio Economic:**
  - **SC/ST cell conducts awareness programmes in the college in the areas of Human Rights, Equality and Social Justice.**
- **Inclusiveness:**
  - **The college conducted Christmas Carol song competition make the students from all religion to participate in the competition.**
  - **The college celebrated Deepavali festival, students from other religion participated in the programmes.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<u>View File</u>
Any other relevant information	**No File Uploaded**

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

- **Sensitization of students and employees to the constitutional obligations**

  ○ **Constitution Day is celebrated in the college and a quote from the Constitution of India is recited everyday along with the morning prayer.**
  ○ **Flag day Donations collected and donated to Assistant Director, Ex-Service Men Welfare, Kottar, Nagercoil.**
  ○ **Tamil Thai Vazhthu at the beginng of the classes every day in the morning.**
  ○ **National Anthem at the end of the classes every day in the evening.**
  ○ **25.09.2021 * SC/ST Cell – an awareness programme on "Social Justice in the Digital Economy"**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://annaicollege.edu.in/criteria_seven/Human_values_(1).pdf
Any other relevant information	https://annaicollege.edu.in/criteria_seven/7_1_9.pdf

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

B. Any 3 of the above

and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	[View File](#)

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

- o **College Level**

- • **Celebration of Independence Day (August 15th) and Republic day(January 26th) at Annai Velankanni College**

- o **Management and Staff together celebrate.**
- o **Students are represented by the NSS/NCC volunteers.**
- o **Flag hoisting**
- o **Day's Address by Management, Staff and Student, recalling the sacrifices made by the Freedom Fighters**
- o **Competitions**
- o **Sweet Distribution.**

- • **Teachers' Day (September 5th) and Annai Velankanni Feast Day(September 8th)**

- o **Usually the two celebrated together**
- o **A Public function marks the joint celebration of the two**
- o **All students take part in the public function.**
- o **Addresses highlighting the ideals of the Days**
- o **Cultural Programmes**

- o **Department Level**

- • **Departments celebrate Commemorative Days and Weeks connected with their respective Departments**

- ○ **Committees**

- • **Committees celebrate Commemorative Days and Weeks connected with their respective Committees**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File]()
Geo tagged photographs of some of the events	[View File]()
Any other relevant information	[View File]()

7.2 - Best Practices

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

1. Institutional Social Responsibility.

Social responsibility encompasses addressing of social, economic, and ecological issues that impacts the well being of mankind. Every human being needs to play a proactive role for the betterment and welfare of mankind. As the human being is one who rules the planet and as a responsible citizen as well, all responsibility of keeping the earth suitable for the peaceful co-existence of all living beings lies with the human. Hence the educational institutions play an important role in making the students aware of their responsibilities In this regard, our institution pays much attention and provides opportunities for students in ample measure through NSS/YRC/RRC.

2. Usage of ICT facilities.

It has been proven that the use of ICT in classroomsincreases the motivation of the students, showing more interest and becoming more engaged.ICT enables the use of innovativelearning methods, establishing a more active collaboration of students and the teachers. The introduction of ICT in classrooms stimulates students' interest in learning; more opportunities for interaction and collaboration between students themselves; enhancement of creativity; enhancement of subject learning and developing of ICT literacy. Our institution moving towards achieving ICT literate Student-Teacher community by providing infrastructure and

training.

File Description	Documents
Best practices in the Institutional website	https://annaicollege.edu.in/criteria_seven /BEST_PRACTICE_2021-2022.pdf
Any other relevant information	https://annaicollege.edu.in/criteria_seven /BEST_PRACTICE_PHOTOS.pdf

7.3 - Institutional Distinctiveness

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

The college partially adopts the eligible sports students who have represented the district level and educates them on payment of 50% of sports scholarship. Sports facility presented to the sports players are as follows: an athletic track , an indoor stadium ,Table tennis, Kabbadi, Kho-Kho, Fencing, and Boxing, a swimming pool, three kho-kho gr, and courts for Volley Ball, Kabbadi, Basket Ball, Long jump, High jump, Foot Ball, Cricket and Ball Badminton.

Our college has secured runner up for men and secured third place for women. In addition to this, two boys and two girls of our institution were selected to represent in the Manonmaniam Sundaranar University Kho-Kho . In athletics, the college got Gold Medal in Polevault team, Gold Medal in Javelin throw event and got bronze in 400 mts Hurdles in the Manonmaniam Sundaranar Inter Collegiate Athletic Meet. The college has secured a runner up by women kho-kho team and secured third place by women kho-kho team in a Distict level open meet. The college has attained first place in All India Sylumbum competition .Inter Collegiate Athletic meet for college students on 15.02.2022 and Inter School Athletic meet on 21.02.2022 were organized by our college.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Though located in the rural environs, the course included in the curriculum is geared to conscientise the students regarding Gender, Sustainable Environment and National development. Our College follows the curriculum designed by the Manonmaniam Sundaranar University, Tirunelveli being affiliated to the said university.

Master Plan: It is prepared by the respective subject in charge before the start of the new semester.

Orientation Programme : The departments from the point of entry of students inform them about the CBCS through an Orientation programme. Each department apprises the students about the syllabus.

Student centered: The departments monitor progress of the students through presentations in class and performance in the internal examinations.

Assesssment Register: The College maintains a regular, well-planned, periodic assessment and evaluation system for the learners.

ICT usage: Courses are taken effectively by the use of ICT in classrooms.

Educational visits: Field visits to various places, companies, Institutes of historical importance, Industries etc., in order to impart practical knowledge related to curriculum.

Feedback: Feedbacks of stakeholders are obtained through Google forms. It has a link in the college website. They are graphically obtained and analysed.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

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

At the beginning of each academic year, college distributes the academic calendar to all the faculty members as well as to the students of different departments. As an affiliating college the institution strictly adheres to the Academic Calendar based on the calendar received from the University. The calendar contains- lists of total working days, lists of holidays, tentative date of internal examination, and end semester examination. It regularly follows, plans, and modifies all its activities, especially the dates of internal examination and end semester examination according to the notifications sent by the university. These notifications are forwarded in college teaching whatsApp group also. The Heads of Departments conduct regular departmental meetings to distribute workload, allot topics, plan the activities of the department, and review the completed portion. The Principal monitors the effective implementation of the Calendar through formal meetings with Heads of Departments and if necessary informal discussions with faculty. Apart from this all departments also prepare time-table for the classes.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	https://annaicollege.edu.in/webpage/img/handbook_2021_2022.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic	**B. Any 3 of the above**

council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

31

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

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

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

NIL

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

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

NIL

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

As an affiliated institution the syllabus given by the university is followed, which has courses related to the following topics:

Gender Studies: Courses on Women Writing in English, Feminist Literatures and project related to women writing comprehend the student's knowledge in gender equality.

Human Values & Professional Ethics: The value added course in the first year and Yoga course in the second year are compulsory courses. In addition, Human Rights in Literature, Ethics and Culture, Home Economics, Health Economics, Social History of England, BhakthiIlakkiyam are other courses.

Environment and Sustainability: A course on the Environmental Studies is mandatory to all UG students to create an awareness on the Natural Environment.

Professional Ethics: The core values on integrity, honesty, transparency, respectfulness, loyalty, confidential and discipline are taught to the students through different courses and placement training.

In addition to the different courses it has Women Cell, Anti Ragging& sexual harassment cell, Dress Code and Discipline Committee which are entrusted with the task of creating awareness among the students making them socially responsible citizens.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View File](#)

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

15

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	[View File](#)

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

584

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

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

institution from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://docs.google.com/forms/d/e/1FAIpQL SdMLIDcVAvjV3C9yX19jTcE8GiQLW5ARyG825kNBr lpJlTSEq/viewform
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/forms/d/e/1FAIpQL Sered309tai1MEVT9RyKgJTDSC0n_6sVpMeenmZIO Ens1INlw/viewform

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

445

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

2

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Assessment

The preliminary assessment of learners' learning levels is done to classify slow learners and advanced learners. The following are the stages the students have to pass through.

- **Bridge course Test for UG students and Entrance Test for PG students**

- **Performance in Preliminary Class Test**
- **Performance in preliminary assignments**
- **Performance in Continuous Internal Assessment (CIA) is taken into account to asses learning levels across the semesters.**

Programmes for Advanced Learners

Advanced learners are given the designed specialized enrichment programmes

- **Advanced learners are encouraged to participate in intercollegiate Quizzes**
- **Advanced learners are directed to enroll MOOC Programmes offered by SWAYAM.**
- **Advanced learners are given projects and mini projects**

Programmes for Slow Learners

- **Peer Tutoring is given to slow learners using advanced learners**
- **Remedial Teaching classes are given to slow learners to cope up with slow pace of learning**

- **Shortened notes, revising old question paper, weekend tests are given to them hand in hand to grasp the points easily for better learning and scoring high in examinations.**
- **Group motivation sessions conducted for learners to propel their abilities to score high in university exams**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
1282	**67**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

- **Experiential Learning**

- **Industrial visits, field trips, court visits and study tours**

- **Project based learning- for final year students.**
- **Science albums and herbarium and Model Making**
- **Zoology department has conducted bird survey and plant embryo collection**

- **Participative learning**
-

- **Peer teaching programme is organized for UG and PG students to enable them in participatory learning.**
- **Group discussions/Panel discussions/Debates**
- **Projects/Mini Projects/Group Projects**

- **Skits**
- **Quiz clubs organize department wise quizzes.**
- **Classroom Quizzes**
- **Seminars and Assignments**
- **English Literary Club, Tamil Literary Club, Chem Club and Biogenix club organize periodic programmes for the students.**
- **Community interaction programmes**
- **Conferences, workshops, student development programme, orientation programme, and exhibitions.**

Problem Solving Methodologies.

- **Classroom forum is an innovative initiative of subject teacher to involve students in a constructive discussion and to seek solutions from co-students.**

- **Real life problems related to subject topic at the completion of topic in the class are given to students to provide spot on solutions.**

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

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

- **Use of ICT by Teachers**

- **Power Point Presentations of the lessons by the Teachers.**
- **Subject related Videos/Video Clippings.**
- **Recorded Video lecture and live recorded video lecture.**
- **Repository of learning materials – for future reference of the students.**
- **Communication through Class-wise WhatsApp Groups.**
- **Communication through Emails.**
- **Smart Boards at classrooms.**
- **YouTube Channels.**
- **Recorded Audio Lectures.**
- **Zoom / Google meet/Google Classroom.**
- **Google Forms.**

Net-connected computer and printer in all the Departments

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

67

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

69

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

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

42

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

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

2.4.3.1 - Total experience of full-time teachers

888

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

- **Transparency**

  ○ **Open Day – observed immediately after the Internals are over**

- **Answer sheets of all the courses would be available for the students in the classroom; all the answer sheets would be available for the perusal all the students**

  ○ **Students' signature would be obtained in mark-lists for confirmation.**
  ○ **At the end of all the three internals, consolidated mark lists are displayed for the students; and the students could approach the teachers in case of discrepancies.**
  ○ **Consolidated mark lists are submitted to Principal**

- **Robustness**

- **Different modes of Tests, like, Open Book Test, Home Test, Oral Test, Non-graded Test, Multiple-choice tests, Matching Tests,True or False Tests are conducted as part of Continuous Internal Evaluation (CIA)**
- **Tests are conducted periodically.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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

Examination Grievance Cell comprising of three Teaching Staff and student-members from all the ten Departments. In case of Internal Examination related grievances, the students can directly approach the Cell and rectify the issue.

Examination Grievance Cell meets the very next day after the observance of Open Day by the Departments, immediately after the publishing of consolidated mark lists and immediately after the publishing of university results so that the needful could be carried out to redress the students' grievances if any.

External examination related grievances like withholding of results, re-totaling, revaluation, applying for supplementary exams, correction of typing errors in mark statements, wrong entry of internal marks, and wrong photos. Examination Grievance Cell takes all possible measures and guide and support the students in getting their grievances redressed.

Regarding out-of-syllabus –questions in University Examinations, the concerned course teacher makes a representation to the University through the Principal

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

- **Programme Outcomes**

  - **Faculties of the Departments follow the programme outcomes given the university**
  - **Minutes in the Department Board of Studies Meeting**
  - **Communicated to the students on the First Day of the Programme**
  - **Posted in website**
  - **Displayed at Department Staff Rooms/Classrooms.**

- **Course Outcomes**

  - **Before the beginning of every semester, Course Outcomes are prepared by every teaching faculty for the courses/subjects to be taught by them.**
  - **Department Board of Studies Meeting is convened before the start of the semester; faculty make a presentation of Course Outcomes of the courses to be taught by them; discussions ensue; necessary pruning, developing and sharpening of the outcomes carried out, keeping learner in mind.; arrives at an improved version.**
  - **The teaching faculties communicate the course outcomes to the students on the first day of the semester**
  - **The course outcomes are posted in website and noticeboard.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

- **The evaluation of attainment of programme outcomes and course outcomes**

- College organizes Training Programmes for the Teaching Staff on writing Programme Outcomes and Course Outcomes and evaluation of their attainment.

- Departments frame three Programme Outcomes for every programme being run by the Departments
- For every course, five Course Outcomes are drafted by the Course Teacher.
- One Unit One Course outcome

For every student, his performance in the Internal Tests and the University Examinations are mapped with Course Outcomes and Programme Outcomes

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

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

469

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://annaicollege.edu.in/criteria_two/COLLEGE_DAY_REPORT_07_04_2022.pdf

2.7 - Student Satisfaction Survey

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

https://docs.google.com/forms/d/1b0AKTNS5DRJdDNsvO0TBnkoW2CsoPl1-fsnVir1Pf1c/edit

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

165000

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

28

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

3

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

Our institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge. The college has created an ecosystem for Research and Innovation by recruiting and developing desirable human resource, taking initiative for creation and dissemination of knowledge and establishing state of the art infrastructure. Our College has a registered Institution Innovation Cell for promoting innovation and entrepreneurship activities. The Cell has a start-up activity Co-ordinator, IPR Co-ordinator, Innovation activity Co-ordinator, NIRF Co-ordinator, Social Media Co-ordinator, Internship Activity Co-ordinator, External Expert and ATAL Ranking of Institution on Innovation Achievements (ARIIA) Co-ordinator and FIVE student-members in its ranks.

Our college has an Incubation Centre which has a Co-ordinator whose office is net-connected. The Institution Innovation Cell, The Incubation Centre, The Entrepreneurship Development Cell along with couple of Departments of the college carry out activities such as, Idea Competition, Programmes on Intellectual Property Rights and Entrepreneurial Development Programmes provides an ecosystem for innovation. Our institute recruits dynamic and highly qualified faculty to mentor and channelise the young minds. Faculties are also encouraged to participate in various skill enhancement programs under govt. schemesResearch Cell also helps to create research culture among faculty members and students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

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

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

12

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

10

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

67

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

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

55

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

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

Our college organises students' participation in various extension activities with a dual objective of not only sensitising students about various social issues, but also contribute to community and strengthen community's participation. NSS units of college take part in various initiatives like Camps, Swachh Bharath Missions, Awareness programmes, Blood Donation,, Programmes of Utilitarian Purpose, Environmental Pollution

The student volunteers visit neighboring localities and conduct various activities regularly. The villagers could not use for bathing and utilitarian purpose, so the NSS Units volunteered for Pond Cleaning in adopted villages to remove waste materials from it and now it is used by public productively. NSS conducts Clean India Programmes, such as, Swachh Bharath Missions like Clean India Awareness Rallies, Campus Cleanings, Village Cleanings, Cleaning the street, Beach Cleaning, and Bus Stand

Cleaning for our ambassadors.

Blood donation camps are frequently organised to help the patients in hospitals. Road safety Awareness programme, Plastic awareness programme bring awareness among the budding leaders about their safety measures. Dengue Awareness, Eye Donation Awareness, HIV/AIDS Awareness enable the student community to realise their social responsibility in society.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	[View File](#)
e-copy of the award letters	[View File](#)

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

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

16

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

504

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

4

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

7

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- **The college has 162643.16 sq.mts of land with a built area of 18765.21 sqmts.from the very first outset of its establishment.**
- **The college has 60 classrooms fulfill the needs of the student community.**
- **There are 10 smart classrooms for UG and 5 smart classrooms for PG.**
- **Laboratories are elaborately equipped to provide practical for students at undergraduate, post graduate and research level.**
- **There are 5 UG and 4 PG Laboratories, 3 Research labs, 7 Research centers and a common computer lab.**
- **The Research centers have their own separate Research rooms and libraries.**
- **The library has a vast collection of books, monthly Journals, weekly Journals and news papers, Reading room etc.**
- **Library is substantially computerized and the icampus barcode system is adopted.**
- **Library has the OPAC system of Catalogue in place**
- **The whole campus is provided with free WiFi through seven**

access points.

- **Library provided Free WI-FI facility to students and staff.**
- **INFLIPNET and N- LIST is also for online access.**
- **The library provides open access to all faculties and students**
- **Broadband internet is provided (Prinet-10mbps from asianet and BSNL NME 40 mbps).**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

- **The multipurpose hall 723.55sq.mtts. can accommodate around 900 students which is the venue for the cultural activities.**
- **The multipurpose hall is attached with Green rooms and toilets.**
- **The mini hall is used as Yoga Centre, and can accommodate around 300 students.**
- **The college has a large playground which is well maintained. The sports field with ample space for indoor and outdoor games.**
- **Basket ball, volley ball, kabaddi, kho-kho, badminton, ball badminton, football, handball courts for outdoor sports with the following space.**

Indoor games

- **Table tennis**
- **Chess**
- **Carom**
- **Fencing**
- **Boxing**

Gymnastics

- **Floor exercise**
- **Horizontal bar**
- **Parallel bar**

- Roman ring
- Pommel horse

Track Events

- 200 mts track for running events. (110mts x 70mts = 7700 Sqmts)
- Long jump pit for jumps and sectors for throwing events
- Adequate first aid facilities
- A stock room and dressing room for players.

First Aid

- First aid facility is made available to the injured athletes

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

15

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

17696548

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

- **The Library remain fully automated using ICAMPUS version 2.1**
- **Online Public Access Catalogue (OPAC) system is enabled for easy access of books in library..**
- **Free wi-fi facility is provided to students and staff**

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

112519

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

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

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

15

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The institute gains a competitive advantage in its primary fields of teaching and research. It also includes data, Wi-Fi campus, a learning management system, online services and email.

The Institute provides IT services to its students 24 x 7. Classes were held online for students across all programmes during the brief lockdown due to Covid pandemic during 2021-2022. During this time, our IT infrastructure is capable of running smooth courses. The institute's network is entirely based on the BSNL and Asianet internet infrastructure. All users on campus now have secure Wi-Fi access. Our college's IT infrastructure is updated on a regular basis since it feels that an organization's IT is involving at a rapid pace.

The IT budget allocation is in accordance with current requirement and anticipates future ones. Every year, a budget is set aside to enhance the present setup and replace worn-out and obsolete equipment

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

148

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

8107347

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

- **Laboratory Equipments Maintenance**

- **In case of Repair of lab equipment, the nature of repair would be noted down in the Maintenance Register kept in the Office and rectified immediately.**

- **Laboratory Equipments Utilization**

- **Separate stock registers are maintained in each laboratory**

- **Lab Assistants, under the supervision of the subject faculty, make available the equipments for the usage of the students.**

- **Library Maintenance**

- **Stock verification is done yearly once.**
- **Monthly clearing of the books and racks is done to preserve them.**

- **Library Utilization**

- **The readers can take a book using one library ticket issued by the library**
- **The newly arrived books are displayed inside the library**

- **Sports Complex Maintenance**

- **Sports equipments are replaced as and when they are damaged under the supervision of the Physical Director.**

- **Sports Complex Utilization**

- **Stock Register maintained**

- **Computers Maintenance**

- **Periodic maintenance is conducted**

- **Computers Utilization**

- ○ **Log books and stock register maintained at the Computer labs**

- ○ **Classrooms Maintenance**

- ○ **Class Tutors and Subject Teachers pay attention to the cleanliness of the Classrooms.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

158

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

195

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

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

E. none of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

121

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

26

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

204

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

25

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Students' Council

Election to Students' Council held at the beginning of every academic year.

The representatives join together to elect the Secretary of the Students' Council and the Students' Council meets once in a month.

The Students' Council has been involved in the planning of conducting of important events like the College Day, Fine Arts Day, Sports Day, Inauguration Day and Farewell etc

Department Level Representatives Meeting

The Heads of the Departments convene the Meeting of the representatives from the classes of their departments to carry out Department Level Cultural Programmes and Department Level Extension Programmes

Department Association

A final year UG/PG student- representative elected the Secretary of the Department Association.

Student Welfare Committee

Students' Council Secretary and TWO Student representatives from each department part of the Committee.

Students' Redressal Cell

TWO Student representatives' part of the Committee.

Magazine Committee

Prayer and Announcements

Eco Club and Green Management

Youth Red Cross

Fine Arts Club

Tamil Literary association

English Literary association

Exhibition Cell

Sports Club

Women's Cell

Placement Career Guidance

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

26

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Alumni Association is registered under section S.No:34/2015of Tamil Nadu Societies Regulation Act, 1975. Annual General Body of the Association meets on the 26thof December of every year. The Executive Committee Meeting of the Alumni association meets once in three months

Career Guidance

- **Alumni of the college are providing mentoring services to all departments' needed students to guide their career-cum-life. The Alumni are sharing their success stories to the ongoing students to inspire them to take new challenges in life and make their life valuable.**

Felicitation of Alumni

- **Alumni are felicitated for their contribution and unprecedented support to the association and its fruitful works**
- **Illustrious alumni are felicitated for their unwavering support to initiate student welfare programmes**

Alumni Association Forum

- **Besides the annual meeting, Alumni association forum will be held after the meet to discuss the alumni association issues and also discuss the development of alumni association.**

- ○ **Alumni members give feedback of their annual meeting and based on which action taken report is prepared to address the shortcomings. This system is pro alumni to create more inclusive alumni in contributing the development of college**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**A. ? 5Lakhs**

File Description	Documents
Upload any additional information	[View File]()

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision and Mission of the college is to transform youth into leaders in the society. The college trains youth for competitive examinations and promote social service especially in times of need such as natural disasters and pandemic diseases among the staff and students. Our institution aspires for fostering entrepreneurship in the minds of youngsters so as to facilitate more employment and overall societal development. The Governing Body delegates authority to the Secretary Correspondent and Principal who, in turn share it with the different levels of functionaries in the college

Various decision making bodies such as IQAC, Staff Council, Staff Meeting, Department Meeting, Class Committee, Admission Committee, Planning and Monitoring Committee, Youth Welfare Committee, Student's Council, Placement Committee, Fine Arts Committee, Women's Cell, NSS/YRC/RRC, Eco Club, Grievance Cell, and ICT Academy provide students with quality educational experiences and support services that lead to the successful completion of degrees, career/technical education, and basic skills proficiency. The faculty is also motivated to obtain

knowledge at various platforms like Seminars, Conferences, Workshops, Faculty Development Programmes, and Refreshers courses. Green and Clean campus with CCTV surveillance right through the college ensures the college environment more users friendly

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

Our College follows the practice of decentralisation in its right sense, focusing on three major areas of the institution, viz. academic, administration and curricular activities. The practice of decentralisation and participatory management is reflected in all the activities of the College through its vibrant Organising Committees which includes the IQAC, the Staff Council, Student Council, Placement Cell, Fine Arts Club, Admission Committee, Research Committee, Women Cell, Exam Cell, Counseling Cell, NSS, NCC, YRC and RRC. The major stakeholders of the college including The Administrative Board, The Management, The Principal, Vice Principal, Teaching and Non-Teaching Staff, Parents, Students and Alumni work together in a democratic way in the execution of college governance.

The primary objective of decentralisation is to find out the official hierarchy, extend opportunities for teachers as well as students to contribute profoundly, enrich the decision-making process, and nurture greater democratic professionalism, together with proficient event management. The decision to conduct all celebration is taken in the Staff Council followed by the Staff Meeting and Student Council of the College. To strengthen the idea of participative decision making, the Principal of the College gets suggestions from the staff members and student representatives.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/Perspective plan is effectively deployed:The Institute's quality policy is well conveyed from its vision and mission statements. The perspective plan of our college is to get permanent affiliation from university as full- fledged arts and Science College. To accomplish the strategic plan, the various actions were taken as per suggestions of the NAAC peer team during first cycle visit.

.The institution has got approval for seven Research Centres by the University.

Our college is approved with 12 (B) Status of the UGC Act 1956

28 staff have been recognised as Research Supervisor by the University

18 Smart Classes to implement innovative teaching techniques in the teaching learning process

Our college Library is fully automated (i-campus).

Implementation of E-Governance in administrative and academic (i-campus).

MOU's have been signed with 14 institutions and industries

CCTV surveillance is available throughout the campus

Indoor Stadium

A new 200 meters athletic track

Adequate grounds for swimming pool, Handball. Kho- Kho, Kabaddi, Football, Basketball, Volley ball, and Badminton

Periodical maintenance of infrastructure

Solar panel system is installed

Adequate college buses for transportation to the students and staff

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

The college is administrated by the college Administrative Board which consists of 16 members. The policies are framed by the management for effective and efficient smooth running of the institution. The management participates in the staff council and calls for staff meeting at any time for participative management, implementation of new policies, to get valuable suggestion from the staff for the development of the college and to motivate and appreciate the staff members for their achievement. The activities of the college are being monitored by the principal with the help of staff council.

The Vice- Principal is assigned the responsibility of public relations, announcement, and sexual harassment & anti ragging. The Office Superintendents' role is to maintain the files and register as required by the university. The classroom management, handling of subjects, monitoring the discipline, knowledge, and skills is done at the departmental level by the Heads of the departments with the support of all the staff members. An assortment of committees like Admission, Planning and monitoring, Research, Discipline, Youth & Student Welfare, Students Council, Placement, Counseling Cell, Women Cell, Exam Cell etc. have been created for the purpose of rapid multifaceted development of our institution.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://annaicollege.edu.in/iqac/ORGANOGRAM.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

Our institution has effective welfare measures for teaching and non-teaching staff.

Christmas Gift for all teaching and non-teaching faculty

Gratuity to the staff members at the time of retirement

Medical leave for 10 days per annum

Maternity Leave for 90 days with half pay

Ph.D. holders are honoured through public media and also with ponnadai

Two increments are given to staff members on completion of Ph.D

Annual increment and periodical revision of pay scale is made in the salary.

Voluntary Retirement scheme for staff at the age of 55

Staff retirement age is raised to 60

Management provides grants for paper presentation and publication in conferences/workshops

Faculty who has completed 25 years of service is honoured with an award

Every year, college organises staff tour

EPF scheme

The management participates in all the invited functions of both teaching and non-teaching staff

The College also honours the staff members who serve unanimously without taking any casualty leave

Rs. 100 for internet charges for all teaching staff was implemented during Covid -19

Salary is credited in the first day of the month to the bank account of the staff

A group Insurance for the staff is started with National Insurance Company.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

17	
File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

15	
File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

47

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The performance of the teaching staff is evaluated on the basis of the teacher as a person and teacher as a performer. It is also one of the mandatory assessments for the teacher's performance The performance of the faculty is also evaluated based on the professional contribution to academics, contribution to short-term training courses, performing invigilation duties, contribution to college administrative bodies such as college academic council, planning and development committee, Research Committee, NAAC, BOS, etc. The teaching faculties fill the above set performance appraisal report in a given prescribed proforma which includes all the above set related to points and sub points. Filled report is revised by the HOD in order to assess the attitudinal, behavioral and professional aspects of the faculty concerned. Appreciation and encouragement are given to the efficient faculties who well-accomplished in their performance.

A few strategies are observed in appraising the non-teaching staff's performance. It includes technical contribution of individuals such as subject knowledge, awareness, quality, productivity, diligence, innovation, willingness to learn, etc. Besides, non-teaching staff are also assessed by our management for their behavioral aspects like group behaviour, acceptability, punctuality etc. They are appreciated and encouraged for their sincere work.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

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

External financial audits

Conducted by the Chartered Accounting Firm M/s Arockiasamy & Charles

Conducted annually

Report submitted to the Administrative Board

Report submitted to Income Tax Department

Internal financial audits

Conducted by a two-member team authorized by the Administrative Board

Conducted monthly (once in two months)

Report submitted in the monthly meeting of Annai Velankanni College Administrative Board.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

1061800

File Description	Documents
Annual statements of accounts	View File
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The institution always monitors the effective and efficient use of available financial resources for the infrastructure development to support teaching learning process. Annai Velankanni College is a self-financed private institution; tuition fee is the main source of income. Along with tuition fee, research grants from various Government and Non-Government agencies, consultancy projects and funding from alumni are add on resources for mobilization of funds. These funds are utilised for all recurring and non-recurring expenditure. The institution has a well-defined mechanism to monitor effective utilisation of available financial resources for the development of the infrastructure to augment academic needs. All transactions have transparency through bills and vouchers. Financial audit is conducted by chartered accountant for every financial year to verify the compliance.

Institutional strategies for mobilisation of funds

Tuition fees

Job-oriented training programmes

Transport facility

Voluntary contributions /Donations/ Endowments

Vermi and agro products

Optimal utilisation of resources

Funds collected through office

Deposited in joint bank accounts

All transactions through bank

Spending stream lined through related
Board/Department/Committees

Monitored by monthly auditing and annual external auditing.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Two initiatives from these are described here

1. Strengthening of an ICT-supported teaching process.

The teaching staff is inspired to improve the teaching-learning
process through increasing use of ICT in the classroom,
enlarging the library's breadth, developing it into a
multifaceted knowledge platform, and signing Memorandums of
Understanding with research institutes to re-define the
parameters of a vitalizing, education that is both relevant and
comprehensive. The IQAC has been an active participant in the
whole process and procedure of benchmarking.

During this assessment period, the hardware and software
component of IT infrastructure have been systematically added
and upgraded.

Institutional Innovation Cell and Incubation Centre

The College has a registered Institution Innovation Cell. The
Cell has a start-up activity Co-ordinator, IPR co-ordinator,
Innovation activity Co-ordinator, NIRF Co-ordinator, Social
Media Co-ordinator, Internship Activity Co-ordinator, External
Expert and ATAL Ranking of Institution on Innovation
Achievements (ARIIA) Co-ordinator and FIVE student-members in
its ranks. The College has an Incubation Centre which has a Co-

ordinator whose office is net-connected. The College has an Incubation Centre in place. The Institution Innovation Cell and the Incubation Centre along with a couple of Departments of the College carry out activities during the Academic Year 2021-22.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

1.To run the curriculum and its delivery with modern and ICT technologies, IQAC demands curriculum delivery and its course plan every semester prior to its start from the members of the staff and are assessed and fine-tuned under the supervision of the IQAC team members.

2.Result analysis is initiated by the IQAC at every semester and done by all departments under the supervision of IQAC. It is also audited in the Academic Audit report every year.

3.Self-appraisal forms are obtained from the members of the staff and then they are checked and analyzed at the IQAC office. The people with high contributions are given momentous for remembrance at the college day celebrations. The staff with low contributions are addressed personally and given motivation to do more work towards their academic development as well as the holistic development of the college

4.IQAC initiates various kinds of programmes to be conducted through cells and departments.

5.IQAC members work for the accreditation process in NAAC, collection of data for AQAR every year, NIRF validation etc. Their tireless work and peer content made great developments and impacts in the progression of the college and its development.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	[https://annaicollege.edu.in/criteria_two/COLLEGE_DAY_REPORT_07_04_2022.pdf]()
Upload e-copies of the accreditations and certifications	[View File]()
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File]()

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- **The college has Anti- Sexual Harassment Committee.**
- **50% representation for the girl students in Students' Council**
- **Girl students of the College told to install Tamil Nadu State Police Department App..**
- **Sensitive issues and complaints of the girl students are considered by the committee and necessary measures are taken to stop recurrence of such issues.**

- To maintain the safety of girl students in the campus, campus supervision by staff before the start of the class in the morning and during lunch break.
- The whole college is under the surveillance of CCTV cameras.
- The college has provided separate staircase with grill for the girl students to ensure their safety.
- The college organizes legal awareness, health and hygiene among the girl students.
- The institution provides separate common room for girls.
- Vending machine is available for women.
- To maintain hygiene incinerator is provided in the separate rooms provided for girls.
- Sick room is provided for the girl students.
- Health checkup and hemoglobin tests are conducted in the college.
- The college renders formal and informal counseling especially for girl students.

File Description	Documents
Annual gender sensitization action plan	https://annaicollege.edu.in/criteria_seven/annual_and_action_final.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://annaicollege.edu.in/criteria_seven/facilities_for_girls.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid

waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management

- The college maintains its green campus which is clean and eco-friendly. Waste generation kept to a minimum possible level inside the campus. .
- The degradable waste collected from the campus such as fire wood and paper waste are converted into fertilizer by the compost pit available in the campus.
- The non-degradable waste such as glassware, plastic etc are collected by the municipality whereas the food waste is handed over to pig farm.
- Liquid Waste Management
  - The sewage water is used to the nearby trees by partial waste recycling system in the college.
- Chemical Waste Management
  - The chemical waste from the laboratories is made to undergo a process of leaching and purified
- E-Waste Management
  - E-Waste management committee of our college sends the non working laboratory equipments, computers, monitors printers, batteries etc to scraps.
- Waste Recycling System
  - The wet waste from the garden and canteen are processed through vermin compost and are used for the plants on the campus.
- Hazardous Chemicals and Radioactive Waste Management
  - Being an Arts and Science College there is no such waste in our college

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the	B. Any 3 of the above

campus

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**B. Any 3 of the above**

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

- **The college is in the forefront in undertaking various initiatives to celebrate National Festivals/Relegious Festivals to enhance the sense of brotherhood among the students.**

Religious Festivals

- **Christmas, Eid, and Deepavali celebrated in the campus to promote communal harmony among the students.**
- **Every year in the inaugural day, reading of holy books of all religion is practiced and encouraged.**

Cultural Festivals:

- **Harvest festivals – Pongal and Onam celebrated to mark the significance of unity through cultural prospects.**
- **Athapoo competitions are conducted in the college to imbibe the students with inclusive environment.**
- **Socio Economic:**
  - **SC/ST cell conducts awareness programmes in the college in the areas of Human Rights, Equality and Social Justice.**
- **Inclusiveness:**
  - **The college conducted Christmas Carol song competition make the students from all religion to participate in the competition.**
  - **The college celebrated Deepavali festival, students from other religion participated in the programmes.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	**No File Uploaded**

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

- **Sensitization of students and employees to the constitutional obligations**

  - **Constitution Day is celebrated in the college and a quote from the Constitution of India is recited everyday along with the morning prayer.**
  - **Flag day Donations collected and donated to Assistant Director, Ex-Service Men Welfare, Kottar, Nagercoil.**
  - **Tamil Thai Vazhthu at the beginng of the classes every day in the morning.**
  - **National Anthem at the end of the classes every day in**

the evening.
- ○ **25.09.2021 * SC/ST Cell – an awareness programme on "Social Justice in the Digital Economy"**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://annaicollege.edu.in/criteria_seven/Human_values_(1).pdf
Any other relevant information	https://annaicollege.edu.in/criteria_seven/7_1_9.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	View File

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

- ○ **College Level**

- • **Celebration of Independence Day (August 15th) and**

Republic day(January 26th) at Annai Velankanni College

- ○ **Management and Staff together celebrate.**
- ○ **Students are represented by the NSS/NCC volunteers.**
- ○ **Flag hoisting**
- ○ **Day's Address by Management, Staff and Student, recalling the sacrifices made by the Freedom Fighters**
- ○ **Competitions**
- ○ **Sweet Distribution.**

- • **Teachers' Day (September 5th) and Annai Velankanni Feast Day(September 8th)**

- ○ **Usually the two celebrated together**
- ○ **A Public function marks the joint celebration of the two**
- ○ **All students take part in the public function.**
- ○ **Addresses highlighting the ideals of the Days**
- ○ **Cultural Programmes**

- ○ **Department Level**

- • **Departments celebrate Commemorative Days and Weeks connected with their respective Departments**

- ○ **Committees**

- • **Committees celebrate Commemorative Days and Weeks connected with their respective Committees**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

1. Institutional Social Responsibility.

Social responsibility encompasses addressing of social, economic, and ecological issues that impacts the well being of mankind. Every human being needs to play a proactive role for the betterment and welfare of mankind. As the human being is one who rules the planet and as a responsible citizen as well, all responsibility of keeping the earth suitable for the peaceful co-existence of all living beings lies with the human. Hence the educational institutions play an important role in making the students aware of their responsibilities In this regard, our institution pays much attention and provides opportunities for students in ample measure through NSS/YRC/RRC.

2. Usage of ICT facilities.

It has been proven that the use of ICT in classroomsincreases the motivation of the students, showing more interest and becoming more engaged.ICT enables the use of innovativelearning methods, establishing a more active collaboration of students and the teachers. The introduction of ICT in classrooms stimulates students' interest in learning; more opportunities for interaction and collaboration between students themselves; enhancement of creativity; enhancement of subject learning and developing of ICT literacy. Our institution moving towards achieving ICT literate Student-Teacher community by providing infrastructure and training.

File Description	Documents
Best practices in the Institutional website	https://annaicollege.edu.in/criteria_seven/BEST_PRACTICE_2021-2022.pdf
Any other relevant information	https://annaicollege.edu.in/criteria_seven/BEST_PRACTICE_PHOTOS.pdf

7.3 - Institutional Distinctiveness

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

The college partially adopts the eligible sports students who have represented the district level and educates them on payment of 50% of sports scholarship. Sports facility presented to the sports players are as follows: an athletic track , an indoor stadium ,Table tennis, Kabbadi, Kho-Kho, Fencing, and

Boxing, a swimming pool, three kho-kho gr, and courts for Volley Ball, Kabbadi, Basket Ball, Long jump, High jump, Foot Ball, Cricket and Ball Badminton.

Our college has secured runner up for men and secured third place for women. In addition to this, two boys and two girls of our institution were selected to represent in the Manonmaniam Sundaranar University Kho-Kho . In athletics, the college got Gold Medal in Polevault team, Gold Medal in Javelin throw event and got bronze in 400 mts Hurdles in the Manonmaniam Sundaranar Inter Collegiate Athletic Meet. The college has secured a runner up by women kho-kho team and secured third place by women kho-kho team in a Distict level open meet. The college has attained first place in All India Sylumbum competition .Inter Collegiate Athletic meet for college students on 15.02.2022 and Inter School Athletic meet on 21.02.2022 were organized by our college.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. To conduct FDP for administrative staff.
2. To conduct FDP for faculty
3. To conduct certificate programmes for students
4. To conduct gender equity / sensitivity programmes, eco friendly/environmental awareness programmes, code of conduct awareness programmes, programmes that inculcate inclusive environment, awareness programmes on Indian Constitution and commemorative days of national and international importance.
5. Renovating the bond
6. To conduct awareness programmes for SC/ST/OBC students about welfare schemes of the government
7. To strengthen the mentoring system
8. To train the students for competitive examinations
9. To strengthen the system for maintenance and utilisation of physical, academic and support facilities.
10. To focus on skill development programmes
11. To focus on outcome based education.
12. To strengthen Performance Appraisal system
13. To strengthen students feedback system

14. Chalking out Perspective Plan for the III Cycle