The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

> 2016-2017

1. Details of the Institution

1.1 Name of the Institution

> SADAKATHULLAH APPA COLLEGE

1.2 Address Line 1

> Rahmath Nagar

Address Line 2

> Palayamkottai

City/Town

> Tirunelveli

State

> Tamil Nadu

Pin Code

> 627011

Institution e-mail address

> secretary@sadakath.ac.in

Contact Nos.

> 0462-2540435, 09943923586, 0462-2540763

Name of the Head of the Institution:

> Dr.M.MohamedSathik

Tel. No. with STD Code:

> 0462-2540435

Mobile:

> 9943923586

Name of the IQAC Co-ordinator:

> Dr. A. Syed Mohamed

Mobile:

> 9894388030

IQAC e-mail address:

> saciqaccoordinator@gmail.com

1.3 **NAAC Track ID***(For ex. MHCOGN 18879)*

> TNCOGN 10391

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

> EC(SC)/10/A&A/11.3 dated 15-11-2015

1.5 Website address:

> www.sadakath.ac.in

Web-link of the AQAR:

> http://www.sadakath.ac.in/iqac.html/AQAR2016-2017.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	-	2003	5 years
2	2nd Cycle	A	3.11	2009	5 years
3	3rd Cycle	A	3.40	2015	5 years

1.7 Date of Establishment of IQAC :

> 04/03/2004

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

i. AQAR 2009-2010 submitted to NAAC on 02/08/2010.

ii. AQAR 2010-2011 submitted to NAAC on 30/11/2011.

iii. AQAR 2011-2012 submitted to NAAC on 29/09/2012.

iv. AQAR 2012-2013 submitted to NAAC on 17/12/2013.

v. AQAR 2013-2014 submitted to NAAC on 01/12/2014.

vi. AQAR 2014-2015 submitted to NAAC on 24/09/2015.

vii. AQAR 2014-2015 submitted to NAAC on 14/03/2017.

1.9 Institutional Status

University   State ☑   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☑

Autonomous College of UGC   Yes ☑   No ☐

Regulatory Agency approved Institution   Yes ☐   No ☑

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

Type of Institution   Co-education ☑   Men ☐ Women ☐

           Urban ☑   Rural ☐ al ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) ☑   UGC 12B ☑

        Grant-in-aid + Self Financing ☑   Totally Self-financing ☐

1.10 Type of Faculty/Programme

    Arts ☑   Science ☑   Commerce ☑   Law ☐ PEI (PhysEdu)

    TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

    Others   (Specify)

1.11 Name of the Affiliating University *(for the Colleges)*   MANONMANIUM SUNDARANAR UNIVERSITY

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University ✓

University with Potential for Excellence [-]   UGC-CPE [-]

DST Star Scheme [-]   UGC-CE [-]

UGC-Special Assistance Programme [-] -FIST [-]

UGC-Innovative PG programmes ✓ Any other (*Specify*) [-]

UGC-COP Programmes ✓

2. IQAC Composition and Activities

2.1 No. of Teachers   8

2.2 No. of Administrative/Technical staff   2

2.3 No. of students   1

2.4 No. of Management representatives   1

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and
community representatives   2

2.7 No. of Employers/ Industrialists   1

2.8 No. of other External Experts   2

2.9 Total No. of members   18

2.10 No. of IQAC meetings held   2

2.11 No. of meetings with various stakeholders: Management [ ]   Faculty [2]

Non-Teaching Staff Students [ ]   Alumni [-]   Others [-]

2.12 Has IQAC received any funding from UGC during the year?   Yes [☑]   No

If yes, mention the amount   [Rs. 83,000*]   * From NAAC

2.13 Seminars and Conferences (only quality related)

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

Total Nos.   [4]

International [1] National [ ] State [-] Institution Level [3]

(ii) Themes

- A special lecture on "Challenges in undertaking minor and major research projects from UGC and other funding agencies on 03.09.2016
- A two day faculty development programme on "Emotional Intelligence" in collaboration with ICTACT on 20.10.2016
- NAAC sponsored two day National Seminar on Quality Enhancement in the Contemporary Higher Education Scenario on 07.02.2017 and 05.02.2017
- An Orientation Programme for the staff on 22.03.2017

2.14 Significant Activities and contributions made by IQAC

➢ Conducting Academic Audit.
➢ Analysing the function of the College Office, the Office of the Controller of Examinations and the Attendance Departments.
➢ Updating staff profile in the website

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Attached in Annexure I	

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☑   Syndicate ☐   Any other body ☐

Provide the details of the action taken:

A two day Faculty Development Programme on "Emotional Intelligence" organized by the Internal Quality Assurance Cell of Sadakathullah Appa College in collaboration with ICTACT (ICT Academy of Tamilnadu) was held at the college seminar hall on 20.10.2016. Professionals from the ICTACT Mr.Arunkumar, Mr.Nirmal and Ms.Kalpana were the resource persons. 13 newly recruited staff members and 20 heads of various departments got benefited.

NAAC sponsored two day National Seminar on "Quality Enhancement in the Contemporary Higher Education Scenario", organised by the IQAC of Sadakathullah Appa College was held on 07.02.2017 and 08.02.2017 at the college seminar hall. Honourable Vice Chancellor of Manonmaniam Sundaranar University Dr. Krishnan Baskar delivered the Inaugural Address. Dr. B.S. Madhukar, Adviser, NAAC Bengaluru was the chief guest for the valedictory session and delivered the valedictory address.

Dr. SelvamJesiah, Dean, Research, Alliance University, Bengaluru Dr. V. Ambedkar, Associate Professor of Education, DDE, Annamalai University, Cuddalore Dr. M.K. Baby, IQAC Coordinator of St. Joseph's College, Devagiri, Calicut and Dr. William Dharmaraja, Head of the Educational Department, Manonmaniam Sundaranar University were the resource persons. A sum of rupees eighty three thousand was sanctioned by NAAC for the conduct of the seminar.

A Special Lecture on "Challenges in undertaking Minor and Major research projects from UGC and other Funding Agencies" organised by the Internal Quality Assurance Cell of Sadakathullah Appa College was held at the college seminar hall on 03.09.2016. Dr. A. John De Britto, Registrar, Manonmaniam Sundaranar University was the resource person.

A new facility for the staff members to update their profiles online on the college website has been initiated. So this enables the staff to edit and update their details regarding academic advancements every now and then.

PART – B

Criterion – I
1. Curricular Aspects
1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D	4	-	4	-
M.Phil	5	1	5	
PG	7	-	4	-
UG	21	1	13	-
PG Diploma	-	-	-	-
Advanced Diploma	6	-	5	1
Diploma	7	-	6	1
Certificate	11	1	10	1
Total	61	3	47	3

Interdisciplinary	2	-	1	-
Innovative	1	-	-	-

1.2 (i) Flexibility of the Curriculum:

        Followed CBCS pattern with core, elective papers and open optional papers like NME in all the programmes.

    (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	33
Trimester	-
Annual	24

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

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

Analysis of the feedback received from the students has been given in Annexure II

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

> Yes.

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

> Yes, B.A. Tamil and M.Phil. English are introduced in unaided stream

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
44	29	15	-	-

2.2 No. of permanent faculty with Ph.D. | 25 |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	19	-	-	-	-	-	-	-	19

2.4 No. of Guest and Visiting faculty and Temporary faculty | - | | 2 | | - |

2.5 Faculty participation in conferences and symposia:

	International level	National & State level
Attended	29	202
Presented	31	98
Resource Persons	-	78

2.6 Innovative processes adopted by the institution in Teaching and Learning:
- ➢ Smart classrooms.
- ➢ English Language Lab. to offer Computer Assisted Language Courses.
- ➢ Internet connection to all departments.
- ➢ INFLIBNET, DELNET facilities for online access to e-materials.
- ➢ Organizing national and international seminars/conferences on new contemporary issues to update knowledge
- ➢ CT-facilitated teaching methods.

2.7 Total No. of actual teaching days during this academic year | 180 |

2.8 Examination/ Evaluation Reforms initiated by

the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Examination Reforms Initiated

1. In the present question pattern for UG courses multiple-choice in section A is dropped and instead short answer-type questions are included.
2. In section C, the either or pattern is replaced by open choice pattern from the ODD semester of 2015 onwards for all UG , PG and M.Phil. Courses.

Evaluation Reforms Initiated

1. For major projects at UG, PG and M.Phil. level, the ratio of marks for project and Viva is changed to 60: 40 instead of the former ratio - 80:20. Both the Internal and External Staff will evaluate for 100 marks.
2. For projects in M.Phil. degree, Open Viva Voce Examination is introduced from April 2015 onwards instead of the former one-to-one Viva.
3. For Evaluation in Semester examinations, separate chairpersons for each Aided and Unaided Board are introduced from April 2015 onwards.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop: 160

Board of Studies   Curriculum Development Workshop

160

35

2.10 Average percentage of attendance of students

86.75%

2.11 Course/Programme wise distribution of pass percentage (2016-17):

Name of the Course	Appeared	Overall Pass	Pass%	I Class%	II Class%	III Class%	Distinction%	Outstanding%
B.A English (Aided)	59	54	91.5	49.2	32.2	1.69	8.5	0
B.A.ENGLISH (UnAided)	59	57	96.6	59.3	32.2	3.39	1.7	0
B.A History	37	37	100	54.1	43.2	0	2.7	0
B.Sc MATHS (Aided)	48	44	91.7	22.9	0	0	50	18.8
B.Sc PHYSICS	45	39	86.7	44.4	2.2	0	40	0
B.Sc CHEMISTRY	47	38	80.9	51.1	2.1	0	27.7	0
B.Sc ZOOLOGY	43	34	79.1	46.5	16.3	0	16.3	0
B.Sc MICROBIOLOGY	46	40	87.0	58.7	8.7	0	17.4	2.2
B.Sc COMPUTER SCIENCE (Aided)	49	45	91.8	53.1	0	0	36.7	2.0
B.Sc COMPUTER SCIENCE (UnAided)	46	38	82.6	50	4.4	0	28.3	0
B.Sc INFORMATION TECHNOLOGY	41	37	90.2	63.4	17.1	0	9.8	0
B.Com (Aided)	63	52	82.5	55.6	23.8	0	3.2	0
B.Com (UnAided)	61	44	72.1	24.6	41.0	0	4.9	0
B.Com.CA	46	31	67.4	34.8	28.3	0	4.4	0
B.B.A	47	42	89.4	46.8	36.2	0	6.4	0
B.C.A	47	42	89.4	68.1	8.5	0	12.8	0
B.A ISLAMIC STUDIES	8	8	100	25	0	0	75	0
B.COM FINANCE	54	38	70.4	38.9	27.8	1.9	1.9	0
M.A.ENGLISH	30	28	93.3	53.3	0	0	30	6.7
M.A.HISTORY	21	19	90.5	9.5	0	0	81.0	0
M.Com	30	25	83.3	3.33	0	0	76.7	3.3
M.Sc. MATHS	25	23	92	0	0	0	12	80

M.Sc. COMPUTER SCIENCE	19	18	94.7	0	0	0	42.1	52.6
M.Sc. PHYSICS	11	11	100	0	0	0	63.6	36.4
M.Phil. in History	10	8	80	0	0	0	10	70
M.Phil. in Commerce	8	7	87.5	12.5	0	0	12.5	62.5
M.Phil. in Computer Science	11	11	100	0	0	0	9.1	90.9
M.Phil. in English	17	17	100	0	0	0	29.4	70.6

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

The Teaching, Learning and Evaluation process of our College is executed on prior planning. The planning is made at different levels as mentioned below:

Planning at the Department level

- ➢ Each Department should have term meetings.
- ➢ Class schedules are to be prepared well in advance and should be submitted to the Principal stating the staff handling the courses.
- ➢ Each faculty should prepare a Teaching plan for the subject allotted to him and this is executed through the ISO.
- ➢ Course File is maintained for each subject stating the name of the staff who handles the paper, lesson plan,prescribed books and reference material.
- ➢ The schedule for the Assignment or Seminar, i.e. Date of announcement of assignment topic and the last date for submission of assignment are also planned in black and white.
- ➢ Each faculty has to record actual academic process in the Course File and should get the signature of his/her Head of the Department. This ensures a well planned teaching learning process.
- ➢ Internal audits and external audits are made on the Teaching learning process.

Planning at the College level

- ➢ The Institutional planning is made through a well designed calendar. The College has a Calendar Committee which is convened at the end of the year and the committee discusses working days and holidays, various events of the College, date of the conduct of the Internal Assessment Examinations and other important aspects that should be incorporated in the Calendar.
- ➢ The calendar is incorporated in the Students' Hand Book and issued to each student every year.
- ➢ In addition to the Hand Book a one page Academic Calendar is prepared and distributed to all the staff. The students are also given the one page Academic Calendar by publishing it on the wrappers of the note books issued to them through the Book Depot.
- ➢ Each Department should prepare a plan of their activities and should provide two probable dates for each activity to the Calendar Committee.

- ➢ Similarly, Teachers in-charge of various extra-curricular activities and forums should also submit a plan of action for an academic year at the end of previous academic year itself.
- ➢ The Calendar Committee assimilates all the events and a blueprint of academic activities is prepared and distributed to all the Department Heads who should stick on to the submitted plan.
- ➢ The Handbook, one page Academic Calendar and the Blue print of Academic events are prepared for the whole year and they ensure effective planning for the Students, Staff and the College towards achievement of good academic progress.

Planning of Evaluation Schedule:

- ➢ The evaluation processes are planned both at the Departmental level and at the College level.
- ➢ At the Departmental level evaluation of internal assessments are intimated to all the staff members well in advance. A date will be fixed by the College for submission of internal assessment marks.
- ➢ The COE looks after the schedule for the commencement of term end examinations and publication of results.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	5
UGC – Faculty Improvement Programme	1
HRD programmes	
Orientation programmes	12
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	19	18	-	14
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

The College has a Research Promotion Committee, which comprises the Principal as the Chairman, a Convener and fourteen other members. The initiatives of the IQAC are given below:

❖ Encouraging the faculty to pursue research in the areas of social relevance.
❖ Motivating the faculty to apply for Minor and Major Research Projects funded by the UGC and the other agencies.
❖ Encouraging the Departments to organise UGC Sponsored National/International Level Seminars, Conferences, Workshops and Symposia.
❖ Upgrading the PG Departments as Research Centres.
❖ Encouraging the faculty to publish more Research Articles in indexed / refereed / reputed National / International Journals and Books.

3.2   Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	-	1
Outlay in Rs. Lakhs	8,48,100	-	-	20,00,000

3.3   Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	12	-	-	-
Outlay in Rs. Lakhs	20,23,000	-	-	-

3.4   Details on research publications:

	International	National	Others
Peer Review Journals	25	79	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	38	-

3.5 Details on Impact factor of publications:

Range | 0-2 | Average | 1.5 | h-index | 1 | Nos. in SCOPUS | 4 |

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year (2016-2017)	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify) NAAC sponsored National Level Seminars	-	-	83,000	-
UGC funded National/ State Level Seminars	-	UGC	3,15,402	3,15,402
Books / Journals	-	UGC	1,96,457	1,96,457
Equipment	-	UGC	5,11,107	5,11,107
Guest Lectures	-	UGC	47,500	47,500
Travel Grant		UGC	1,27,450	1,27,450
Total				1,197,916

3.7 No. of books published   i) With ISBN No. $\boxed{2}$ Chapters in Edited Books $\boxed{-}$

ii) Without ISBN No. $\boxed{14}$

3.8 No. of University Departments receiving funds from

UGC-SAP $\boxed{-}$ CAS $\boxed{-}$ DST-FIST $\boxed{-}$

DPE $\boxed{-}$ DBT Scheme/funds $\boxed{}$

3.9 For Colleges   Autonomy $\boxed{\checkmark}$ CPE $\boxed{}$ DBT Star Scheme $\boxed{}$

INSPIRE $\boxed{}$ CE $\boxed{}$ Any Other (specify) $\boxed{}$

3.10 Revenue generated through consultancy   Nil

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	1	5	14	1	-
Sponsoring agencies	Management	UGC Autonomous	UGC-Autonomous	Management	-

3.12 No. of faculty served as experts, chairpersons or resource persons   78

3.13 No. of collaborations   International -   National -   Any other -

3.14 No. of linkages created during this year   1

3.15 Total budget for research for current year in Rupees:

From Funding agency 2,81,700   From Management of University/College -

Total   2,81,700

3.16 No. of patents received this year -- Nil

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

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

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides   20
and students registered under them   23

3.19 No. of Ph.D. awarded by faculty from the Institution   5

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

JRF -   SRF -   Project Fellows -   Any other   -

3.21 No. of students Participated in NSS events:

University level | 160 | State level |

National level | - | International level | -

3.22 No. of students participated in NCC events:

InternationalLevel | - | DistrictLevel | 28

StateLevel | 21 | NationalLevel | 1

3.23 No. ofAwards won in NSS: Institutional level | 6

University level | - | State level | -

National level | - | International level | -

3.24 No. of Awards won in NCC:

Institutional Level | 4 | District Level |

StateLevel | National level | | 2

3.25 No. of Extension activities organized

University forum | 0 | College forum | 1

NCC | 3 | NSS | 15 | Any other |

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

National Service Scheme (NSS):

Activities of Sadakathullah Appa College NSS units for 2017-2018 are as follows:

The NSS of our College has been very active and vibrant in taking philanthropic initiatives to reach out to the society. A total of six NSS units with six programme officers are in place to serve the society. The activities of our College NSS units are as follows.

- A campus cleaning drive was organized on 28.06.2016
- National Yoga day was observed on 29.06.2016

- Dr. A.P.J. Abdul Kalam's Remembrance Day was observed on 27.07.2016
- 50 Saplings were planted on behalf of the NSS units of our College during the Independence Day Celebrations on 15.08.2016
- An Orientation for I year students was conducted on behalf of our College NSS on 09.09.2016
- A Blood Donation Camp was organized by the NSS Units of our College on 17.09.2016
- An Awareness Programme on Road Safety was organized on 19.09.2016.
- A Special Medical Camp was organized on behalf of the NSS units of our college on 23.09.2016.
- A film *NeerindriAmaiyaaUlagu*which promotes the preservation of water was screened on 11.01.2017.
- National Voters' Day was observed on 25.01.2017.
- Saplings were planted on behalf of the NSS units of our College during the Republic Day Celebrations on 26.01.2017.
- An Awareness Programme on Nutritious Food for Women's Health was organized on 30.01.2017.
- A Blood Donation and Blood Group Identification Camp was organized on 31.01.2017. The importance and need of donating blood was emphasized during the camp which was inaugurated by Dr.Karunakaran, District Collector, Tirunelveli.
- **International Forest Day** was observed on 21.03.2017 on behalf of our college NSS units. With the view to creating awareness on global warming and deforestation, 25 saplings were planted on the college campus.

Voters' Awareness cum Corruption and Black Money Eradication Programmewas organized on behalf of the NSS units and Youth Welfare on 25.01.2017 with Thiru. S. Muthu Raman, Inspector, SwachBharath Scheme, Thiru. Rajendran, A Renowned Poet and President of Pothigai Tamil Sangam, Thiru. Mahalingam, PandiyanGrama Bank and Thiru.BoswelAasir, were the Chief Guests.

SADAKATH OUTREACH PROGRAMME (SOP)

The following are the programmes organized on behalf of SOP.

Date	Programme	Activities / Values and Skills inculcated
19.09.2016	Orientation	Conducted Orientation

		Programmefor I year students
24.10.2016	Survey of the Omanallur Village	Education, Employment, Livelihood, etc
04.03.2017	Training Programme on Food Preservation	Preparation of Jam, Squash, Pickles and Soft Drinks

Details of the special camp activities:

Period	Villages	Activities
21.01.2017	Burkitmanagaram	Skin and Diabetic Medical Camp

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (acres)	40.13	--	--	40.13
Class rooms (Sq.ft)	28,715	4200	Management	----
Laboratories (Sq.ft)	17,400	--	--	17,400
Seminar Halls (Sq.ft) II floor & I floor	3,600			3600
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)		5,11,107	UGC	5,11,107
Others				
COE office	1500			1500
Audio visual hall	900			900
Library store	150			150
Library	3000			3000
Medical office	150			150
NCC office	150			150
Internal exam room	300			300
Paper stock room	300			300
Attendance	150			150
Boy's canteen	800			800
Girl's canteen	1000			1000
Sadakath academy office	150			150
Campus manager	150			150
Seminar hall - I	1800			1800
e- conference hall	600			600
e- library	300			300
II-Seminar hall	1800			1800

Internet	300			300
Auditorium	3000			3000
Principal's room	750			750
Director's room	450			450
Office	900			900
Record room	600			600
Placement cell& IQAC	300			300
Sports' room	300			300
Book store	300			300
Deans' office	200			200
Management office	600			600
Secretary's room	600			600
Hardware	100			100
Principal room	600			600
Ladies staff room	300			300
Guest room	240			240
Girls prayer hall	575			575
Mosque	1800			1800

Infrastructure facilities

Sl.No.	Particulars	Area in sq.ft.	Amount (Rs.)
1.	New Block	4200sq.ft	60,48,252
2.	Ladies Washroom	960 sq. ft.	18,53,323
3.	Mosque	1800 sq. ft.	50,00,000

4.2 Computerization of administration and library

> There are six computers, three barcode scanners, one barcode printer and one Laser jet printer. The Library is fully automated with such facilities as e-Gate, bar-coded scanning and Online Public Access Catalogue (OPAC).The Special facilities provided to persons with special needs:

4.3 Library services:

Amount Spent on purchasing books / news papers / journals:

Particularls	Existing		Newly added		Total	
	No.	Value(Rs.)	No.	Value(Rs.)	No.	Value(Rs.)
Text Books	6340	1,20,501.00	-	-	6340	1,20,501.00
Books	38024		3144		41168	
Reference Books	3175	63,68,403.00	30	9,33,663.49	3205	73,02,066.49
E-Books	1,35,000	-	-	-	1,35,000	-
Journals	-	-	27	63,550.00	-	-
E-Journals	6000	-	-	-	6000	-
Digital Database	-	-	-	-	-	-
CD&Video	440	-	65	-	505	-
Others(Speicfy)	-	-	-	-	-	-

Utilisation of the Library Resources and its services:

a.	The Average number of Walk-ins(per day)	470
b.	The Average number of Books issued	89
c.	The Ration of the Books to students enrolled	17:1
d.	The Average number of Books added	1104
e.	The Average number of Log-in to OPAC	30
f.	The Average number of Log-in to E-Resources	17
g.	The Average number of E-Resources downloaded	12

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet Browsing Centres	Other dept. labs	Library	e-Library	Office	Departments
Existing	270	Lab I – 55 Lab II – 61	6	72	8	12	33	23
Added	54	Lab III – 50	-	-	-	-	1	3
Total	324	166	6	72	8	12	34	26

*Figures shown in the bracket indicates the no. of labs, departments and other administrative depts..

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

Computers in all the departments have been connected with a High-end Server (LAN). The College has fifteen classrooms with LCD Projectors, six Smart Classrooms and twenty ICT-enabled classrooms. The language laboratory is fully functional to offer Computer-assisted Language Courses. The Audio-visual Hall has been set up with an LCD Projector, a motorized screen, a television, a DVD player, speakers and seventy-five copies of Oxford Advanced Learners Dictionary to offer the paper titled *A Practical Course in Listening and Speaking*for Part-II English learners. The MMDD laboratory is equipped with two servers and fifteen clients.

> ➢ Teachers were given training to use Smart Boards.
> ➢ The College Council Whatsapp group helps sharing communication among the high level administrative members.
> ➢ CCTV Camera fixed at strategic points help monitoring the movement of students.
> ➢ Public Address System facilitates the Principal in conveying information to students and staff.

4.6 Amount spent on maintenance in Rupees :

i) ICT

| 2,18,700 |

ii) Campus Infrastructure and facilities & Buildings

| 1,47,01,449 |

iii) Equipment

| 5,11,107 |

iv) Repairs & Maintenance

| 26,27,851 |

v) **Total**

| 1,80,58,107 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

➢ Bridge course (Remedial) is conducted for weak students by the departments of Mathematics and English

➢ Language Lab and Audio-Visual halls facilitate students to develop the spoken English skills.

➢ Certificate and Diploma courses are conducted by 11 departments to enable students to earn extra credits.

➢ Career-oriented programmes are conducted by five departments (Arabic, Commerce, Zoology, Chemistry, and Nutrition and Dietetics) so as to train their students to acquire appropriate training and consequently better employment opportunities.

➢ Field/ industrial visits and Internship programmes are arranged for the students to gain information in their respective fields.

➢ Computer Assisted Language Learning (CALL) papers and Oral Communication courses are conducted to improve the Communication skills of students.

➢ Association Meetings/Guest Lectures are conducted by all the Departments to provide exposure to the students on the new and emerging trends in their fields.

➢ Regional, State level and National Seminars are organized by various departments.

➢ Coaching classes are conducted for NET/SET exams, BSRB, TNPSC Group II and IV exams through UGC XI Plan merged scheme funding.

➢ Revaluation, Photocopy of answer scripts, re-totalling and supplementary exam facilities are available for the students.

5.2 Efforts made by the institution for tracking the progression

   The IQAC, through its various interactions with the stakeholders, periodically tracks the progression of its various activities.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3232	364	46	-

No	%
1784	53.9
Men

No	%
1424	46.1
Women

• Data indicates the students enrolled in the first year

   Demand ratio: 2.67%   Drop-out :3.06%

 (b) No. of students outside the state   0

(c) No. of international students | 0 |

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

| Coaching for NET/SET Examination |

No. of student beneficiaries | 0 |

5.5 No. of students qualified in these examinations:

NET | - | SET/SLET | ---- | GATE | ---- | CAT | ---- |

IAS/IPS etc | ---- | State PSC | ---- | UPSC | -- | Others | ---- |

5.6 Details of student counselling and career guidance:

Career Guidance and Placement Cell has also organized various training programmes. The details are as follows.

- "An approach to competitive examinations" – a motivational programme was organized on behalf of Career Guidance Cell on 17.09.2016. Mr. Mohamed Naseem, Trainer, Jamal Mohamed College, Trichy was a resource person.

- A training and motivational programme with the title "Zeroes to Heroes" was organized on 28.09.2016 to 30.09.2016. Mr. Vijay Ramasamy, Sigaram Foundation, Karur was the resource person.

- A special lecture on "Employability Skills and Recent Trends in Information Technology" was organized on 11.02.2017. Mr. Ramasubramanian, ECCI Academy, Perumalpuram, Tirunelveli was the Chief Guest.

- A lecture on "Employment Opportunities in Central Government and Central Undertakings" was organized on 18.02.2017. Mr. N.M. Perumal, Retired I.A.S. Officer was the Chief Guest.

- An orientation programme on "Preparing for TANCET Examinations" was organized on 02.03.2017. Dr. Navaratna and Dr. Priyadarshini of R.L. Institute of Management Studies, Madurai were the Chief Guests.

- In association with District Employment Office, Tirunelveli and Department of Ex-servicemen's Welfare, TamilNadu, Placement cell organized an awareness programme on "Avenues in Armed Forces" on 13.02.2017 for the final year and NCC students. Brig. SANGRAM DALVI, Deputy Director General (Recruiting), Chennai was the resource person. 210 students participated in the programme and got benefitted.

No. of students benefitted: All III year students

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	654*	57	18

* - Inclusive of students from nearby Colleges.

Date: 24/26 .12.2017

5.8 Details of gender sensitization programmes

*Deeniyath*and Moral Instruction classes are conducted separately for boys and girls, in which they are sensitized on such aspects.

5.9 Students Activities

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

State/ University level   79   National level   3   International level   1

No. of students participated in cultural events

State/ University level   24   al level   0   national level   0

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

Sports: State/ University level | 58 | National level | 3 | International level | 0 |

Cultural: State/ University level | 35 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	88	1,26,400
Financial support from government i. Backward Class Welfare Scholarship	280	7,12,029
ii. Adi-dravidar Scholarship	222	14,48,838
iii. Minority Scholarship	126	Applied
iv. Higher Education Special Scholarship for SC-ST Hostel Students	11	83,000
v. Crescent Students' Education Welfare Association	58	29,000
vi. Sadakathullah Appa College Alumni	17	94,350
Financial Support from Beedi Workers Children's Scholarship.	32	Rs. 96,000/-
Financial support from other sources (Islamic Study Circle Scholarship)	78*	Rs.1,05,000/-
Number of students who received International/ National recognitions	-	-
Sadakathullah Appa College NCC i. Endowment Scholarship	3	4,500
ii. Cadet Welfare Society Scholarship	1	6,000

* Amount distributed in the year 2016.

5.11   Student organised / initiatives

Fairs   : State/ University level | 3 | National level | - | International level | - |

Exhibition: State/ University level | 1 | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 19 |

5.13 Major grievances of students (if any) redressed:

The College has Students' Grievances and Redressal Cell, Women Harassment Prevention Cell, Examination Appeal and Grievances Committee and Anti-ragging Committee to receive grievances from students. The Committees interact with the Principal and the respective Heads of the Departments to analyse the nature of grievances to resolve them.

The grievances of the teachers are presented by the Heads of the Departments at the Staff Council Meetings and are resolved.

The Non-teaching Staff present their grievances to the Principal through the Office Superintendent for resolving them.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

Sadakathullah Appa College, founded by Muslim minority community, is committed to provide quality higher education to all, especially the Muslims, both men and women, and other deprived, disadvantaged, underprivileged sections of the society. It is equally committed to inculcate in the students spiritual and moral values. The College aims at producing good and useful citizens worthy of the great land.

Mission:

- To offer undergraduate and postgraduate courses in humanities, arts and sciences.

- To undertake, initiate and promote research both pure and applied at M.Phil. / Ph.D. levels.

- To offer extension services.

6.2 Does the Institution has a management Information System

Yes.

The Managing Committee: The College is run by the Sadakathullah Appa Educational Society through its Managing Committee, which formulates policy on admission of students, recruitment of staff, resource mobilization and infrastructure. The leadership style is that of a participative type and the President, the Secretary, the Treasurer and the other Members of the College Managing Committee discharge their commitments to the College by contributing to the development of the Institution.

The Principal: The Principal is the administrative and the academic head of the Institution. He is acting as a link between the Managing Committee, staff and students of the College. He maintains the day-to-day administration of the College under the broad policies framed by the Managing Committee.

The Director of Self-financing Courses: The Principal is ably assisted by the Director of Self-Financing Courses. He looks after the functioning of the College in the afternoon session with the Principal delegating his power on academic matters to him.

The Governing Board: The Governing Board of the College is the body which formulates policy decisions on curriculum, teaching, learning, evaluation, research, nominees and extension. It consists of members from the Managing Committee, the UGC, the University and the State Government Nominees.

Two senior teachers are given representation in the Governing Board and the two Deans and the Principal are the ex-officio members.

The Academic Council: In the Academic Council the Managing Committee Members, the Heads of the Departments, the Nominees of the University, the Controller of Examinations, the Deans, a Senate Member, a Prominent Member from society, an Alumnus and two Student Representatives are the members with the Principal as Chairman. The Academic Council deliberates on the academic decisions.

The Boards of Studies: The Boards of Studies have the Heads of the Departments, Faculty, Alumni Representatives, Industrial Experts, University Nominees and Subject Experts. The Boards of Studies draft the syllabi. They meet and discuss the draft syllabi designed by the departments for approval.

The Heads of the Departments: The Heads of the Departments assist the Principal in implementing and administering the academic programmes of the College successfully. The Principal delegates the works to the Heads of the Departments who participate in the decision-making process. They are in-charge of the various activities of the departments, which they discharge in consultation with the members of the departments through department meetings.

The Controller of Examinations: The Office of the Controller of Examinations conducts the examinations, designs the evaluation system and procedures in consultation with the members of the Examination Committee.

The Finance Committee: The Finance Committee consists of the Secretary, the Principal, the Bursar and a Senior Teacher. It prepares the annual budget for allocating funds for books and journals, building and other infrastructural developments, maintenance, electricity, water, sports,

examinations, hostels, student amenities, laboratories, academic activities of the departments, etc.,

The Staff Council: The Staff Council comprises of all the Heads of the Departments, the Deputy Wardens of the Boys' and the Girls' Hostels, the Librarian and the Office Superintendent.ThePrincipalis the Chairman. The Council plays a participatory role in the identification and the allocation of the available resources.

The Deans: The Deans of Arts and Sciences prepare the academic plan for teaching, learning and research activities. The Deans convene Curricular Development Cell meetings to evolve the course structure.

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

6.3.1 Curriculum Development

The curriculum design and development is a versatile process comprising of different contributing features which include:

- Faculty exposure to new areas of higher education while attending seminars, conferences, workshops, orientation and refresher courses.
- Periodic discussions at the department level on framing new syllabus.
- Inputs from the IQAC on the basis of analyzed academic feedback.
- Initiatives from the curriculum development process by constantly assessing and reviewing the needs of the students in the changing national and international scenario based on the current trends.
- The course structure and credit allotments done by the Curriculum Development Cell (CDC).
- The implementation of the programmes initiated by the Departments through the respective Boards of Studies (BOS).
- The recommendations of the Academic council and the Governing Board.
- The suggestions offered by the Academic Audit Committee and the National and International subject expertsincorporated for developing the curriculum.
- Course-wise feedback from the students.
- Feedback from the alumni.
- Necessary changes made in the programmes

These multifaceted processes help the Departments in developing learner centered curriculum.

It is the policy of the College to revise the curriculum once in three years for the benefit of the students. The following strategies are adopted for the revision of the existing programmes:

i)   The opportunities alert services provided by the leading English and Tamil dailies such as *TheHindu* (English and Tamil), *New IndianExpress*, *The Times of India, Dinamalar* and *Dinamani, The Employment News*, etc., and the job-oriented web-sites are utilized.

ii)   The feedback obtained from students, employed alumni and parents is considered.

iii) The curriculum developed by other reputed institutions is referred to.

iv)   The suggestions of the subject experts, alumni representatives, experts from industries and members of the Boards of Studies and the Academic Council are incorporated.

The syllabus was completely restructured in 2015. The new course structure developed recently by the Curriculum Development Cell has been implemented from the academic year 2015-2016.

6.3.2   Teaching and Learning

- To promote value-based, technology-oriented and inclusive education to cater to the needs of the present generation.
- To provide training that would make students aware of the latest trends in their fields.
- To produce law-abiding and productive citizens befitting this great nation.

6.3.3   Examination and Evaluation

Examination
- The Controller's Office collects two sets of Question Papers in advance and holds one scrutiny by a team of externals.
- Three Internal Tests are conducted.
- Supplementary M.Phil. Viva-Voce Examination is conducted for M.Phil. candidates, if they submit the project report within three weeks.
- The Supplementary Examinations is held after the publication of the sixth semester results. Number of papers for supplementary examination has been increased from one to two theory papers in addition to one practical paper.
- All the departments send hard copy of the CIA examination questions to the Controller.
- A scrutiny register is maintained.
- The photo of the candidate is printed on the Hall Ticket.
- An Indigenous Software has been developed by the Office of the Controller of Examinations.

Evaluation:
- Three Internal Tests are conducted instead of two CIA Tests.
- Oral Tests are conducted for the paper *A Practical Course in Listening and Speaking* instead of written examination.
- Only external examiners are invited for evaluation of answer scripts in the End-Semester Examinations.
- Public Viva-Voce Examination is to be followed for M.Phil. candidates.

- ✓ Attending a Seminar is a compulsory component for PG and M.Phil programmes.
- ✓ The M.Phil. candidates have to publish one research paper before the submission of their dissertations.
- ✓ The results of the Semester Examinations are published on the Website in dynamic mode.
- ✓ The results are approved and published in the presence of two University nominated external experts.
- ✓ The Sportspersons and the NCC cadets who represent the College in various State and National level activities are permitted to take special supplementary examinations.

6.3.4 Research and Development

- ➢ To encourage the faculty to pursue research in the areas of social relevance.
- ➢ To encourage the faculty to undertake minor and major research projects from various funding agencies.
- ➢ To promote the participation of students in research through academic programmes.
- ➢ To upgrade the PG Departments as Research Centres.
- ➢ To collaborate with nearby Industries, Research and other Academic Bodies.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The College has the following plans to upgrade the IT infrastructure and the associated facilities:

- o To increase the number of Computers in all Departments.
- o To install LCD Projectors in all the classrooms.
- o To set up more number of smart classrooms.
- o To provide Wi-fi facility on the campus.
- o To digitise the Library.
- o To use the other advanced Propriety Softwares like QTVR, MAYA and MATLAB.
- o To provide Wi-fi facility in the Hostels.

The exemplary students in sports and extracurricular activities are also given priority at the time of admission.

- ❖ **Additional academic support, flexibility in examinations:** Credit of attendance is given to students for participating in sports and extra-curricular activities.   Supplementary CIA Test is conducted for those students who participate in sports and extra-curricular activities during the test days.

- ❖ **Special dietary requirements, sports uniform and materials:** The Sports students are

provided with special dietary supplement to improve their stamina. Sports uniform and sports materials are provided to every team by the College.

❖ **Any other**: Course fee concession, Hostel fee concession and Cash rewards are given to sports students. Travel Allowance is given to sports persons and also to students who participate in the cultural competitions conducted by other Colleges. Students are honoured with medals and prizes on the occasion of the College Day. Preference in admission is given to outstanding sports students**.**

6.3.6 Human Resource Management

➢ To motivate faculty members to undergo faculty development programmes.
➢ To conduct training programmes, seminars and conferences by all the departments.
➢ To impart communication skills to the non-teaching staff.
➢ To give in-service programme.

6.3.7 Faculty and Staff recruitment

- A periodic pay revision is done for the benefit of self-finance and management staff.
- Teachers are granted "On Duty" for presenting papers at Seminars and Conferences organized by the other institutions.
- Special incentives are given to the teachers who complete their Ph.D. and clear SET / NET.

6.3.8 Industry Interaction / Collaboration

➢ To involve industrial experts in academic affairs in order to promote employability.
➢ To arrange for field trips and industrial visits.
➢ To sign MoUs with industries and organisations.

6.3.9 Admission of Students

Sadakathullah Appa College is a Muslim Minority Institution affiliated to Manonmaniam Sundaranar University. The College celebrated its Silver Jubilee in March 1999. The College was conferred with Autonomous Status in the academic year 2007-2008. The College was accreditedwith "B+"Grade in 2004 and re-accredited with "A"Grade by NAAC in 2009. In the III cycle, the college was reaccredited by NAAC at an "A" Grade with a CGPA of 3.40 in the 2015. It is also an ISO 9001:2008 Certified Institution. Another notable feature is the growing number of endowments sponsored by liberal donors. The College is growing everyday with the introduction of various UG, PG, M.Phil., Ph.D., Certificate and Diploma Courses. Therefore the College automatically attracts students from various strata of the societyduring admission.

6.4 Welfare schemes for

Teaching Staff

- Annual Family Get-togetheris arranged by the Teachers' Association and the MUTA. Retiring Staff members are felicitated during the occasion.
- Staff and Family Tours are arranged by the Teachers' Association and the FOCEA.
- A Day Care Centre is available for the children of Staff.

Non-teaching Staff

- Free uniforms are provided to the security staff and daily wages.

Students

- Earn While You Learn Scheme to learn the work culture.
- Students' Self-Help Scheme (SSHS) to inculcate the habit of helping poor fellow students.
- Students' Help In First Aid (SHIFA) to provide medical assistance to needy students

6.5 Total corpus fund generated | 7,54,76,002

6.6 Whether annual financial audit has been done   Yes ✔   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	ISO	Yes	ISO, IQAC
Administrative	Yes	ISO	Yes	ISO

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

For UG Programmes   Yes ☑   No ☐

For PG Programmes   Yes ☑   No ☐

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

- ✓ The Controller's Office collects two sets of Question Papers in advance and holds one scrutiny by a team of externals.

- ✓ Three Internal Tests are conducted.
- ✓ The Supplementary Examinations is held after the publication of the sixth semester results. Number of papers for supplementary examination has been increased from one to two theory papers in addition to a practical paper.
- ✓ All the departments send both hard and soft copies of the CIA examination questions to the Controller.
- ✓ A scrutiny register is maintained for record purpose.
- ✓ The photo of the candidate is printed on the Hall Ticket.
- ✓ An Indigenous Software has been developed by the Office of the Controller of Examinations.
- ✓ Supplementary M.Phil. Viva-Voce Examination is conducted for M.Phil. candidates if they submit the project report within three weeks.

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

The College is affiliated to Manonmaniam Sundaranar University which helps the College by:

- ➢ Nominating the members to the Governing Board, the Academic Council, the Boards of Studies and the Awards Committee.
- ➢ Giving approval for starting new courses.
- ➢ Deputing a University Civil Engineer to the Construction Committee for the UGC funded projects.
- ➢ Forwarding proposals to the UGC for availing of grants.
- ➢ Prescribing the norms for the appointment of staff.
- ➢ Sanctioning qualification approval to the newly appointed faculty members.
- ➢ Nominating a member to UGC Autonomy Review Committee.
- ➢ Allocating funds to the NSS Units and monitoring their activities.

6.11 Activities and support from the Alumni Association

The Alumni Association gives its opinions for the welfare of the College by giving Feedback during the Alumni Get-together held on the first Sunday of February every year.

The Alumni representatives of the Boards of Studies and the Academic Council also contribute to enriching the curriculum by giving their suggestions.

6.12 Activities and support from the Parent -Teacher Association

Parents give their suggestions during the Parent-Teacher Association meetings. They also give their valuable suggestions when they come to the Departments to receive their wards' Statement of Marks every Semester.

6.13 Development programmes for supporting staff

The College organizes training programmes for administrative staff regularly.

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

The College has an Internal Green Audit Committee comprising faculty members from the Departments of Chemistry, Botany, Zoology, Computer Science, Physics and Microbiology. It reviews the environment-related initiatives that are being implemented on the campus. It formulates the action plan for every academic year in order to have a better environmental sensitization. A Green Audit of the campus is carried out periodically by supervising the maintenance of the existing trees and locating places for planting new saplings.

- ❖ The rain water harvesting facility is available in all the blocks.
- ❖ Measures have been taken to reuse the waste water in the Hostels for watering plants and trees.
- ❖ Drip irrigation is in use on Mulberry Farms.
- ❖ Rain water is stored in a separate tank and is used in the Chemistry Laboratory.

Criterion – VII

7. Innovations and Best Practices

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

Innovations in Curricular Aspects
1. UGC sponsored Foundation Course in "Human Rights"
2. Mandatory UG & PG Projects
3. Computer-based NME courses in the III Semester.
4. Lesson plan for every semester.
5. Add-on Certificate and Diploma courses such as Catering Management & Dietetics, Computerised Accounting, Sericulture, Water & Soil Analysis, Arabic Translation, Tamil Journalism, Translation Proficiency in English, Islamic Theology, Tourism, Hardware course, etc.
6. Conduct of new interdisciplinary courses like B.Com. (C.A.) and M.Sc. Molecular Modelling and Drug Design.
7. Innovative papers:
   - ❖ Virtual Reality.
   - ❖ Digital Image Processing.
   - ❖ Nanoscience and Nanotechnology.
   - ❖ Computer Assisted Language Learning (CALL) courses in Listening and Speaking, Reading and Writing.
   - ❖ A Practical Course in Listening and Speaking.
   - ❖ Mathematics for Competitive Examinations.
   - ❖ History for Competitive Examinations.
   - ❖ Application of Tally.
   - ❖ *Inaiya* Tamil (web-based Tamil).
   - ❖ Laser and its Applications.

Innovations in Teaching, Learning and Evaluation
   - ❖ Conducting online examinations.
   - ❖ Submission of e-Assignments.
   - ❖ Using Smart classrooms for teaching.
   - ❖ Using the ICT-enabled classrooms.
   - ❖ e-conferencing hall for interactions.
   - ❖ Enhancing the Listening and the Speaking skills using Audio-visual Hall.
   - ❖ Computer Assisted Language Learning (CALL) through the Language Laboratory.
   - ❖ Utilisation of the e-resources through e-Library.
   - ❖ Intensive Spoken English classes for the freshers.
   - ❖ Remedial Coaching in Mathematics.

- ❖ Coaching for SET / NET and other Competitive Examinations.
- ❖ Scrutiny of Term-end Question Papers and evaluation of answer scripts by the external faculty members.

Innovations in Research, Consultancy and Extension

- ❖ One Major Research Project has been submitted under the XII Plan of the UGC.
- ❖ Seven Minor Research Projects have been completed under the UGC XII Plan.
- ❖ Publication of Ph.D. theses into books.
- ❖ Mandatory PG and UG Projects.
- ❖ Mandatory publication by the M.Phil. scholars.
- ❖ Public Viva-voce examination for M.Phil. candidates.
- ❖ Encouraging paper publications by students.
- ❖ A multi-disciplinary Journal 'Sadakath' Research Bulletin with ISSN.
- ❖ IQAC Newsletter.
- ❖ Initiation of Consultancy Cell.
- ❖ Incentives for the publication of research articles.

Innovations in Infrastructure and Learning Resources

- ❖ MMDD Laboratory, Silk-worm Rearing Shed and Nutrition Laboratory.
- ❖ RO Water Plants.
- ❖ Indoor Multi-gym.
- ❖ Sophisticated Sports facilities.
- ❖ e-gate, OPAC and Bar-coding systems in the Library.
- ❖ e-Library.
- ❖ CCTV cameras.
- ❖ LAN and Internet facilities to all the departments.
- ❖ Public Address System.
- ❖ Text reader, Optical binocular and video magnifier for the visually impaired students.
- ❖ Ramps, Rails and Wheel chairs for the differently-abled persons.
- ❖ e-voting for the Students' Council Elections.
- ❖ Online fee payment.
- ❖ Online application forms and selection list.
- ❖ Online examinations results.
- ❖ An indigenous software for the Office of the COE.
- ❖ Computerised SMS for sharing information.
- ❖ Computerised Feedback system.
- ❖ Tiki huts for boys and girls.
- ❖ Whatsapp Council for sharing information among the Top Executives.
- ❖ Usage of Solar power.

- ❖ e-attendance for the security staff.
- ❖ Prepaid phone cards for the Hostel Residents.

Innovations in Students Support and Progression

- ❖ Earn While You Learn Scheme.
- ❖ Students' Self-Help Scheme (SSHS) for financial assistance to poor students.
- ❖ Students' Help In First Aid (SHIFA).
- ❖ Islamic Study Circle Scholarship.
- ❖ Endowment Scholarships.
- ❖ Availing of various scholarships from the State and the Central Governments.
- ❖ Typewriting Course for Students.
- ❖ A support system to get Passport, Driving Licence, Voter ID and PAN card for students.
- ❖ Grievance boxes at various places.
- ❖ Display of e-mail IDs of the Secretary and the Principal for placing complaints.
- ❖ Automated SMS facility to share important communications.
- ❖ Identity Cards for the Hostel Residents and for the Part V students.
- ❖ Maintenance of Students' Profile Cards.
- ❖ Mock Parliament.

Innovations in Governance, Leadership and Management

- ❖ Weekly Class Cancellation Report.
- ❖ Whatsapp Council for information sharing.
- ❖ ISO 9001:2008 Certification
- ❖ Weekly Power consumption report
- ❖ Interaction of the Managing Committee with Students'Council, the Heads of the Departments and the Non Teaching Staff.
- ❖ Results Review Meetings.
- ❖ Participative Management.

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

I.   **Objectives – Academic:**

II.   **Objectives – Non-Academic :**

(Attached in Annexure I)

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

❖ **Students' Support**

i.   **Students' Self-Help Scheme (SSHS)**

A scheme, namely, **Students Self Help Scheme (SSHS),** has been functioning for the past three years. This scheme is appreciated by many as it eases the pressure of economically disadvantaged students. Each student has to pay a sum of 10 rupees per month voluntarily under this scheme to help their poor and needy friends. The amount collected under this scheme this year in the Aided section is Rs. 18,000/- and there are 9 beneficiaries.

ii.   **Students' Help In First Aid (SHIFA)**

An amount of Rs. 1,14,742/- has been collected under the **Students' Help In First Aid (SHIFA)** Scheme and there are 12 beneficiaries. The amount will be at disposal for the medical requirements of needy students.

The contributions of the Students' Council are as follows.

Particulars	Amount (Rs.)	No. of Beneficiaries
Medical Aid for Students (SHIFA)	1,20,909	38
Financial Assistance under SSHS	81,000	30
For purchase of First Aid Kit	3,776	NA
TOTAL	2,05,685	68

ICT and e-Governance

❖ Six Smart Classrooms have been established.

❖ NineteenClassrooms have been furnished with LCD projectors.

❖ e-Library was setup in the year 2010 and 122 staff and 170 PG and M.Phil. Studentsare using INFLIBNET and e-contents.

- ❖ The Language Laboratory enhanced with Clarity S-Net software facilitated the introduction of CALL Papers.
- ❖ e-gate, OPAC and Bar-coding systems in the Library with Autolib software.
- ❖ The Audio-visual Hall is fully equipped to offer A Practical Course in Listening and Speaking.
- ❖ All the Departments have been provided with Computers and Printers.
- ❖ LAN and Internet facility with Wi-Fi connections are available in all the Departments.
- ❖ All the Departments are connected with intercom facility.
- ❖ The Offices of the Principal, the Controller of Examinations, the Deans, the Managing Committee and the College Administrative Block are computerised.
- ❖ Thirty CCTV cameras have been installed to ensure effective monitoring on the campus.
- ❖ A Public Address System is in use.
- ❖ Text reader, Optical binocular and video magnifier have been provided for the visually impaired students.
- ❖ e-voting has been followed in the Students' Council Elections since 2012.
- ❖ Online fee payment facility is introduced.
- ❖ Application forms can be downloaded from the College Website.
- ❖ The selection list and the examination results are posted on the website.
- ❖ Online Examination is conducted for the CALL paper.
- ❖ An indigenous software is developed for the office of the COE.
- ❖ SMS facility is available for sharing important information.
- ❖ Computerised Feedback system is initiated.
- ❖ e-Attendance for the security staff is introduced.
- ❖ The Hostel Residents are provided with Prepaid Phone Cards.
- ❖ A Whatsapp Council has been constituted for sharing information among the Top Executives.

7.4 Contribution to environmental awareness / protection

- ❖ **Water Harvesting**
  - ❖ The rain water harvesting facility is available in all the blocks.
  - ❖ Measures have been taken to reuse the waste water in the Hostels for watering plants and trees.
  - ❖ Drip irrigation is in use on Mulberry Farms.
  - ❖ Rain water is stored in a separate tank and is used in the Chemistry Laboratory.

- ❖ **Efforts for Carbon neutrality:**
  - ❖ Modern Kitchen is available in the Hostel in order to reduce CO_2 emission.

❖ The students and the staff are encouraged to observe 'No Vehicle Day' for carbon emission reduction.

❖ **Plantation**
   ❖ Tree plantation programmes are organised by NCC, NSS and SOP on the occasion of the Independence Day, the Republic Day and also during Special Camps.
   ❖ A Medicinal (Herbal) Garden and a green house are maintained by the Department of Botany.

❖ **Hazardous Waste Management**

The hazardous wastes in the Laboratories are separated and drained after appropriate treatment.

❖ **e-waste management**
   ❖ Discarded Computers, Monitors and Printers are managed on a systematic basis.
   ❖ Some useful parts of the non-working appliances are kept for future use.
   ❖ Pen drives are mostly used instead of CDs.
   ❖ Damaged computers are used in the practical sessions of Computer Hardware Course.
   ❖ Exhausted UPS Batteries are replaced with new ones under exchange.

7.5 Whether environmental audit was conducted?   Yes ☑   No ☐

7.6 Any other relevant information the institution wishes to add.

SWOC ANALYSIS

Strengths

✓ Reaccreditedatan"A" Grade with CGPA of 3.40 by NAAC in 2015

✓ Forty-five year long educational trust for excellence in Higher Education

✓ Autonomy to the College

✓ Proactive and participatory Managing Committee

✓ *Sadakath*– biannual multidisciplinary research journal

✓ Sprawling campus endowed with infrastructure facilities

✓ ICT-enabled teaching, learning, evaluation and governance

✓ Society-oriented extension services and outreach programme

✓ Focus on ethical and traditional values

✓ Effective feedback mechanism

✓ Conducive research atmosphere

✓ Vibrant Alumni and Parent-Teacher Associations

✓ Aesthetic infrastructure facilities

- ✓ Special attention to the differently-abled students
- ✓ Positive teacher-student relationship
- ✓ Low dropout rate
- ✓ Well-structured student mentoring and tutorial system

Weaknesses

- Insufficient Consultancy Services
- Inadequate institutional/corporate collaborations
- Limited number of student placements per year

Opportunities

- ❖ To introduce M.Phil. programmes in Chemistry and Zoology
- ❖ To introduce PG programmes in Islamic studies
- ❖ To establish a Women Study Centre
- ❖ To promote virtual learning through generation of multi-media learning materials
- ❖ To enhance qualitative and proficient research output

Challenges

- Reducing the number of failures
- Preparing the students for competitive examinations
- Improving consultancy services
- Assuring gainful placements
- Venturing to get patent rights

8.**Plans of institution for next year**
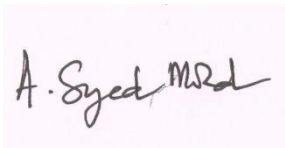
Future Plans:

Academic
1. To start B.A. Economics, B.Sc. Psychology,B.L.I.Sc., M.Phil. Chemistry, Additional Section for existing B.Com., B.Sc. Mathematics and B.A. English
2. To encourage the staff members to apply for Minor and Major Research Projects and get them sanctioned from the UGC and other funding agencies.
3. To offer NCC as an Elective so as to get UGC autonomous additional fund of 2 Lakhs.
4. To conduct orientation programmes to motivate the newly appointed faculty members.
5. To conduct training programme for non-teaching faculty on ICT.
6. To update the particulars of staff profile in the website.

Non-Academic

1. To construct washroom for physically challenged students.
2. To construct staff refreshment room in the canteen.
3. To initiate the biometric attendance for the students and the staff, as per the government recommendation.

Name & Signature of the
Coordinator, IQAC
Dr. A. Syed Mohamed,
Assistant Professor (Grade III) of Chemistry,
Sadakathullah Appa College,
Tirunelveli - 627011.

Name & Signature of the
Chairman, IQAC
Dr.M.MohamedSathik,
Principal,
Sadakathullah Appa College,
Tirunelveli - 627011.

Date: 27.12.2017

Objectives – Academic:

1. To encourage the staff members to apply for Minor and Major Research Project from UGC and other funding agencies.

   IQAC organized a special lecture on "Challenges is undertaking Minor and Major research Projects from UGC and other funding agencies" on 03.09.2016 with Dr. A. John De Britto, Registrar, Manonmanium Sundaranar University as the Resource Person.

2. To start B.A. Economics, B.A. Geography, B.Com. (Honours), B.Sc. Psychology and B.L.I.Sc.

   Resolved to offer B.Com (honours); B.Sc.., Psychology; B.L.I.S. and M.Phil.Chemistry in the Academic year 2018-19.

3. To offer NCC as an Elective so as to get UGC autonomous additional fund of 2 Lakh.

   Resolved to offer NCC as a Non-Major Elective paper from the Academic year 2017-18. In this regard, a team of 4 members consisting of the NCC Officer, the Controller of Examination, the Deans and the IQAC Co-ordinator is constituted and a detailed report will be presented in the next CDC meeting to be held on March 2017.

4. To conduct orientation programme to motivate the newly appointed faculty members.
   IQAC in association with ICT Academy, Chennai organized a Two day Orientation programme on "Emotional Intelligence" for the newly appointed faculty members and the Heads of various departments (Unaided) on 20.10.2016 & 21.10.2016. Nearly 33 staff members and 3 faculty from WawooWajeeh Women's College, Kayalpattinam got benifitted.

5. To conduct training programme for non-teaching faculty on ICT.
   To be conducted in March 2017
6. To start M.Phil. Chemistry.
   To be introduced in the academic year 2018-2019.
7. All the departments should conduct Career Oriented Programmes / Add-on courses compulsorily

All the aided departments are offering career oriented programmes and add-on courses. Unaided departments such as Departments of Tamil, Islamic Studies, Nutrition & Dietetics, Microbiology and Business Administration are offering add-on courses. The classes are conducted on Wednesdays and Thursdays.

8. To apply for Research Centre in Chemistry
   Under Process

9. To initiate Award for the faculty members for their activities in the following:
   Publications in reputed journal with Impact factor,
   Books with ISBN/ISSN
   Organizing National Seminars / Workshop / Symposia.
   The staff members who served as Conveners, Co-conveners and Organizing Secretaries were honoured with certificates during a programme conducted by the IQAC on 22.03.2017.

10. To encourage the staff members in entering their respective Internal and assignment marks online.
    A separate link on the college website has been created. Staff members are given unique User IDs and Passwords.

11. To introduce Certificate / Diploma Course in Martial Arts and Silambam.
    Under Process

12. To introduce B.Sc. Visual Communication and B.A. Journalism and Mass Communication.
    Under Process

II. Objective – Non-academic:

1. To construct washroom for physically challenged students.
   Under consideration

2. To initiate a humane programme "Manitham"
   A philanthropic movement has been started in our college named **MANITHAM** on 22nd February, 2017 with a noble cause to help and pamper people who are mentally ill in and around Tirunelveli. Around 37 students have volunteered to join this movement. A separate whatsapp group which has the Principal as the admin is in place. Dr. A. Asaraf Ali, M.A., B.L., Ph.D. has volunteered to serve as the legal advisor to the movement. Despite the fact that the organization has been started only a few days ago, around 17 mentally ill

people have been identified and taken care of. They have been given food, refreshments and clothes.

3. To appoint a full time staff with M.S.W. qualification with the view to strengthening the Sadakath Outreach Programme and make the programme compulsory for all the II year students.

Resolved to introduce Sadakath Outreach Programme as mandatory for all

UG – II year students from the Academic year 2017-18.A Team Manager

with MSW has been appointed.

4. To motivate the eminent sports students by providing them scholarships. A good number of scholarships is being disbursed.
5. To construct staff refreshment room in the canteen.

Resolved to construct a staff refreshment room in the first floor of the existing canteen.

6. To provide 4G-Jammers in all the floors of the hostels.
Resolved to provide 4G-Jammers first in the Ladies hostels and then in the Gents hostel.

7. To install CCTV cameras in the II Floor of the college.
Resolved to install CCTV Cameras in the second floor of the College.

8. To encourage the departments to print invitations, brochures for activities like Association Inauguration, Valediction, Guest Lectures, Seminars, and Workshops within the college itself.
Under consideration

9. To encourage the departments to include the serial no. in the Certificates issued to the participants.
Under consideration

10.   Installing CCTV Cameras on the seminar hall, auditorium and 2nd floor.
CCTV Cameras have been installed only in the 2nd floor.

11.   To fix the time limit for late comers during internal and external examinations.

It has been decided not to permit the late comers during the internal examinations. It has also been decided to give them a grace time of half an hour during external examinations.

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission