

THE REPORT OF THE INTERNAL QUALITY ASSURANCE CELL

The IQAC of our College channelizes all the efforts and the initiatives of the Institution towards promoting its holistic academic excellence. In this view, the IQAC aims at developing a system for conscious catalytic improvement in the overall performance of the Institution. The IQAC of our College strives to provide a good environment for teachers and learning. It envisages ensuring quality in all the ventures undertaken by the Institution. The IQAC gives more emphasis on revising the curriculum with a focus on global trends and need-based courses. It emphasises on introducing inter-disciplinary, job-oriented and skill-based courses. It also focuses on preserving the subjects of interest, introducing socially relevant Extension programmes and also implementing an effective feedback mechanism.

Sadakathullah Appa College is one among the selected “Premier Institutions” for Paramarsh Scheme, a University Grants Commission Scheme launched by the Union Minister for Human Resource Development to help the Mentee institutions in getting NAAC accreditation.

The Internal Quality Assurance Cell of Sadakathullah Appa College signed MoUs under the Paramarsh Scheme on 22.08.2019 with seven Higher Education Institutions such as, Wavoo Wajeeha Women’s College of Arts and Science, Kayalpatnam; Annai Hajira Women’s College, Melapalayam; Muslim Arts College, Thiruvithancode; St.Alphonsa College of Arts and Science, Karinkal; Kamaraj Government Arts College, Surandai; Government Arts and Science College, Kovilpatti and St.John’s College of Arts and Science, Ammandivilai. The IQAC of our College conducted Orientation Programmes and paid visits regularly to the Mentee Institutions, along with the respective convenors. Under our guidance, St.Alphonsa College of Arts and Science, Karinkal has been accredited at B++ Grade with CGPA of 2.96. St. John's College of Arts and Science, Ammandivilai has also been accredited at B++ Grade with CGPA of 2.81 under our mentorship.

1. Achievements and the activities of the IQAC

a. Extension of the Autonomous Status

This report provides a detailed account of the application process for the Extension of Autonomous Status submitted to the University Grants Commission (UGC) through Manonmaniam Sundaranar University.

On May 25, 2023, the Proforma of Application for the Extension of Autonomous Status was formally submitted to the UGC. This marked the beginning of our Institution's efforts to secure an extension of its autonomous status.

Following the initial application submission, we gained access to the UGC Autonomous Colleges' Portal on June 13, 2023. This portal served as the platform for submitting the required details and documentation pertaining to the extension of autonomous status. The following tasks were carried out during this phase:

- Comprehensive data collection: Relevant information, statistics, and evidence were meticulously collected to support our application.
- Document preparation: Various documents, reports, and academic records were prepared and uploaded to the portal.
- Verification of accuracy: A thorough review was conducted to ensure that all submitted data was accurate and aligned with UGC requirements.

On July 14, 2023, the Report for the Extension of the Autonomous Status of our Institution was formally submitted to the UGC through the same portal. This report was a culmination of our diligent efforts and included:

- A detailed account of our institution's commitment to maintaining and enhancing its autonomous status.
- Evidence of our institution's achievements and adherence to UGC guidelines.
- Any additional information or documentation requested by the UGC.

The submission of the extension application and accompanying report represents our Institution's dedication to academic excellence and autonomy in education. With the Grace of Almighty Allah, the Status of Autonomy of our college has been extended for ten more years i.e ., up to May 2033. **Annexure –I**

b. IQAC Steering Committee Meeting - I

The IQAC Steering Committee Meeting held on 15th September 2023

RESOLUTIONS

- Resolved to approve the Annual Quality Assurance Report for the Academic Year 2021-2022 with minor changes.
- Resolved to approve the objectives and policies of Internal Compliance Committee, Students Grievance Redressal Committee and other Committees.
- Resolved to design the Academic Planner for the academic year 2023-2024, incorporating the schedules of the Principal's Office, the IQAC Office and other Administrative Bodies.
- Resolved to provide contingency grant in all Research Departments.
- Resolved to provide financial assistance to the full-time research scholars.
- Resolved to provide seed money for the students who have not been selected for TNSCST Project.
- Resolved to Create a Science Hub.
- Resolved to establish Sadakathullah Appa College Development Council (SACDC) comprising of Admin Heads and one representation from both Aided and Unaided streams.
- Resolved to modernize the Departments of Arabic, Mathematics, Physics, Microbiology, History, Tamil and Zoology.
- Resolved to construct a ramp to connect the first floor with the second floor.
- Resolved to discuss the resolutions of the earlier Steering Committee Meeting held on 26.05.2023.
- Resolved to discuss the reports of the ISO Internal and External Audits and Academic Administrative Audit in the appropriate bodies.
- Resolved to monitor the modalities and functioning of the Earn While You Learn Scheme (EWYL).
- Resolved to maintain a personal register of the non-teaching staff and to get it periodically reviewed by the Superintendent and the Administrative Authorities.

- Resolved to provide training for the non-teaching staff related to the office procedures such as bill settlement, allotment of ABC/NAD etc.,

Future Plans

- To provide contingency for each Research Department
- To provide Financial assistance to the Full time Research Scholars of a minimum of Rs. 1000/- per month.
- To provide seed money for the students who have not been selected for TNSCST/ICSSR Project.
- To create a Science Hub.
- To establish Sadakathullah Appa College Development Council (SACDC)
- To Modernize the Departments of Arabic, Mathematics, Physics, Microbiology, History and Tamil
- To construct a ramp to connect the Second Floor
- Annual Quality Assurance Report for the Academic year 2021-2022 was submitted on 29.09.2023, clarification on 17.11.2023.

IQAC Steering Committee Meeting - II

The IQAC Steering Committee Meeting held on 02nd October 2024.

Twenty three members of the Steering Committee were present.

Resolutions:-

The following resolutions have been made at the meeting:

1. Resolved to introduce a minimum of Two Value - Added Courses by every Department with a minimum of 30 teaching hours.
2. Resolved to conduct Two CIA Tests per semester with a duration of one and a half hours each.
3. Resolved to fix the duration of External Examinations of Courses offered such as NME (Excluding Practical Courses), Value Education and Environment Studies as two hours.
4. Resolved to encourage the faculty to apply for Minor / Major Research Projects with Funding Agencies.
5. Resolved to purchase Textbooks / Reference books for each Department prescribed in the curriculum.

6. Resolved to purchase reputed Journals/Magazines for each Research Department.
7. Resolved to motivate the PG students to appear for GATE / CSIR / UGC-NET/ TOEFL/ IELTS Examinations.
8. Resolved to motivate the Commerce students to appear for CA Foundation Course / ICWA / CA Examinations.
9. Resolved to organize Training Programmes / Faculty Development Programmes to Teaching and Non-Teaching Staff.
10. Resolved to conduct Green Audit / Energy Audit / Water Audit / Waste Audit/ Gender Audit once two years.
11. Resolved to collect the API appraisals from the staff members at the end of every year.
12. Resolved to increase the percentage of the total strength of the students from 80% to 90%,
13. Resolved to maintain the Faculty-Student Ratio (for the sanctioned strength) at 1: 20.
14. Resolved to appoint Deans of Commerce, Women's Welfare, Part – V Programmes and Deans of Hostel Administration.
15. Resolved to depute Associate Deans for a few portfolios.
16. Resolved to introduce new Programmes such as B.Sc. Data Science, B.Sc. Artificial Intelligence and Cyber Security, M.A. Economics, M.A. Tamil, B.A. Corporate Secretaryship, B.Sc. Physical Education in the coming years.
17. Resolved to upgrade the Departments of Tamil, Arabic, Economics and Nutrition and Dietetics as Research Centres.
18. Resolved to provide a contingency amount of Rs.50,000/- and Rs. 1,00,000 for the Research Departments of Arts and Sciences respectively.
19. Resolved to provide seed money for the students whose Projects have not been approved by TNSCST/ICSSR.
20. Resolved to create an App with features/tabs such as
 - i) Staff login, Reports, Timetable/ Lesson Plans / Publications / Awards and Recognitions / Grants Received/ e-Content of the faculty etc.
 - ii) Students' Attendance

- iii) Library details including N-List, e-Journals, e-Books, Magazines etc.
 - iv) Examination related details such as Examination Schedules, previous year's question papers etc.
 - v) Circulars and Announcements
 - vi) Event Management with details of various activities of the Departments, Part-V, Sports and Physical Education, Youth Welfare, Fine Arts etc.
 - vii) Syllabi with POs/PSOs/Cos.
21. Resolved to create a Science Hub.
 22. Resolved to establish Sadakathullah Appa College Development Council (SACDC) comprising Administration Heads.
 23. Resolved to Construct Classrooms, Additional Laboratory for the Departments of Chemistry and Physics to accommodate Laboratory Sessions of PG and Allied Courses.
 24. Resolved to construct a ramp to connect the Second Floor.
 25. Resolved to construct a separate block for Placement and Training Cell, Sadakath Academy etc.

c. Five-Day Faculty Development Programme

A Five-day Faculty Development Programme for the Teaching Faculty and a Three-day Training Programme for non-teaching staff aimed at enhancing the professional skills and knowledge was conducted by the Internal Quality Assurance Cell in collaboration with the Curriculum Development Cell, Office of the Controller of Examinations and the Centre for Digital Learning. The Programme featured sessions conducted by esteemed resource persons and experts in various fields related to Outcome-Based Education, Advanced Research, Digital Pedagogy and Curriculum Development.

Inaugural Session (17.02.2024, 10:00 a.m. – 11:00 a.m.): The FDP commenced with an inaugural session where the objectives and significance of the programme were outlined. Dr. J. Sacratees, Registrar of Manonmaniam Sundaranar University delivered the Inaugural Address, setting the context for the subsequent sessions. This session served as a platform to inspire and motivate the participants, emphasizing the importance of continuous learning and professional development in the field of Higher Education.

Session I (11:15 a.m. – 1:00 p.m.): Dr. B. William Dharma Raja, Dean i/c of the College Development Council and Professor in the Department of Education at Manonmaniam Sundaranar University, Tirunelveli, served as the Resource Person of the first substantive session and spoke on “Curriculum: In Alignment with Recent Trends”. He discussed the nuances of aligning curriculum with recent trends in education. He highlighted the importance of adapting curriculum frameworks to meet evolving educational needs and standards. Participants gained insights into innovative approaches to curriculum design and development.

Session II (3:00 p.m. – 5:15 p.m.): Dr. S. Kannan, Associate Professor and Head of the Research Department of Chemistry at Thiru. A. Govindasamy Government Arts College, Tindivanam, shared expertise on “Nuances of Writing Triumphant Research Proposals.” He threw light on the nuances and intricacies in writing a successful research proposal. Attendees were exposed to essential strategies for structuring, articulating, and presenting research proposals effectively. This session provided practical guidance for faculty engaged in research activities at the advanced level.

Session III & IV (19.02.2024, 10:30 a.m. – 5.30 p.m.): Dr. Ajay Bhagvvat, Director of Inpods India Private Limited, Pune, deliberated on “Outcome-Based Curriculum Design and Outcomes Analysis.” He led a session focused on outcome-based curriculum design. Participants gained insights into designing curriculum frameworks that emphasize learning outcomes and assessments. The session facilitated discussions on aligning curriculum objectives with desired learning outcomes that could be quantified and evaluating curriculum effectiveness. The Resource Person provided a hands-on opportunity for participants to exercise the quantification of outcomes. This session reiterated key concepts and allowed for further discussions and clarifications.

Session V (20.02.2024, 10:30 a.m. – 1:00 p.m.): Dr. Hussain Basha, Psychologist and Special Educator, conducted a lively session on “Psychological Principles for Effective Teaching and Learning.” Participants gained a deeper understanding of psychological factors influencing teaching and learning processes. The Resource Person shared insights into effective teaching strategies and the role of psychology in enhancing learning outcomes.

Session VI (20.02.2024, 3:15 p.m. – 5:30 p.m.): Dr. Hussain Basha conducted a session focusing on “Stress Management Techniques for Educators.” He explored the stress management techniques tailored for educators. This session addressed the challenges faced by educators in managing stress and maintaining well-being. Participants learned practical strategies to cope with stress and enhance their overall effectiveness as educators.

Session VII (21.02.2024, 10:30 a.m. – 1:00 p.m.): Dr. B. Padmanaban, Associate Professor at Bharathiar University, Coimbatore, led a session on “Digital Pedagogy and the Future of Education.” Participants gained insights on innovative pedagogical approaches leveraging digital technologies to enhance teaching and learning experiences. Discussions revolved around the integration of digital tools and platforms in education to address evolving educational needs.

Session VIII (3:15 p.m. – 5:00 p.m.): Prof. Dr. K. Muruga Poobathi Raja, Head of the Department of Chemistry at Central University of Kerala, conducted a session on the topic “The Art of Research Project Proposal Writing.” Participants learned essential elements of crafting research proposals, including formulation, structure, and presentation. The session aimed to equip faculty members with the necessary skills to develop compelling research proposals.

Session IX (22.02.2024, 10:30 a.m. – 11:30 a.m.): Dr. Syed Wajeed, Associate Professor at St. Joseph's University, Bengaluru, conducted a session focusing on “Curriculum Design and Delivery.” Participants were facilitated to explore various approaches to designing and delivering curriculum content effectively. Discussions encompassed curriculum alignment with learning outcomes, instructional strategies, and assessment practices.

Session X (11:45 a.m – 01:00 p.m): Dr. Syed Wajeed delivered an enlightening speech on “Flexibility in Curriculum Design and Delivery under Autonomy” during this session. This session provided insights into designing flexible curriculum frameworks that cater to diverse learner needs and preferences. Participants also explored strategies for restructuring academic processes to promote flexibility and innovation in curriculum delivery.

Valedictory Session (5:00 p.m. – 5:45 p.m.): The FDP concluded with a valedictory session featuring a keynote address by Dr. B.S. Ponmudi Raj, Adviser at the National Assessment and Accreditation Council, Bengaluru. He shared closing remarks, highlighting the significance of continuous professional development in academic institutions. Dr. A. Syed Mohamed, IQAC Coordinator and Convener, extended a vote of thanks to all the participants, resource persons, and organizers for their contributions to the success of the FDP. The Faculty Development Programme provided a platform for faculty members to enhance their professional skills, exchange knowledge, and explore innovative approaches in curriculum design and educational practices. The diverse sessions facilitated meaningful discussions and learning experiences, contributing to the overall professional growth of the participants and the institution's commitment to academic excellence.

d. ACADEMIC AND ADMINISTRATIVE AUDITS

The Academic and Administrative Audit Reports for the academic year 2023 – 2024

The Administrative Audit was held for the Administrative Offices, Library, IQAC, Controller of Examinations, Various Committees and Part V Programmes on 22.08.2023. The Academic Audit for all the Departments was held on 23.08.2023. Dr. V. Balamurugan, The Former Director of IQAC and Professor, Department of Computer Science, Manonmaniam Sundaranar University, Tirunelveli and Dr. R. Maruthakutti, Director Integrated Programmes / Former Professor of Sociology Manonmaniam Sundaranar University, Tirunelveli, served as External Auditors. The following is the schedule of the audits held.

S. No.	The Departments / The Offices Audited	External Auditors	Internal Auditors
1.	<ul style="list-style-type: none"> a. All the Departments b. The Office of the COE c. The Administrative Section d. The Library e. The Part V Programme f. The Various Committees 	<p>Dr. V. Balamurugan, The Former Director of IQAC and Professor, Department of Computer Science, Manonmaniam Sundaranar University, Tirunelveli – 627 012.</p> <p>Dr. R. Maruthakutti, Director, Integrated Programmes / Former Professor of Sociology, Manonmaniam Sundaranar</p>	<p>Dr. S. Mohamed Haneef Dr. M. Mohamed Roshan Dr. A. Syed Mohamed Dr. Sheik Muhideen Badhusha Dr. Kanna Muthiah Dr. S. Syed Ali Fathima Dr. M. Sulthana Barvin Mr. P.P. Saidali Dr. R. Janet Rani Dr. A. Zeenath Bazeera</p>

	University, Tirunelveli – 627012.	
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The Academic and Administrative Audit Reports (**See Annexure-II**)

e) Feedback

About the Faculty

The Feedback on faculty for the Odd Semester (2023-2024) was obtained from all the final year students on 31.10.2023 and 01.11.2023. The feedback was obtained through Online mode at the Computer Science Lab II, Computer Science Lab III, Language Laboratories.

About the Curriculum Feedback from the Students

The feedback about the Curriculum from the students was obtained from 16.10.2023 to 18.10.2023. Dr. S. Mohamed Ramlath Sabura, Dr. P. Amra Mariyam, Dr. C. Asha, Dr. P.S. Bensi are the Conveners. The Feedback on Curriculum was obtained as per the following allotment:

S. No.	Faculty In-charge	Department Allotted
1.	Dr. C. Asha Department of History	I,II,III B.A. English (Aided) I,II,III B.A. History
2.	Tmy A. Ferin Fathima Department of Physics	I,II,III B.Sc. Zoology I,II,III B.Sc. Chemistry I,II,III B.Sc. Physics
3.	Tmy. M. Jebamalar Freeda Department of English	I,II,III B.Sc. Mathematics (Unaided) I,II,III B.Sc. Nutrition and Dietetics I M.Sc. Nutrition and Dietetics
4.	Thiru. E.S. Afsal Department of History	I,II,III B.Sc. Microbiology I,II M.Sc. Microbiology I,II,III B.Com (Aided) I B.Sc. Psychology, I B.Lib.Science
5.	Dr. P.S. Bensi, Department of Applied Nutrition and Public Health	I,II,III B.Sc. Computer Science (Aided) I,II,III B.Sc. Mathematics (Aided) I, II,III B.Com. Finance
6.	Dr. M. Fathima Shahana Department of Chemistry	I,II M.Sc. Chemistry I,II M.Sc. Computer Science I,II M.Sc. Mathematics I,II M.A. History

S. No.	Faculty In-charge	Department Allotted
		I,II M.Com., I,II M.Sc. Zoology
7.	Dr. Malik Department of Tamil	I,II,III B.A. Tamil I,II,III B.A. Arabic I,II,III B.A. Economics
8.	Dr. Sahar Ban Department of Economics	I,II,III B.Sc. IT I,II,III BCA I,II,III B.Sc. Computer Science
9.	Dr. Ed. Priyadharsini Department of Commerce (Hons)	I,II,III B.Com. Section A I,II,III B.Com. Section B, I B.Com Hons' I,II,III BBA
10.	Dr. A. Alis Sofia Department of PG English	I,II,III B.A. English I,II M.A. English I,II M.Sc. Physics

The report of Feedback on Curriculum are shown in (**Annexure III**)

f. DBT Star /FIST

The DBT-STAR (DBT - Specialized Technology and Research) Scheme is an initiative introduced by the Department of Biotechnology (DBT), Ministry of Science and Technology, Government of India. This Programme aims to support quality scientific research and innovation in scopeful areas of Biotechnology. It provides financial assistance to academic institutions, research laboratories, and industries to facilitate Interdisciplinary Research, Technology Development, and Innovation in specialized areas. The Scheme focuses on fostering collaborations, promoting research, and facilitating the development of specialized infrastructure to address key societal and scientific challenges. Through consideration grant funding, the DBT-STAR Scheme seeks to promote enhancement of the laboratories, advancements in research by supporting projects with significant scientific and societal impact. An application to get accorded with the status of DBT-STAR College Scheme was submitted on 16.06.2022 by our College.

g. Faculty's Participation / Presentation in Conference held abroad

Dr. M. Thameem Ansari, Assistant Professor of Chemistry, Sadakathullah Appa College presented paper in the IUPAC organized International Conference on Chemical

Thermodynamics (ICCT-2023) held at Osaka, Japan. The Conference was hosted by the Department of Chemistry, Osaka University held from 30.07.2023 to 04.08.2023. A total of 325 faculty members from 125 countries across the globe participated in the conference. The College Management, Principal and Faculty Members greeted the Dr. M. Thameem Ansari for this remarkable achievement. His International Travel was supported by DST-SERB, Govt of India.

h. Young Student Scientists Programme (YSSP)

The Tamilnadu State Council for Science and Technology has implemented the Young Student Scientists Programme(YSSP) to motivate school going students towards Science and Research. It is delightful to note that our College has been selected as a Programme Centre for the conduct of YSSP to benefit the students of Tirunelveli and Kanyakumari Districts. A sum of Rs. 3,00,000 has been sanctioned and Rs. 2,75,000 has been released by the Council for the conduct of the Programme. Eighty students are to be offered training at our Centre. The subjects cover Maths, Physics, Chemistry, Zoology, Botany, Environmental Studies, Psychology, Nutrition and Dietetics, Microbiology, Physical Education and Library Science. The students will be given theoretical instruction in the morning sessions and the afternoons will be spent on practical work. The students will be allocated Mentors who will guide in their pursuit for a scientific career. Towards the conclusion of the Programme, the students will exhibit the models they prepared during the training.

The Training Programme has been scheduled to be conducted between 24.01.2024 and 07.02.2024. The students are to be given boarding and lodging at our Centre for the 15 days.

(Annexure IV)

2. Research Activities

a) List of Faculty completed Ph.D

Four of our Faculty members have been awarded their Doctoral Degrees this year. The details are shown in Annexure V.

b) TNSCST Projects Sanctioned in 2023

The Final year Students of various Science Departments apply for student Projects with Tamil Nadu State Council for Science and Technology (TNSCST) every year. This year a total of eight student projects were sanctioned by the TNSCST.

c) Details of Research Scholars

Research activities in our college take place in a steady pace and in a vibrant mode through the well established Research Centres. Total of 151 Research Scholars (73 fulltime and 78 part time) are actively pursuing their doctoral research under the able guidance of 54 research supervisors.

d) Details of the Scholarly articles published in Web of Science and Scopus- Indexed Journals (2022-2023)

A total of 70 research papers / articles have been published by our faculty members in Scopus/Web of Science (WoS) Journals in the Academic year 2022-2023.

e) Details of Paper Publications in UGC Care

Research articles by our faculty and research scholars have been published in UGC CARE LIST – I journals also.

Research Activities (See Annexure V)

4. STUDENTS INDUCTION PROGRAMME-2023

- Our College organized a 5 Day Students' Induction Programme, as per the guidelines of the NAAC, from 22.06.2023 to 27. 06. 2023 for the first-year Under Graduate Students. The Programme was attended by all the newly admitted students and their parents.
- **The First Day Programme (22.06.2023)** began with the recitation of verses from the Holy Quran by Dr. J. Ubaithullah, Assistant Professor and Head of the Arabic Department. It was followed by Tamizh Thai Vazhthu by the College Choir. Dr. Sathick Ali, Head, Dept of Tamil, welcomed the gathering and shed light on the College Management. Dr. S M. Abdul Kader, the Principal, presided over the Programme. He delivered the Presidential Address to all those who gathered. Dr. S.M.A. Syed Mohamed Khaja, the Vice-Principal, Unaided Stream, delivered Felicitation Address. The session came to an end with an interaction between parents and the dignitaries. The SIP further continued with a motivational talk by Dr. A. Shakul Hameed. He addressed the audience with the topic "Motivate Yourself". During the Afternoon session, the Programme progressed with the talk on Teacher-Student Relationship by the Vice-Principal. He talked on the importance of the cordial relationship between teachers and students so as to smoothen the process of teaching-learning process. For the afternoon session, Dr. A. Hamil, Dean of Students Welfare and Development, talked on the topic Students' Role and Attitude in the College. Thus, the first day Programme came to an end with the vote of thanks by Dr. M.I. Zahir Hussain, the Coordinator of the Student Induction Programme.

- **The Second Day (23-06-2022)** Student Induction Programme commenced with the recitation of the Verses from the Holy Quran by Dr. J. Ubaithullah, Assistant Professor and Head, Department of Arabic. Subsequently, Dr. M. Syed Ali, the Physical Education Director, reiterated the need for physical fitness of the students. Dr. S. Mahadevan, the Head of Tamil Department, talked on the general activities of the College and about the participation in Literary Activities by a student. Principal Dr. S. M. Abdul Kader, shed light on the Prosperity of the College. Dr. S. Mohamed Haneef, the Dean of Arts, gave an overview on Curriculum. Dr. M. Mohamed Siddik, the College Bursar, explained the ways and means of online payment through the College website. Dr. M. Sithi Jameela, the Controller of Examinations, talked about the activities of the Office of the CoE and the procedures of examinations. She shed light on the examination procedures and the details regarding it to the students. Dr. R.R. Saravana Kumar, Librarian spoke on the importance of reading and use of library. The afternoon session followed suit.
- **The Third Day (26-06-2023)** Student Induction Programme began with Dr. M. Syed Ali, Director of Physical Education, delivering the importance of a healthy lifestyle to be followed by students irrespective of the gender. Dr. Srinithi, the Head of the Department of Psychology, talked on the topic “Ignore Negativity”. Dr. Mohammed Roshan, Dean of Sciences, gave away a talk on “Ethics in College and Life”. Dr. M. Himaya Jaleela Begum, the Part V Coordinator, introduced the Part V Courses and its importance. Lt. Dr. K. Syed Ali Bhadhusa, the NCC Officer and Dr. Yunush Ahamed Mohamed Sherif, the NSS Officer, delivered talks on NCC and NSS respectively. Subsequently, Dr. M. Abdul Rahuman, the Coordinator of Red Ribbon Club, shed light on its activities. Further, Dr. N. Mohamed Rilwan, the Coordinator of Sadakath Outreach Programme (SOP) and Dr. A.S. Shaik Sindha, the Coordinator of Youth Red Cross (YRC) delivered talks on SOP and YWP respectively. The third day session ended with the Dean of Sports Dr. Sulthana Barveen and the Director of Physical Education, Dr. Syed Ali explaining about Sports and Games Activities taking place in the College.
- **The Fourth Day (27-06-2023)** of the Student Induction Programme began with the Director of Physical Education delivering a talk on Physical Fitness. Dr. S. Firthous Fathima, the Convener of Tutorial and Student Mentoring, spoke on the importance of the Committee and its activities. Dr. S. Syed Ali Fathima, the Dean of Digital Learning Centre, explained the functions of the DLC. Dr. A. Abdul Azeez, the Convener of Training Cell, spoke to students in his own style. Dr. M. Syed Ali Fathima talked about the Add on Courses, and Dr. M. Thameem Ansari talked about the EARN WHILE YOU LEARN scheme available in the College. Dr. M. I. Zahir Hussain, the Coordinator, Placement Cell, emphasized the importance of obtaining placement in reputed companies and the efforts need to be taken by students. He, in his speech, informed the students about the Multi National Companies approaching our College for recruiting skilled students. Mr. T.K. Asan Mydeen, made it clear about the procedures of online payment system and website related details. This was followed with the details of Scholarship given by Mr. M. Kadar Mohideen. Dr. K. Feroz Khan, the Convener of *Manitham*

detailed on the function of the forum. Mr. S. Hameedullah Sherief Coordinator, Entrepreneurship Development Cell, shed light on the functions of the Cell.

- All the Days' Programmes came off successfully with the experts and officials enlightening the students with all the necessary information.

5. Scholarships

A good number of scholarships under various heads are distributed to our students.

The following are the details of the scholarships disbursed to our Students:

S.No.	Scholarship	Amount	No. of Students Benefited
1.	State Government Stipend to Research Scholars	1,80,000	3
2.	Backward class Welfare Scholarship for BC/MBC/DNC	7,74,710	298
3.	Adi Dravidar Welfare Scholarship for SC/ST students	4,21,826	155
4.	Higher Education Special Scholarship for SC/ST Hostel students	23,000	3
5.	Central Sector Scheme Scholarship	60,000	5
6.	Pudhumai Penn Scholarship Scheme	2,97,000	33
7.	Agricultural Labourers Children Scholarship	22,750	11
8.	Sadakathullah Appa Endowment Scholarship	1,55,600	49
9.	Islamic Study circle Zakath Scholarship	3,12,000	196
10.	Student's Self Help Scheme	76,000	38
Total		23,22,886	791

6. Library Services

Particulars	Existing		Newly added		Total	
	No.	Value(Rs.)	No.	Value (Rs.)	No.	Value(Rs.)
Books	50302	9300206	457	377399	50759	9677605
Textbooks	6340	1,20,501.00	-	-	6340	1,20,501.00
Total	56642		457		57099	
Reference Books	1063	-	-	-	1063	-
e-Books	31,35,000	-	-	-	-	-
Journals	50	131212.00	-	-	-	-
e-Journals	6000	-	-	-	-	-
Digital Database	4	188005.00	-	-	-	188005.00
CDs & Videos	507	-	-	-	507	-
Others (Specify)	-	-	-	-	-	-

Utilisation of the Library Resources and its services:

a.	The Average number of Walk-ins(per day)	674
b.	The Average number of Books issued	32
c.	The Ratio of the Books to students enrolled	16:1
d.	The Average number of Books added	1098
e.	The Average number of Log-in to OPAC	23
f.	The Average number of Log-in to E-Resources	21
g.	The Average number of E-Resources downloaded	12

7. Relief Fund

Relief Efforts taken by our College during the recent floods in Tirunelveli and Tuticorin Districts
The recent unprecedented rain that pounded Tirunelveli and Thoothukudi districts on 17.12.2023 has left a trail of destruction in the form of loss of lives and livelihood. Our Teachers, Non-Teaching Staff and volunteers (from the neighbourhood) united and acted swiftly by collecting Rs. 31,000/- and preparing a kit containing necessary items (milk, water bottles, candles, blankets, matchsticks, torchlight, etc..) for the adopted villages under the Sadakath Outreach Programme that suffered greatly during the deluge. On December 21.12.2023, the kits were distributed to the affected people in the adopted villages promptly. This relief initiative was led by the Sadakath Outreach Programme, and Team.

8. Achievements of the Office of the Controller of Examinations

The year 2023 was a remarkable year of the office of the Controller of Examinations with unprecedented achievements.

- The successful implementation of Easy Software has significantly transformed examination process, providing tangible benefits in terms of Efficiency, accuracy and user satisfaction.
- Automated Examination Process for 2023 batch UG and PG students.
- Automation of Examination Mark Entry.
- Automated hall tickets generation with unique identifiers.
- Online publication of results in College website.
- Implementation of OMR Software for all UG and PG Programmes for April 2023 Semester Examinations.
- Execution of Examination and Evaluation process through OMR Sheets. (OMR Software was purchased on 21/03/2023).
- The New Office of the Controller of Examinations was inaugurated on 10/11/2023 in a separate two story building.

9. Newly Recruited Staff

9 faculties with Ph.D., 2 faculties with NET, 2 faculties with PG degree and 3 supporting Non Teaching Staff. **(See Annexure VI)**

10. Action Taken Report

The details of the activities carried out by the Departments and various Cells of Sadakathullah Appa College during the academic year 2023 – 2024 (Odd and Even Semesters) have been collected. The data includes the titles of the activities, names of the resource persons with affiliation, the details of the organizers and the level at which the programmes were conducted (i.e., State/National/International).

The Action Taken Report on the Academic Planner 2023 – 2024 (See Annexure VII)

11. Budget spent for conducting Seminar/ Workshop

Budget allotment to the each departments for conducting Seminar / Workshop / Guest Lecture etc.

S.No.	Departments/	Association Inauguration / Valediction GL – I / GL – II	Seminar / Workshop/1	Seminar / Workshop/ 1	Others
1.	Tamil Aided	17,000	27,508		
	Tamil Unaided	4,450			
2.	Arabic Aided	1500			11000
	Arabic Unaided	3000			23000
3.	English Aided UG	1500			
	English Unaided UG	1500			
	English Unaided PG	1500			
4.	Mathematics Aided UG	3000	35000		
	Mathematics Unaided UG & PG	3000			
5.	Physics UG	3000	10000		8129
	Physics PG	3004			
6.	Chemistry UG	7000	17924		4720
	Chemistry PG				

7.	Zoology UG	3000	5000		
	Zoology PG	2879			
8.	Computer Sciences Aided UG		10000		
	Computer Sciences Unaided UG	1135	5000		5325
	Computer Sciences PG	30000			
	Computer Applications	1500			
	Information Technology	3000			
9.	Commerce Aided UG, PG	2401	1499		
	Commerce Section A	1500			3000
	Commerce Section B	3000			
	Commerce (Finance) & Hons				
10.	History UG and PG	1500	23790		5000
11.	Business Administration				
12.	Microbiology UG and PG	3000	115960		4725
13.	Nutrition and Dietetics	3000			
14.	Library and Information Science	7500			
15.	Economics	1842	40000		
16.	Psychology	4500			
17.	Management				
	1. LKS Endowment	64209			
	2. Wavoo Endowment	67838			
	3. Dheenyath	10000			

S.No.	Departments/	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5
1.	National Cadet Corps					
2.	National Service Scheme	40000				
3.	Youth Red Cross					
4.	Red Ribbon Cub	1500				
5.	Sadakath Outreach Programme	2500	10000	10000	10000	50000
6.	Placement Cell					
7.	Career Guidance Cell					
8.	Centre for digital Learning					
9.	IIC	750	5570	4725		
10.	FDP	7000	56650	311010		
11.	Anti Ragging	2500				
12.	Photography day	4935				
13.	ICT	3000	3255			
14.	Physical education	3925				
15.	Sadak Academy	1500	2965			
16.	NIRF	11800				

12. Future Plans

Academics:

1. To maintain the Faculty-Student ratio (for the sanctioned strength) as 1: 20
2. To appoint Deans of Commerce, Women Students and Part – V Activities
3. To depute Associate Deans for few portfolios
4. To introduce new Programmes such as B.Sc. Data Science, B.Sc. Artificial Intelligence and Cyber Security, M.A. Economics, M.A. Tamil, B.A. Corporate Secretaryship, B.P.Ed. etc., in the coming years
5. To upgrade the Departments of Tamil, Arabic, Economics and Nutrition and Dietetics as Research Centres
6. To provide contingency for each Research Department
7. To provide financial assistance to full-time Research Scholars (a minimum of Rs. 1000/- per month)
8. To provide seed money for the students whose Projects have not been approved by TNSCST/ICSSR.
9. To create an App with features/tabs such as
 - i) Staff login, Reports, Timetable/ Lesson Plan / Publications / Awards and Recognitions / Grants Received/ e-content of the faculty etc
 - ii) Students' Attendance
 - iii) Library details including N-List, e-Journals, e-Books, Magazines etc.
 - iv) Examination related details such as Examination Schedules, previous year's question papers etc.
 - v) Circulars and Announcements
 - vi) Event Management with details of various activities of the Departments, Part-V, Sports and Physical Education, Youth Welfare, Fine Arts etc.
 - vii) Syllabi with PO/PSO/COs
10. To create a Science Hub
11. To establish Sadakathullah Appa College Development Council (SACDC) comprising of Administration Heads

Non-Academics:

1. To Construct Classrooms, Additional Lab for Chemistry and Physics to accommodate Lab Sessions of PG and Allied Courses
2. To construct a ramp to connect the Second Floor.
3. To construct a separate block for Placement, Career Guidance, Sadakath Academy etc.

Dr. A. Syed Mohamed,
Coordinator, IQAC
and Head of the
Department of Chemistry.

Dr. S. M. Abdul Kader,
Principal and
Chairperson, IQAC.