



Yearly Status Report - 2015-2016

Part A

Data of the Institution

1. Name of the Institution	SARAH TUCKER COLLEGE (AUTONOMOUS)
Name of the head of the Institution	USHA GODWIN
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0462-2530946
Mobile no.	9842641164
Registered Email	sarahtucker95@rediffmail.com
Alternate Email	principalstc2015@gmail.com
Address	Sarah Tucker College Perumalpuram
City/Town	Tirunelveli
State/UT	Tamil Nadu
Pincode	627007

2. Institutional Status

Autonomous Status (Provide date of Conformant of Autonomous Status)	16-Apr-2007																								
Type of Institution	Women																								
Location	Rural																								
Financial Status	Self financed and grant-in-aid																								
Name of the IQAC co-ordinator/Director	Dr J Nirmala																								
Phone no/Alternate Phone no.	04622530597																								
Mobile no.	9842958686																								
Registered Email	iqacsarah@gmail.com																								
Alternate Email	sarahtucker95@rediffmail.com																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	https://www.sarahtuckercollege.edu.in/aqar																								
4. Whether Academic Calendar prepared during the year	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.sarahtuckercollege.edu.in/academic-calendar																								
5. Accreditation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B++</td> <td>80.25</td> <td>2003</td> <td>16-Sep-2003</td> <td>15-Sep-2008</td> </tr> <tr> <td>2</td> <td>A</td> <td>3.09</td> <td>2013</td> <td>04-Jan-2013</td> <td>03-Jan-2018</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	1	B++	80.25	2003	16-Sep-2003	15-Sep-2008	2	A	3.09	2013	04-Jan-2013	03-Jan-2018
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2	A	3.09	2013	04-Jan-2013	03-Jan-2018																				
6. Date of Establishment of IQAC	16-Apr-2003																								
7. Internal Quality Assurance System																									
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td colspan="3"> </td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries														
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Retraining Programme	21-Mar-2016 1	25
Quality Teaching Perspective	11-Mar-2016 1	38
Training Programme on Photoshop	02-Dec-2016 1	27
Training on MSOffice	17-Aug-2015 1	32
View File		

8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

• Workshops and Seminars organized • Got feedback with the restructured feedback mechanism • ICT based teaching learning encouraged

No Files Uploaded !!!

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

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
View File	

14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body	21-Nov-2016

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2016
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Date of Submission	29-Feb-2016
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	Partial automation done for Library, examination and office
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
No Data Entered/Not Applicable !!!			
View File			

1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
No Data Entered/Not Applicable !!!				
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

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

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Tamil	08/06/2015
BA	English	08/06/2015
BA	English SF	08/06/2015
BA	Economics	08/06/2015
BA	History TM	08/06/2015
BA	HISTORY EM	08/06/2015
BCom	commerce	08/06/2015
BCom	Commerce SF	08/06/2015
BSc	Mathematics	08/06/2015
BSc	Mathematics SF	08/06/2015
BSc	Physics	08/06/2015
BSc	Physics SF	08/06/2015
BSc	Chemistry	08/06/2015
BSc	Botany	08/06/2015
BSc	Zoology	08/06/2015
BSc	Food Science	08/06/2015
BSc	Computer Science Batch I	08/06/2015
BSc	Computer Science Batch II	08/06/2015
BSc	Nano Science	08/06/2015
BCA	Computer Applications	08/06/2015
MA	Tamil	08/06/2015
MA	English	08/06/2015
MA	Economics	08/06/2015
MCom	Commerce	08/06/2015
MSc	Mathematics	08/06/2015
MSc	Physics	08/06/2015
MSc	Chemistry	08/06/2015
MSc	Zoology	08/06/2015
MCA	Computer Applications	08/06/2015

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
The curriculum of the college is planned based on the feedback's from the stakeholders. The faculty of the departments collect responses to the curriculum feedback questionnaire. This was the final response to the 2011 curriculum. About 50 of the students favoured the curriculum. The opinion of the parents and alumni was also on equal footing. The teachers were in favour of the syllabus content. The suggestions towards the 2011 curriculum were the same -courses to focus more on employability. Since this has been already taken into consideration in the 2014 curriculum, it was resolved to conduct more employability oriented certificate courses that would offer additional support to the students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
View File				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015	2916	386	94	3	64

2.3 – Teaching - Learning Process

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

Number of	Number of	ICT Tools and	Number of ICT	Number of smart	E-resources and
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Teachers on Roll	teachers using ICT (LMS, e-Resources)	resources available	enabled Classrooms	classrooms	techniques used
161	33	8	8	16	5
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Tutor-Ward /Mentor- Mentee System Sarah Tucker College is known for integrating learning with values. The mentor is one resort for a student where one can seek knowledge, guidance and support at all times. The mentor bridges the communication gap between parents and management by regularly updating the parents about the student's progress and updates from the college. Apart from counselling, the Mentor-Mentee System ensures an efficient strategy to monitor the academic and moral progress. Effective mentoring seeks to provide such a presence by establishing a trustworthy relationship between Mentees and Mentor that:

- Focuses on the need of the student.
- Establishes consistent communication with parent helps closely monitor the growth of student.

Our mentors have demonstrated that they are responsible, hard-working, outgoing, and friendly and have a strong passion for being of service to others. OBJECTIVES

- To enhance students educational, social and personal growth through learning from the experience of mentors.
- To bring profound changes to the mentees social, professional and academic perspectives.
- To help mentees enhance their self esteem, confidence, professional commitment and human relationship skills.

Pertinent issues related to the young age, socio-economic background, family position and problems, being first generation learners, are common causes for students' performance setbacks and behaviour. The institution deems it a prime concern to know and direct them in right paths. It allots therefore a set of students under the purview of each teacher who serve as Mentors.

- Each mentor is allotted an average of 15 to 25 mentees.
- A regular meeting of the mentor-mentee one a month is had
- Details of student record is maintained
- Academic performance, participation and achievements noted
- An individual care of listening and knowing made possible
- Contacts with the mentee's parents or guardians had if necessary
- Checking of attendance and signing with reasons done
- Grievances and assistance redressed and provided
- Ensuring proper guidance
- Feedback obtained

EVIDENCE OF SUCCESS

- The financially deprived are advised to make use of the noon meal scheme and financial assistance and the disabled, physically weak, are asked to use the medical assistance provided by the college.
- Poor students get financial support as well as benefits like, noon meal, medical aid and remedial coaching.
- Pressure in performing and fear eliminated
- Amiable rapport with student and staff created
- Improved moral behaviour of the students show the success of the system.
- The learning levels of the students are analysed periodically and slow learners are directed to attend remedial classes.

The Mentor Mentee System is a meticulously practiced fruitful exercise which has benefitted the student community ever since it was instituted. It has paved way for a strengthened bond with teacher and alma mater even after the students' period of study. Thus this system aim proves teacher-student relationship and reduces grievances.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3302	161	1 : 20

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
105	98	7	0	64

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
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No Data Entered/Not Applicable !!!

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
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No Data Entered/Not Applicable !!!

[View File](#)

2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
0	3085	0

2.6 – Student Performance and Learning Outcomes

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

<https://sarahtuckercollege.edu.in/outcome-attainment>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
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No Data Entered/Not Applicable !!!

[View File](#)

2.7 – Student Satisfaction Survey

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

<https://sarahtuckercollege.edu.in/feedback>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

No

No file uploaded.

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
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No Data Entered/Not Applicable !!!

[View File](#)

3.2 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
View File				

3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0

3.3 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		
View File		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
View File				

3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
View File					

3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Tamil	2
Economics	5
English	3
Chemistry	1
Zoology	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
View File			

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

Department	Number of Publication
No Data Entered/Not Applicable !!!	
View File	

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
No Data Entered/Not Applicable !!!			
View File			

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
View File						

3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
No Data Entered/Not Applicable !!!			
View File			

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
nil	nil	nil	0	0
No file uploaded.				

3.6 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
View File			

3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
View File				

3.7 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
nil	0	nil	0
No file uploaded.			

3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
132	4

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added

Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with LCD facilities	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
STCLMS	Partially	1.1	2015

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	135	6	1	0	2	4	2	2	0
Added	22	1	0	0	0	0	8	0	0
Total	157	7	1	0	2	4	10	2	0

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

2 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
44.35	4.33	3.9	0.89

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

The service and maintenance of equipment in the department is financed and regulated on a regular interval by the management to make sure that the students and faculty are well equipped with recent and updated technological facilities for their all-round enhancement. The embryonic growth and development of the founder's vision is still maintained. One can look back with pride on the laudable service of the college for the cause of women's education and liberation from 1895 onwards. The college has formulated strong policies which had helped it to confront various challenges on the way to achieve holistic development of its students. Whenever need arises, the support system carries out its duties systematically to maintain laboratories, libraries, sports arena, classrooms and computers. Academic Facilities: • If there is any technical problem or repair in a particular department, first it is reported to the Head of the respective Department by the staff concerned. • Then the staff concerned should draft a letter for that specific complaint and submit it to the Principal through the head, and should also record it in the register kept in the Principal's office. The office superintendent should bring the technician or service person to rectify the problems which should be supervised by the nonteaching staff. • If it is a major technical problem or damage, a letter should be drafted to the Secretary through the Principal so as to enlighten the higher authorities about the happenings in the respective department and the decision will be taken by the higher authorities regarding the amount to be spent on the issue and the time required to rectify the specified problem. In the meantime, the complaints should be recorded in the register kept in the Principal's office. • Once it is approved by the higher authorities, the service person concerned or office staff will be informed by the non-teaching supervisor to perform the duty. The service charge and the amount spent should also be recorded and duly noted for further reference. • The management has its own procedure to monitor the developmental activities. In keeping with the advertisements in science and technology the laboratories are equipped with adequate modern instruments. The modernization of laboratories is executed only after the systematic procedure of getting consent from the management. In accordance with the growing demand for expansion of Laboratories due to upgradation of PG departments and additional UG programmes, the management had taken significant steps to provide the modernized laboratories. The same procedure of drafting a letter, getting approval from the higher authorities and recording it in the register by the nonteaching staff concerned to rectify it. This is the standard procedure. • This same procedure is also used to maintain any other technical issues in the department toilets, common toilets, electrical issues, air conditioner maintenance, broken furniture, equipment and other facilities. Library: Library is a kernel part of the college as it is the source of knowledge for both the staff and the students. To upgrade and maintain the digitalized library, the library staff

<https://sarahtuckercollege.edu.in/infrastructure>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' Council The Students' Council of the college is the student's democratic representation where the students' leadership is practiced. The office bearer of the Students' Council comprises chairman, secretary and two joint secretaries who execute their duties under the guidance of vice president of the Students' Council. At the time of special programmes, awareness programmes and during general assemblies, the discipline of the students is maintain by the class representatives and student council office bearers monitored by the discipline committee faculty members. Whenever competitions are conducted the Students' Council support the programme organizers for the good conduct of the programme. With the help of student council equal representation is given to all the students in cultural activities. The Students' Council works along with the management, Vice President and President and Class/Clubs/Association Representatives. The office bearers of the Students Council bridge the students' body and the management by representing and executing plans in both the ways. Their active participation paves way for an organized student system inside and outside the campus. The Students' Council also ensures the representation of students in academic/administrative committees. The Responsibilities and deputations of the work of the student council are as per the norms of the college management. The students' council rapport with all the students in the college effectively manages the council's activities throughout the academic year. It ensures that all students are fully informed about the activities of the college. It surveys the students' views on issues and rightly represents them to the authorities for constructive solutions. It also maintains strict discipline, empathizes with peer grievances, seeks advice from the President and the Vice President and promotes friendship, harmony and unity among the students. It maintains a cordial and reverential relationship with the teaching and nonteaching staff members. It values and promotes the vision, mission and objectives of the college. The dynamic report of the students' council is the proof of its advancement in performance and loyal attachment to the management. The role of Student Representatives in Academic activity is outstanding. For example, in Board of Studies, the space for the students to express their views and ideas about the curriculum structure and the revisions made on the feedbacks are the proof that the college is student oriented. Recommendations of the students on further enrichment of curriculum structure is granted by scrutinizing the courses that are difficult for slow learners, and by inclusion of challenging optional courses for fast learners. After careful analysis, the views of students voiced

in academic and administrative bodies are executed by the management by the welfare and positive enhancement of the student body. Students' suggestions are reviewed by the management and further implementations are made.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

1074

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

27642

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Vision Statement To be an institution of excellence, where young girls can achieve full potential to their academic, creative, physical and spiritual development so as to become empowered and worthy citizens capable of nurturing the society and the nation. Motto "So run that ye may obtain the incorruptible crown" Mission Statement Service through knowledge Description: The Objective of the institution is to provide quality higher education to young women especially from economically backward community and to impart holistic development necessary for building a democratic women society that is emancipated, enlightened and empowered. Being a pioneering institution of women, it sets standards to inculcate spiritual and ethical values to produce wise women. The mission statement of the institution motivates the students to render selfless and tireless service to the marginalized sections of the society thereby which in turn yield model citizens of the future. The sole aim is to produce globally competent graduates who will strive towards obtaining the incorruptible crown. B. Nature of Governance The institution has a democratic and decentralized governance system which allows all the stakeholders to actively participate. The college has a Governing Body, Financial Committee, Academic Council, Board of Studies and office of the CoE that monitors, audits, regulates and implements decisions. The Governing Board formulates all the rules and regulations for the faculty and the students. It meets once/twice in a year and manages the college on behalf of university for the benefit of the students. The Governing Body meets once/twice in a year to enhance and maintain the academic standards of the college. The Internal Quality Assurance Cell (IQAC) is responsible for planning, designing, supervising, maintaining and monitoring the quality systems of the institution. The Academic Council meets regularly, makes all the crucial decisions and takes necessary steps to implement strategic plans to enhance the quality of teaching and learning. C. Perspective Plans Implemented The institution involves all the stakeholders in drafting the perspective plan. 1.Construction of new buildings that caters to accommodate more number of students and their need. 2.Improvement of the Scope and Profile of the Teaching-Learning Experience through greater use of ICT and other innovative means. D. Effective Participation of Faculty The Heads of Departments and the Coordinators of

various clubs and cells form a backbone for the effective functioning of the institution. The Heads of Departments are engaged in regular review regarding academics, research, placement and routine activities of the department. Action plan is formulated by the Principal and HoDs under the direction of the top management, taking into consideration the inputs of the stakeholders. These plans are periodically reviewed and effectively implemented with the support of faculty members and non teaching staff for the welfare of students.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	Updated Softwares
Research and Development	Plan to send Proposals for major and minor projects
Teaching and Learning	Encouraged to use ICT methods

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

E-governance area	Details
Administration	ERP
Examination	ERP
Finance and Accounts	ERP
Student Admission and Support	ERP

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	0	nil	nil	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
161	161	79	79

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
medical fund	medical fund	Noon Meal Scheme, Earn while you learn

6.4 – Financial Management and Resource Mobilization

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

A Chartered Accountant as an external auditor who serves the college is fully responsible for the concurrent audits. External audits (JD office, Government, Adi Dravidar Welfare Board, Backward Class Welfare Board and Labour Welfare Office), are conducted as and when the office concerned sends the auditing Committee. External audit clarifies the specific elements of the college activities such as legal expenditures if any, pension scheme, research grants, contracts and other teaching and learning expenses. Internal audit by the Diocesan Office Auditing Section is conducted at the end of every financial year. Lilly hostel, AVT hostel, DD hostel, Bishop Jebaraj hostel and Cynthia hostel are the five hostels in the college campus functioning for the resident students and all the hostel accounts also come under the annual audit. The Controller of Examinations and the management office maintain financial records and those accounts come under the banner of annual audit.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

1866166

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC and Deans
Administrative	Yes	Auditor	Yes	Bursar

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

Student support services Contribute to purchase furnitures Feedback to improve facilities

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

Orientation programme for new staff Training for computer and internet usage
Training to use administrative software

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

To renew software license To enhance infrastructure To introduce new courses

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Emancipation of women in tamil modern poetry	25/02/2016	25/02/2016	180	0
Women Empowerment	25/02/2016	25/02/2016	250	0
Internation womens day rally	08/03/2016	08/03/2016	600	0
Barriers for the development of women	16/03/2016	16/03/2016	250	0

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

Percentage of power requirement of the University met by the renewable energy sources

NSS units of the college cleaned the campus and organized various awareness programmes on health issues and social issues

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	7

Ramp/Rails	Yes	7
Rest Rooms	Yes	7
Scribes for examination	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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No Data Entered/Not Applicable !!!

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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
soft skill and value education	01/06/2015	The Institution of Sarah Tucker College offers a paper on Professional Ethics under Skill based such as Soft skills enhancement - II and Value Education

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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No Data Entered/Not Applicable !!!

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

The greenary inside the college campus is well maintained with support services of green club/eco club and 6 NSS units
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7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

- Employability Skills of Sarah • Sarah Sales for a noble cause. Title of the Practice: SARAH SALES 1. Objectives i. To enhance the philanthropic attitude ii. To inculcate empathetic concern iii. To instill a sense of readiness to extend a helping hand iv. To impart the need of earning money, saving and sharing v. To understand the need to uplift and help one's fellow beings vi. To uplift girl children by providing higher education Context Sarah Sales involves the students and the fraternity of staff to help the economically deprived. Students from varied strata of the society come forward to share their pin money for the welfare of the girls who are in need inside their premises as well as in the unknown nooks and corners of India. The aim of helping one's fellow beings ties them together without any discrimination. The day of sales is like a fair or a get together for the students. The major part of the preparation is done by the students. The local merchants are also invited and allotted separate stalls to showcase and sell their products. Money is generated not only by selling articles but also by providing fun games for entertainment and exhibition of unique talents. Students who perform acts of

kindness experience increased wellbeing, popularity and acceptance among peers.

This, in turn, leads to better classroom behaviour and higher academic achievement. Money thus generated as profit by the students is shared as charity among the poor. The Practice Following the footprints of Miss. Sarah Tucker, its sower, the institution now extends its warm hands to embrace the needy inside the campus and outside as well. Every year the coordinators of Sarah Sales announce the date for the sales and each department sets a target and starts generating money in various ways well ahead of the sales day. In every department the staff in-charge takes initiatives to generate money and achieve the goal. On the day of sales, from roadside small vendors and food stalls and jewellery showrooms set stalls with the support of various departments. Though the entrepreneur set stalls to earn money they too generously pay the institution. The students bring homemade snacks, handmade jewellery, fur dolls and sell them. Every rupee contributed is a gesture of kindness to help a girl child receive her higher education in India. The prime goal of Sarah Sales is to support girls attain higher education. Sarah Sales provides myriad opportunities to the student community to try their hand in entrepreneurship at a young age. It also brings festive mood to the inmates of the college and makes sharing an act of excitement and enjoyment. Also, the college provides its budding entrepreneurs with necessary guidance and resources to initiate and run their entrepreneurial ventures as well as incubation of their business ideas. After the day of sales the departments hand over the collected money to the management. The department which collects the highest amount will be honoured with a memento. Sarah sales render the students to have hands-on experience in generating money and to empathise with the needy to help them. They also learn how to organize through setting up stalls and garage markets. Students learn about the worlds beyond their own experience. They also learn confidence in public speaking, how to make a case, how to chose a charity, research skills, fund raising and entrepreneurial skills, tolerance and empathy. Through this experience, the students realize the sense of philanthropy in them and extend their sympathy to make the world carefree. They learn great lessons through these small acts of giving which makes a difference in their life as well as in the life of others. They also learn about the multiplier effect of small acts and the large impact that can have on their communities This practice encourages the development of "personal and social capability" via the application of personal, interpersonal and social skills and behaviours through working collaboratively and constructively in groups developing their communication, decision-making, conflict resolution and leadership skills and learning to appreciate the insights and perspectives of others. Evidence of Success Provides opportunities to students to earn while learning to meet their expenses. Exposes the students to the world of business before actual employment. Gives students hands on experience and confidence thereby to take up jobs in future. Enables the students to explore their entrepreneurship tactics Helps to exploit the immense potential of students as a valuable human resource. Prospers belongingness and encourages involvement of the students in management and development of the College. Helps inculcate the values of hard work and dignity of labour. Helps to channelize the inexhaustive energy of the young students in positive activities Charity finds its way: Money gained from Sarah Sales is spent for the uplift of the life of tribal women residing in various places all over India. Localites also gain through this s money which is spent for buying tailoring machine which plays an important role in uplifting the life of many widows living nearby. They become professional tailors and earn their living without depending on other family members. The thought that the money spent is credited towards a good cause gives gratification. The act of sacrifice has instilled humanistic trend. Those who spend money have earned the credits of being generous. Problems Encountered The students and the local merchants feel like in their wish to conduct the sales for two days. Sometimes the articles sold are costlier. Lack of proper

space for the stalls too proves difficult to manage. There are at times the shopkeepers fail to make their profit.

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

<https://sarahtuckercollege.edu.in/Bestpractices>

7.3 – Institutional Distinctiveness

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

Service Rendered to Empower Women: "Women are the real architects of society." As an institution of excellence Sarah Tucker College enhances the young women to achieve full potential in their academic, creative, physical and spiritual development so as to become empowered and ideal women capable of nurturing the society and the entire nation. 'Service through Knowledge' is well promoted through collective action and the pooling of resources. Several programs, seminars, workshops, have been arranged on Empowerment of Women and reinforce to retain the rich heritage culture and tradition of India. **Service Rendered to the Society:** Sarah Tucker College has wonderful functioning of NSS, NCC, YRC and Youth Welfare Association through which the staff and students of the college visit various villages through Unnath Bharath Abhiyan Scheme (UBA) (<https://sarahtuckercollege.edu.in/village-adoption-cell>) and conduct awareness programs, health care camps, Eye camps, Teaching hygiene and basic values to the children and adults in an effective manner. Hundreds of villagers are benefitted out of it. They also help the marginalized people of the society by visiting various homes and providing clothes, food, and money. Sarah fulfills the needs of the neighboring states and cities whenever crisis arises. Many of the parents of the students are from low income group. 'Sarah Students Support Services' help them. The staff and management of Sarah Tucker College provide individual care and attention to each and every student and nurture them caressingly. Sarah's Feed the Need Some of the students of Sarah Tucker College hail from the poor background they shoulder the prime burden of poverty throughout their course. As Sarah Tucker College tends to extend its helping hand to meet the basic needs of the students by introducing 'Sarah's feed the need'. Partially it is sponsored by the management and partially by the staff members. Every year around thirty students are benefitted and become studious in their studies. **Earn While You Learn Scheme** An amount of Rs.10, 000 is being distributed to minimum of twenty five students per year. Under privileged students are given with opportunities to earn money by doing some menial works in departments and in libraries. 1.Self - Support Training Sarah Students Support Services provide an effective Self-Support Training to make the students self - reliant. As the students become the part and parcel of the competitive world they struggle much to find a job. 'SSSS' tend to reduce the burden of the students by providing training programmes like 1.Tailoring 2.Typing 3.Apiculture 4.Poultry Farming, Dairy Farming 5.Mushroom Culture 6.Seri Culture 7.Cooking 8.Chocolate Making 9.Baking 10.Fur Toys Making 11.Jewel making 12.Beautician Course 13.Manufacturing herbal products like soap, oil and medicines Personal Health Care Every year eye check up, health check up and awareness programmes are organized such as: Dengue, Swine Flu, and Cancer programmes are being conducted. Counseling Students need personal counseling as they come from various stressful situations like love affair, broken family environment, step mother treatment, drug addicted father, partial treatment of parents, etc. The students are afflicted with inferiority complex they need counselling

Provide the weblink of the institution

<https://sarahtuckercollege.edu.in/Instiutionaldist>

8.Future Plans of Actions for Next Academic Year

To earmark the year 2016 - 2017 as the Year of PROFICIENCY. To update and revise the curriculum and syllabus for the next academic year. To start PG Food Science Retraining programmes, workshops, seminars to be organized for the upgradation for staff and students To organise programmes on Gender Sensitization. To conduct skill development courses, career training for students. To conduct skill development courses, career training for students. To Improve college infrastructure. To renew Software License. Proposal has been submitted to start an additional B.Com and M. Phil Chemistry in Un-Aided stream