YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SARAH TUCKER COLLEGE (AUTONOMOUS)
• Name of the Head of the institution	DR. USHA GODWIN
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	04622530597
• Alternate phone No.	04622530597
• Mobile No. (Principal)	9842641164
• Registered e-mail ID (Principal)	sarahtucker95@rediffmail.com
• Address	Vasantha Nagar, Perumalpuram
• City/Town	Tirunelveli
• State/UT	Tamil Nadu
• Pin Code	627007
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	16/04/2007
• Type of Institution	Women
• Location	Rural

• Financial Status	**UGC 2f and 12(B)**
• Name of the IQAC Co-ordinator/Director	**Dr. J. Juliet Latha Jeyakumari**
• Phone No.	**9080670491**
• Mobile No:	**9080670491**
• IQAC e-mail ID	**iqacsarah2021@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://sarahtuckercollege.edu.in/aqar
4.Was the Academic Calendar prepared for that year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://sarahtuckercollege.edu.in/academic-calendar

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**80.25**	**2003**	**16/09/2003**	**15/09/2008**
Cycle 2	**A**	**3.09**	**2013**	**04/01/2013**	**03/01/2018**
Cycle 3	**A+**	**3.33**	**2021**	**16/03/2021**	**15/03/2026**

6.Date of Establishment of IQAC	**16/01/2003**

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
Science Department	**1819-Innovation Technology Development**	**FIST**	**29/05/2020**	**5000000**

8.Provide details regarding the composition of the IQAC:

• Upload the latest notification regarding the composition of the IQAC by the HEI	View File	

9.No. of IQAC meetings held during the year	`20`
• Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?	`Yes`
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Did IQAC receive funding from any funding agency to support its activities during the year?	`No`
• If yes, mention the amount	

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

`* The faculty and students were encouraged to patent their research findings. * Motivating the staff to participate in seminars, conferences, and to publish papers in referred journals and apply research projects. * Training programmes, Faculty Development programmes, webinars and workshops were organized for the academic growth of the teaching and non teaching staff. Inculcate scientific temper to the students and various awareness programmes were organized. * Faculty were given training to take online classes using various teaching methodologies for enhanced teaching and learning.`

12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

03-01-2022 11:35:50

Plan of Action	Achievements/Outcomes
To earmark the year 2020 – 2021 as the Year of TRIUMPH	The year has been declared as the Year of TRIUMPH
To Enhance Effective Learning Strategy	Effective Learning Strategy has been implemented with mentor-mentee meet onlineto help students overcome the psychosocial issues and adolescent problems.
Induction Programme / Orientation Programme Organization	Induction Programmes organized
To improve the quality of research, the faculty members are advised to publish papers in UGC referred and Scopus indexed journals and get IPR patent	The faculty published papers in UGC referred and Scopus indexed journals and IPR patent filed for the work.
To conduct Training Programme for Teaching Staff	Softskill Training Programme organized for the Faculty, Google Form Quiz
To conduct Career Counseling and Skill TrainingProgrammes	Organized Life skills and communication skills, Human values, career guidance and research abroad
To create Green awareness among students	Through the Eco club various awareness programmesand exhibitions were organized. Plantation of Samplings, Various environmental days were celebrated and promoted eco friendliness
To organize awareness and Motivational Programmes	Programmes on A road to success, Goal Setting, Self awareness and Self Motivation were organized
To initiate PG students to publish papers	The students published papers in Sarah Research Journal
To initiate students and faculty to take up MOOC courses and to encourage usage of LMS	Students and Faculty completed courses offered by LMS and MOOC providers

To regularize updation of criteria files	Criteria file formats were regularized.
To complete NAAC peer team visit	NAAC Peer Team visit was successfully completed and the college was reaccredited with 'A+' Grade
To initiate E-learning	Initiative for E-learning was taken and is a SWAYAM-NPTEL Local Chapter
To encourage participation in social activities	Conducted various awareness programmes related to road safety, women empowerment, plastic awareness etc
To submit college details for NIRF	NIRF submission was completed
To submit AQAR by IQAC	AQAR was completed and submitted
To conduct more awareness programmes	Nutrition Exhibition, plastic free campaign was organized
To improve the Parent Teacher cordial interaction	Parent Teaching Meeting organized both General and department level
To start special courses on Commerce and Computer Science	Proposal submitted to Government for the start of the course
To collect the feedback for all semesters	Feedback were recorded. All relevant reports were prepared
To convene the BoS	BoS was conducted by all the departments
To convene the Academic Council	Academic Council was conducted

13.Was the AQAR placed before the statutory body?	Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Governing Body	18/12/2019

14.Was the institutional data submitted to AISHE ?	Yes

- Year

Year	Date of Submission
26/03/2019	26/03/2019

Extended Profile

1.Programme

1.1 Number of programmes offered during the year:	46

2.Student

2.1 Total number of students during the year:	3647
2.2 Number of outgoing / final year students during the year:	1112
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	3389

3.Academic

3.1 Number of courses in all programmes during the year:	704
3.2 Number of full-time teachers during the year:	206
3.3 Number of sanctioned posts for the year:	206

4.Institution

4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	1837
4.2 Total number of Classrooms and Seminar halls	109
4.3 Total number of computers on campus for academic purposes	277
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	646.88

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global

developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

Sarah Tucker College strives to be an institution of excellence where young girls can achieve full potential in their academic, creative, physical and spiritual development, to become empowered to be worthy citizens of the nation. The curriculum is designed to embark holistic development, impart the best knowledge in the best academic standards, and encouragé research and scientific temper.

Working with a mission , "Service through Knowledge" the college offers 43programmesi.e,.23 UG, 13 PG, 3 M Phil and 8 Ph D. The curricula of these programmes (except for the Ph.Dprogrammeswhich is framed by MSU) are designed to be relevant to global, national and regional context. The curriculum prepared by referring national and global syllabi, contains advanced topics that involve interdisciplinary research, and the expertise of industry, which is approved by the Board of Studies. More emphasis is laid out for the application based curricula. Courses incorporate core and electives that impart subject knowledge and ability enhancement courses in addition to value added and certificate courses that offer practical knowledge and skill training. Inter disciplinary courses are also offered in all programmes. The college also follows Choice Based Credit System (CBCS) and elective course system.

Curriculum on National/ Global Relevance

- Core knowledge in each field with recent innovationsare implemented through coursestoencourage multidisciplinary researches.
- Language competency is developed through common courses like General English, and Effective Communication to empower the learners nationally and globally and General Tamil courses are offered to take the national tongue globallyand Soft Skill Development courses equip for prospective career anywhere.
- Courses like English for NET/SET Examinations, English for Competitive Examinations, Economics for Competitive Exams, Mathematics for Competitive Exams, Physics for Competitive Exams help to excel in national level competitive exams
- Value education and foundation courses are offered in the curriculum for the holistic development of all the learners to improve altruistic values and sensitize global issues like environment, HIV/AIDS, Drugs prevention, sex education and family life.
- NCC, NSS, YRC and Sports activities in Part V help to promote

community and national development.

Curriculum on Local/ Regional Relevance

- Incorporates Skill Based Courses such as Floriculture, Food preservation, Mushroom, seaweed culture, Organic Farming, Herbal botany and Pharmacognosy and courses like Computer hardware, Apiculture, Sericulture, Aquariology, Poultry and Dairy farming that are suitable toprovide local employment opportunity.
- Value added courses like, Clinical Nutrition, Preparation of Day to Day Chemicals,Tally, GST, Python, Spoken Hindi help improve the quality and life skills like Hand Embroidery, Tailoring, Aari Work, fur toys,Jewellery making and Bakery help for entrepreneurial development.
- Courses in Tamil Literature helps to grow and sustain the culture, language and tradition of the region.

The curriculum also offers activities to have practical experiences. The Programme outcomes, Programme specific outcomes and course outcomes have been laid and students are familiarised with the objectives at the beginning of the academic sessions.

File Description	Documents
Upload additional information, if any	[View File]()
Link for additional information	https://webadmin.sarahtuckercollege.edu.in/admin/Public/uploads/IQAC/Current2122/Criteria1/1.1.1 Courses-adapted -Global needs-converted.pdf

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

1

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	[View File](#)
Details of syllabus revision during the year	[View File](#)
Any additional information	[View File](#)

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

703

File Description	Documents
Curriculum / Syllabus of such courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	[View File](#)
MoUs with relevant organizations for these courses, if any	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

49

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	[View File](#)
Any additional information	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

39

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	[View File](#)
Any additional information	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The curriculum of an institution not only promotes knowledge acquisition but also imbibes human values, gender sensitization, concern for conducive environment and professional ethics.

 GENDER ISSUES

•   Being the first women's college in South India, the college lives by its objective of providing sustainable education to girl students. Common course on Gender Studies focuses on empowerment and role of second gender.

•   Courses like Women Writers, Women in the Bible and Penniamdeal with the writings by Women, feministic theories and the lives of famous women .

ENVIRONMENT AND SUSTAINABILITY

• A common course Environment Studies provide general understanding and awareness of natural resources, and biodiversity and sensitize the environmental issues, healthy living and help in implementing the eco balance activities.

• Departments of Food Science, Nanoscience, Physics, Chemistry, and Tamil also offer courses like Ecology and Toxicology, Poultry, Community Nutrition, Public Health and Hygine, Aquaculture, and Fisheries, Biodiversity and Conservation, Sericulture and Dairy Farming, Water Analysis, Herbal Medicine and Cosmetics, Horticulture and Plant Breeding, Suttrulaviyaletc, in the relation to environment that educate the advantage of serene environment and favourable lifestyle.

PROFESSIONAL ETHICS AND HUMAN VALUES

- The ultimate aim of education should be to bring out humans with good values and great professionals for the good of the society. The curriculum of the college caters to human values through common courses like Value Education.

- Professional Ethics is taught through common courses like Soft Skill Developmentand Effective Communication.

- Department of Commerce also educate professionalism through courses like Business Ethics and Social Responsibility, Company Law, Personal Selling & Salesmanship and Biotechnology and Bioethics

- Courses like Computers for Digital Era, Web Application and Development, Human Machine Interactioncaters knowledge needed for digital era.

- Courses in Humanities like Human Rights, Social economics, Human resources development, Health economics, Consumer Empowerment, Business Ethics and Social Responsibility, Human Resource Development, Human Resource Management, Entrepreneurship Management, OrganizationalBehaviour, E-Commerceetc, cater to the understanding of human problems, values and facilitate a better understanding of man.

- Courses in Science like Household arts, Food Safety and Quality Control, etc, also help understand the human values.

- Courses on Soft Skill and Communication development, Public Speaking and Group Discussion, Business English, Journalism,Writing for the Media, Methods of English Language Teaching, Ithazhiyal, VilambarakKalaiand UdagaThamizhhelp professional growth

- Courses like Human Rights, Organization and Military Leadership, Computer Forensics educate and motivate for public and armed force services .

- Extension activities are motivational to reach out to the under privileged in the society

- Courses in both English literature like American Literature, Canadian Literature, Literature of Indian Diaspora, African Literature, World Literature, South Asian Literature, Indian Literature, British Literature offers a study of human values through the study of various cultures.

The students are involved NSS/NCC/Sports during the first two years

of their study. The College also encourages the co and extracurricular activities in the departments, Clubs, Cells, and service wings and involvement in extension activities, seminars, and conferences which highlight these cross cutting issues.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

19

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

1018

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

247

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	B. Any 3 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://sarahtuckercollege.edu.in/feedback-analysis
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following

File Description	Documents
Provide URL for stakeholders' feedback report	https://sarahtuckercollege.edu.in/feedback-analysis
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

1301

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

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

1301

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The continual assessment of the learning levels of students and the challenging programmes offered consistently enhance the growth and development of the students and the institution as well.
Assessment:
Initially, the assessment of the learning levels of the students is based on the marks of their qualifying examination (HSC (State board/CBSE/ICSE) The interaction of Dean/Heads/Faculty/Mentors with the students helps to assess the learning levels
of the students. Entry test also ascertains the standard of the students The individual performance of the students is assessed through Bridge Course at the beginning of the academic year. Interactive sessions, activities, tests and quizzes help to identify fast learners and slow learners in a class. Inter-departmental and Inter-collegiate competitions are organized to identify the latent talents. Continuous internal assessments, class tests in google classroom and the end semester exams provide a concrete assessment of student's academic progress. The intermittent counseling of respective mentors assess the progress of mentees. A review of with parents of the students with the parents complements the assessment of the academic growth of students.

Special initiatives taken for the Slow Learners in online mode.

Coaching is organized in the institute to improve the academic skills among the students in various subjects. It raised their level of comprehension of basic subject and provided a stronger foundation for further academic work. Special course materials for Part II English and core subjects are provided. The slow learners are guided to utilize Question banks. Model question papers are solved for the slow learners. Smart classrooms help the slow learners to grasp and visualize the lectures with ease. Extra coaching classes are conducted to reiterate the subject content.

Special initiatives taken for the Advanced Learners :

Advanced learners are identified through their excellent performance in CIA Tests, Quiz and End Semester examinations and through class room interactions and initiatives in group discussions.

Self learning courses serve as incentives for advanced learners and encourage self reliance Advanced learners are facilitated with referential learning. Advanced learners participate and present papers in Workshops, Seminars and Conferences.
Advanced learners publish their scholarly research articles in reputed journals and books with ISSN
and ISBN, respectively. They are also encouraged to write competitive examinations and do individual minor and micro projects. Advanced learners are motivated towards classroom learning, on-campus programmes and offcampus
programmes Students opt MOOC offered by Coursera, NPTEL and SWAYAM platforms through the college.
Advanced learners are encouraged to participate in the internship program at various R & D
institutes Advanced learners coach slow learners. Bridge Course imparts LSRW skills along with analytical and critical thinking skills.ICT usage increases the grasping capability Counselling help to mould the slow learners and rectify
their weakness.The simple methods adopted in smart classrooms make teaching grammar effective for slow
learners.While planning, preparing, presenting and publishing papers, students identify their competency
level and the area of their interest.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://sarahtuckercollege.edu.in/teaching-learning-evaluation

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
31/03/2021	3647	206

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

2.3 - Teaching- Learning Process

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

The interaction of Dean/Heads/Faculty/Mentors with the students pave the way to judiciously adopt
experiencial learning ,participative learning and problem solving methodologies.
The Bridge Course at the beginning of every academic year, make the students more interactive.
Interactive sessions, activities,e- tests, and e-quizzes,role plays ,individual projects, group projects
Inter departmental and Inter collegiate competitions trace the latent talents.

Continuous internal assessments, class tests and the end semester exams provide a concrete
assessment of students' academic progress.
A review with the parents of the students assesses the academic growth of students.
Special Programmes
Orientation programmes for the freshers, skill development and personality development
programmes for all, enrich hope and confidence.
Orientation to the parents at the time of induction of their wards instills a positive rapport with the
faculty.

Celebrations on special Days - Teachers Day, Women's Day, Independence Day, Republic Day,
and value based meetings make the students morally upright, physically strong, spiritually inspired
and socially responsible citizens.
Students get training to improve their knowledge through co-curricular and extra-curricular
activities by involving themselves in various cells, clubs and associations.
The use of ICT in special programmes empowers the academic performance of the students.
Guest lectures, Seminars, Workshops, and Conferences organized

augment the subject knowledge
of the students and enhance their analytical and critical thinking skills.
Special initiatives taken for the Slow Learners

Special course materials for General English and core subjects are provided to the slow learners in
all Departments.
The slow learners are guided to utilize Question banks.
Model question papers are solved for slow learners.
Special counselling to slow learners helps them overcome their learning difficulties.
Smart classrooms and I C T usage help the slow learners visualize the lectures.
Extra coaching classes are conducted to reiterate the subject content.
Advanced learners coach slow learners
Advanced Learners

Self-learning courses widen the competency.
Referential learning felicitates to participate and present papers in Workshops, Seminars and
Conferences and encourages publishing scholarly research articles in refereed journals and books
with ISSN and ISBN, respectively.
Counselling and proper guidance, help to face competitive examinations and undertake individual
minor and micro-projects.
MOOCs offered courses like COURSERA, NPTEL and SWAYAM platforms provide professional
opportunities.
Internship programmes at various R & D institutes give first hand experience.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional Information	https://sarahtuckercollege.edu.in/teaching-learning-evaluation

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

All the faculty members make use of Google Classroom and the college provides Gsuite Id to all the students. The students are allowed to

come to their classrooms through the Gsuite Ids.

Information & Communications Technology (ICT) enabled teaching methodologies are being followed by the faculty members in class rooms during offline classes.

   The use of multimedia teaching aids like, smart classrooms and internet enabled computer systems are usually employed in classroom. The electronic resource packages like NPTEL, SPOKEN TUTORIAL are available. The faculty are allowed to use inflibnet. The faculty members effectively utilize Audio Visual aids to demonstrate the concepts to the students. Online quizzes are conducted and e-assignments are given through „MOODLE? software, Google class room and Quizzes . The faculty members encourage the students to use e-journals and e-books available in the library. Various departments conducted webinars ,e- workshops and guest lectures on the new developments in the core subjects for effective teaching and learning. Research laboratory and communication skill laboratory (language lab) help the faculty to enhance knowledge in the field of English communication and writing skills. Seminar hall is equipped with multimedia facilities. Invited talks and webinars are conducted through online.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://sarahtuckercollege.edu.in/teaching-learning-evaluation
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

206

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The academic planner designed by the insistution ensures quality outcome..The academic Council
comprising the Principal, the Vice Principal, the Deans, the IQAC coordinator,heads ,CoE and Office
Superintendent designs the academic calendar. It contains prime information about the rules and
regulations of the institution and its mode of functioning.
Academic Calendar
An Academic Calendar is devised adhering to the general norms of the university, government
policies and common calendar.
The college carries out effective planning of the academic calendar for the successive year by
drafting the plan of action at the end of the previous academic year.
The hard copies of the hand book and Academic Calendar are issued to the students and the staff,
the soft copy of the same is uploaded on the college website for the welfare of the stake holders.
Responsibilities of students and code of conduct are enlisted.
Assessment dates, technical events, class tests, submission of mark lists, list of holidays, details
about the scholarship, details about the attendance, Certificate Courses and evaluation process are
stated.
Association activities of each department, club activities, workshops, conferences, alumni
activities, parent-teacher meeting, sports day, college day ,celebration of important days ,extension
activities ,extra-curricular activities and educational tours and trips are mentioned.
The Academic calendar along with the blueprint of Evaluation Procedures is issued to the students
at the beginning of the course.
An Academic monitoring committee appointed by the Principal/HOD ensures, following the time
schedule stated in the Calendar.
The controller of Examination follows the Academic Calendar in deciding the dates of both the
internal and the external Examinations
Meetings of the statutory bodies are planned well in advance and Tentative dates for are fixed .
Time matrix stated in the Calendar is well managed.
Teaching Plans

The Institution designs a common framework of the teaching plan.
Each faculty states the modules of the unitized syllabus and forms a teaching plan covering a period
of 13 weeks.
Teaching methodology adopted caters to the needs of both the slow learners and the advanced
learners.
The basis for teaching plan is Bloom's Taxonomy which constitutes Knowledge, Comprehension,
Application, Analysis, Synthesis and Evaluation.
Textbooks, reference books, learning outcome and teaching methodology are stated in the lesson
plan.

Participatory, Experiential and Problem solving, Student Centric Learning activities like quiz,
seminar, assignments, presentations are integrated with the teaching plan.
The plan includes laboratory schedules, class tests, and internal assessment.
Feedback from students and peers enhance the summative evaluation of the lesson plan.
Teaching plan for the past five years are uploaded in the website.
Apart from the teaching plan each faculty prepares the Academic e-Planner to execute their day-today
academic activities with predefined objectives and the expected outcomes. It comprises
teaching methodology, continuous assessment strategy and daily teaching plan.
Each faculty member maintains an executed teaching plan and submit it to the head of the
department at the end of each semester.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	[View File](#)

2.4 - Teacher Profile and Quality

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

206

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)
Any additional information	**No File Uploaded**

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

105

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	[View File](#)
Any additional information	**No File Uploaded**

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

206

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	[View File](#)
Any additional information	**No File Uploaded**

2.5 - Evaluation Process and Reforms

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

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	[View File](#)
Any additional information	**No File Uploaded**

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

0

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The examination management system is an integral part that determines the quality of higher education.
EMS plans and executes the reforms meticulously. The controller of Examination follows the Academic
Calendar in deciding the dates of both the internal and the external Examinations.
.Procedure for End Semester Examination and Publications of Results
75% of attendance is mandatory to appear for the End Semester Examination. The external
examination is centralized at the institution level. Each invigilator is assigned a group of 25
students.
Questions are set by experienced subject experts based on Bloom's Taxonomy.
The results of the Examinations are submitted to the Awards Committee, after Examination
Committee.UG answer scripts are subjected to single evaluation and PG double evaluation.
The Heads or the senior most staff members serve as chairpersons and additional examiners
evaluate the answer scripts.
To complete a UG programme, a minimum of 140+5 credits and to complete a PG programme a
minimum of 90+2 credits should be earned by each student.
The results of examinations are published online
The UG students, if necessary, may apply for revaluation in the prescribed form available online
within 10 days of the publication of the results.
Revaluation or retotaling is restricted only for two courses per

student in a semester
Procedure for CIA
Each end semester question paper contains 75 marks and the internal question paper contains 25

marks.15 marks are assigned for CIA Test, 5 marks for Assignment/ Presentation and 5 marks for
Quiz/ICT Usage.
Out of the three CIA marks, the average of two higher marks plus assignment and seminar/quiz
marks forms the internal marks.
The absentee and the students who participate in sports and extracurricular activities and students
who desire to get more may appear for CIA improvement/ retests (once per year)
Marks of CIA and remarks about the wards are reported to the parents, promptly.
Minimum aggregated marks for a pass both in the CIA and the End Semester Examination at UG
level is 40%, PG and M.Phil levels are 50%.
Self learning Courses are evaluated only through End Semester Examination.
I and II year students of all major undergo Spoken English Viva Voce in both odd and even
semesters through online mode this year.
ICT Integrated Examination System
The examination system is fully computerized since 2017
Students pay Examination Fee online.
The Institution Website (coe.sarahtuckercollege.edu.in)gives information regarding EMS
Wi-Fi, intranet, Intercom, public address system and printing unit are available.
Examination section, Question Bank are automated with separate servers
Additional security features such as QR code, bar code are incorporated in the statement of marks.
Online certificate verification for the alumnae are executed through college mail as and when
enquired.
Online declaration of examination results semester /supplementary/revaluation/re totaling may be
download from college website (sarahtuckercollege.edu.in)
End semester questions and CIA questions are computer generated.
CIA questions are generated through question banks.
Grievances regarding mark statements and degree certificates are addressed then and there. During this pandemic year, The CIA and End

Semester examinations were conducted online.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://sarahtuckercollege.edu.in/teaching-learning-evaluation

2.6 - Student Performance and Learning Outcomes

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

The Programme Outcomes are designed with a great vision while preparing the Curriculum. The objectives
of the programme, the objectives of each and every course offered in the programme are infused to the
graduates by the faculty with persistent efforts. Judicious and elaborate discussions on Programme
Outcomes help the students to visualize the expected outcome. The course/programme outcomes uploaded
on the website help both the faculty and the students perceive the exact level of progress. The Programme
Outcomes, Programme Specific Outcomes and Course Outcomes of all programmes offered by the
institution aim at the holistic development of the student community and also fulfil the vision and mission
of the institution. Faculty get a wide knowledge about framing the POs, PSOs, COS and Bloom's
Taxonomy through orientation programmes. It makes the outcome feasible in a practical and simple way. It
also aids the assessment process.
Mechanism of Communication
Course Outcomes and Course Schedules are given to the students before the commencement of the
academic programme.
The displayed POs, COs, and PSOs on the website are communicated to the students individually.
POs, COS and PSOs are displayed in each department for the students.
Syllabus books which cover the course schedules, information regarding credits, self-learning
courses, certificate courses are issued to the newly admitted students at the beginning of the
semester.
Faculty members of each course shed light on the objectives and

outcomes to the students for its
fruition.
These Course Outcomes enlarge opportunities to frame progressive
curriculum which aim at the
consistent development of a student.
Learning Outcomes
Develop fundamental skills and lifelong commitment to learning.
Recognize and articulate the diversity of human experiences like
ethnicity, race, language, gender,
political, economic, sociocultural structures and spatial disparity.
Instil moral and ethical values to refine the behavioural patterns
through value education.
Build and synthesize an advanced level of knowledge in the chosen
programme.
Develop the social responsibility through various co-curricular and
extra-curricular activities
Assess and interpret the hypothesis in the experiments conducted in
the Laboratory.
Acquire the ability to analyse data scientifically and analytically.
Carry out field works and
research projects both independently and in collaboration.
Learn, apply, and actively participate for the development in the
field of choice.
Obtain 'hands-on' and out-of-class experiential learning component,
related to field
choice/speciality.
Communicate, substantiate, and persuade both in written and oral
discourses.
Meet out the standards of intellectual honesty.
Show a mastery of fundamental concepts, and problem solving skills

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	https://sarahtuckercollege.edu.in/pso-and-course-outcomes/ug

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The evaluation of student learning outcomes determines the progress
of the Institution. It helps to structure
and restructure the curriculum. Evaluating the teaching learning

process, monitoring the strategies that
transcend the students from one level to the other level and
adopting various parameters pave to measure
the attainment of the learners. As the faculty instils confidence
and hope, students feel elated that learning
outcomes are within their reach. Utilization of reference material,
question banks, internet facility in the
library ensures quality attainment. Academic Council meetings and
Governing Body meetings scrutinize
the performance of the students. Boards of Studies assess the
quality outcome of the curriculum and also
the synchronization of the of all the five units in each course.

Measuring Attainment
Formal Mechanism
The Institution evaluates the of Programme outcomes ,programme
specific outcomes and course outcomes
through CIA and End Semester examination. Assignments, quizzes,
tests, viva voce, laboratory records assess the learning attainment
of the
students. The end semester examination evaluates the summative
course attainment. Questions are framed
to test students' knowledge, understanding, and critical thinking,
analyzing and synthesizing (Bloom's
Taxonomy).
Direct Mechanism
93% of students attain eligibility to opt for their career in
academia, research institutions, and
industries.
20% of students (UG & PG) disseminate their views in national,
international conferences and
workshops.
93% of students (UG & PG) complete their Degree with pass marks.
78% of students (UG & PG) complete the Degree with first class.
Mentors record the progress of the mentees.
80 % of students use ICT for seminar presentation.
The high standing of graduates in the UG and PG programmes is the
highlight.
Students' progression into Higher Education portals is recorded.
33% of the students opt to continue higher education.
Students' Placement in the local job market is high.
Employers' positive feedback about the alumnae proclaims
satisfactory employability skills
obtained from the Institution.
Ratings of the Students' acquisition of knowledge and skills are
recorded.

Exit tests record the confidence level and future prospects. Result analysis and feedback, placement records ensure the evaluation of the attainment of learning outcomes. Action plan for the forthcoming academic year excludes the limitations drawn from the findings and aims at continuous quality improvement. The overall attainment score for the academic year is outstanding.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	https://sarahtuckercollege.edu.in/teaching-learning-evaluation

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

1104

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://sarahtuckercollege.edu.in/teaching-learning-evaluation

2.7 - Student Satisfaction Survey

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

https://forms.gle/yn3EMoNh7FEaoJYP9

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy

for promotion of research which is uploaded on the institutional website and implemented

3.1.1 Promotion of Research Policy

The ManonmaniamSundaranar University, after due verification of the qualifications and research potentials of the faculty, theirpublications in journals of repute, conferences conducted in the college, funded projects undertaken, has recognized eight departments Sarah Tucker College as Research Centres for independent research leading to M.Phil and Ph.D degrees. And the departments of English, Tamil, Chemistry, Economics, Zoology , Commerce, History and Computer Sciencefunction as Research Centres of Sarah Tucker College.

All the eight ResearchCentres of Sarah Tucker College are actively involved in research. The Research forum has a well established mechanism through which all the research oriented activities are promoted, encouraged and appraised.

Every Research centreinculcatesinthe researchersthe research culture by providing ample research facilities for completion of their research work in time with equipped laboratories and well stacked central and departmental library. As an outcome, our faculty and scholars publish quality research articles in International journals. The Institute has tie ups and MoU's with universities and colleges for sharing technology.At present, Research projects are in progress.

Research Advisory Committee (RAC)

After achieving reputation as an excellent institution, there has been a paradigm shift in achieving excellence in Research. Research Advisory Committee motivate the faculty to work on recent fields of Research and also to follow modernresearch methodologies. RAC meets once in a semester, and reviews the Research projects of the faculty and the research scholars. In addition, it facilitates newer avenues for research.

Functions of Research Forum

Persistent effort of research is to promote social concern among present society and to disseminate concepts and views to improve contextual social responsibilitythat helps to build up universal responsibility and national brotherhood. In order to enhance the societal fellowship and human consideration through research Sarah Tucker College formulated the following rationales for the Faculty

members, Research Scholars:

- To develop and sustain research culture and publishing spirit
- To promote cohesive plans and effective management policies and practices that foster excellence, support individual projects and develop thematic research
- To bring in interdepartmental research projects and to ensure the highest ethical standards through quality seminars and workshops
- To tie up Research teams with other research institutions, public agencies and private sectors at national and internationalleveland have dynamic collaborative partnerships
- To strictly monitor research projects in order to avoid duplicity and to enhance hands on experience
- To establish Incubation Centre and Production units through research that promote entrepreneurship
- To execute Lab to land Intervention Projects through extension programmes
- To undertake innovative consultancy activities and extension services

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://sarahtuckercollege.edu.in/research-policy
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

Nil

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	View File
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	View File
Any additional information	**No File Uploaded**

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

5

File Description	Documents
e-copies of the award letters of the teachers	View File
List of teachers and details of their international fellowship(s)	View File
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

30,94,000

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	**No File Uploaded**

3.2.2 - Number of teachers having research projects during the year

3

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://sarahtuckercollege.edu.in/research-innovation-extension
List of research projects during the year	[View File](#)

3.2.3 - Number of teachers recognised as research guides

46

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	[View File](#)
Institutional data in Prescribed format	[View File](#)

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

3094000

File Description	Documents
Supporting document from Funding Agencies	[View File](#)
Paste link to funding agencies' website	https://sarahtuckercollege.edu.in/research-innovation-extension
Any additional information	[View File](#)

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Innovation Eco System

The Institution has provided an opening for the awareness towards eco-friendliness by planting saplings, cleaning the environment through Swach Bharat Programmes, observing national and

international days like the Farmers Day, National Youth Day, World
Nature Conservation Day, Ozone Day, Earth Day, Wold Tuberculosis
Day, World Leprosy Day etc. The significance of these days are
highlighted to students by means of conduction quiz programmes,
awareness programmes, competions etc. Through all such initiatives,
the institution aims aat an earth , friendly campus, and thereby
implementing the practices that will lead to a healthier living for
the earth and its inhabitants both big and small.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sarahtuckercollege.edu.in/research-innovation-extension

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software	B. Any 3 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

27

File Description	Documents
URL to the research page on HEI website	https://sarahtuckercollege.edu.in/research-innovation-extension
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

77

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

40

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sarahtuckercollege.edu.in/research-innovation-extension

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

90

File Description	Documents
Any additional information	**No File Uploaded**
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

8

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	**No File Uploaded**

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

nil

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	View File
Any additional information	View File

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

nil

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	View File
List of facilities and staff available for undertaking consultancy	View File
Any additional information	**No File Uploaded**

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Extension Activity

The institution focuses on putting across, various ways of extension to the rural, and urban under privileged people. It enables the acquired knowledge and skills to improve the general standard of their living and provides a helping hand to the poor and needy. The teachers and students from various departments visit the school for the mentally challenged, during Christmas season and after generously to meet the need of its inmates. Also nearby villages are adopted and students and teachers visit the village and educate the people about communicable diseases, especially awareness is being given upon the prevention of acquiring Covid-19. A number of outreach programmes are conducted by the institution through NSS, NCC, YRC, etc. These include Swachh Bharat, AIDS awareness and Gender Sensitization Programmes in collaboration with industry, community and the NGOs.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://sarahtuckercollege.edu.in/research-innovation-extension

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students

for extension activities from Government / Government-recognised bodies during the year

8

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	**No File Uploaded**

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

10

File Description	Documents
Reports of the events organized	View File
Any additional information	**No File Uploaded**

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

768

File Description	Documents
Reports of the events	View File
Any additional information	**No File Uploaded**

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

109

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	**No File Uploaded**

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only

functional MoUs with ongoing activities to be considered)

5

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution has adequate facilities for the students. It has canteen, Laboratory, Seminar Hall and Auditorium. Rules and Regulations are followed to maintain the proper and effective infrastructure for the students and staff.

- **Canteen is a place of Refreshment for students and staff. It is maintained by the management. The food prepares and serves according to the need of the students**
- **The Auditorium is a place for gathering. The students have gathered there for all the programmes organized by the college. It enlightens and enriches the knowledge of the students. It creates enthusiastic spirit among the students to achieve their goals.**
- **In addition to that, there are also seminar halls. It is a place to conduct seminars related to their subjects. It enhances the subject wise knowledge and skills of the students. It enriches the performance of the students.**
- **A chapel is also there in the campus. It develops the overall characteristics of the students. It consoles and comforts the souls of the staff and students. The students can feel the presence of the living creator. It shapes and moulds the behavior of the students.**
- **Separate laboratory facilities are provided for both aided and unaided departments. Food science laboratory has equipped with modern kitchenware. They are serving rich and healthy food to**

the poor students.
- A unique museum with rare species in the department of Zoology and a Botanical garden is nurtured by the department of Botany.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sarahtuckercollege.edu.in/infrastructure-and-learning-resources

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

The institution has adequate facilities for sports, games both indoor/ outdoor, a gymnasium, yoga and cultural activities. There is immense progress in the construction and maintenance of such equipment and plans are in still in place to fulfill the students' need with a higher standard. Rules and regulations are also followed to maintain a proper infrastructure and it is effectively supported by the staff and students.

- The players after the morning practice in the ground get themselves refreshed and energised because of the basic amenities like bathrooms and dressing room and nutritious food items provided within the campus exclusively for the team players. This propensity has been proved extremely useful for the players as they come from far-off places.
- The swing in the playground revitalises and rejuvenates the spirit and energy of the students. This has become the favourite pass time for students after class as they develop their inter-personal relationship with other students in a healthy manner.
- Canteen as a refreshing centre is maintained by the management, where in, the students get the benefit of charging themselves with physical stamina. The canteen master makes the food which is asked for and serves it hot according to the student's need.
- A stationary is also functioning and fulfilling the immediate needs of the students.
- Students coming from nearby places enjoy the comfort of two wheeler stand at the entrance.

- The playground covers an area of 100m x 80m = 8000 sq.m. which aids the students to practice for their tournaments along with the facilities provided by the management. Hockey, volley ball and basketball players use the playground frequently at regular intervals. There are also 100m track and 200m track used for athletic events. These inlaid tracks are a boon during the events which are held in the college during special celebration and for tournaments.
- In addition to the above facilities, there are also clay court and cement court which are used for practice by the teams after college hours regularly. Volley ball, ball badminton and hockey are being played in the clay court. The cement court covers an area of 582.40 sq.m and it is used for basketball practice.
- The construction of Indoor stadium is the timely contribution by the management which enlivens the spirit of the students and fills them with great spirit and delight. It has an area of 240 sq.m. The newly renovated stadium is used for shuttle, yoga training and accommodates about 1000 students. This stadium also rejuvenates the inner child within the staff members as it is used to play games during their leisure time.
- Another distinguished facility available in the campus is the rooms allotted in the hostel for players. Two rooms (35 sq m) in the hostel is allotted specially for the players. 6 UG and 2 PG students are residing in the hostel of free cost. Free tuition fee is also given to 9 UG and 4 PG students. Students from remote areas are highly benefited from this facility introduced by the management.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	https://webadmin.sarahtuckercollege.edu.in/admin/Public/uploads/IQAC/Current2122/Criteria4/412_SPORTS_FACILITIES2020-2021.pdf

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

56

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

612.88

File Description	Documents
Upload audited utilization statements	[View File](#)
Details of Expenditure, excluding salary, during the years	[View File](#)
Any additional information	**No File Uploaded**

4.2 - Library as a Learning Resource

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

The total area of library is 4200 sq ft. The college library abides various facilities for proper management. This includes reading hall, stack room I and II, property counter, reference section, circulation counter, utility area, xerox room, librarian's room, journal and back volume section, store room and digital library/browsing centre. All the resources and expertness available in the library are utilised and maintained in such a way that it is efficient for the staff and students to handle it.

The college library is fully automated. The name of the software is STC LMS (Nature of automation (fully or partially)-partially) and it is automated in the year 2014-15 of the version 1.00. STC LMS (Net based software) has been installed with the following five main modules for the Library in-house operations:

- **Acquisition System**
- **Cataloguing System**
- **Circulation System**
- **OPAC (Online Public Access Catalogue) - LINK**
- **Gate Entry Monitoring System**

Digital library (Browsing section) is equipped with 36 latest configured computers. The computers are well connected through LAN with high speed internet connection. Students and staff members can use the computers for educational and its related purposes. Facilities are also available to scan and print the documents, in need.

More over this facility is useful for research scholars and staff members to access the E-journals and E-books available in the internet. Our library is an institutional member in INFLIBNET for N List services. An N List service offers free access to more than 6000 E-journals and 3135000 E-books. At present there are 1269 students, Research scholars and staff members are registered for N List services. This facility can be useful for students, who studies web-based courses like Swayam, NPTEL, MOOCs, Coursera etc. The Students can also access any other E-resources freely available in the internet. Totally the digital library section, with all the facilities, is useful for our students as a parallel class room.

In conjunction with the above resources, our library also has other special features and facilities to enrich the experiences of the students. Earn while you earn is a scheme which has been practiced for many years within the college premises for the advantage of poor students pursuing in the college. Basic information about the library and its facilities can be surfed in the college website when needed. Suggestion box is kept in the library to collect opinions and recommendations from the students and staff members. Orientation regarding the rules, regulation and usage of the library is given to the first years. A bulletin board is used for showcasing general information on health, spoken English and other topics of relevance.

Students and scholars from other colleges are also benefitted as the library has reference and consultation facility to provide services for them. Book exhibition and sales are also conducted at regular intervals. Such is the progress and development of our library which acts as a brain source of our college as a whole.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sarahtuckercollege.edu.in/library

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources	A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	[View File](#)
Upload any additional information	[View File](#)

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

.539

File Description	Documents
Audited statements of accounts	[View File](#)
Any additional information	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

3753

File Description	Documents
Upload details of library usage by teachers and students	[View File](#)
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Information and Communication Technology has been widely utilised in the college campus for the benefit of the students and staff members and it is also updated regularly based on the technological

development in this century. This updation has aided the present generation students to cope up with the competitive world. The science departments are particularly benefitted through ICT tools as it facilitates the students to go in parallel with the outside world in their own fields. This has also been proved as many of the students have been placed in topmost companies and has also availed jobs in many reputed institutions.

- The management allows the students to enrich their knowledge by sending them for internship in the nearby places.
- The college has browsing facilities. It has a Wi-Fi enabled campus. A kiosk with free internet facilities is also available. We have 29 classrooms with ICT facilities and 23 with LCD and 23 with Wi-Fi and LAN facilities. Bandwidth connection is 100 MBPS per second.
- For effective functioning, the college has a PA system, intercom facility and digital notice board. To render help for the specially challenged students, a Centre for Differently Abled is also maintained.
- For effective functioning, the college has a PA system, intercom facility and digital notice board. To render help for the specially challenged students, a Centre for Differently Abled is also maintained. Our college also has banking facilities (Canara Bank) within the campus itself for easy transactions for both the students and faculty.
- Our institution has two auditoriums and two seminar halls with LCD screens. Two Generators provide an interrupted power supply for programmes. 24 computers are used in offices and by teaching staff. The college is under the CCTV surveillance. It has the solar panel to conserve electricity. 5 hostels, counselling room and a prayer hall/chapel are situated inside the campus.
- Separate laboratory facilities are provided for both aided and unaided programmes. Food science laboratory has been equipped with modern kitchenware. The computer lab has 265 computers, 30 printers, 18 air conditioners and 6 UPS. The college also has a language lab with 30 computers. The language lab has been highly useful for the students as it promotes audio-visual aids and makes the class interesting in learning.
- The management ensures participatory learning for both the slow and fast learners. The slow and fast learners are given remedial coaching after the class hours.
- To improve their comprehensibility, lessons are rethought in a simplified

manner with the supply of simplified learning resources. New and

better avenues for fast learners are being opened by engaging them in discussion, peer learning and doing minor project.

From the above facilities it is evident that, the management has been a stronghold in inducing a techno-friendly campus for the students and staff members. All the departments have been refurbished and revised based on the recent developments.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sarahtuckercollege.edu.in/infrastructure-and-learning-resources

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
3647	265

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

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

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

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

E. None of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://sarahtuckercollege.edu.in/infrastructure-and-learning-resources
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

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

34

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	**No File Uploaded**

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

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 nonteachingstaff 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 take immense efforts to mend the issues in a systematic manner. The voluminous effort from the management has yielded a fruitful result which has enabled each and every student to make use of the Digital Library. For proper maintenance of the newly developed system a monthly check for the internet facilities is done.The Library offers internet facilities like INFLIBNET for the researchoriented activities. Back volumes and Journals are also made available for all disciplines. Students are part of the Library and enjoy the privilege of using the Books lent by the Library for a fortnight as a source to

prepare study material. The management has been prompt in allocating funds forinstallation of such devices for effective administration. All these systems are updated and maintained promptly.

Sports Facilities:
Sports field and its related equipments are properly maintained by the immediate response of the management.Proper care is given to the players so that their sport items are kept intact. The sports department maintains two accounts to enumerate its functions properly. One is the government account and the second is the management account. The government provides certain amount to the physical education department which is supervised by the physical director.The list of things which will be needed or replaced for that specific academic year is also recorded and with the permission of the Principal the listed things are bought and made available to the students with subsidized prize.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://sarahtuckercollege.edu.in/infrastructure

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

878

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

0

File Description	Documents
Upload any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

`B. Any 3 of the above`

File Description	Documents
Link to Institutional website	https://sarahtuckercollege.edu.in/student-support-and-progression
Details of capability development and schemes	[View File](#)
Any additional information	[View File](#)

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

`193`

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

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate

`A. All of the above`

committees	

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	View File
Upload any additional information	View File

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

6

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

404

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

8

File Description	Documents
Upload supporting data for students/alumni	[View File](#)
Any additional information	[View File](#)

5.3 - Student Participation and Activities

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

4

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	[View File](#)

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

STUDENTS' COUNCIL

The Students' Council of the institution plays a vital role in unifying the student body towards promoting civic responsibility, leadership, scholarship and human relations. It organizes and carries out college activities in an effective manner. It acts as a liaison to take students' grievances to the institutional administration, whenever necessary. The Students' Council enhances the overall educational experiences of students through development of, exposure to and participation in social, cultural, multicultural, intellectual, recreational, traditional, community service programmes.

The Students' Council activities focuses to provide a state of the art facility for the use of the campus. It is committed to the values of mutual respect, cooperation and communication, creativity and innovation, community service and leadership, academic and intellectual freedom, pursuit of excellence, public accountability and diversity. The Students' Council develops a comprehensive Student Activities Program that engages prospective students. It always stays current with competitors programmes. Thereby the Students' Council offers all help and support and functions under the guidance of the administration.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sarahtuckercollege.edu.in/student-support-and-progression

5.3.3 - Number of sports and cultural events / competitions organised by the institution

16

File Description	Documents
Report of the event	[View File](#)
List of sports and cultural events / competitions organised per year	[View File](#)
Upload any additional information	[View File](#)

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

5.4 ALUMNI ENGAGEMENT

The Alumni Association of the institution is an association of spirit of loyalty towards the welfare of the institution. The leader of the alumni association, works willingly and enthusiastically to motivate and engage the alumni. The Association promotes a sustained sense of belongingness to the Alma mater among the Alumni by being in regular contact with them. It provides and disseminates information regarding their Alma mater, its graduates, faculty members and students to the alumni. The Alumni meet is conducted annually where the institution feels proud on seeing its successful alumni.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://sarahtuckercollege.edu.in/alumni

5.4.2 - Alumni's financial contribution during	B. 10 Lakhs - 15 Lakhs

the year	

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

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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.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://sarahtuckercollege.edu.in/governance-leadership-and-managements

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The institution practices decentralized and participative management for the effective running of the institution. It has a democratic governance system and allows decision -making bodies such as Governing Board, Governing Body, Academic Council, Committees, Staff Council, IQAC , Cells and Clubs to actively participate. The administrative decisions are taken by the Secretary followed by the Principal, the Vice Principal, the Bursar and the Office Superintendent. On academic ground, the decisions are taken by the Principal in consultation with the Vice Principal, Controller of Examination, Deans of academic affairs and Department Heads.

The Principal as the chairman and staff council

members assign tasks fairly to all the staff members so that everybody participates. The academic activities of the department are effectively handled by faculty members under the supervision of the department heads. The plans of the staff council are brought to the notice at the department meetings for effective implementation. The suggestions of the faculty members are also represented in the staff council which in turn is represented by the Principal to the management for constructive development.

The college annual day celebration is one such spectacular event which illustrates the synergy of the institution. The valuable suggestions and ideas of the management, the members of the Governing Board and the distinguished alumnae make the annual day a grand success.

The annual day is the exhibition of the unity of the staff and the students which showcase their latent talents and innate skills. The splendid performance of the students in dance, drama, singing and tableau and the presentation of a huge list of star performers are the climax of the day. While organising the event, the students and the staff get opportunities to interact with peers from other departments to build enthusiastic connections.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	No File Uploaded
Paste link for additional Information	https://sarahtuckercollege.edu.in/college-day-reports

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Perspective, strategies are well planned in adherence to the vision, the mission and the objectives of the institution and executed to enhance the academic performance. The college has developed software tools right from 2016 to upgrade the effectiveness of academic resources through automation. The management has addressed the requirements such as student admission process, biometric attendance system for staff, information system to library system, question papers setting and course attainment

calculation by integration of full automation and has provided infrastructural support.

With the expertise of the Peace software solution, the staff members of Computer Science and Computer Applications have developed an indigenized computer-based evaluation module and course-allotment module. Workshops were organized at regular intervals to provide practical exposures to the staff. Thus requirements of the institution for the e-management were methodically ascertained and analyzed. Online admission, profiling of applicants, student portal for student information management, modules for accessing e-resources, examination automation system such as marks entry portal, online publication of results, mark sheet generation and formulation of transfer certificates are the e-management tools used for efficient performance. A software for setting question papers was developed for the staff members to work with the automated system. Hall tickets are issued online two days before the conduct of end semester examinations. For both internal and end semester examinations question papers are set using computer generated question bank software. The staff members upload the internal assessment marks through online.

The semester results are published online.

The operations of the library such as storing details of the books, recording, issuing and returning of books have been easily accessible using the OPAC (Online Public Access Catalogue) software developed. This facility is useful for students to search the books either by the author name, book name, publisher name or by any bibliography details. The digital library section, with all the facilities, is useful for our students as a parallel class room. A complete attendance package has been installed and the daily attendance is updated both to the parents and to the office record. The software generates individual attendance of a student, class wise attendance, date wise attendance and lack of attendance for students.

The management sanctions fund for the purchase of additional books, journals and computers for the library every year. Life, social and behavioral skills courses are revised to be on par with the present day education. Number of interactive classrooms, needed equipments/computers for the laboratory, LCD projectors, laptops, Wi-Fi and Optical fiber cable connectivity are amplified. With the intensive use of innovative teaching and learning resources, slow learners are pulled to the main stream. Physically challenged students are provided with specially built rest rooms. A

bio-gas plant and green house are constructed to make the campus more conducive for green environment. The college has installed rain water harvesting and purified drinking water plants for a healthy surrounding.

The college has implemented salary revision for the unaided staff whenever necessary.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sarahtuckercollege.edu.in/institutional-strategic-perspective-plan
Upload any additional information	No File Uploaded

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

The organizational structure of the institution includes all the human resources integrated for smooth functioning of the institution.

The Chairman directs the Secretary and the Principal in the administration of the college. The Statutory Committee directly presides over the Secretary and the Principal. The Principal directly oversee the Controller of Examinations, the Heads of the Departments, the Deans, the Vice President of the student council, the IQAC Coordinator, the NAAC Coordinator, the Autonomy Coordinator, the Staff members, the non teaching staff of the office and the various Clubs and Cells. The Principal instruct the Non Statutory Committees and supervise its activities. The students have direct access to the Principal, the Controller of Examinations, the Deans, the Vice President, the staff members and to address their grievances and needs. The Student Council makes arrangements for various cultural programmes, competitions, Annual Day and Festival Celebrations. The Principal steers the

Office along with the Bursar and the Superintendent. The Bursar oversees the Head Accountant and the Superintendent directly supervises the office staff, lab staff and office assistants. The Heads of the Departments and staff members reach out to the welfare of the students regarding the academic and career aspects. The Management and the Faculty, work together with a single focus for

the benefit of the students.

File Description	Documents
Paste link to Organogram on the institution webpage	https://sarahtuckercollege.edu.in/college-organogram
Upload any additional information	View File
Paste link for additional Information	https://webadmin.sarahtuckercollege.edu.in/admin/Public/uploads/IQAC/Current2122/Criteria6/622_ORGANIZATION_STRUCTURE_NAMES.pdf

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

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The college implements various schemes for the welfare of the teaching and non teaching staff members. All staff members had availed the benefits of all such schemes. The staff members are encouraged to pursue higher education, to avail FDP for doctoral degree, to attend National / International conferences, refresher and orientation courses, present research papers, to publish research papers in refereed journals, to organize seminar, to present guest lectures, and attend short term FDP. The staff association celebrates the happy occasions in the families of staff members and also shares the tears of the burdened hearts at the loss of their dear ones. The management gives special annual trip incentives for both the teaching and the non teaching staff as

a part of encouragement and relaxation. Festival advance is also given during festival seasons. All the staff members, students and their fee paying parent / guardians are insured under personal accident cover (Rail/Road). One hour permission is granted

for feeding mothers until the babies are one year old. Staff members are permitted to avail housing and vehicle loans.

On other duty privilege is granted for official task. All the teaching and non teaching staff have availed this facility to attend orientation programmes/ refresher courses /seminars /conferences /training programmes/ workshops and be resource persons. As per the rule of the Tamilnadu Government medical leave is given to all the staff members. Maternity leave is also provided to the female staff members.

        Insurance facility is also available to all the staff members of the college. The monthly premiums are automatically detected from the salary as per the norms of the Government of Tamilnadu. The college provides seventy five percentage of loan facility from the provident fund account to respective teachers and employees to meet their expenses like medical treatment to the family members, for the weddings, birthdays of their children and for the construction of houses or purchase of lands. The management readily issues salary certificate and guarantee the repayment of loans availed by the teaching and non teaching

employees form financial bodies such as banks. The management also provides the privilege of availing reimbursement of expenditures for treating risky diseases and also extends financial support through family benefit scheme to the employees in case of bereavement in the family of employees. The management adheres to the leave policy of the Government of Tamilnadu. Casual leave, half pay leave, leave on private affairs and leave on medical grounds are sanctioned by the management. Staff also avail leave on loss of pay whenever necessary. At the end of the service the management provides easy encashment of his/her earned leave salary as per the rules of the Government of Tamilnadu. Salary advance is also given to the needy staff members. Canteen of the college provides refreshments and lunch to the staff members in a healthy way. The management is keen in enhancing the welfare amenities for the good of both the teaching and non teaching members.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sarahtuckercollege.edu.in/faculty-empowerment-stratergies

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

7

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

6

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

150

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sarahtuckercollege.edu.in/governance-leadership-and-managements

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

https://webadmin.sarahtuckercollege.edu.in/admin/Public/uploads/IQAC/Current2122/Criteria6/642Annual_Statement.pdf

File Description	Documents
Annual statements of accounts	[View File]()
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	[View File]()
Any additional information	No File Uploaded

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

All financial resources are judiciously and economically used as planned by the various committees under the supervision of the administrative head and the academic head of the institution. Expenditure is recorded accurately, reviewed and audited on a regular basis to ensure that the most effective economic decisions.

The primary source of income of the institution is from the students' fees. The management has well defined procedures to monitor effective and efficient utilization of available resources for infrastructure development and teaching-learning process. Every year, the endowment funds are allotted to issue cash prizes for the meritorious students.

The institution receives financial assistance and grants from UGC and CSIR for major and minor projects which are also under the scrutiny of accounts auditors. The fund released from UGC for the general development of the college is utilized for the common benefit of the college and any excess payment is met by the management. As an aided institution the salary component for both teaching and non-teaching faculty is fulfilled by the government and the account statements are subjected to audits. The salaries and other allowances of the faculty are collected directly from the government through treasury transaction and credited to the bank accounts of the faculty. The management provides the requirements for the salary of the faculty working in un-aided stream of the institution through the generated fund.

The PTA fund of the institution is also utilized for developing the infra structure of the institutionand the charted accountant of the college submits the verified accounts. The management grants a nominal amount to the departments for organising seminars, conferences, workshops and guest lectures. The management also meets the expenses of conducting awareness campaigns for students and faculty development programmes. Festival celebrations

and competitions are also supported by the management.The management also provides freeships to the deserving students and also to the athletes apart from fees concessions to special category of students.

Funds received are divided with the majority allocated to the day to day operation of the college,departmental requirements and procurement of lab facilities, learning tools, and maintenance. While a portion is set aside to cover the cost of larger scale projects such as the construction of new buildings and providing needed facilities. The head of the institution collates the list of needs and budget allocations are then made depending upon the needs and priorities identified. Heads of the departments also have responsibility to monitor their own department and identify any need for the purchase of new equipment, chemicals, laboratory materials, etc, and also identify where repairs, maintenance and augmentation may be required to the building fabric.

The contributions of students' and staff's, at times of natural disaster and for the needy, is promptly channelized for the respective purposes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://sarahtuckercollege.edu.in/governance-leadership-and-managements

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

Quality initiatives of the college are suggested by the IQAC. The IQAC motivates and prepares the institution for accreditation and ranking, shows the way for the faculty to enhance their profile by obtaining awards and recognition, generating money through consultancy, collaborations and linkages. Feedback analysis, suggestions to improve incubation centre, maintenance and sustenance of enhancement of research culture, motivating students and staff to take up online courses like MOOCS, organizing FDPs, workshops, seminars and training programmes are the remarkable IQAC

initiatives. IQAC has a good connect with the senior so as to mentor the budding Sarahs and to empower them with Emotional Quotient.

Practice -I: Curriculum and Syllabi

The Board of Studies of each department modifies the syllabi and incorporates job oriented courses, courses relevant to current issues and courses that promote ICT usage and e-learning for the quality class room pedagogy.

Major syllabi revision is done once in three years after a batch completes its programme. Revisions are proposed on the basis of feedbacks from the previous semesters, demand and success analysis, industry needs and academic advancements in the field. The feedback received from the stakeholders is reviewed, the suggestions are presented in the BoS and then in the Academic Council and reserved for the final approval to the Governing Body to maintain quality. BoS meets twice an academic year to review and modify the syllabi. The practice of having one or two industrialists as members of the Board of Studies and their suggestions in framing the syllabi help to meet the requirements of the industry. The strategic plans and implementation of contextual courses and relevant revisions by the BoS cater to the need of the hour keep up the standard of the syllabi.

Practice – II: Mentoring and Professional Counseling

SMART Cell - (Students Mentoring and Recharging Time Cell)

The SMART cell functions on all the working days. The activities of the cell include one to one counseling, group counseling, workshop programmes, motivational programmes and awareness programmes and seminars. Tutor-Ward system is in practise from 2007 to 2017 and Mentor-mentee system from 2018 onwards. Once in a month the students are given an open forum with the peers and the mentors to discuss common problems faced by them to tap up their self confidence. Students are given opportunity to develop skills to cope with the demands of tertiary level of education and to effectively utilize social networks. The mentoring ratio is 1:17.7.

Emotional, social and cognitive development of the students was nurtured effectively through the mentors and trained counselors. Induction programmes for the first year students help to bridge up the gap in the transition between the school education and the college education and support to manage the social difference among the students that affect their academic and non-academic

performances. Consanguinity awareness programme for the final year students prepare them with the matured outlook to tackle workplace challenges, to have an amicable married life and to handle real world situations with right discernment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sarahtuckercollege.edu.in/internal-qas

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

IQAC regularly reviews teaching learning process, teaching methodologies and learning outcomes through academic audits. The academic calendar blue print is issued to the students at the beginning of the course.

Adherence to the time schedule stated is ensured to the maximum. All courses taught combine lecture, participatory and ICT enabled learning experiences. Value added courses for students give them additional asset.

Innovative teaching and learning methods:

The teaching and learning process is made more effective and relevant to the changing global trends by ICT based education.

The students are encouraged to take up self learning courses which make them use ICT resources. Short term training courses are conducted to promote ICT enabled training for teaching and non teaching faculty. PMKK, a central government imitative enables a large number of youth in and around the college take up industry-relevant skill training that helps them in securing a better livelihood. A soft skill course with online contents based on the spoken tutorial by IIT Bombay was introduced in the final year UG programme of every department. The classes are meant for follow-up discussions on the e-content under the guidance of the faculty. The membership with ICT academy enables the faculty members to attend more FDPs to enhance their teaching skills. The faculty and the students are encouraged to take up MOOC

courses on SWAYAM and NPTEL. The college has a state-of-the-art studio for e-content preparation and the website hosts e-resources prepared by the faculty to facilitate digital learning. Initiatives have been taken to develop online courses through the implementation of Sarah-LMS and Moodle. Mobile apps are used for extension activity in adapted villages and thus students are trained to be digitally smart. Google classrooms are used to streamline the process of sharing educational resources between teachers and students. Mobile apps like Grameen, Swachta and UBA are introduced to enhance trouble-free learning tosuit the mindset of the present day learners. Computer soft skill training courses make the faculty efficient in handling open source software. Awareness programmes on the usage of sensitive mobile tools are organized both for the learners and teachers to augment current technological skills. The students are trained to utilize educational resources, with access to Inflibnet and vast library resources.

The college prospectus, syllabus and handbook manual present in detail the evaluation process operative inthe institution. The evaluation system has two components: Continuous Internal Assessment (CIA) and End Semester Examinations (ESE). Effectiveness of the evaluation system is ensured through student feedback and periodical academic audit. The college also puts into practice computer-based assessment for comprehensive examination. Self evaluation is regular feature of each department that rates and perks up the academic performance. Remedial programmes of the college enhance the calibre of the slow learners.

IQAC has motivated the departments and included a student representative from UG and PG programmes in the board of studies. The IQAC appraises the effective functioning through feedbacks of students, faculty, alumnae and parents.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sarahtuckercollege.edu.in/governance-leadership-and-managements

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other

institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)	

File Description	Documents
Paste the web link of annual reports of the Institution	https://sarahtuckercollege.edu.in/quality-assurance-initiatives
Upload e-copies of accreditations and certification	[View File](#)
Upload details of quality assurance initiatives of the institution	[View File](#)
Upload any additional information	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Sarah Tucker College focuses on the vision of its founder in raising the status of women and makes them empowered in the society. Various gender equity promotion programs were organized in a systematic manner through which the staff and students were benefitted. The students transmit and impart the things which they learnt through awareness programmes on 'Gender Equity' to their family members and relatives and they also were benefitted out of it.

Some of the initiatives undertaken by the institution to empower women are as follows:

- As a part of the curriculum, courses on Ethics and Values, Gender Studies, Right to education – Women, minority, Equality and Environment are included. As a part of these courses, students learn the issues related to women empowerment, female feticide prevention and child abuse. Students are also involved in various Curricular and Co-Curricular activities.
- It takes initiatives to give awareness, regarding sexual inequity and sexual harassment and various steps in sensitizing the students to be aware of the roles and rights of women in the society.

- Providing well furnished hostel facilities
- Availability of lady doctor within the campus
- Hostel students are also benefitted through the same.
- Uniforms are provided to inculcate equity among the students
- Students are also encouraged to actively participate in various sports such as hockey, basketball and Volleyball
- Personal Counseling is also provided to the students who are with need
- Students are also motivated to attend various interviews through placement cells.
- The entire campus is monitored through CCTV Cameras to provide a sense of security to the students
- By celebrating women's day every year, the students are motivated to be empowered
- Students are also actively indulged in entrepreneurial development activities by learning various life skills and selling products within the campus.
- The College has special concern on the health condition of both staff and students for which several awareness programmes and free medical checkups were conducted.
- "Gender Stratification in the Modern Era", "Beyond the 'Masculine' and the 'Feminine', "Goods and Services Act." The students of Sarah Tucker were trained to be aware of the aspects regarding rules and regulation of the act, so that they can be empowered and the successful entrepreneurs in future.
- Students were given with proper awareness to take care of their health and enjoy freedom in the field of finance and its management. They should not be dependent on anyone for money for which they have to empower themselves to earn money of their own.
- 'Women Empowerment' highlighted the necessity for the students to be in the status which will be free from all the abuses of the society. The empowerment and autonomy of women and the improvement of their political, social, economic and health status were highly reinforced. Students were advised to be prudent and assertive.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://webadmin.sarahtuckercollege.edu.in/admin/Public/uploads/IQAC/Current2122/Criteria_7/711GENDER_EQUITY.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment	**B. Any 3 of the above**

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

The institution of Sarah Tucker College has a great concern and conscious towards environment. It has taken several initiatives to prevent the campus from pollution and tend to make the students enjoy the hygienic environment. Students are encouraged to indulge in various projects that promote waste management. Wastes such as solid wastes and liquid wastes are managed.

Organic and green waste, recyclable waste and sanitary waste are collected in different coloured dustbins. Kitchen wastes from the hostels are composted using biogas plants. Similarly garden wastes and dry leaves are composted using vermicomposting pits and the manures are sold to the local farmers.

The effluents from the labs of various departments are treated through pits coated with angular stones, rice bran, brick pieces, coal, coco peat blocks, and hydrotalcite clay. The anions, cations and organic pollutants get filtered and absorbed through the bed. Separate dust bins for wet solid waste or for chemical precipitation are seen in chemistry laboratory which is then decomposed by landfill method. The use of halogen compounds is reduced. Waste water from college hostel bathrooms are utilized and managed in a useful manner by growing trees like tamarind, mango and

lemon.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus — A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: — A. Any 4 or All of the above

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

File Description	Documents
Geotagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy undertaken by the institution	
7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following: 1. **Green audit** 2. **Energy audit** 3. **Environment audit** 4. **Clean and green campus recognitions/awards** 5. **Beyond the campus environmental promotional activities**	B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.	A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing assistance	View File
Any other relevant information	View File

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

Harmony and Peace is being maintained within the campus through moral and scripture classes. Disputes are solved through personal counseling.

Festivals are a celebration not only of our beliefs, but also of our differences. At Sarah Tucker College festivals like Pongal, Christmas, Onam etc., are celebrated with great enjoyment and enthusiasm.

Our College has a few literary associations for various languages including Tamil, English and Hindi. Students conduct an array of events covering different aspects of the languages through writing and elocution competitions, cultural programmes and events within the campus. These activities give them an opportunity to display their skills and love towards languages along with their curriculum. Exhibitions are hosted by the Tamil literary Associations to show the five land forms and the traditional items used by our ancestors. They also have dance, music plays and traditional games thereby helping in fostering mutual respect for the regional heritage.

STC offers various schemes for the socio economically weak background to help such students to overcome obstacles in their educational progress and excel in their respective fields. Schemes such as "Earn while you Learn", "Midday meals" and Scholarships provided from the profit generated through Sarah Sales.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

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

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

India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race sex. Sarah Tucker College sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to conduct as a responsible citizen.

To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. These elements are inculcated in the value system of the college community. The students are inspired by participating in various programs on culture, traditions, values, duties, and responsibilities by inviting prominent people. The institute conducted awareness programs on the ban on plastics, cleanliness, Swachh Bharat, etc. involving students. The college establishes policies that reflect core values. Code of conduct is prepared for students and staffs and everyone should obey the conduct rules.

Vigilance awareness weeks are commemorated. Through Unnath Bharath Abhyan Schemes, various villages are adopted and activities are conducted to benefit the society. NSS units work exclusively to encourage the students and the unit is successfully conducting activities to serve the society. During floods, students are motivated to donate things and money for those in need.

Guest lectures and workshops are arranged by eminent personalities to deliver lectures on ethics, values, duties, and responsibilities and on saving the environment. Ethical Values, rights, duties, and responsibilities of citizens are some of the topics that are

enlisted in Elocution, debates, and class presentation.

Every year Republic day is Celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution. Similarly constitution day also would be celebrated on 26th Nov every year. Independence day is also celebrated every year to highlight struggle of freedom and importance of Indian constitution.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	View File

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

C. Any 2 of the above

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	View File
Any other relevant information	View File

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

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

Sarah Tucker College is one of the leading colleges of

excellence in Tamilnadu. Our college celebrates National and International days enthusiastically every year. All staff members and students gather in the auditorium of the college to celebrate these days. Every culture has number of festivals and celebration has become a vital activity. Celebration of cultural and constitutional festivals is integral part of college's co-curricular activities. Throughout session different days are celebrated by students with guidance of teachers which help them to know about different cultures and to cognitively imagine India as a nation.

Thai Pongal is a Tamil harvest festival which is usually celebrated from 14th to 16th January. Onam, an annual harvest festival in the State of Kerala and it is celebrated every year. Christmas is also celebrated with fervor and joy. Republic day is celebrated every year on26thJanuary in the college with great enthusiasm and pride. It is a day to remember when India's constitution came into force on 26thJanuary 1950 completing the country's transition towards becoming an independent republic. A function is organized in the college campus where all staff members and students share their thoughts about importance of this day in history of our nation and pay tribute to all freedom fighters who sacrificed their lives in order to gain the freedom for India. Independence Day is also celebrated on 15th August in the college with great enthusiasm. It is celebrated on 15thAugust commemorating the nation independence from the British on 15thAugust1947. It is a day when all the staff members and students pay homage to their leaders and those who fought for India's freedom in the past. On 5th September, we celebrate Dr. Radhakrishnan's birthday as Teacher's Day with great fervor. The students organize a program for the teachers. A standout amongst the most main stream events in India and one of the three national occasions, Gandhi Jayanthi is remembered in our Institute on 2ndOctober every year to stamp the birth commemoration of Mahatma Gandhi. The day is announced as a national occasion and all institutes and workplaces are closed on this celebration. The standards of truth, peacefulness and trustworthiness are recalled and generally plugged among the students in the institute. International Women's day is celebrated on March 8th every year at our college. Eminent women personalities are invited to address the staff and the students.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

7.2.1 Best Practices

The institution has two distinct best practices that cater to the student well-being both curricular and noncurricular.

They strengthen the morale and integrity of the young women in the world of challenges.

Best Practice – I

Objectives of the Practice

1.To empower the learners with employability Skills

2.To develop the overall personality of the learners and enrich their behavioural pattern

3.To enable the learners the skill to use vocabulary effectively and acquire civil language and ethical values.

4.To enable the learners embellish their business writing skills and corporate writing practice

5.To train the learners to apply communication skills intelligibly and accurately

6.To facilitate the learners develop creative skills

7.To guide the students acquiring the skills to face the challenges of life boldly and courageously.

The Context

Most of the students of Sarah Tucker College are first generation learners, hailing from poor environment and under privileged back ground. Hence they are inefficient in communicating in English because of dearth of exposure. First generation learners find it difficult to express their views and hesitate to share their ideas which results in low self esteem and inferiority complex. Though they are talented they never take part in any of the competitions and prefer to be confined in lonely shells. By giving proper training in communicative English and soft skills, they come out of their low self esteem. Soft skills are intangible and difficult to quantify but it can enhance one's behaviour, habits, manners, communication and emotion. Gaining skills is a lifelong process, which has to be acquired and developed through genuine practices as it is not inborn. Soft skills comprise of personality development, goal setting, stress management, time management, decision making, home management, analytical thinking, verbal and written communication and leadership. Effective communication is reinforced among students.

The Practice

Short duration courses are conducted on employability skills. Thirty hours vocational course on

employability skills is conducted. Ninety hours course on Communicative English and Soft Skills Development is also conducted. Skill based learning course on 'Social skills' is offered to the students through which they gain skills of communication, group discussion skills, interview techniques and resume writing skills which are the basics for acquiring employability. Courses on Nritta of Bharathanatiyam and basic skills of Cookery are conducted to enhance their entrepreneurship. Bridge course for freshers on 'English in Communication and Personality Development' make the students fit for collegiate education. Students are trained in acquiring skills for which the which the following procedure is adopted:

For under graduate,

Part IV Skill based subjects 1 & 2: Business English and Basics of Spoken English I

Elective I Communication and Soft Skills

Skill Based 3 & 4: Basics of Spoken English - II; Soft Skills I

Elective II Communication and Soft Skills

Skill Based 5: Basics of Spoken English -II. For each subject two credits are given

For Post Graduate, Elective I A & B: Communication and Soft Skills I & Functional English;

Elective II A & B: Communication and Soft Skills and Journalism and Mass Communication

Elective IV: Writing for the Media Foundation Course: Personality Development

Skill Enhancement Course I: Soft Skills Development I

Skill Enhancement Course II: Soft Skills Development II

Skill Enhancement Course III: Computer

Skill Enhancement Course IV: General Awareness

DSE-IA: Communication and Soft Skills

Skill Based Core: Grammar and Usage

Allied 3: Communication Writing Skills

Allied 4: Competence in Communication - Spoken Skills

Skill Based Core 2: Competence in English for Competative Examinations

Allied 5: Business English

Allied 6: Soft Skills

The students are motivated to read the daily newspaper to update their General knowledge, current events and also acquire vocabulary that helps in developing spoken English. Button system is introduced to enrich the language and communicative skills of the students. It makes them speak in English fluently in public and communicate without any inhibition. It helps them to learn new words/phrases/ usages in English. A button is passed among students

who speak in regional language and at the end of the day; the names of the students who receive the button are enlisted. These students are assigned to read the news in their classes in the next day. This simple and play way method helps in improving English vocabulary. The students who have got the button will be asked to stay after 3.30 till 4.30 for one hour. During their stay in the campus, they are encouraged to read, learn and write. The mentors of these mentees are accountable to this system. The button system has helped the students in

Bio-data Writing

Newspaper reading

Story Writing

Learning new wrods

Solving Riddles

Resolving Puzzles

Using Thesaurus

Though the button system is exclusively for the students of English Literature, students who have come from Tamil medium are happy to see themselves increase their language skills and communication skills after submitting themselves in the system. To improve social skills and to have good connect with the people, values and modest behaviour are inculcated in the students through moral instruction classes. Book review club is introduced to develop the analytical and creative skills among the students. Sarah Tucker College has a venue for central government scheme of 'The Ministry of Skill Development and Entrepreneurship (MSDE) along with National Skill Development Corporation NSDC, which makes continuous efforts to skill the unskilled population of the country with the vision of making India, the 'Skill Capital of the World'. The Pradhan Mantri Kaushal Kendra (PMKK) is a huge step in establishing a model and iconic centre of excellence for skill development. Interested students get benefitted from this.

Evidence of Success:

The following initiatives have enhanced the skills of the students

Industrial visits to places like IIT-Chennai, WIPRO, Mahendragiri, Nuclear power plant, Koodankulam and Sterilite. The merchandise in students is developed by equipping them to make the following on their own:

Bathing Soap

Bleaching powder

Detergents

Chocolate

Fashion Jewellery

Soft Toys

Activities are well integrated with the curriculum to help students in higher academic achievements. These activities improve the interpersonal skills of the students. This extracts the latent talents from the students and they become eligible soft skill trainers. Few have become beauticians and run their own salons. Most of the students become teachers and some of the alumnae have become the teaching staff in their alma mater. Students practice soft skills effectively to equip themselves to take part in Group Discussions and face interviews with self confidence and courage. They are well armed with employability skills so that they can be self reliant. Writing skills make them to write effectively with high sounding techniques and

wordings.

Problems Encountered and Resource Required

Most of the students are first generation learners from illiterate background; though teachers find it difficult to train the students, commitment on the part of the students and constant practice enhances their skills. Students do not have exposure and support from the side of the illiterate parents; they find it difficult to get any space to practice the skills at home in which the vernacular language is reinforced. And the students are exposed to good manners and language only in the college. Large number of students in the undergraduate classes makes one to one teaching impossible. Activities like role play that focus on individual students is not feasible. It is not practicable to introduce activity-oriented exercises in formal classroom setup at full swing. Time duration is

too short to give proper training on skills.

BEST PRACTICE -II

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

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 an 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 choose 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. Localities also gain through this 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.

File Description	Documents
Best practices in the Institutional website	https://sarahtuckercollege.edu.in/best-practices
Any other relevant information	https://webadmin.sarahtuckercollege.edu.in/admin/Public/uploads/IQAC/Current2122/college/Employabilities%20Skills.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Institution Distinctiveness

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 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 and conduct awareness programs, health care camps, teaching hygiene and basic values to the children and adults in an effective manner. Hundreds of villagers are benefitted out of it.

Service Rendered to the Students '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. Some of the students of Sarah Tucker College hail from the poor background they shoulder the prime burden of poverty throughout their course. Thus the college tends to extend its helping hand to meet the basic needs of the students by introducing 'Sarah's feed the need'.

File Description	Documents
Appropriate link in the institutional website	https://sarahtuckercollege.edu.in/institutional-distinctiveness
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of action for the next academic year

Organization of workshops, seminars on quality related themes and promotion of quality initiatives The IQAC proposes to promote research activities through the conduct of Seminars and Conferences that would initiate innovations in research, incubate new projects and develop the research atmosphere.

IPR - Patent : The IQAC has proposed to encourage patents and copyrights through incubation cell and Intellectual Property Rights Cell. To increase the Research and Publication, funding through Research Forum. The publication of Research findings in peer reviewed journals recommended by UGC is to be motivated and seek research funding from various research forums is to be sought.

Instrumentation centre : An Instrumentation Centre for the conduct of research in various fields is proposed to be set up. MOU to be done on Industry The IQAC has planned to encourage signing of MOUs with Industries to develop knowledge initiatives that are need based and in accordance to the industrial need that would enhance employability.

For the Teaching : Innovative Teaching Methodology, Video capturing system

Updation For the Non teaching :1. Updation of Computer Knowledge (Enrichment Programme) Specimen Preservation : Encourage staff to upgrade themselves through participation in Faculty Development Programmes, and Orientations. Proposed to organize Retraining Programmes for Teaching staff on Innovative Teaching Methodology and Video Capturing System and Computer Enrichment programme and specimen preservation for non-teaching staff.

The IQAC has proposed to merge the existing Anti-Ragging Committee, Grievance Redressal Cell and Women's Anti Harassment Cell into Internal Complaint Cell and the Policy for dealing with the

complaints are to be formulated and to be passed in the Governing Body.

The college website is to be updated and the data recommended by NAAC are to be uploaded. Extra care is to be taken for filling NIRF ranking and ensure for attaining ranking.

The initiatives of the eco club of the college are to be systematized by external Green Audit. The quality of teaching is to be upgraded by the Learning Management System Moodles. Teachers are to be motivated to crate modules for their courses through Moodles. As part of the Extension Activity under UBA scheme the IQAC has proposed to organize surveys and programmes benefiting the society.