

Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	ANNAI FATHIMA COLLEGE OF ARTS AND SCIENCE
Name of the head of the Institution	Dr .N.VELMANI
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04549284528
Mobile no.	9443716098
Registered Email	info@annaifathimacollege.edu.in
Alternate Email	Vel299@gmail.com
Address	Annai Fathima College of Arts & Science, Fathima Nagar, Alampatti,Thirumangalam 625706, Madurai District , Tamil nadu

City/Town	Madurai																		
State/UT	Tamil Nadu																		
Pincode	625706																		
2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Rural																		
Financial Status	private																		
Name of the IQAC co-ordinator/Director	Prof.Nayas																		
Phone no/Alternate Phone no.	+918610356816																		
Mobile no.	9865039608																		
Registered Email	info@annaifathimacollege.edu.in																		
Alternate Email	nayasn@yahoo.co.in																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	http://www.annaifathimacollege.edu.in																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.annaifathimacollege.edu.in																		
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.05</td> <td>2018</td> <td>03-Jul-2018</td> <td>02-Jul-2023</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.05	2018	03-Jul-2018	02-Jul-2023
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B	2.05	2018	03-Jul-2018	02-Jul-2023														
6. Date of Establishment of IQAC			23-Oct-2018																

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Personality Development programme for staff (Orientation)	24-Jun-2019 1	50
Motivational Programme for students	15-Jul-2019 1	350
FDP on Innovation in Research	19-Aug-2019 1	50
ICT on Modern computing	16-Sep-2019 1	105
Business Technology in marketing world	21-Oct-2019 1	127
Research Seminars & Projects	03-Dec-2019 1	30

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[View Uploaded File](#)

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

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

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

No

Upload latest notification of formation of IQAC

No Files Uploaded !!!

10. Number of IQAC meetings held during the year :

2

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

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

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

No

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

1) Introduced Innovative Programmes 2) Introduced Value Added Courses 3) Strengthened the community services and bagged many awards 4) Organized many national Seminars 5) Many faculty have taken initiative to register for Ph.D and 3 faculty qualified with NET

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

Plan of Action	Achivements/Outcomes
To introduce PG Programmes in the departments	PG programmes are started in English, TAMIL, FORENSIC SCIENCE, HOTEL MANAGEMENT and COMMERCE departments
New value added programmes can be introduced in the departments	value added programme was introduced in various Departments like English, Tamil, Computer Science, Commerce.
Practice based field projects should be conducted	All the departments are conducting practice based field projects, evaluating and awarding marks.
More activities should be conducted under the forum in the departments	All the departments have conducted many activities under the forum.
Encouraging the staff and students to enroll in the E-Learning programmes	Many staff and students have enrolled in the E-learning programmes conducted by SWAYAM-NPTEL
To start a NCC unit in our college from this year	We have started a NCC unit in this academic year. 35 students have joined and getting training in this NCC unit.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
AFC Management committee	20-Nov-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission	30-Sep-2018
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Institution ensures an inbuilt procedural mechanism for academic planning , implementation and maintaining documentation. In fact, each department/centre developed a conceptual framework, determined programme goals and established value based education is put into a well-organized, closely monitored and flexibly structured process of planning. Step-1-Day-to-day Functional Process: Each department of the college follows its own well planned and structured 'day-order time-table' for each of the six working days, except Sundays, in a week.

The timings and durations of class-periods in a full working day are given below: Forenoon: Class-Period I Period II Period Break III Period IV-Period Lunch Break Timings 9.50a.m. to 10.35a.m. 10.35a.m. to 11.20a.m. 11.20a.m. to 11.30a.m. 11.30a.m. to 12.15p.m. 12.15 p.m. to 1.00 p.m. 1.00 p.m. to 1.50 p.m. Afternoon: Class-Period V Period VI Period Timings 1.50 p.m. to 2.45 p.m. 2.45 p.m. to 3.45 p.m. In each Department, there are non-teaching office-staff deputed exclusively to monitor and maintain the procedural process of class-periods for different subject-topics by different teaching-faculty. Step-2-Work Assignment: In all the departments, at the start of the semester, each teaching faculty has assigned the classes and subjects/areas to be handled along with other responsibilities connected with co-curricular and extra-curricular activities. Step-3-Preparation of Work-Plan: Accordingly, each teaching faculty prepares and submits a time- schedule of his/her classes and subject topics, modes of curriculum delivery and other events connected to his/her responsibilities. Step-4-Drafting Departmental Work Plan: The Heads of each Department(HODs) hold consultative meeting with their departmental faculty members to formulate and finalize the draft of time-schedule of the departmental work-plan for academic and other related activities. This draft of departmental work-plan for the entire semester is then sent to the Principal's office for the final authentication and approval. Step-5-Principal's Approval of the work-plan of each Department: The Principal may, if necessary, call the HOD and other required faculty members for a discussion to effect any desired alterations in the prepared and proposed time-schedule of the departmental activities. Step-6-Weekly Review and Revival Meeting at the Departmental level: At the end of every week, the work carried out in that week is reviewed by HODs in a meeting with the faculty in their department. Any stagnation found in the progress of the scheduled work is rectified through corrective measures.

Accordingly a revised work-plan is prepared. Step-7-Documentation: The proceedings of all the meetings are recorded and documented by the departmental non-teaching office staff, the copies of which are sent to the Principal's office. The Principal may hold at her discretion periodical academic review meeting to bring into force any possible alterations/innovative ideas/trainings in order to inspire and improve the effectiveness of curriculum delivery. Further, each teaching faculty maintains a record of classes handled , Hints and a summary of the subject-content dealt with. The HOD maintains a diary of academic events including field trips, project works and lectures by external experts. This facilitates an achievement oriented effective and innovative

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
CGT	CGT	18/07/2019	1	Gandhian concepts are emerging to form a part in Philosophy, Psychology and Education related courses. This facilitates employability as teacher, facilitator and counselor. Further, Gandhian Concepts also facilitate life skill oriented activities.	Workshops are conducted to develop the skill of applying Gandhian principles in life oriented activities
DCA	DCA	18/07/2019	1	Microsoft computing and textual process applications are given focused emphasis to enhance employability and entrepreneurship	Online transactions with public and private sector concerns being the order of the day, Microsoft computing and textual process and internet skills are developed

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Tamil	24/06/2019
BA	English	24/06/2019
BA	History	24/06/2019
BCom	Commerce	24/06/2019
BCom	Computer Applications	24/06/2019
BBA	Aviation Management	24/06/2019
BSc	Physics	24/06/2019
BSc	Mathematics	24/06/2019
BSc	Computer Science	24/06/2019
BSc	Information Technology	24/06/2019
BCA	Computer Application	24/06/2019
BSc	Hotel Management	24/06/2019
BSc	Forensic Science	24/06/2019
BSc	Forensic Science & Criminology	24/06/2019
BSc	Fire & Safety Management	24/06/2019
BSc	Tourism & Hospitality Management	24/06/2019
BSc	Hospitality Airline and Catering Management	24/06/2019
MA	English	24/06/2019
MCom	Computer Applications	24/06/2019
MSc	Commerce Hotel Management	24/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	63	2

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Mobile Phone Tech by the Department of Computer Science	12/08/2019	38
Tally by the Department of Commerce	20/08/2019	50
Prathmic by Hindi department	20/08/2019	20
Vegetable Carving by the department of Hotel Management	12/08/2019	60

Soft skill training by Forensic Science dept	12/08/2019	60
Lay out design for airport by the department of Aviation Management	20/08/2019	40
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Hotel Management	50
BSc	Tourism Management	20
BSc	Airline Catering Management	10
BSc	Hospital management	12
BBA	Aviation management	40
BCom	Computer application	25
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The Institution follows a regularized and systematized procedure to get periodical feedbacks from all the concerned stakeholders and process them to identify discrepant issues towards possible remedial measures to be implemented. The procedure is carried out in phased manner as explained below:</p> <p>Phase1: The stakeholders and the issues associated with them are identified. The format for the feedback form is designed and feedback form is developed and prescribed for each category of stakeholders. Phase2: Feedback is obtained from all the stakeholders at the end of every quarter of the academic year using the prescribed Feedback forms. Phase3: The obtained feedback is sorted out and classified in accordance to each category of stakeholders Phase4: The feedbacks for each category of stakeholders are analyzed. Suggestions and discrepant issues are identified. Phase5: The Principle constitutes a committee wherein the raised issues from the feedback are analyzed and possible remedial measures are formulated towards implementation.</p> <p>Learning and Teaching Methodology is obtained from students. Feedback on curriculum is analysed and Forensic Science students suggested for inclusion of Practicals and representation is made to revise the syllabus including the practical's. Students are given practical's daily though it is not included in curriculum design. Based on students feedback and as per their suggestion discussing with management food menu is changed.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	489	4	63	3	66

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
47	37	3	3	2	75
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Student mentoring system is available in the institution. One faculty is assigned as a mentor for a maximum of 20 students. Students meet the mentor at a convenient time to both or as per time slot mentioned in the class timetable. They discuss the academic as well as personal issues and needs. If any of the students seeks counseling or help to address mental distress, he/she is taken to student counselor of the institution and he/she gets the required assistance/suggestions. Students also record their academic performance at the end of each semester in the mentor book kept with the mentor for each student. They also record their co-curricular and extracurricular achievements in the book. Mentors also call the parents of mentees discuss the issues related to health/long absence and sort out. IT Yes. The College has a mentoring system in place with respect to the faculty and students ratio of 1:15. Mentors collect and maintain the attendance, internal assessment marks of every mentees of their class with this information the students are motivated by the mentors to improve their overall performance. One of the primary objectives is to mentor the students as productive citizens for the society at large as participative management. Towards that end a mentoring system that provides a guide line to the students was conceived and implemented with the participation of the faculty members. The mentoring system comprises of different steps. The initial step is to allocate a set of students to each faculty. Each and every faculty maintains the record of complete students' profile. A schedule is put in effect periodically for monitoring their performance. In addition to curriculum, the extra-curricular and co-curricular activities are also considered for mentoring. Periodical reviews will be conducted during the semester. At least two formal sessions are held during a semester. During the mentoring sessions, academic progress is reviewed along with other non-academic issues. 20 students from first year will be assigned to each faculty going to first year classes. The students meet the mentees at least once every week and also maintain connectivity through social media like whatsapp groups. During lockdown times this has been mostly through phone, emails and whatsapp group chats and private messages apart from online zoom meetings if so required. Both personal and academic issues have been the topics during these mentoring sessions. All teaching faculty work as Mentors to the student's allotted to them? Regular meetings are held between mentor and mentee as per the timetable. ? A student's record is

maintained for each student. ? The student's record has both personal and academic data. ? The students must feel free to discuss with their Mentors about their Academic problems.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
760	47	1:16

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
66	62	8	4	8

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	DR.B.MUNIYANDI	Assistant Professor	BEST CAMP OFFICER REPUBLIC DAY PARADE 2020
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Institute is affiliated to Madurai Kamaraj University, Madurai and follows the Examination pattern of the university. Madurai Kamaraj University guidelines are strictly adhered to with respect to evaluation process. There are three Internal tests conducted. The schedules of internal assessments are communicated to students and faculty in the beginning of the semester through institute academic calendar which is prepared based on the university academic calendar. The institute has reformed the continuous internal evaluation system from faculty centric to student centric. As per the guidelines, the following reforms have been carried out effectively conducting Internal Examinations:

- Scheduling of Internal Examination, Seating arrangements, hall invigilators listed for every examination.
- Preparing the question paper for the internal examination in the prescribed pattern based on Knowledge level using revised Bloom's taxonomy.
- Scrutiny of the prepared question paper is carried out by HoD/ Subject expert to ensure quality of the Question paper.
- Internal Assessment has to be carried out within the stipulated time.
- After completion of the internal examination, the faculty evaluate the answer scripts and distribute to the students for doubt clarifications or re-correction.
- Result review meetings are conducted with result analysis and the remedial actions for further improvements are arrived after discussion with faculty, HoD and

Principal. • Upload of assessment marks in university web portal and subsequently communicated to parents. The evaluation for theory courses are assessed in direct mode (80) covering both internal and university examinations and indirect (20) covers survey.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institutional academic calendar contains plans for curricular and co-curricular behavior based on the available working days as per norms framed by the university. The college commence the academic year in accordance with the schedule and guidelines given by the university academic calendar. Every Semester the college prepares academic calendar in accordance with the university calendar and it will be intimated to all the students, Stake holders and the same is displayed in college website. The academic calendar provides information about the date of commencement of the semester, Internal Assessment Test schedule, Audit schedules, academic related activities like Project review schedule, club related activities, Events pertaining to professional bodies (Guest Lecture, Seminars, workshops conferences), Conduction of Lab internals and information with respect to State government and local holidays. Every department conducts project progress review and seminar presentations as per standard procedure set by each department according to the department academic calendar. In accordance with the academic calendar detailed lesson plan is prepared by each faculty based on the syllabus before the start of every semester. The lesson plan comprises of date, content, learning aid and methodology, faculty approach, course outcomes and BTL levels. The department advisory board and programme assessment committee members were framed and they are responsible for the smooth adherence of the academic calendar. The committees members comprises of parents, alumni students, current students, Principal, Management Representative and HOD. The committee members suggest number of events to be conducted under co-curricular and extracurricular activities.

2.6 – Student Performance and Learning Outcomes

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

<http://www.annaifathimacollege.edu.in>

2.6.2 – Pass percentage of students

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

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

<http://www.annaifathimacollege.edu.in>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Workshop on 3D scanning of crime scene	Forensic science	04/06/2019
Courtroom theater dying declaration	Forensic science	12/10/2019
Personality development workshop	Hotel Management Catering Science	17/08/2019
International Cuisine	Hotel Management Catering Science	26/08/2019
Symposium CHARKA	Hotel Management Catering Science	04/10/2019
Farmers Day	Hotel Management Catering Science	22/10/2019
360° BON APPETIT- FOOD CARNIVAL	Hotel Management Catering Science	10/02/2020
Hospitality And Tourism Industry" Its Opportunities And Challenges	Hotel Management Catering Science	17/02/2020
Modern Trends in Marketing	Aviation Management	24/02/2020
Security,Airport services and Career opportunities in Aviation Industry	Aviation Management	02/03/2020
Creative innovations and collaborative business models	Aviation Management	16/03/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

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

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
3	2	1

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce	1	6.3
National	Hospitality Airline Catering Management	1	5
National	Tourism Hospitality Management	1	6.3
International	Physics	1	3.84
No file uploaded.			

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

Department	Number of Publication
Commerce	4
Tourism Hospitality Management	4
English	4
Hotel Management Catering Science	2
Tamil	1
No file uploaded.	

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

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

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Topological and electrostatic properties of	P. Justin	Journal of Molecular Structure	2019	4	15	School of Physics, Madurai Kamaraj University,

diclofenac molecule as a non-steroidal anti-inflammatory drug: An experimental and theoretical study						Madurai, 625021, India
Enhanced piezoelectric, optical, mechanical, and laser damage threshold studies on creatinine doped glycine single crystals	P. Justin	Journal of Materials Science: Materials in Electronics	2019	4	2	School of Physics, Madurai Kamaraj University, Madurai, 625021, India
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	7	12	5	0
Attended/Seminars/Workshops	10	11	7	1
No file uploaded.				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
REPUBLIC DAY PARADE 2020	BEST CAMP OFFICER REPUBLIC DAY PARADE 2020	National Service Scheme Wing	2
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

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

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

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

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	Nil
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
22500000	21500000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Newly Added

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Roven	Partially	3.30	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5077	998486	116	45000	5193	1043486
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	29	1	2	1	1	3	3	3	0
Added	0	0	0	0	0	0	0	0	0
Total	29	1	2	1	1	3	3	3	0

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
You Tube	https://www.youtube.com/@AFC_Forensic_Vision

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

3000000	2500000	2500000	2500000
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4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Allocation of Budget for Physical, Academic and Support Facilities are planned in the Management Committee Meeting. Allocation of Budget for Laboratory, Library, Computers and Class rooms are planned based on the new courses to be introduced for the academic year. Enhancement of Sports Facilities be decided based on the enrolment of students in Physical Education. The Management allocates the funds to departments whenever the infrastructure and learning resources are enhanced. The Accounting of the items spent is maintained in the office and is subject to audit every year.

<http://annaifathimacollege.edu.in/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Annai Fathima Educational Society	15	329945
Financial Support from Other Sources			
a) National	SC/ST/Minority	194	1676880
b) International	NA	0	0
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Competitive Coaching classes Carrier Guidance Counseling	58	79	2	2
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual

harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	9

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Taj, ITC, Marriott group of Hotels Domestic International Airports	147	125	Royal Court, Hotel Tamilnadu, Pandiyan Hotels	17	3
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	10	B.COM, B.A, B.Sc	Commerce, English, Computer Science	Madura college, Kaleeshwari college, S.V.N College, Priest University	M.com, M.A, M.sc
No file uploaded.					

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

Items	Number of students selected/ qualifying
NET	0
SET	0
SLET	0
No file uploaded.	

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

Activity	Level	Number of Participants
Sports	zonal	35
Cultural	Intra college	86
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Nill	National	Nill	Nill	Nill	Nill
2019	Nill	Internat ional	Nill	Nill	Nill	Nill
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The most of the activities of the campus are students centric to give students an opportunities to take up leadership roles, right from to planning to organizing getting sponsorship ,publicizes ,handling media, stage management, discipline extra. Department events like seminar, conference and workshop also see the students playing dynamic roles, celebrations / events like Teachers day ,Independence day, Republic day, annual day, Sports day, Women's day extra are organized by entirely by the students . Students under the guidance of faculties, coordinators take activities initiations in organizing field visit/ Industrial visit. Students representations in governance is seen in IQAC,SQAC , Departmental Sports Committee, Cultural Committee, Anti Raging Committee, Discipline Committee, Annual day, Film Festival Committee extra. Students Quality Assurance Cell (SQAC) constituted by students representations addresses all student related issues children of non teaching staff studying at Annai Fatima College are given fee concession / free ships students are re-colonized and awarded with cash incentive of rupees 5000 for obtaining centum in the subjects an incentive of rupees 1000 is given for those who put in 100 attendance.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

There is an executive committee consisting of staff and Alumni exist. Our Alumni assist in placement, institutional training and deliver lecture as Resource persons the executive Committee meets twice in a year. Alumni Meeting is organized once in a Year.

5.4.2 – No. of enrolled Alumni:

86

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

2700

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Meeting conducted every six month

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The Vision of AFC is to serve the society and the student community by

providing an education system that can meet the demands of tomorrow's world and to create an atmosphere for an education of global standard among rural community. The following are the two practices of decentralization and participative management adopted during the last year

1. Academic functioning - The college inculcates the culture of collective responsibility amongst its faculty members and the constitutive departments. Each department is given the freedom to prepare its academic planner and schedule of activities, timetable, designing and assigning of student projects, to conduct workshop/hands-on-training programs/guest lectures on areas prioritized by the departments. Principal is the academic and administrative head of the Institute and the Member of the Governing Body. The Department Heads are responsible for to look day -to-day administration of the department and report to the Principal. In addition, any institute staff member can give suggestions and idea for improvement. All the staff members actively participate in implementing the policies, procedures, and framework designed by the management in order to maintain and achieve the quality standards.
2. Organizational Implementation - The office administrative responsibility, distribution, and monitoring are handled by the Principal. Though budget preparation is an administrative responsibility, individual budgets are prepared at the departmental level and the final budget is prepared based on those departmental inputs.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Industry Interaction / Collaboration	Experts were invited from various fields to deliver guest lectures and frequent Industrial visits are arranged. The Career Guidance and personality development trainings are given to students to develop their entrepreneur skills. Many students are placed every year in different organizations through campus interviews conducted in our college, in collaboration with prominent industries. In conferences and seminars industry experts were invited to deliver lectures and interact with the students and faculty for their future enhancements.
Teaching and Learning	The department prepares time table for each semester. Departmental Heads prepare the work plan approved duly by the Principal. Teachers prepare their Lesson Plan according to the subject allotted and working days referred in year wise academic calendar. Teaching methodology includes Chalk and board method, PPT Presentations, ICT enabled teaching learning, Use of models and charts, Distribution of class notes, Group discussion amongst the students during the class and Project work.

	<p>Frequent field and Industrial visits, educational Tour, Seminars, Workshops and Guest lectures by experts are regularly arranged for the effective delivery of the curriculum perception.</p>
Examination and Evaluation	<p>Academic Calendar is prepared before the start of academic year and it is uploaded in college website. The schedule for internal tests and Model examinations are discussed and finalized in the HODs meeting and the same is submitted to the controller of Examination office. Finally, a consolidated report will be presented. The reports reviewed in the HOD's meeting to enhance effectiveness of Examination. A well structured criterion is followed for the award of Internal assessment marks through three Internal Test, Attendance, Seminar, Workshops, Grooming and Attitude of the students.</p>
Research and Development	<p>Research activities are Planned and executed by the Research Cell. To promote research culture with the guidance of the Management motivate the staff to register for Ph.D .The research papers presented are recognized and appreciated by the Management. The departments are encouraged to organize research oriented seminars, conferences Paper presentation in various forums Library, ICT and Physical Infrastructure / Instrumentation. The Self Sufficient library in terms of books, journals and other learning materials and technology aided learning mechanisms enable students to acquire information, knowledge and skills required for their study.</p>
Admission of Students	<p>The college prospectus and handouts, provided with the application for admission are informative. Our college applications are available in all national banks for easy access. The institution has a transparent and well-coordinated admission system. The Admission committee is always available during admission time to guide applicants to select the course suitable to them. Depending on the course into which entry is sought, candidates are chosen into entry on the basis of previous academic results, interviews or a combination of these two.</p>

Human Resource Management	The College has a Self Appraisal Method to evaluate the performance of faculty in all aspects. At the end of every month all staff asked to submit self assessment form which includes teaching, curricular and result analysis work done. This evaluates and strengthens the lacuna. For students weekly remedial classes, special classes are conducted. The IQAC has taken up a Quality Objective by providing faculty development programmes for the staff enrichment.
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6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Implemented E-Mail system for distribution of information through Group messages to students, parents and teachers.
Administration	College Website Updated for easy access.
Finance and Accounts	Computerized office and accounts section. Maintenance the college accounts through advanced software
Student Admission and Support	Online admission. Maintaining and Monitoring students improvement via database.
Examination	Initiated online portal Entry in the parent university portal for submission of internal marks and viewing results.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Nill	NIL	NIL	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Quality Enhancement Program	Quality Enhancement Program	03/02/2020	05/02/2020	47	15

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	Nill	Nill	0
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	66	0	22

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
PF, Medical facility, Free Bus Facility	PF, Medical facility, Free Bus to commute	Minority and Merit Scholarship, Free Scholarship

6.4 – Financial Management and Resource Mobilization

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

Our institution conducts internal and external financial audits regularly.. The institute has mechanisms for internal and external audits. Internal audit is done by the management appointees. The external audit is carried out once a year. The external auditor verifies all the receipts and expenses bills, payments of the financial year. Work of Internal Audit of the Institute has been entrusted to the Internal Auditor of the Institute. This is mainly pre-audit of major receipts and payments and concurrent/post-audit of all other receipts and payments. He also pre-checks salary fixations, pension and final payments of EPF. The accounts department headed by the Accounts officer and Assistants is maintaining the financial transactions of the institutions. They are preparing monthly statements of income and expenditure and bank reconciliations, fees dues from students and bills payable statements. An internal audit is done once a year every year financial statements are audited by Chartered Accountants.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
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6.4.3 – Total corpus fund generated

60000

6.5 – Internal Quality Assurance System

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

Audit Type	External	Internal
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	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	No	NIL
Administrative	No	NIL	No	NIL

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

Three Parents Teachers Meeting were conducted 1. Parents Teacher Meeting – Orientation for New Comers 2. Parents Teacher Meeting College Bus Users 3. Parents Teacher Meeting – For Hostel Inmates both boys and girls parents Feedback is obtained from parents

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

1.Frequent Meetings are conducted for support staffs. 2.Personality development programme was organized for support staff. 3.Support Staff are motivated to pursue higher studies and sanctioned duty leave for examinations.

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

1.Encouraging recruitment of staffs who have completed Ph. Ds. 2.Motivation given to departments for conducting more events related to Curriculum. 3.Job Oriented Valued added course Introduced.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

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

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women Empowerment Programme	19/09/2019	21/09/2019	71	51

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

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

Percentage of power requirement of the University met by the renewable energy sources • Green campus by planting trees by students • Pollution free campus by discouraging use of two wheelers and four wheelers by staff and students • Use of Plastics is banned in campus • Use of LED light bulbs and tubes • Using natural light whenever possible instead of relying on artificial light to reduce the consumption of electricity • Power down the computers and unplug

them after college hours to save electricity

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1

7.1.4 – Inclusion and Situatedness

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

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Hand Book (Academic Calender)	14/08/2019	Professional Ethics of teachers are framed and circulated among teachers and their sign is obtained .Reminders are Also made. Human values are shared in the form of messages in academic calendar Rules and regulations to be followed by students are printed in Handbook For new entrants , the points highlighting human values are shared in the Orientation programme Ragging menace are displayed in campus and undertaking from students are obtained giving assurance that they won Involve in ragging.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Universal values Ethics	25/01/2020	26/01/2020	300
Clean India	17/01/2020	18/01/2020	300
No file uploaded.			

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

Steps are continuously taken to make an eco friendly campus with a natural garden comprising of large green trees, such as Mango, Coconut, Fig, Banana, Ashoka, Neem, Peepal, Sisuu etc. A garden has been made in front of our college

campus for beautification purpose. Use of polythene bags, cups and plates are prohibited in the campus instead of earthen pot for tea. For energy conservation CFL and LED lamps are used and all the staff and students are requested to turn off light and fans when not in use. Plantation is done by NSS volunteers regularly to maintain Carbon Dioxide and motor vehicles are restricted to enter into the campus. Hazardous Waste materials are sold to the concerned recycling agents. To make all these things eco friendly Eco Club has been entrusted with the responsibility to fulfill the motto of the college.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Institutional Training 2. Placement Community Development Services

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

<http://www.annaifathimacollege.edu.in>

7.3 – Institutional Distinctiveness

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

LIFE TRAINING PROGRAMME : The mission of this institution is to provide all the students a comprehensive preparation for life. This life training is given to the students through various programme organized by the Life Training Programme Committee. The Principal with a senior staff as the convener and the coordinators of Value Education, Certificate Courses, Gandhian Thought. The Components of this Life Training Programme are: I. Spiritual and Moral Training Daily Prayer Value Education Courses on the lives and teachings of Holy Books. Gandhian Thought (Certificate / Diploma from MKU) II. Development of Efficiency For Good Home Making: Certificate Courses in Hotel Management, III. Social values and National Consciousness: A Certificate Courses in Civic Responsibilities trains the students in social values like honesty, concern for others etc. Patriotic songs are taught regularly. Students celebrate National Festivals like Independence Day, Republic Day and National Youth Day. A sense of oneness with all is created by the Religious Harmony Songs sung every week during the prayer. IV. Personality Development Programme: Experts in human resources management from voluntary organizations like Vivekananda Kendra, NGOs, SHGs etc. are invited to conduct personality Development programme for students. Once in a week, songs on themes like self confidence, youth awakening, teachings of Swami Vivekananda and songs of Mahakavi Bharathiyar are sung to instill self confidence with the students. V. Fine Arts in the Service of Character Building: Dance, Drama and Music are employed on several occasions in a year to impart moral and ethical values through fine arts. The themes of these artistic presentations will usually be Ramayana, Mahabharata, lives of saints, national leaders etc...

Provide the weblink of the institution

<https://annaifathimacollege.edu.in/>

8.Future Plans of Actions for Next Academic Year

1. To Incubate Research Section 2. To Implement NCC 3. To Enhance Infrastructure Facility Like Laboratories Student Community Center Class Rooms and Hostel Facility 4. To Open Students Cafe Center 5. To Organize A Learning and Development Cell for Students. 6. To Reform Faculty Development Cell 7. To Represent the State in NSS Campaign 8. To Bag National Best UAB Award 9. To Introduce UG /PG Innovative Programmes the First of Its Kind in Tamilnadu 10 To Organize More Soft Skill Training Programmes

