YEARLY STATUS REPORT - 2021-2022

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.C.R.Gladys Leema Rose
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04549284528
• Mobile no	6380420541
• Registered e-mail	info@annaifathimacollege.edu.in
• Alternate e-mail	principal@annaifathimacollege.edu.in
• Address	Annai Fathima College of Arts & Science, Fathima Nagar, Alampatti,Thirumangalam 625706, Madurai District,Tamil nadu
• City/Town	Madurai
• State/UT	Tamil Nadu
• Pin Code	625706

2.Institutional status

• Affiliated /Constituent	**Affiliated**
• Type of Institution	**Co-education**
• Location	**Rural**
• Financial Status	**Self-financing**
• Name of the Affiliating University	**Madurai Kamaraj University**
• Name of the IQAC Coordinator	**Mr.Nayas**
• Phone No.	**04549284528**
• Alternate phone No.	**9865039608**
• Mobile	**8610356816**
• IQAC e-mail address	**iqac@annaifathimacollege.edu.in**
• Alternate Email address	**info@annaifathimacollege.edu.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 Web link:	**http://annaifathimacollege.edu.in/academic-calendar/**

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.05**	**2018**	**03/07/2018**	**02/07/2023**

6.Date of Establishment of IQAC	23/10/2018

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NIL

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	**View File**

9.No. of IQAC meetings held during the year	1
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

1. IQAC is hopeful to carry out more social programmes for promoting awareness among the community.

2. IQAC is insisting the Faculties to publish more number of books & research articles in Scopus, Web of Science and UGC approved journals.

3. IQAC is encouraging to update the teaching methodology and curriculum aspects.

4.Depending upon the collected feedback's from the stakeholders, IQAC analyzed and suitable actions are considered.

5. To motivate the young minds entrepreneurship skill programmes has been introduced by IQAC.

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

Plan of Action	Achievements/Outcomes
Review of Academic Result and Action plan for improvement.	Discussions - The members had suggested that to concentrate on Teaching learning & Resources (TLR) metrics and improvise the standards related on. Finally, it was noted and will be initiated for the coming years. The committee suggested to motivate the faculty members to present more publications in Scopus and Web of Science. Action Taken - 1. Faculty Development Program has been conducted on Innovation in Research. 2. Faculty members enrolled in various online platforms. Like Swayam, Mooc, and NPTEL Courses.
We need to initiate the preparation process with new RAF format for uploading data and proofs	Discussion - The Criterion-wise champions and co-champions are asked to gear-up the preparation process with criterion-wise meeting to facilitate the report with proofs as per the NAAC requirements Action Taken - Initiated the preparation process with new RAF format for uploading data and proofs.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
AFC Management Committee	09/08/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2018	30/09/2018

15.Multidisciplinary / interdisciplinary

Vibrant multidisciplinary study environment is significant to the academic Endeavour of the college. It has arranged several multidisciplinary seminars, webinars, poster presentations etc. We provide with many subject combinations to our students to opt for. Equity, and inclusion through a range of measures, including greater opportunities for public education; provision of scholarships for disadvantaged and underprivileged students, reaffirming the integrity of faculty and institutional leadership positions through merit appointments and career progression based on teaching, research, and service have been undertaken.

16.Academic bank of credits (ABC):

The institutional preparedness in implementation of Academic Bank of Credits is dependent on the guidelines of the Affiliated Madurai Kamaraj University and Higher Education Department. To satisfy the purpose of this initiative, a link between centralized database and the database of the college is to be established for digitally storing the academic credits earned by the students from various courses. ABC will allow higher education institutions to maintain a digital repository of credits earned by students.

17. Skill development:

The National Education Policy (NEP) 2020 has given special emphasis on acquiring various skills to attain the goal of Samagra Shiksha. The college is already conducting the skill enhancement courses as designed by affiliating University from 3rd Semester. The college also encourages the soft skill development of the students by arranging lectures by eminent persons from different fields also. Also our college provides Computer Training Courses and also installed entrepreneurship cell in our institution and encouraged our young minds through different programmes in order to embrace skill development.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college has made several efforts to integrate Indian knowledge system in its curriculum. Bilingual method, as the medium of the teaching is used in our college. The college celebrates many commemorative days to make students aware of Indian culture and heritage. As a part of it, online Yoga course was effective during pandemic period. Recently offline yoga course has been resumed. Arrangement of film show, workshop have been arranged by our college to impart Indian knowledge base among the students.

19. Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Following CBSE policy our college also keeps record of result of every student through academic audit and mentor mentee system. Course Outcomes and Programme outcomes are discussed by the faculty members and displayed on the website. During pandemic, virtual tours were explored by several departments. Successful alumni are invited to share their experiences to highlight the OBE.

20. Distance education/online education:

During the COVID-19 pandemic, the college has successfully implemented online teaching through G Suite for Education, by providing individual account of each faculty through the college domain. All the online classes were held using the G Suite account only. Assignments and evaluations were also done online. All the meetings were held online. Several webinars and student activity programmes were organized through Zoom and Google Meet. Study materials were uploaded by the faculty members on college website. Even after the college resumed several online practices are still

exercised. Our college is the member of NLIST — INFLIBNET for Scholarly Content to extend e- resources.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	24

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	805

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	35

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	372

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	58

File Description	Documents
Data Template	View File

3.2	0

Number of sanctioned posts during the year

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	50
4.2 Total expenditure excluding salary during the year (INR in lakhs)	3,50,00,000
4.3 Total number of computers on campus for academic purposes	29

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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 ownwell 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 through online mode Individual Google meet links are shared in whatsapp group and Google classrooms have been arranged to upload assignments and question papers. Inofffline mode Regular classTimingsare given below: Forenoon: Class Timings 10:00a.m. to 11.00a.m, 11.00a.m. to 12.00 pm, 12.00p.m - 1.00p.m, 1:00 p.m -1:30 p.m (Break). Afternoon: Class Timings 1.30 p.m. to 2.30 p.m. 2.30 p.m -3:30 p.m. 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 extracurricular activities. Step-3 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 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.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**Nil**

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Due to unexpected pandemicsituation classes, seminars and examinations were conducted through online mode as per the University Guidance.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**View File**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

24

File Description	Documents
Any additional information	**No File Uploaded**

Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

6

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

269

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The socially relevant issues relating to Environmental sustainability, Professional Ethics, Human values, Sensitivity to Gender, Community development, National integration etc. have been integrated into the larger framework of the syllabus through a series of programmes of various departments. Annai FathimaCollege of Arts and Science is committed to adopt best practices blended with educational value system to achieve goal of excellence in providing quality education to our students. The Institution follows the curriculum of Madurai Kamaraj University. The syllabus of Environmental Studies also redresses various topics of environment and its' sustainability.NSS of the College has relentlessly pursued its' good work of adopting villages, spreading awareness among the students and the larger community about the threats to our environment. Students are encouraged to participate in various awareness programmes related to Clean India, Universal Values Ethics, World Environment Day. Professional Ethics of teachers are framed and Circulated through social media among teachers.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

9

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	**View File**

1.3.3 - Number of students undertaking project work/field work/ internships

304

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	**View File**

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	**https://forms.gle/odHnDiiR9xo1VFEp6**
Action taken report of the Institution on feedback report as stated in the minutes	No File Uploaded

of the Governing Council, Syndicate, Board of Management	
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**https://forms.gle/3C1ELDJmpJ1VdUmo6**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

261

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**View File**

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

35

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	**View File**

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

One of the primary objectives is to mentor the students as productive citizens for the society at large as participative management. Learning level assessment is a continuous process as part of the academic system of the college. A strong mentoring system exists in the institution. Since 2019, the main objective of this system is to provide personal guidance to the mentees. Every department takes various measures to differentiate between slow and

advancedlearners. Mentors provide reading material for advanced learning to motivate and specially trained them to secure university rank. Regular class tests, tutorials, and group discussions are taken to monitor the performance of these students. Frequent Remedial classes are conducted every weekend and every 6th hour of the day is alloted for activities for them.Their weaknesses are factored in and solutions are worked out Mentors patiently hear them beyond scheduled classroom hours and coordinate with their parents. The mentors provide reading materials, reference and text books, question bank The slow learners are also encouraged to take part in different departmental activities.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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
805	58

File Description	Documents
Any additional information	No File Uploaded

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

All courses are designed to execute a student centric learning process. This method includes the following: Experiential Learning Method: Practical sessions, individual projects and internshipsfor effective learning. Participatory Learning Method All the departments have organized seminars, poster and PPT presentation competitions to make the curriculum more engaging and participatory. Online seminars, workshops, Invited guest lectures from various disciplines has been arrangedfor the students at every month for enhanced learning experience.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The Wi-Fi access spread throughout the campus.

29 desktopsare used for effective teaching learning process

The seminar hall is provided with fixed /portable LED and LCD Projectors.

The College is equipped with four smart classrooms, TwoAudio Visual Room.

Printers and scanners are available in the office, Controller of Examination, IQACchamber, HR Department, Admission Celland the library. Staff members and students for their effective preparation.

File Description	Documents
Upload any additional information	**View File**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

58

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

58

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**View File**
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

09

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	**View File**

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

58

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	**View File**

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Institute is affiliated to Madurai Kamaraj University, Madurai and follows the Online and Offline Examination pattern of the university . Madurai Kamaraj University guidelines are strictly adhered to with respect to evaluation process . As per the guidelines, the following reforms have been carried out effectively conducting Internal Examinations: Semester question paper has been received from the Madurai kamaraj university and send to the corresponding department HOD's and advised the HOD's to send the question papers to the students E-mail ID individually. After the examination the answer scripts are scanned and send to the examination E-mail ID and also answer scripts hard copy was send through the registered post to the college address for the online mode examination and regular pattern examinations for offline. Our college faculty evaluated the answer scripts and the internal & external mark list was prepared (as per university pattern) and send to the university.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

As per the guidelines of Madurai Kamaraj University, Continuous Internal Evaluation (CIE) is followed by the college. There is a "Grievance cell" in the college through which students can express their grievances. Students also have the opportunity to express their discontent through students' feedback form. If the parents have any discontent, they can express in the Parent-Teacher Meeting and also through Parents' Feedback form. If any student did not secure pass marks in the internal examination, she is not allowed to appear in the End Semester Theory Examination. If any student fails to get result, the Controller of Examination Cellof the college takes necessary initiatives. SPECIAL MEASURE DURING THE BLENDED MODE OF TEACHING DUE TO PANDEMIC For upgradation and improvement of the quality of the students, faculty members continuously evaluate the academic performance of the students through class-test, Re-test, and assignments

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Course and program outcomes are required to be periodically assessed during student-teacher interactions. Course outcome of all the courses are communicated to the students of each department through uploading it in the institutional website.The institution has an active placement cell which organises personality development related seminars and webinars as well as placement interviews. It focuses on the relevance of courses in the professional fields too.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.annaifathimacollege.edu.in
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Programme outcomes and Course outcomes are evaluated by the Institution on a regular basis as an integral part of Teaching – Learning process. Evaluation of programme outcome is carried out by the institution through following measures:

Maintenance of data and document of the students who have opted for higher study after completing graduation.

Placement datas of the students from various departments were documented.

The placement cell conducts seminar , workshop for helping the students in personality development, facing interviews, CV preparation etc.

Some measures of assessing the course outcomes are:

Continuous evaluation by arranging class test, Quiz, Debate, Student Seminars and Project presentations. Assessment of performance in internal examination. Project Viva-voce / Fieldwork / Internships / Insdutrial Visits andParticipation in co curricular activities Overall behavior and student progression is analyzed are encouraged and motivated by awarding them with cash prizes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

261

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

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)

http://www.annaifathimacollege.edu.in

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**View File**

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**View File**

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**View File**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Awareness meets, workshops, seminars and guest lectures on Entrepreneurship are organized. Students are provided opportunities to directly interact with outstanding entrepreneurs excelling in their field. Waste water from the RO plant and Sink were routed directly to the plants inside the campus for conservastion of water. All the students are encouraged to plant a tree for better ecosystem in the campus on special occassions. All the students were asked to submit assingments and prototypes of some innovative and initiative

related to environmental issues like conservation of water and electricity,usage of renewable energy as an alternate source

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

5

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	**View File**

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**View File**
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	**View File**

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

5

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**View File**

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Due to the unexpected pandemic situation during 2021-2022no extension activities are carried out in the neighborhood community as per the government instructions.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	**View File**
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	**View File**

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**View File**

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**

Details of Collaborative activities with institutions/industries for research, Faculty	**View File**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**View File**

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 equipment etc.

The college not only provides but also regularly upgrades its infrastructure to facilitate the requirements of students and curriculum. Physical Infrastructure: The construction of piling work of the college building is in progress under the supervision of PWD. The roof treatment work is in progress. The renovation of canteen, the eastern boundary wall and the pump room has been initiated . Order has been placed for painting of interior walls of the College building. Replacement of broken glasses in the windows has also been initiated. Academic Infrastructure:Order has been placed for wooden chair and table for classrooms, staffroom and library. Other facilities: The renovation work of the Auditorium has been completed and ready for performance. Amplifiers in the Auditorium have been replaced with new ones. 'Blind-curtains' are fixed on windows for more distinct projection.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

The college has a very rich cultural platform.

Students from all the disciplines regularly stage different cultural events in the Auditorium.

The Auditorium has been renovated New set of amplifiers have been installed to produce better sound. 'Blind-curtains' are fixed on windows for more distinct projection.

To improve and increase sitting arrangements. Order has also been given to place table and chairs on the Dias during Seminars and special lectures.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**View File**

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3,50,00,000

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	**View File**

4.2 - Library as a Learning Resource

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

NAME OF THE ILMS SOFTWARE - ROVEN

Nature of automation -Partially

Version -3.30

Year of automation -2014

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

1,20,607

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	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 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

154

File Description	Documents
Any additional information	No File Uploaded

Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The campus is totally Wi-Fi enabled and therefore the students, faculties and staff members utilize uninterrupted internet connection. IT infrastructure is spread over all the academic departments, library, and hostels as well as administrative sections of the college. These facilities are continuously upgraded to meet the demands generated out of introduction of new curriculum, laboratories, and office management software. The College has a centralized computer laboratory with 15 computers. Selected Department of the college is provided with ICT enabled multimedia projectors for a lively presentation of the academic topics through an organised timetable. A smart-board enabled interactive classroom, Virtual Room is used for effective teaching. The College has an active website continually upgraded. The College has an organised IT based security system equipped with CCTV surveillance.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

29

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 – 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

3,50,00,000

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**View File**

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

The institute has a definite and systematic mechanism for maintenance and optimum utilization of physical, academic and support facilities.

PHYSICAL FACILITIES:

New construction of the College building is monitored. This year order has been placed for painting of interior walls and replacement of the broken glasses of the college building. Water tank and reservoirs are cleaned regularly to ensure safe water supply.

ACADEMIC FACILITIES:

Departmental laboratories and seminar libraries maintain issue register. College library maintains issue register of the students and staff, visitors' register, internet surfing register etc. Website Committee maintains and updates College website with the help of Expertise.

SUPPORT FACILITIES:

Admission, Payment of college fees, University Registration, filling up University Examination Forms are done by website.This year renovation and up gradation work of Canteen, NSS room, Stack room, Pump room has been initiated. Private Security Services are engaged to strengthen the security of the college.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

66

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**View File**

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

8

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**View File**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**View File**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

500

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

500

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

41

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

2	

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	**View File**

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0	

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	**View File**

5.3 - Student Participation and Activities

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

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

1	

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**View File**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Annai Fathima College Representatives have defined objectives and jurisdiction of work.

Objectives:- 1. To promote socio-cultural responsibility for the betterment of the students in particular and society in general

2. To Circulate genuine grievances of the students and their aspirations before the competent authority by means of democratic ways for redressal and fulfilment and protect environment

Purposes:

To ensure that the campus remains ragging free.

To ensure plastic free, tobacco free campus.

To ensure that the students do not face any sexual harassments and if any this sort of unwanted situation arises they raise the issue in college's sexual harassment cell to take necessary action immediately.

To organize educational and recreational activities for students like Fresher's Welcome, Teachers' Day, World Yoga Day, World Environment Day.Students are engaged in different bodies, cells and associations

The college organizes extension activities likefree health check-up camp, blood donation camp, eye checkup camp etc. under the NSS where students representatives participate actively and encourage other students to participate.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

48

File Description	Documents
Report of the event	No File Uploaded

Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**View File**

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college actively encourages students to get involved in cultural activities. As times evolved,women gradually started participating in workforce in larger numbers. Despite their work life and their family life,the ex-students managed time to participate in the activities of the college. The alumnae speakers shared their academic, extra-curricular and peer experiences at undergraduate level, their preparation and transition into post -graduation and experiences in their current institutions with the students of semester I. This was followed by an open question-answer session, where semester I students raised questions about how to utilise their three years at AFC, how to skill themselves for transition into their proffessionsand how to strike a balance between enjoying their time in college with serious academic learning.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision: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 amongrural community.

Mission:To play an important role in building the social infrastructure with the spirit of modern education values. To reach beyond the barriers of society with the spirit of Freedom, Justice, and Tolerance. To develop the spirit of a common man through

Discipline, Dedication, and Devotion. To develop the spirit of the leadership of national fervor and the spirit of "Universal Scholar" by imparting value education.

To provide quality education.

To encourage students for participation in co-curricular, extracurricular and extension activities for their overall development and to build up sense of social responsibility.

To provide safe and secure environment for girls. To inculcate core values that will help them to be responsible citizen

Nature of Governance

Institution has decentralised governance. Governing Body delegates authority to the Principal. IQAC coordinator performs academic and Bursar, financial duties. Perspective plan Develop physical infrastructure. Upgradation of library. Promote participative learning initiatives for students.Teachers participate as departmental heads, sub-committee members and in the Governing Body through their representatives

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization and participative management is visible in various institutional practices including the admission process, distribution of responsibility to Heads of department, distribution of NAAC work among teaching staff etc.,

- Madurai Kamaraj University examination was conducted by distributing different activities among teaching and nonteaching staff.
- Principal approved and constituted the examination committee. It consists of six teaching staff.
- The non-teaching staff are also a part of the process. They prepare notices for payment of examination fees and form-fill up by students. Admit cards are made available on the college website after they are sent from the University.
- The committee prepares a centralized routine for conducting internal and tutorial examinations for every department.
- Madurai Kamaraj University provides the schedule for practical and theoretical examinations. They also allot examination centres. According to the schedule provided by the University the committee prepares invigilation duties and distributes the

question papers and answer scripts to the invigilators with the assistance of the non- teaching staff.
- As per the University schedule for uploading of marks for internal, practical and theoretical examinations the departments and designated examiners and scrutineers upload the same in the portal.
- Marksheets are distributed by the college office upon being received from the University.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- During the academic year 2021-22 the institution has worked towards effective use of G-suite for education for academic and administrative purposes by increasing high speed internet connectivity Re-orientation of students to offline mode ofeducation and university examination through psychological counselling.
- The institution has also undertaken infrastructure development work such as repair, painting and construction work. The effective deployment of perspective plan can be seen in the ongoing construction of two rooms on the ground floor for classroom purposes.
- The construction is being done from the amount generated by the college and is being monitored by the college building committee in consultation with the Head of the institution.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Governing Body

- According to statute of the Madurai Kamaraj University, the governance of the college is done through the deliberation of the governing body comprising of members like Principal and Secretary, two nominees from Madurai Kamaraj University, four teaching, two non-teachings and one student representative.
- Its decisions are implemented by the Principal.

Administrative Setup

**Principal discharges her duties with her team of IQAC coordinator, ,
Teacher's Council Secretary, Departmental heads, Conveners of the
different subcommittees and the Head Clerk.**

Appointment and service rules –

- **Teaching staff is appointed by the college on the basis of
  recommendation of Subject Experts and Principal. Increment is
  guided by Management Authorities.**
- **Non-teaching staff appointments are guided by HR Managers.**

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	**View File**

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

**The institution has several measures for welfare of the teaching and
non -teaching staff. These include measures which cater to their
various needs. Some of the effective welfare measures for teaching
and non-teaching staff of the college are as follows:**

Welfare measures for teaching staff

- **Option to join group insurance.**
- **Prompt facilitation of Provident Fund loans. Advance Salary from
  college fund before fixation of salary.**

- **Training programmes for teaching Staff.**
- **Faculty development for Ph.D. with full pay on duty. Institution encourages and allows research projects.**
- **Parking facilities within the campus.**

Welfare measures for non-teaching staff

- **Membership of Group Insurance.**
- **Prompt facilitation of Provident Fund loans.**
- **Advance Salary from college fund before fixation of salary.**
- **Training programmes for non-teaching Staff. Festival advance from college fund. Parking facilities within the campus.**
- **Accommodation with food and lodging.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

0

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 programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**

Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**View File**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

1

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	**View File**

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The appraisal system operates as follows:

Appraisal for Teaching Staff

- **The performance appraisal of the teaching staff is governed by management Teachers are required to submit a self -appraisal form annually to the IQAC.**
- **This report is taken into account for promotion of teachers .**
- **Every year students carry out and submit feed back and teacher evaluation,merits -demerits of educational environment of the college.**
- **The duly filled in forms are analysed by IQAC and the feedback obtained is shared with the teachers in the interest of well being of the students.**

Appraisal for Non-Teaching Staff

- **Non-teaching staff have an appraisal system wherein they receive benefits .**
- **In addition to this the performance of the nonteaching staff is appraised by management through feedback.**

- **They are assessed on the parameters of efficiencyand overall helpfulness.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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. Theexternal 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded

Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**View File**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Following strategies were employed by the college for fund mobilization

- **Fees from students.**
- **Bank interest received on Fixed Deposit and savings account.**
- **Sundry income generated through sale of scrap.**

Optimal utilisation of resources

Financial resources

- **Salary for the substantive teaching and non-teaching staff is received.**
- **Funds are used for infrastructural development (building), upgradation and renovation of college and hostel building.**
- **Annual Maintenance Contract for upkeep of all infrastructures.**

Online resources

- **Online resources have been optimally utilized.**
- **The campus is fully Wi-Fi enabled.**
- **In addition to this use of NLIST and other e-resources has been facilitated.**

1. **Human resources**

The college optimally uses its human resource which constitutes of dedicated and experienced teaching and non-teaching staff.

- **Teaching work load is distributed as per UGC norms for maximum productivity.**
- **Teachers are involved in various committees and administrative works.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC has taken initiatives in this academic year of which the two practices are as follows

1. Seminars, Webinars, Conferences, Workshops and Invited LecturesA specific strategy that has been undertaken this year has been to conduct various activities at inter and intracollege levels by NSS, departments in collaboration with IQAC. This has ensured wide participation, inclusiveness and involvement of all even amidst lockdown.

2. Mentor- Mentee system- works systematically as a strategy for quality assurance. Faculty of each department take responsibility for a few students and maintain a detailed database of students constituting of their – (i)Personal details(ii) Socio-economic background (ii) Academic details- (iv)Medical history(v)Extra-curricular activities.

The system works to provide support by

- Identifying advanced and slow learners, this is done by different departments on various parameters including examination results, performance in class tests, oralpresentations etc. Mentors continuously monitor the progress of their mentees through various mechanisms.
- The system provides the mentee with any support that they may require.
- Mentee- mentor system works to instill confidence in students and works to maintain a healthy relationship between teachers and students, in doing so it ensures quality in an institutionalised way.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Internal Academic Audit

IQAC conducts and monitors Internal Academic Audit for every department.

- Audit reviews the student's profile, details of performance in University examinations for both Honours and General students, pass percentage, teacher- student ratio, demand ratio and cocurricular and extra-curricular activities of the students.
- It also reviews publications, seminars attended and research experience of all faculties of the department.
- It is done regularly to assess the strength and weakness of the department and to prepare the academic plan accordingly.

- **It ensures monitoring of quality and effectiveness of teaching learning process.**

Feedback system

Another instance of review of the teaching learning process is visible in the robust feedback of students and their parents, who periodically review and give suggestions about the teaching - learning processes of the department, the syllabus taught as a part of the programme, student assessment mechanisms and reading materials. These feedbacks are received wholeheartedly and are thoroughly analysed. Each department is provided with these feedbacks and are required to initiate a discussion on their strengths and weaknesses. Departments draft an action -taken report based on these feedbacks. This provides a roadmap for improvement of the teaching -learning processes.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	**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

Gender equity is a major challenge in our society. Our College inculcates the values of equality and inclusivity for creating a safe space for the students and the staff. There is on-campus CCTV surveillance with security guards at the gate.

Title of the programme-Women Empowerment Programme

DATE : 21/10/2021

Time:10:30 AM - 12:30 PM

Number of Participants : 52

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management: Solid waste is collected in waste bins and disposed of through municipality vans. Hostel kitchen waste is deposited in a pit to generate compost. Other waste of the hostel is segregated into biodegradable and non-degradable items and disposed of in the municipality vans. Sanitary napkin Incinerators are maintained in the students' toilets and hostel.

Liquid waste from the laboratories, such as chemicals, is disposed in a special pit.

E-waste management: Computers and peripheral waste items, which have been acquired under UGC grant, are not discarded but stored in a room.

Waste recycling system: Paper is reused to reduce wastage in the office.

Hazardous chemicals: Those are disposed in a special pit.

A Hands-on Training Programme for Making of Compost Fertilizers was organized by NSS with IQAC. NSS volunteers were shown the process of making compost fertilizers at home with the practical demonstration. There is a pit beside the college canteen for making of compost. Biodegradable materials from hostel kitchen and canteen waste have been dumped in that pit. The project shall continue with the supervision of volunteers.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**No File Uploaded**

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	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	**C. Any 2 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**No File Uploaded**

Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives 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	**C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**

| Any other relevant information | **No File Uploaded** |

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

The students as well as the staff of our college belong to diverse linguistic, socio-economic and regional groups.

Our College provides an inclusive and harmonious environment to all the groups.

On an average, nearly 70% of the students admitted belong to Below Low-Income economic category as per the declaration of the students.

Nearly 20% of the students enrolled belong to the minority communities.

Needy students were provided full free ship and book grants from the Students' Aid Fund in all the sessions. Classes are held in both English and Bengali medium.

A lecture titled 'Awareness on HIV-AIDS' was organized by NSS

The various programmes and activities provide opportunities to the students for positive interaction with each other

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Apart from teaching curricular programmes, our College strives to impart constitutional values to the students through various activities. These include upholding the unity and integrity of the country, preservation of our cultural heritage and nurture of fellow feeling.

It is our fundamental duty to preserve and protect the natural environment. To develop awareness among students regarding their role in environmental protection,

NSS also organised a tree planting ceremony to reinforce greenery on the campus.

Making of Bio-compost at home was demonstrated to the students in NSS programme.

The obligation to uphold the unity of India and promote the spirit of patriotism was highlighted through celebration of 75 years of Independence

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**Nil**
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic 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 **4. Annual awareness programmes on Code of Conduct are organized**	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Annai Fathima College of Arts and Sciencecelebrates several national and international commemorative days which educate the students in the history, tradition and values of India.They also help to foster the spirit of liberalism,fellow-feeling and harmony

Events organized:

1.World Students Day Celebration-13.10.2021

2.Enviornment Awarness Programme -23.10.2021

3.Internation Day for the Elimination of Violence Against Women -20.11.2021

4.POCSO LAW Awarness Programme -10.12.2021

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1.PSYCHOLOGICAL COUNSELLING CELL

The Psychological Counselling cell was set up to ensure the mental wellness of the students. The focus of the sessions was to help students to adjust to the offline mode. The Cell conducts both individual and group sessions. Students have verbally reported improvement in their symptoms after a few sessions.Interactive sessions and workshops are required for the family members of the students.

2.Social awareness about Covid -19 was instructed using social media for Community Development Services (Student and parent)

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The priority of Annai Fathima College of Arts and Science is the Overall Development of the Students through Teaching,Learning and Co-curricular Activities. Our College provides an inclusive environment for students of diverse socio-economic and cultural backgrounds. Teaching mode is in English An assessment test for detecting advanced and slow learners is conducted every year to address varying learning abilities. Remedial classes are held for slow learners. Various forms of student- engagement programmes are undertaken by the Departments. Students are encouraged to make PPT and paper presentations to create interest in the subject. Students receive guidance and support from their respective mentors. Maintenance of discipline and monitoring of attendance is an integral part of our institution. Webinars, invited lectures,

educational tours, The NSS unit of our College offers an excellent opportunity for students to imbibe the notion of social service. The Counselling Cell provides psychological support and guidance to students.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

Plan of Action for the Next academic year 2022-23Infrastructure development

1. To Represent the State in NSS Campaign and to adopt nearby villages.

2. To Enhance Infrastructure facility like laboratories Student Community Center Class Rooms and Hostel facility

3. To Organize A Learning and Development Cell for Students.

4. To Reform Faculty Development Cell

5. To Introduce UG /PG Innovative Programmes the First of Its Kind in Tamilnadu

6. To Organize More Soft Skill Training Programmes.

7. To Incubate Research center in various departments