



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	ISLAMIAH WOMEN'S ARTS AND SCIENCE COLLEGE
• Name of the Head of the institution	DR .M. RENU
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04174-235266
• Mobile no	9444206038
• Registered e-mail	principaliwc@gmail.com
• Alternate e-mail	renue_m@yahoo.co.in
• Address	#10, Bypass Road, Newtown, Vaniyambadi
• City/Town	VANIYAMBADI
• State/UT	Tamil Nadu
• Pin Code	635752
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Rural

• Financial Status	<b>Self-financing</b>				
• Name of the Affiliating University	<b>THIRUVALLUVAR UNIVERSITY</b>				
• Name of the IQAC Coordinator	<b>Prof.M.Arshiya Tarannum</b>				
• Phone No.	<b>04174-235266</b>				
• Alternate phone No.	<b>04174-235266</b>				
• Mobile	<b>9790000980</b>				
• IQAC e-mail address	<b>iqaciwasc@gmail.com</b>				
• Alternate Email address	<b>arshiya.tarannum@gmail.com</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.islamiahwomensartsandsciencecollege.com/AQAR/2019-2020%20AQAR/AQAR%20Final%20File%20-%202019%20-%202020.pdf">https://www.islamiahwomensartsandsciencecollege.com/AQAR/2019-2020%20AQAR/AQAR%20Final%20File%20-%202019%20-%202020.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.islamiahwomensartsandsciencecollege.com/ALMANAC/Almanac20-21.pdf">https://www.islamiahwomensartsandsciencecollege.com/ALMANAC/Almanac20-21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.32</b>	<b>2019</b>	<b>28/03/2019</b>	<b>27/03/2024</b>
<b>6.Date of Establishment of IQAC</b>			<b>12/08/2013</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>2020</b>	<b>0</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of			<a href="#">View File</a>		

IQAC		
<b>9.No. of IQAC meetings held during the year</b>	<b>17</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>Online bridge course for easy transition from higher secondary to degree curriculum &amp; Orientation Program for Freshers were conducted in which the history of the college, available facilities, importance of health and hygiene, motivation for excellence, values &amp; principles including self-esteem &amp; personal integrity were focused.</p>		
<p>Faculty Development Programs were organized for online teaching like, Pedagogical Tools for Effective Online Teaching on 29.06.2020, Online Teaching Tools on 1.7.20 and Professional Development Program on Teaching with Ms-Teams on 08.10.20.</p>		
<p>Career Guidance Programs for Final year students like TNPSC Orientation Program on 20.12.21, Civil Service Exams and How to Crack Them on 12.03.21 and Career Planning and Goal Setting were conducted.</p>		
<p>Personality Development Programs were organized for students like Attitude Skills for Success at Work and Life on 23.01.21, Personal Development: Taking Charge of your Life on 04.02.21 and E-Defense for Women on 08.03.21.</p>		
Internal and External Academic Audit		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards</b>		

**Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
1. Motivate students to join online learning platform	1. Awareness on E-Resources and E-Books from September to December 2020 on all Sundays 2. NPTEL - SWAYAM enrollments significantly increased 3. Open Access E-Books & Open Access E-Journals on 21.08.20 (NDLI) 4. Access to E-Resources on 24.11.21 5. Online Learning - A Boon or Curse on 27.01.21
2. Equip teachers with Technical skills for online teaching	1. FDP on Pedagogical Tools for Effective Online Teaching on 29.06.20 2. Online Teaching Tools on 01.07.21 3. MS Teams demo - Teaching with Teams 10.01.20 4.LMS - Edumerge -23.2.21 5. Certificate Course on Office Automation from 25.2.21 to 6.3.21 6. Discover Moodle Site and Teaching with Gnomio on 20.06.20
3. Research Scholars to be acquainted with the process of drafting Research proposals	1. FDP on How to Prepare Research Proposals - Major & Minor on 2.2.21, 2. Research Integrity and Research Tools - A Practical Approach on 22.07.20
4. Conduct Student Development Programs and Career Guidance Programs to motivate students	1.Student Development Program on Personal Development - Taking Charge of your Life on 4.2.21, 2. Career Planning and Goal Setting on 9.2.21, 3. Orientation on TNPSC on 20.02.21, 4. Civil Service Examination - How to Crack Them - 12.3.21
5. Conduct Awareness Programs	1. Awareness Program on Covid 19- Panic in the Time of Pandemic on 30.06.2020, 2. Road Safety Awareness on 12.2.21, 3. E-Defense for Women on 08.03.21,

4. Protecting Democracy- Women's Right to Vote on 8.3.21, 5. Flag code of India on 19.3.21

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING COUNCIL	25/03/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	29/01/2022

15. Multidisciplinary / interdisciplinary

16. Academic bank of credits (ABC):

17. Skill development:

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

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

20. Distance education/online education:

## Extended Profile

1. Programme

1.1

510

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>2.Student</b>		
2.1 Number of students during the year		<b>2346</b>
File Description	Documents	
Institutional Data in Prescribed Format	<a href="#">View File</a>	
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		<b>561</b>
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.3 Number of outgoing/ final year students during the year		<b>740</b>
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1 Number of full time teachers during the year		<b>98</b>
File Description	Documents	
Data Template	No File Uploaded	
3.2 Number of sanctioned posts during the year		<b>98</b>

File Description	Documents
Data Template	No File Uploaded

4.Institution	
4.1 Total number of Classrooms and Seminar halls	54
4.2 Total expenditure excluding salary during the year (INR in lakhs)	138
4.3 Total number of computers on campus for academic purposes	175

## 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 effective curriculum delivery through a well-planned and documented process. The Time table Committee headed by the Principal and Senior Faculty Members draws up a detailed timetable which efficiently deploys the units of time for academic and co-curricular purposes. The departments adopt a combination of time-tested and innovative methods with the help of ICT enabled tools. Due to COVID-19 Pandemic much focus was given on online teaching learning process. The faculty developed e-content and uploaded video lectures in YouTube so as to enable the students to access the lectures at their convenient time. During ODD Semester, Study materials, Assignments, subject related quizzes and tests were communicated to the students through Google Classroom and links were provided to make the teaching learning process more effective. During EVEN Semester, Live classes were conducted through Ms-Teams so as to encourage participative and interactive learning process. The teaching plans consist of detailed distribution of the syllabus through discussions and deliberations among faculty in departmental meetings. Periodic meetings of IQAC maintain the record of the progress of teaching learning process. All the faculty members maintain a work diary and academic planner on regular basis.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

**Response:**

The academic calendar is prepared on the basis of the calendar of the affiliating Thiruvalluvar University. In the beginning of the academic year, the students are apprised of academic calendar and same is uploaded in college website. A printed handbook is distributed to all students and faculty. Only the Principal has the power to incorporate minor changes, if any, depending upon unforeseen circumstances. It contains the beginning and end of every semester, weekend holidays, festival holidays, and vacations. It has relevant information regarding college rules and regulations, fee, dress code, working days, library information, clubs and committees etc. IQAC, Discipline Committee, Anti-ragging Committee, Library Committee, Examination Committee, Scholarship Committee, Grievance Redressal Committee, and several committees of supporting services like NSS, YRC, RRC, UBA, Swachh Bharat Abhiyan etc are clearly mentioned in the calendar. CIA Examinations are conducted strictly as per the schedule and marks are uploaded in the University portal promptly. The answer scripts after evaluation are returned to the students and marks obtained by them are communicated regularly so as to maintain transparency and ensure objectivity in evaluation. Celebration of Independence Day, Republic Day, Flag Day, Martyrs' Day, Women's Day, Teacher's Day, National Education Day, International Yoga Day, Human Rights Day, Voter's Day etc. are specifically focused in the calendar for strict adherence to by all stakeholders.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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**

21

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

117

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

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

### Response:

Curriculum, designed by the University includes various topics covering cross cutting issues relevant to gender, environment and sustainability, Human Values and professional ethics. Environmental Studies is an integral part of the syllabus for all the UG first year students. The University has prescribed this subject for creating awareness and to engender the importance of conservation of the environment among the students. Third year UG Nutrition students are taught Community Nutrition. Cross cutting issues relevant to gender is prescribed in PG syllabi under various topics like Eco-Criticism and Eco-Feminism in Contemporary Literary Theory and Human Rights papers. The Prose, Poetry and few chapters in Women's Writing and African and Canadian Literature addresses issues related to gender sensitivity and equity. Ethical practices such as truthful information, facts and unprejudiced approaches are being taught in papers like Business Organization for II.B.Com and Marketing Management for I. M.Com. The University has integrated Value Education in the revised syllabus (2020- 2021) for all UG degree programs in the second semester. The course covers all aspects of Human Values.

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.	<a href="#">View File</a>

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

7

File Description	Documents
Any additional information	<a href="#">View File</a>
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	<a href="#">View File</a>

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

230

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

### 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

C. Any 2 of the above

from the following stakeholders Students  
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%201/15%201.4.1.pdf">https://www.islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%201/15%201.4.1.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://assessmentonline.naac.gov.in/storage/app/public/aqar/15084/15084_105_250.pdf?1654684915">https://assessmentonline.naac.gov.in/storage/app/public/aqar/15084/15084_105_250.pdf?1654684915</a>

## 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

723

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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**

561

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

### Advance Learner and Slow Learners.

Yes, the institution assesses the learning levels of students. Students are categorized in to advanced learners and slow learners.

Advanced learners and slow learners are identified based on the performance of Internal Assessments, End Semester Examination of previous semester and observation during interaction in the classes.

Following measures are taken for Advanced Learners.

- Bright and diligent students are motivated to enhance academic performance and inspired to get University ranks.
- Our Institution motivates to participate in seminars, conferences and workshops organized by home institute and other institutes.
- Our Institution motivates to enroll in MOOC courses.
- Encourage to participate in Quiz, Poster presentation and inter college competitions.
- Advanced Learners are given opportunities to present seminars to improve their presentation skills.

Following measures are taken for slow Learners.

- The mentor and subject experts monitor academic performance and interact frequently with slow learners to resolve their issues that affect academic success.
- Subject experts give additional coaching for slow learners by the way of Remedial classes.
- Providing notes for easy understanding.
- Students are given assignments, revision sessions and class tests in order to improve their performance in the end semester examination.

- Previous year question papers were discussed and solved.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2346	98

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

### Response:

The institution is interested in providing innovative teaching methods with traditional practices.

### Methods

### Teaching Techniques

### Activities and Departments

### Experimental Learning Techniques

#### 1. Research Projects

University research projects, Conferences and Seminars.

M.Sc. Computer Science Projects on Teyrad-Airway, Railway, Roadway and Inn Reservation & Data Mining for Taxes With Appeal and Approval of Water and Electricity Connectivity.

Biochemistry - Effectiveness of selected herbs on respiratory tract affecting bacteria and fungi by cymbopogon citratus and pleargonum graveolens.

## 2. Groups Assignments and Projects

Case Studies, Group presentation, Discussions and speech.

## 3. Internship

PG F&N internships at Government & private organizations.

30 days Internship at Elite Diet Studio.

## 4. Field/Industrial Visits.

BBA and B.Com - Industrial Visit to Tirupattur Co-operative Sugar Mills Ltd.,

B.Sc IDD Field visit to Furniture Shops - Vellore/Vaniyambadi.

B.Sc Chemistry & Zoology Industrial Visit to VANITEC, Vaniyambadi.

## 5. Events

NFSMD, Biochemistry and Chemistry

3D-Diabetes, Diet and Drug (International Conference)

Workshop on Medicinal Plants and its Applications;

Islamiah bazaar

Participative learning

### 1. Group Discussions and Debates

Role of technology, technological advancement, etc.

### 2. Newspaper reading & Book reviews

Students' attendance in library, mandatory.

### 3. Role Play

B.A and BBA

## Problem-Solving

1. Case studies, Current Affairs, Management Games, Business quiz, Ad-Zap, Assignments, presentations, Seminars.

Conducted in respective departments

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

Teachers combine ICT technology with traditional mode of instruction to engage students in long term learning. Institution uses maximum level of information and communication Technology (ICT) in education to support, enhance, and optimize the delivery of course content during the pandemic. There are 12 ICT enabled classrooms in the campus with Wi-Fi facility. There are Seminar and Conference Halls which are well equipped with ICT facilities. Some of the tools used by the faculty for teaching-learning are LCD Projectors, Video Conferencing, MOOCs and e-learning technology. In Central Library there are nearly 17,000 books, periodicals, references, national and international journals, e-journals, e-books and CD-ROMs, in addition to resources in department libraries. Apart from chalk and talk in classroom environment, the faculty members are using ICT enabled teaching tools like Microsoft Teams, Google classrooms and Zoom, widely used during the pandemic period. These easy-to-use tools help the teachers manage coursework like Assignment, PPT, Quiz, Seminars, Webinars etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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**

96

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

98

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**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**

14

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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**

513.75

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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.

In our institution, the mechanism of internal assessment is transparent and robust in terms of frequency conducting Internal Exams, Oral Test, and Viva-voce etc. Our institution follows the guidelines of Thiruvalluvar University, Vellore.

- All subject teachers conduct the Tests, Seminars, Assignment and Viva-voce at regular intervals for Internal Assessment of the students as per University Guidelines. Dates for the same are conveyed well in advance to all students. After evaluation, the result & marks are uploaded to the University Portal. Record of the tests, seminar, Project reports etc., are maintained in the respective departments.
- Every department conducts continuous internal assessment test on the scheduled dates. The performance of the students is assessed by the concerned teachers. The answer scripts are distributed to the students after evaluation so as to help the students to understand their levels of learning. Any discrepancy in evaluation is brought to the notice of the staff for rectification. Thus transparency and objectivity in evaluation is ensured.
- The Internal Assessment system followed by the institution is strictly transparent and robust. The discussion of answer scripts individually facilitate the students to understand the correct answers and realize their mistakes if any.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

Examination Grievances Redressal Committee is constituted under the leadership of a Senior Faculty who is assisted by one faculty from each department. The main task of the committee is to receive complaints from students about their grievances relating to examinations. The committee is responsible for redressing all the grievances in a time bound manner.

During the year 2020-2021 most of the complaints received pertain to the University. In some cases results are withheld. Some students receive statement of marks with a lot of mistakes such as error in Register Number, Name, Subject Code, Date of Birth etc. Few students do not receive Semester Mark sheets, Consolidated Mark sheets, Provisional Certificates and Degree Certificates on time.

On receiving representation from the students, the coordinator of Exams contacts the university immediately and solves the problem. She goes to the University in person periodically to address the problems of the students and help them.

At the institutional level sometimes the students bring to the notice of the coordinator about wrongly entered internal marks inadvertently. The coordinator arranges for rectification of the error immediately.

The following statutory rights are given to the students.

- Right to apply for verification of answer books.
- Right to apply for verification with photocopy of answer books.
- Right to apply for Revaluation.
- Right to appear for Instant Examination. As a result the interests of the students are well protected.

File Description	Documents
Any additional information	<a href="#">View File</a>
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.

Yes, Program Outcomes, Program Specific Outcomes and Course Outcomes are clearly defined by the Board of Studies and the institution, and they are communicated to all the students and teachers.

For certain Programs and Courses, the University states objectives and Course Outcomes for all the institutions affiliated to the University. The syllabi is made available to all the stakeholders in the University Website and Departments. Remaining courses where University has not prescribed the Outcomes, individual departments have framed it after undergoing workshops organized by the institution.

POs, PSOs and COs are made available to the students in the college calendar, college website, departmental notice boards etc.

During the admission process, the subject teachers explain the Program Outcomes to the students and parents with a view to helping them to select the Program of their choice.

The Institution always evinces interest in achieving the desired outcomes. It organizes skill enhancement activities, placement training, soft skill development programs, career awareness programs, motivating lectures, departmental activities, certificate courses and Entrepreneur development programs and trainings etc, to ensure the attaining of Program Outcomes successfully.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%202/PSOs%20and%20COs.pdf">https://www.islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%202/PSOs%20and%20COs.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

POs, PSOs and COs are defined and determined on the basis of Bloom's Taxonomy. The process of the evaluation of the attainment of COs begins from the conduct of Continuous Internal Assessment (CIA) Examinations. Every teacher ensures that the teaching learning process revolves around the achievement of COs.

Attainments of COs are measured directly and indirectly. Direct attainment of COs is determined from the performance of students in Continuous Internal Assessment (CIA) and End Semester Examination (ESE). The proportional weightage of CIA and ESE will be as per the academic regulations in force. Under Thiruvalluvar University proportion of 25:75 is followed.

Attainment of Course Outcomes are measured by the students' average marks in the End Semester Examination, Internal Assessment test, Seminar, Assignment, Projects, Attendance, Lab experiments and active participation in Co-Curricular activities.

Program outcomes are attained through the attainment of course outcomes. Placement data, Progression to higher studies and Alumni feedback are the key indicators in the measurement of Program Outcomes.

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****737**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%206/1A%206.5.3-ANNUAL%20REPORT.pdf">https://www.islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%206/1A%206.5.3-ANNUAL%20REPORT.pdf</a>

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

<https://www.islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%202/SSS%20-%202020%20-%202021.pdf>

**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)	<a href="#">View File</a>

**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**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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)	<a href="#">View File</a>
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

Our college has a robust and vibrant system to promote innovation, creation and transfer of knowledge by developing desirable human resources. Our institution has an ecofriendly environment conducive to physical and mental health, and is equipped with adequate Infrastructure - ICT enabled classrooms, English Language Lab, Laboratory, Digital Library - all equipped with sophisticated Instruments with sufficient workspace.

Our college provides adequate training to the faculty members via Faculty Development Programme and other Short Term Programmes. Faculty members are encouraged for paper publication and undertaking project work. College has also planned to establish an incubation

center to facilitate innovative, flexible and economical solutions to various research related problems. The departments promote entrepreneurship through Internship, skill based and value-added courses. The College constantly motivates departments to start research programmes. Staff from various departments are recognized as research guides to enroll research scholars for Ph.D. degree. All students have free access to the library which is a storehouse of Books, e - Books, Journals, e- shodh sindhu and magazines.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

16

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

4



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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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

5

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

38

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

The institute organized a number of extension activities in the neighbourhood community in terms of impact and sensitizing students to social issues and holistic development. The students of our

institute actively participated in social service activities leading to their overall developments. The institute effectively runs National Service Scheme (NSS), YRC and RRC, which mould the students in nation building activities. The college is the forerunner in implementing various outreach and extension activities, namely, Cleanliness Campaigns, Blood Donation camps, Ban Plastic Bag / Plastic Cup awareness, Environmental Education, Road Safety awareness etc.

The College organizes awareness campaign on Hygiene and Sanitation in nearby surroundings by cleaning the area and educating people. It conducts blood donation camp every year. To address the social issues, the institute promotes campaign about Traffic rules, ban of polythene, AIDS and Cancer awareness. To infuse patriotism and understand the importance of national symbols, the institute celebrates National Days like Independence Day, Martyr's Day, Republic Day, Flag Day and Gandhi Jayanthi.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

26

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
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**

7

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**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**

7

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

2

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 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

5

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

## 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 Campus is an area of 9.9 acres. The campus comprises four academic blocks with capacious classrooms, well-equipped laboratories, library, spacious auditorium, air conditioned seminar halls, canteen and administrative block. The institution has adequate infrastructure with spacious and well-furnished class rooms and Laboratories with advanced equipment.

1. Well furnished and fully equipped staff room that includes laptop and system with internet facility.
2. High configured computer laboratories consisting of 175 systems with latest software.
3. Digital library with INFLIBNET, DSPACE and NPTEL Facilities.
4. 12 college buses are equipped with first aid box and emergency

exit windows. Transportation facility ensures safety of girls traveling from far off places like Pernambut, Ambur etc.

5. Language lab helps to improve the communication skills of the students.
6. Two fully air conditioned seminar halls with Audio-Visual aids for effective teaching are provided.
7. Internet facilities with leased line connectivity throughout the campus are available.

The management periodically discusses with Principal and HODs about the need of infrastructural facilities and provides immediately for effective teaching and learning.

College Vehicles are provided to attend Seminar, Workshop and Conference conducted in different colleges.

Fire extinguisher, Napkin vending machine, Incinerator, Canteen, stationary shop, RO, Adequate rest rooms, Suggestion Box, First Aid Box, Separate Yoga Hall, Herbal garden etc. are available for the benefit of students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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 Department of Physical Education of our college is well equipped with track and field ground, indoor stadium and a huge playground is provided with all the facilities to enable the students to practice and participate in State and University Level competitions. An adequately equipped Gym is provided for the benefit of the students. Our college students participated in district level and state level competitions and won the trophy in quite a few.

Every year our college celebrates Republic Day and Independence Day. Yoga Centre of our college is vibrant as a Yoga master is appointed.

Due to Covid 19 pandemic the cultural, sports and outdoor activities were limited.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

11

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

12286677

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

Name of ILMS software: SOUL 2.0

**Nature of automation: Fully**

**Version:2**

**Year of automation: 2017-2018**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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** **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**51880**

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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**

23

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Our college has 175 systems which includes Core i3 processor. Student computer ratio is 1:1 for Computer courses and 1:2 for non-computer courses also.

Computer UG Lab1 has 64 systems, UG Lab2 has 50 systems. Well-equipped English lab has 31 systems; Language Lab with internet facility is established for the benefit of students to develop fluency and accuracy of their communication skills.

Our college has WIFI network

Server, Open Source software and Proprietary Software are periodically updated.

All the departments, Office, Exam cell, Library and Principal's office are provided with well-equipped internet connection with bandwidth of leased line connection 11Mbps and LAN configuration speed of 100Mbps.

Our institution adopts ICT enabled teaching learning process through LCD, Smart class etc.

Bio-Metric system is systemized in our campus for staff attendance.

Our entire campus is equipped with CCTV cameras providing electronic surveillance and safety. It gives a sense of safety to our students, faculty and all the Stakeholders.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

175

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

13348646

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

To maintain and upkeep the infrastructure the following procedures are adopted.

1. Keeping department wise stock register by concerned laboratory assistant under the supervision of Administrative Office Superintendent.
2. Department wise annual stock verification is done by concerned Head of the Department.
3. Regular maintenance of laboratory equipment and chemicals are done by laboratory attendants.
4. Overall development of campus is done by Campus Discipline and Cleanliness Committee of the college.
5. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns are arranged by college Management committee.
6. College campus maintenance is monitored through regular inspection by the Management committee.
7. Outsourcing is done regularly for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband, updating of software by computer hardware technicians. Outsourcing is done for the maintenance of wooden furniture, electrification, plumbing and vending machine.
8. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

840

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

899

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

1051

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

1051

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

21

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

74

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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

3

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

### 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.

0

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)	<a href="#">View File</a>

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 )

The College has a Student Council called student Majlis which represents the students of the College. The student council is selected by the Principal and HODs of various departments on the

basis of their merit, performance and discipline. The council is headed by the President, assisted by the General Secretary. They act as a link between the authorities of the institution and the students. This year Ms. Sayema Kulsum of B.A. English was the President of the student Council and Ms. Zuhra Kouser. M of IDD was the General Secretary. Every Department has a Secretary and every class has a Representative. Similarly all the clubs and committees of the College have student Representatives. They take part in organizing Conferences, Seminars, Workshops, Exhibitions, Islamiah Bazaar and in celebrating Independence Day, Women's Day, Teachers Day etc.,

Union Majlis was inaugurated by Ms. Vanitha, Additional Deputy Superintendent of Police, who emphasized on Women Empowerment. 'Navato Fresherieta' - Freshers' Day was organized by Majlis members as a welcoming gesture to new entrants. 'Islamiah Bazaar' was conducted to develop the entrepreneurship skills among students. 'ADIOS MAESTROS' was celebrated to express a warm tribute to the teachers and to bid adieu to the outgoing students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **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**

19

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 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

Alumni Awareness Programme was organized for all the final year students on 13.03.2021. To help them to explore all the possibilities, the students and graduates need to know about the Alumni Association and the accompanying benefits in future, such as internships, jobs, client's partnerships and other valuable career opportunities. An Online Program on "Career Guidance for Women-Post Marriage" was organized on 11.04.2021 for all the final year students and the Alumni. Mrs.Rufaida Neelufar an Alumnus explained importance of Alumni Association. An interactive session with the students during the program helped to overcome their hesitation and reluctance. Ms.Rabiya Farheen, another Alumnus taught students how to frame SWOT analysis for reaching their goals, to create hobbies for a true entrepreneur. Mrs. Saima Banu explained creating YouTube Channel and easy way to earn from home. She shared her recipes uploaded in YouTube, the number of followers, etc. She cautioned the students about dangers involved in Social Media and the precautions to be followed in doing business. Some of the financially poor students were given support to remit their College fee by these Alumni.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year      A. ? 5Lakhs



**(INR in Lakhs)**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**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

The main objective of establishing the college is to educate and empower women who hail from socially down trodden, economically marginalized and educationally backward communities with a clear Vision and Mission of women empowerment through education.

To equip women digitally, Computer Lab is fixed with LCD Monitor and AC facilities. Seminar Hall and English Language Lab are connected with Wi-Fi facilities. Entrepreneurial skills are imparted through several programs such as Women Entrepreneurial Development Programme etc.

The institution organizes various Awareness programs on E-Defense for women, Election Awareness programme, Voter Awareness program, Flag code of India, Women Entrepreneur Development programs, Career guidance etc., periodically.

To bring a positive attitudinal change students are encouraged to participate in support services like NSS, YRC, RRC etc. To respond to the emerging challenges and improve their quality of life, Personality Development, Value Added and Soft Skills Programs are conducted.

Providing quality education to the girls of marginalized sections at affordable cost is a priority. Scholarships and free ships are arranged to help the financially poor girls to pursue their higher education. Effective communication network, team work and rapport between all the stakeholders are directed towards fulfilling the mission of the Institution of empowering rural women.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The Administration of the College is based upon the well-established principles of decentralization at all levels and participative management. All the Academic Programs of the College are monitored by the College development Council comprising all Heads of the Departments and co-ordinators of several Committees of Co-Curricular and Extra Curricular activities under the Chairmanship of the Principal. As regards the Teaching Learning Process, Heads of Departments in consultation with the department Colleagues allot work to the individual members at the beginning of every semester. College Development Council is guided by the IQAC of the College in evolving policies and programs to be implemented. Similarly the Co-ordinators of several programs are in charge of their respective programs. For example the Co-ordinator of SWAYAM platform motivates and enrolls students in MOOC Courses. The NSS Officers and the Co-ordinators of Unnat Bharat Abhiyan (UBA) and Swachh bharat abhiyan organize all the activities assigned to them respectively. Thus the academic, Curricular and Co-curricular activities in the College based on decentralization and participative Management reflects effective and vibrant Leadership. However, during this period we could not carryout much activities due to Covid'19 pandemic.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Internal Quality Assurance Cell and the College Development Council are responsible for evolving the strategies and perspective plan for quality improvement which forms the basic framework for implementation by all the stakeholders. Covid 19 pandemic compelled us to adopt E- Teaching - Learning methodology during the lockdown.

To begin with it was a great challenge as the students from rural background were not acquainted with e-learning process. So, IQAC organized several training programs to teachers to make them familiar with various educational web applications such as MS Teams, Google Meet, Zoom, WhatsApp, Google Forms etc. Several Faculty Development Programs were conducted. The students though reluctant in the beginning learnt these techniques later enthusiastically. Therefore, the online learning-teaching process was made not only comfortable but also effective. In this process IQAC, HODs, Coordinators and students were deployed with responsibilities. The Examination process was also done online. All communications were sent through WhatsApp groups. E-Contents of the lectures were uploaded in the YouTube and the institutional website for the students to access the lessons as and when required. Study materials and the links of YouTube lectures were uploaded in the Google Classrooms. Webinars were organized with experts from outside. The live classes and interactive sessions were held through Google Meet. The transformation from physical classes to virtual classes was made easy mainly because of the successful implementation of strategic and perspective plan of the college.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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.

The Institution is a Self Financing unaided Private Institution established by Vaniyambadi Muslim Educational Society to empower rural women of this region. It is governed by Tamil Nadu Private Colleges Regulation Act 1976 for appointment of Teaching and Non-Teaching Staff. The Institution follows the service rules and procedures as stipulated in the Act. The College is certified as Minority Institution by the Government of India and approved by UGC under section 2(f) and 12(B) of the UGC Act 1956. The code of conduct for the employees is clearly stipulated and communicated to all.

The Secretary of the College and his Committee are elected every three years by the Members of General Body of VME Society and it is reported to the Registrar of the Societies, Vellore regularly. The Secretary and his Committee are incharge of Financial Administration of the College under the supervision of Executive Committee of the Governing Board. The Principal is the academic head appointed by the College Committee. Her academic qualification and appointment are approved by Thiruvalluvar University. The Tamil Nadu Government orders communicated to the College through proceedings of the Director of Collegiate Education and the University regulations are strictly followed in day to day administration.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

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

- The staff are entitled to utilize Casual leave for 12 days in a year, Maternity leave for a period of six months and also medical leave.
- The staff members are given leave On Other Duty to attend conference, workshops, faculty development programmes, training programmes etc.
- EPF (Employee Provident Fund) scheme is implemented for all teaching and non-teaching staff.
- The Management offers interest free loans for festivals and also in times of urgent need.
- College provides financial support for teaching and non-teaching staff to enrich their knowledge in their subjects. For example, Computer Science staff were financially supported to get training on Become Certified Python Developer and also on Artificial Intelligence With Machine Learning.
- Micro- Insurance product -Janata Personal Accident -Group Policy, the nominee receives a death benefit in case the insured dies or meets with an accident and is permanently disabled.
- Accident insurance provides staff with coverage of one lakh rupees.
- IQAC organized free In-House workshop on office automation (MS OFFICE).
- Free Wi-Fi facilities are also available in campus for staff.
- Faculty are allowed to use the facility of college bus to commute to and fro to the college.
- Free Residential accommodation for migrating staff or staff hailing from beyond commuting distance.
- Private cabins are assigned to each faculty to provide unobtrusive work environment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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**

8

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

3

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**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**

203

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

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

The key indicators taken up for assessment are as follows:

#### TEACHING STAFF

- Using ICT tools for effective delivery of course curriculum.
- Acquiring new knowledge and recent developments in area of study.
- Participating in the seminars, workshop and conference, orientation programs, faculty development programs to update the knowledge and current trends in the field.
- Number of research articles published by the staff in reputed journals and conferences.
- Participation in the Administrative work assigned, in curricular and extra-curricular activities.
- Student's grievance, if any, is addressed quickly.

#### Non-Teaching

- To assist staff to reflect about their potential and to carry out their duties more effectively.
- To support and help students from admission process to the issue of Transfer certificates.
- Participation in their professional development..
- Non-teaching staff pursuing their higher studies.

In short, it would be utilized as a tool to facilitate growth, development, efficiency and effectiveness of the administration and facilitate management process in the institution.

The Performance Appraisal System has significantly helped in the

evaluation of the performance of the staff in motivating them, analyzing their strengths and weaknesses and ensuring better performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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

The College is governed by Vaniyambadi Muslim Educational Society which is registered under Societies Registration Act of 1975. So, the Society has constituted a separate Accounts Committee of Auditors under one certified Chartered Accountant to audit the accounts of the college periodically. The Principal and the Secretary of the college submit the statement of accounts with all ledgers, vouchers and bills invariably every month to the Accounts Committee. The audited accounts are placed before the Executive Committee and finally before the General Body for approval every year. Any query or any audit objection is to be settled prior to placing the accounts before the General Body of the Society. The final audited and certified accounts are filed before the office of Registrar of Societies, Vellore during every September without fail.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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)**



1178775

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

- The college is a private self-financing institution without Government aid. The only source of income is the fee collected from the students which is very nominal, as the students coming from villages and marginalized sections could not afford to pay more. Therefore, this income is spent on the salaries of the teaching and non-teaching staff and to some extent for maintenance.
- The Management mobilizes funds from its members for infrastructural development particularly on construction of buildings, classrooms, furniture, lab equipment, computers, projectors etc. to a larger extent and it is reflected in the annual accounts of the Society.
- Majority of the students hail from economically very poor background. They could not pay even the college fee promptly. So, the college arranges for scholarships such as SC/ST Scholarship from Tamil Nadu Govt. (Rs.18,41,700/- for 322 students) and Minority Scholarship from the Central Govt., (Rs.31,08,000/- for 518 students) for all eligible students.
- The Management arranges Scholarships from local NGOs such as HB Foundation, Baitul Mal, Yateem Khana (Orphanage), Ambur Islamic Welfare Association, HM Trust, Habeeb Trust, etc., During 2020-2021, 200 students received scholarship to the tune of Rs.11,78,775/- (Eleven Lakhs Seventy Eight Thousand Seven Hundred and Seventy Five only).
- Vaniyambadi Muslim Educational Society granted fee concession to 313 students to the tune of Rs.10,48,500/ - (Ten Lakhs Forty Eight Thousand and Five Hundred only)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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

During this academic year due to Covid 19 pandemic colleges were closed. IQAC evolved and institutionalized virtual classes during the pandemic period. It organized several training programs to teachers to make them familiar with various educational web applications such as MS Teams, Google Meet, Zoom, WhatsApp, Google Forms etc. Several Faculty Development Programs were conducted. The students though reluctant in the beginning learnt these techniques later enthusiastically. Therefore, the online learning-teaching process was made not only comfortable but also effective. The Examination process was also done online. All communications were sent through WhatsApp groups. E-Contents of the lectures were uploaded in the YouTube and the institutional website for the students to access the lessons as and when required. Study materials and the links of YouTube lectures were uploaded in the Google Classrooms. Webinars were organized with experts from outside. The live classes and interactive sessions were held through Google Meet. The transformation from physical classes to virtual classes was made easy mainly because of the successful implementation of strategic plan of IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

A functional IQAC setup by the college as per norms includes members from the Management, a Senior Administrative Officer, Teacher

representatives, one nominee each from Local Society, Industry, Students, Alumni, Employers and Parents. The Calendar committee, functioning under the IQAC, releases the Academic Calendar at the beginning of each year to facilitate important academic functions like the conduct of Continuous Internal Assessment, Teaching schedule (Day order) etc. Through the feedback committee, regular feedback is obtained from all stakeholders, based on which action is taken in the form of communication to the concerned teachers, implementation of innovative / traditional apparatuses of pedagogy, introduction of add-on courses or VACs, remedial courses, motivation to create E-content and uploading them on the institutions' website etc., to supplement the teaching-learning process. During Pandemic the IQAC took initiative to conduct FDPs to help the teachers overcome difficulties and challenges pertaining to online teaching. Using MS Teams, Zoom Google Classroom, recording and uploading lectures on YouTube, preparation of Quiz and Assignments via Google Forms, using web applications for virtual labs etc., were all part of the FDPs conducted in the Pandemic period. Besides this, every teacher is expected to maintain an Academic Planner and a Work Diary documenting the progress and completion of the Syllabi.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%206/1A%206.5.3-ANNUAL%20REPORT.pdf">https://www.islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%206/1A%206.5.3-ANNUAL%20REPORT.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

Our college conducts regular gender equity promotions programs. Speakers from prominent field are invited to speak on the importance and contribution of women in the society.

On 08/03/2021 an awareness program on E- defence for women was organized with Ms Jayalakshmi, Inspector of police, as resource person.

The IQAC organized an election awareness program on "Protecting Democracy - Women's Right To Vote" on 08/03/2021. Ms. Gayathri Subramani, Returning officer, Vaniyambadi, Mr. M. Mohan M.A Assistant Returning officer Vaniyambadi Assembly constituency and Tahsildar, and Mr. Sudhakar , Election Deputy Tahsildar were resource persons.

The department of BBA organized three days workshop on "Women Entrepreneurship Development" from 18/03/2021 to 20/03/2021. Dr. Joe Vasanth, Founder, Almas foundation, Chennai and Mr. N.S. Vijayaganesh, MBA Director, TIPS Academy, Vellore, were the resource persons.

A Memorandum Of Understanding was signed with Bhumii Institute of Natural Resource Management by the Department of Nutrition Food service Management and Dietics for Mushroom Cultivation and extension activities towards farmers, NGO, SHG and Women Entrepreneurs.

Online Women Entrepreneur development program was organized by the Entrepreneurship cell and the department of Commerce [Computer Application] from 03/02/2021 to 28/02/2021. It was conducted by Partnering Institution -DST, Government of India, CSRD and RS, VIT Vellore.

File Description	Documents
Annual gender sensitization action plan	<a href="https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.1.1%20Gender%20Equity%20-%20Action%20plan%20photos.pdf">https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.1.1%20Gender%20Equity%20-%20Action%20plan%20photos.pdf</a>
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	<a href="https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.1.1%20Gender%20Equity%20%20photos.pdf">https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.1.1%20Gender%20Equity%20%20photos.pdf</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

**(i) Solid Waste Management:**

Paper waste is sent for recycling. Bio-degradable wastes are converted to fertilizer by composting within the campus. This fertilizer is used to promote the orchard.

**(ii) Liquid Waste Management:**

Waste water generated from biochemistry, Chemistry and Nutrition labs containing acids and alkali are neutralized and disposed

safely. Toxic chemicals are handled safely using fume hood and is properly disposed.

(iii) Biomedical Waste Management:

In Biochemistry lab, hematology involves fringprick and venipuncture in PCV, RBC and WBC count. Blood and urine sample, and microbes are sterilized with 1% Sodium Hypochlorite to kill pathogens and discarded/autoclaved.

Lancet and Disposable syringe/ syringe plastics are sterilized, autoclaved and disposed with Non-degradable waste in closed packing. Cotton swabs are sterilized and incinerated.

(iv) E-Waste Management:

The E-waste from out of order equipments - lab instruments, circuits etc, are put to optimal use. All such equipments which cannot be reused or recycled are disposed off through authorized vendor. (An MoU has been signed for the purpose).

(v) Waste Recycling System:

Degradable solid waste are dumped in the vermicompost unit to make organic fertilizer which is used for gardening.

(vi) Hazardous Chemicals and Radioactive Waste Management:

NIL

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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** C. Any 2 of the above

**campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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:**

**A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
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**

**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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 Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen**

**A. Any 4 or all of the above**

**5.**

**reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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).

Islamiah Women's Arts and Science college always initiates to maintain the harmony among the students in spite of the all the differences. The institution campus are provided with sign boards with phrases like "No caste and No creed" which enhances harmony. All the students are given equal opportunities to participate in all



activities and events without any difference. The students are encouraged to learn the other languages in non-major elective paper apart from their mother tongue. The national days are celebrated and the importance of unity, harmony is taught to the students. The admission policy clearly states that equal opportunity will be given to all candidates as per the government of India guidelines. The insurance is provided for all the students, Teaching and Non Teaching staffs without any discrimination.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

Our institution takes all possible initiatives in organizing various events and programmes for molding the students and faculty to become responsible citizens of the country by sensitizing them to the constitution of the country. As responsible citizens of the country, the students are motivated to take part in various activities of the college. The college conducted awareness programs like Pandemic -awareness program on COVID-19, Road Safety awareness, Protecting Democracy- Women's right to vote, Flag code of India etc., The college encourages the students to take part in blood donation camps and study tours which make them to understand the importance of protecting the cultural heritage of the country. The institution also conducted a Voter awareness programme for all the students and were sensitized about their constitutional powers of voting. The students have taken up many cleanliness drives in and outside the campus a responsibility of every citizen. The various events conducted in the institution gives a strong impact on students and faculties and help to incorporate the proper values, duties, rights and guide to transform them as responsible citizen.

Citizenship aims to equip all young people with the knowledge, understanding and skills to participate effectively in society as informed, critical, socially and morally responsible citizens, convinced that they can have influence and make a difference in

their communities, locally, nationally and globally.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.1.9%20Sensitization.pdf">https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.1.9%20Sensitization.pdf</a>
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** C. Any 2 of the above

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**Republic day**

**Islamiah Women's Arts and Science college celebrated the Republic**

Day on 26th Jan 2021. 125 students participated in the programme. Principal and correspondent hoisted the flag and delivered speech about our national leaders and the importance of Republic day to the students and Faculty. Few College union members and various department heads also spoke about Republic day.

#### National Voter's Day

In order to encourage the students to take part in the political process and maximize enrollment especially for new voters, the college organized National Voters' day on 25th Jan 2021 to create awareness among the students. Totally 659 students participated in this programme.

#### International women's day

On 8th march, a day to celebrate the achievements of women, reflect on progress and demand equality, on the occasion of women's day , an awareness program on E- Defense for women was organized on 8.3.2021 at 11.00 a.m in the seminar hall . Close to 600 students and staff members participated in this program. Ms. Jayalakshmi B, Inspector of police was the resource person.

#### National Voter's Day

Voter awareness program was organized on 25th Jan 2021 Ms. Gayathri, RDO, Vaniyambadi was the resource person , 650 Students and staff members participated.

#### Independence day

Independence day was celebrated on 15 August 2020. The national flag was hoisted and speeches were given by the Principal, faculty and the students. Totally 253 students participated in this programme.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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.

The two best practices introduced and followed by the institution as per the NAAC Format provided in the manual are:

### 1. Women Entrepreneur Skill Development

The main objective of the practice is to empower women with entrepreneurial skills so as to enable them to start their own business and also to provide jobs to others. Workshops, online training programs in collaboration with DST Govt. of India, Webinars and Value Added Courses were organized. The success of the program is evidenced from the fact that many of our students have started their own businesses immediately after graduation.

### 2. Employability Skill Development

Employability Skills are not given adequate space in the present University curriculum. So, several soft skills programs, workshop on aptitude techniques, tally course, computer education for non computer students, DMLT course and career guidance program for competitive examinations, webinars on employability skills in collaboration with ICT Academy etc., were organized to facilitate the students to develop these skills. The success of the program is reflected from the fact 258 students were placed in on campus drive.

These two best practices are described in the college website, the link is given below:

<https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.2.1%20Best%20practice%20file.pdf>

File Description	Documents
Best practices in the Institutional website	<a href="https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.2.1%20Best%20practice%20file.pdf">https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.2.1%20Best%20practice%20file.pdf</a>
Any other relevant information	<a href="https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.2.1%20Photos%20best%20practice.pdf">https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.2.1%20Photos%20best%20practice.pdf</a>

### 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

**Inculcating Social Responsibility in times of crisis/ disaster:**

The mission of the college is to empower young women of the society to face all facets of life instilling ethical, social and noble values. The students should have social responsibility. During the academic year 2020-2021, all our focus was to meet the challenges of Covid 19 pandemic. We are the first to offer the whole campus of the college to the District Administration to be utilized as Quarantine Centre for Covid cases of Vaniyambadi region. Arrangements were made for the stay of doctors, nurses and about 600 patients in the campus. The Management provided beds, cots, pillows, bed sheets and clinical instruments from its own funds. The restrooms, bathrooms etc. required were all provided. Our students and staff braving the challenges of pandemic, served as volunteers to cooperate with the District Administration to create awareness among the public regarding the necessity of social distancing, masks, use of sanitizers etc. Arrangements were made to supply food packets to the needy people in the nearby slum areas during the lockdown period with the support of our college committee members and philanthropists. The District Collector, Mr. Sivan Arul, IAS, acknowledged the yeoman services rendered by the staff, students and management of the college during the Covid pandemic period. And he gave an award called 'Kodai Vallal' to the Secretary of the college.

## 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 effective curriculum delivery through a well-planned and documented process. The Time table Committee headed by the Principal and Senior Faculty Members draws up a detailed timetable which efficiently deploys the units of time for academic and co-curricular purposes. The departments adopt a combination of time-tested and innovative methods with the help of ICT enabled tools. Due to COVID-19 Pandemic much focus was given on online teaching learning process. The faculty developed e-content and uploaded video lectures in YouTube so as to enable the students to access the lectures at their convenient time. During ODD Semester, Study materials, Assignments, subject related quizzes and tests were communicated to the students through Google Classroom and links were provided to make the teaching learning process more effective. During EVEN Semester, Live classes were conducted through Ms-Teams so as to encourage participative and interactive learning process. The teaching plans consist of detailed distribution of the syllabus through discussions and deliberations among faculty in departmental meetings. Periodic meetings of IQAC maintain the record of the progress of teaching learning process. All the faculty members maintain a work diary and academic planner on regular basis.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

#### Response:

The academic calendar is prepared on the basis of the calendar of the affiliating Thiruvalluvar University. In the beginning of the academic year, the students are apprised of academic calendar and same is uploaded in college website. A printed handbook is

distributed to all students and faculty. Only the Principal has the power to incorporate minor changes, if any, depending upon unforeseen circumstances. It contains the beginning and end of every semester, weekend holidays, festival holidays, and vacations. It has relevant information regarding college rules and regulations, fee, dress code, working days, library information, clubs and committees etc. IQAC, Discipline Committee, Anti-ragging Committee, Library Committee, Examination Committee, Scholarship Committee, Grievance Redressal Committee, and several committees of supporting services like NSS, YRC, RRC, UBA, Swachh Bharat Abhiyan etc are clearly mentioned in the calendar. CIA Examinations are conducted strictly as per the schedule and marks are uploaded in the University portal promptly. The answer scripts after evaluation are returned to the students and marks obtained by them are communicated regularly so as to maintain transparency and ensure objectivity in evaluation. Celebration of Independence Day, Republic Day, Flag Day, Martyrs' Day, Women's Day, Teacher's Day, National Education Day, International Yoga Day, Human Rights Day, Voter's Day etc. are specifically focused in the calendar for strict adherence to by all stakeholders.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
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**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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

21

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

117



File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

#### Response:

Curriculum, designed by the University includes various topics covering cross cutting issues relevant to gender, environment and sustainability, Human Values and professional ethics. Environmental Studies is an integral part of the syllabus for all the UG first year students. The University has prescribed this subject for creating awareness and to engender the importance of conservation of the environment among the students. Third year UG Nutrition students are taught Community Nutrition. Cross cutting issues relevant to gender is prescribed in PG syllabi under various topics like Eco- Criticism and Eco-Feminism in Contemporary Literary Theory and Human Rights papers. The Prose, Poetry and few chapters in Women's Writing and African and Canadian Literature addresses issues related to gender sensitivity and equity. Ethical practices such as truthful information, facts and unprejudiced approaches are being taught in papers like Business Organization for II.B.Com and Marketing Management for I. M.Com. The University has integrated Value Education in the revised syllabus (2020- 2021) for all UG degree programs in the second semester. The course covers all aspects of Human Values.

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.	<a href="#">View File</a>

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

7

File Description	Documents
Any additional information	<a href="#">View File</a>
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	<a href="#">View File</a>

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

230

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**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**

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%201/15%201.4.1.pdf">https://www.islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%201/15%201.4.1.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://assessmentonline.naac.gov.in/storage/app/public/aqar/15084/15084_105_250.pdf?1654684915">https://assessmentonline.naac.gov.in/storage/app/public/aqar/15084/15084_105_250.pdf?1654684915</a>

## 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

723

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

561

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

**Advance Learner and Slow Learners.**

Yes, the institution assesses the learning levels of students. Students are categorized in to advanced learners and slow learners.

Advanced learners and slow learners are identified based on the performance of Internal Assessments, End Semester Examination of previous semester and observation during interaction in the classes.

Following measures are taken for Advanced Learners.

- Bright and diligent students are motivated to enhance academic performance and inspired to get University ranks.
- Our Institution motivates to participate in seminars, conferences and workshops organized by home institute and other institutes.
- Our Institution motivates to enroll in MOOC courses.
- Encourage to participate in Quiz, Poster presentation and inter college competitions.
- Advanced Learners are given opportunities to present seminars to improve their presentation skills.

Following measures are taken for slow Learners.

- The mentor and subject experts monitor academic performance and interact frequently with slow learners to resolve their issues that affect academic success.
- Subject experts give additional coaching for slow learners by the way of Remedial classes.
- Providing notes for easy understanding.
- Students are given assignments, revision sessions and class tests in order to improve their performance in the end semester examination.

- Previous year question papers were discussed and solved.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2346	98

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

#### Response:

The institution is interested in providing innovative teaching methods with traditional practices.

#### Methods

#### Teaching Techniques

#### Activities and Departments

#### Experimental Learning Techniques

#### 1. Research Projects

University research projects, Conferences and Seminars.

M.Sc. Computer Science Projects on Teyrad-Airway, Railway, Roadway and Inn Reservation & Data Mining for Taxes With Appeal and Approval of Water and Electricity Connectivity.

Biochemistry - Effectiveness of selected herbs on respiratory tract affecting bacteria and fungi by cymbopogon citratus and pleargonum graveolens.

## 2. Groups Assignments and Projects

Case Studies, Group presentation, Discussions and speech.

## 3. Internship

PG F&N internships at Government & private organizations.

30 days Internship at Elite Diet Studio.

## 4. Field/Industrial Visits.

BBA and B.Com - Industrial Visit to Tirupattur Co-operative Sugar Mills Ltd.,

B.Sc IDD Field visit to Furniture Shops - Vellore/Vaniyambadi.

B.Sc Chemistry & Zoology Industrial Visit to VANITEC, Vaniyambadi.

## 5. Events

NFSMD, Biochemistry and Chemistry

3D-Diabetes, Diet and Drug (International Conference)

Workshop on Medicinal Plants and its Applications;

Islamiah bazaar

Participative learning

### 1. Group Discussions and Debates

Role of technology, technological advancement, etc.

### 2. Newspaper reading & Book reviews

Students' attendance in library, mandatory.

### 3. Role Play

**B.A and BBA****Problem-Solving**

1. Case studies, Current Affairs, Management Games, Business quiz, Ad-Zap, Assignments, presentations, Seminars.

Conducted in respective departments

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

Teachers combine ICT technology with traditional mode of instruction to engage students in long term learning. Institution uses maximum level of information and communication Technology (ICT) in education to support, enhance, and optimize the delivery of course content during the pandemic. There are 12 ICT enabled classrooms in the campus with Wi-Fi facility. There are Seminar and Conference Halls which are well equipped with ICT facilities. Some of the tools used by the faculty for teaching-learning are LCD Projectors, Video Conferencing, MOOCs and e-learning technology. In Central Library there are nearly 17,000 books, periodicals, references, national and international journals, e-journals, e-books and CD-ROMs, in addition to resources in department libraries. Apart from chalk and talk in classroom environment, the faculty members are using ICT enabled teaching tools like Microsoft Teams, Google classrooms and Zoom, widely used during the pandemic period. These easy-to-use tools help the teachers manage coursework like Assignment, PPT, Quiz, Seminars, Webinars etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

**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****96**

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year****98**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**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****14**



File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

513.75

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 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.

In our institution, the mechanism of internal assessment is transparent and robust in terms of frequency conducting Internal Exams, Oral Test, and Viva-voce etc. Our institution follows the guidelines of Thiruvalluvar University, Vellore.

- All subject teachers conduct the Tests, Seminars, Assignment and Viva-voce at regular intervals for Internal Assessment of the students as per University Guidelines. Dates for the same are conveyed well in advance to all students. After evaluation, the result & marks are uploaded to the University Portal. Record of the tests, seminar, Project reports etc., are maintained in the respective departments.
- Every department conducts continuous internal assessment test on the scheduled dates. The performance of the students is assessed by the concerned teachers. The answer scripts are distributed to the students after evaluation so as to help the students to understand their levels of

learning. Any discrepancy in evaluation is brought to the notice of the staff for rectification. Thus transparency and objectivity in evaluation is ensured.

- The Internal Assessment system followed by the institution is strictly transparent and robust. The discussion of answer scripts individually facilitate the students to understand the correct answers and realize their mistakes if any.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

Examination Grievances Redressal Committee is constituted under the leadership of a Senior Faculty who is assisted by one faculty from each department. The main task of the committee is to receive complaints from students about their grievances relating to examinations. The committee is responsible for redressing all the grievances in a time bound manner.

During the year 2020-2021 most of the complaints received pertain to the University. In some cases results are withheld. Some students receive statement of marks with a lot of mistakes such as error in Register Number, Name, Subject Code, Date of Birth etc. Few students do not receive Semester Mark sheets, Consolidated Mark sheets, Provisional Certificates and Degree Certificates on time.

On receiving representation from the students, the coordinator of Exams contacts the university immediately and solves the problem. She goes to the University in person periodically to address the problems of the students and help them.

At the institutional level sometimes the students bring to the notice of the coordinator about wrongly entered internal marks inadvertently. The coordinator arranges for rectification of the error immediately.

The following statutory rights are given to the students.

- Right to apply for verification of answer books.
- Right to apply for verification with photocopy of answer books.
- Right to apply for Revaluation.
- Right to appear for Instant Examination. As a result the interests of the students are well protected.

File Description	Documents
Any additional information	<a href="#">View File</a>
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.

Yes, Program Outcomes, Program Specific Outcomes and Course Outcomes are clearly defined by the Board of Studies and the institution, and they are communicated to all the students and teachers.

For certain Programs and Courses, the University states objectives and Course Outcomes for all the institutions affiliated to the University. The syllabi is made available to all the stakeholders in the University Website and Departments. Remaining courses where University has not prescribed the Outcomes, individual departments have framed it after undergoing workshops organized by the institution.

POs, PSOs and COs are made available to the students in the college calendar, college website, departmental notice boards etc.

During the admission process, the subject teachers explain the Program Outcomes to the students and parents with a view to helping them to select the Program of their choice.

The Institution always evinces interest in achieving the desired outcomes. It organizes skill enhancement activities, placement training, soft skill development programs, career awareness programs, motivating lectures, departmental activities, certificate courses and Entrepreneur development programs and

trainings etc, to ensure the attaining of Program Outcomes successfully.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%202/PSOs%20and%20COs.pdf">https://www.islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%202/PSOs%20and%20COs.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

POs, PSOs and COs are defined and determined on the basis of Bloom's Taxonomy. The process of the evaluation of the attainment of COs begins from the conduct of Continuous Internal Assessment (CIA) Examinations. Every teacher ensures that the teaching learning process revolves around the achievement of COs.

Attainments of COs are measured directly and indirectly. Direct attainment of COs is determined from the performance of students in Continuous Internal Assessment (CIA) and End Semester Examination (ESE). The proportional weightage of CIA and ESE will be as per the academic regulations in force. Under Thiruvalluvar University proportion of 25:75 is followed.

Attainment of Course Outcomes are measured by the students' average marks in the End Semester Examination, Internal Assessment test, Seminar, Assignment, Projects, Attendance, Lab experiments and active participation in Co-Curricular activities.

Program outcomes are attained through the attainment of course outcomes. Placement data, Progression to higher studies and Alumni feedback are the key indicators in the measurement of Program Outcomes.

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

737

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%206/1A%206.5.3-ANNUAL%20REPORT.pdf">https://www.islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%206/1A%206.5.3-ANNUAL%20REPORT.pdf</a>

### 2.7 - Student Satisfaction Survey

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

<https://www.islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%202/SSS%20-%202020%20-%202021.pdf>

### 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)	<a href="#">View File</a>

### 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

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
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

Our college has a robust and vibrant system to promote innovation, creation and transfer of knowledge by developing

desirable human resources. Our institution has an ecofriendly environment conducive to physical and mental health, and is equipped with adequate Infrastructure - ICT enabled classrooms, English Language Lab, Laboratory, Digital Library - all equipped with sophisticated Instruments with sufficient workspace.

Our college provides adequate training to the faculty members via Faculty Development Programme and other Short Term Programmes. Faculty members are encouraged for paper publication and undertaking project work. College has also planned to establish an incubation center to facilitate innovative, flexible and economical solutions to various research related problems. The departments promote entrepreneurship through Internship, skill based and value-added courses. The College constantly motivates departments to start research programmes. Staff from various departments are recognized as research guides to enroll research scholars for Ph.D. degree. All students have free access to the library which is a storehouse of Books, e - Books, Journals, e-shodh sindhu and magazines.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

16

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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**

4

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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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**

5

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**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**

38

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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

The institute organized a number of extension activities in the neighbourhood community in terms of impact and sensitizing students to social issues and holistic development. The students of our institute actively participated in social service activities leading to their overall developments. The institute effectively runs National Service Scheme (NSS), YRC and RRC, which mould the students in nation building activities. The college is the forerunner in implementing various outreach and extension activities, namely, Cleanliness Campaigns, Blood Donation camps, Ban Plastic Bag / Plastic Cup awareness, Environmental Education, Road Safety awareness etc.

The College organizes awareness campaign on Hygiene and Sanitation in nearby surroundings by cleaning the area and educating people. It conducts blood donation camp every year. To address the social issues, the institute promotes campaign about Traffic rules, ban of polythene, AIDS and Cancer awareness. To infuse patriotism and understand the importance of national symbols, the institute celebrates National Days like Independence Day, Martyr's Day, Republic Day, Flag Day and Gandhi Jayanthi.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

26

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
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**

7

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**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**

7

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

2

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 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

5

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

## 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 Campus is an area of 9.9 acres. The campus comprises four academic blocks with capacious classrooms, well-equipped laboratories, library, spacious auditorium, air conditioned seminar halls, canteen and administrative block. The institution has adequate infrastructure with spacious and well-furnished class rooms and Laboratories with advanced equipment.

1. Well furnished and fully equipped staff room that includes laptop and system with internet facility.
2. High configured computer laboratories consisting of 175 systems with latest software.
3. Digital library with INFLIBNET, DSPACE and NPTEL

**Facilities.**

4. 12 college buses are equipped with first aid box and emergency exit windows. Transportation facility ensures safety of girls traveling from far off places like Pernambut, Ambur etc.
5. Language lab helps to improve the communication skills of the students.
6. Two fully air conditioned seminar halls with Audio-Visual aids for effective teaching are provided.
7. Internet facilities with leased line connectivity throughout the campus are available.

The management periodically discusses with Principal and HODs about the need of infrastructural facilities and provides immediately for effective teaching and learning.

College Vehicles are provided to attend Seminar, Workshop and Conference conducted in different colleges.

Fire extinguisher, Napkin vending machine, Incinerator, Canteen, stationary shop, RO, Adequate rest rooms, Suggestion Box, First Aid Box, Separate Yoga Hall, Herbal garden etc. are available for the benefit of students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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 Department of Physical Education of our college is well equipped with track and field ground, indoor stadium and a huge playground is provided with all the facilities to enable the students to practice and participate in State and University Level competitions. An adequately equipped Gym is provided for the benefit of the students. Our college students participated in district level and state level competitions and won the trophy in quite a few.

Every year our college celebrates Republic Day and Independence

Day. Yoga Centre of our college is vibrant as a Yoga master is appointed.

Due to Covid 19 pandemic the cultural, sports and outdoor activities were limited.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

11

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

12286677

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource**

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

Name of ILMS software: SOUL 2.0

Nature of automation: Fully

Version:2

Year of automation: 2017-2018

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

51880

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

23

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

Our college has 175 systems which includes Core i3 processor. Student computer ratio is 1:1 for Computer courses and 1:2 for non-computer courses also.

Computer UG Lab1 has 64 systems, UG Lab2 has 50 systems. Well-equipped English lab has 31 systems; Language Lab with internet facility is established for the benefit of students to develop fluency and accuracy of their communication skills.

Our college has WIFI network

Server, Open Source software and Proprietary Software are periodically updated.

All the departments, Office, Exam cell, Library and Principal's office are provided with well-equipped internet connection with bandwidth of leased line connection 11Mbps and LAN configuration speed of 100Mbps.

Our institution adopts ICT enabled teaching learning process through LCD, Smart class etc.

Bio-Metric system is systemized in our campus for staff attendance.

Our entire campus is equipped with CCTV cameras providing electronic surveillance and safety. It gives a sense of safety to our students, faculty and all the Stakeholders.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

175

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

13348646



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

To maintain and upkeep the infrastructure the following procedures are adopted.

1. Keeping department wise stock register by concerned laboratory assistant under the supervision of Administrative Office Superintendant.
2. Department wise annual stock verification is done by concerned Head of the Department.
3. Regular maintenance of laboratory equipment and chemicals are done by laboratory attendants.
4. Overall development of campus is done by Campus Discipline and Cleanliness Committee of the college.
5. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns are arranged by college Management committee.
6. College campus maintenance is monitored through regular inspection by the Management committee.
7. Outsourcing is done regularly for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband, updating of software by computer hardware technicians. Outsourcing is done for the maintenance of wooden furniture, electrification, plumbing and vending machine.
8. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

840

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

899

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

<b>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>	<b>B. 3 of the above</b>
<b>File Description</b>	<b>Documents</b>
Link to Institutional website	<p style="text-align: center;"><b>Nil</b></p>
Any additional information	<p style="text-align: center;"><a href="#">View File</a></p>
Details of capability building and skills enhancement initiatives (Data Template)	<p style="text-align: center;"><a href="#">View File</a></p>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>1051</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>1051</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<p style="text-align: center;"><a href="#">View File</a></p>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<p style="text-align: center;"><a href="#">View File</a></p>
<b>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>	<b>B. Any 3 of the above</b>

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

21

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

74

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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**

3

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

**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.**

0

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)	<a href="#">View File</a>

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 )

The College has a Student Council called student Majlis which represents the students of the College. The student council is selected by the Principal and HODs of various departments on the

basis of their merit, performance and discipline. The council is headed by the President, assisted by the General Secretary. They act as a link between the authorities of the institution and the students. This year Ms. Sayema Kulsum of B.A. English was the President of the student Council and Ms. Zuhra Kouser. M of IDD was the General Secretary. Every Department has a Secretary and every class has a Representative. Similarly all the clubs and committees of the College have student Representatives. They take part in organizing Conferences, Seminars, Workshops, Exhibitions, Islamiah Bazaar and in celebrating Independence Day, Women's Day, Teachers Day etc.,

Union Majlis was inaugurated by Ms. Vanitha, Additional Deputy Superintendent of Police, who emphasized on Women Empowerment. 'Navato Fresheriesta' - Freshers' Day was organized by Majlis members as a welcoming gesture to new entrants. 'Islamiah Bazaar' was conducted to develop the entrepreneurship skills among students. 'ADIOS MAESTROS' was celebrated to express a warm tribute to the teachers and to bid adieu to the outgoing students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **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**

19

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

Alumni Awareness Programme was organized for all the final year students on 13.03.2021. To help them to explore all the possibilities, the students and graduates need to know about the Alumni Association and the accompanying benefits in future, such as internships, jobs, client's partnerships and other valuable career opportunities. An Online Program on "Career Guidance for Women-Post Marriage" was organized on 11.04.2021 for all the final year students and the Alumni. Mrs.Rufaida Neelufar an Alumnus explained importance of Alumni Association. An interactive session with the students during the program helped to overcome their hesitation and reluctance. Ms.Rabiya Farheen, another Alumnus taught students how to frame SWOT analysis for reaching their goals, to create hobbies for a true entrepreneur. Mrs. Saima Banu explained creating YouTube Channel and easy way to earn from home. She shared her recipes uploaded in YouTube, the number of followers, etc. She cautioned the students about dangers involved in Social Media and the precautions to be followed in doing business. Some of the financially poor students were given support to remit their College fee by these Alumni.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year

A. ? 5Lakhs

(INR in Lakhs)	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	
<b>6.1 - Institutional Vision and Leadership</b>	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>The main objective of establishing the college is to educate and empower women who hail from socially down trodden, economically marginalized and educationally backward communities with a clear Vision and Mission of women empowerment through education.</p> <p>To equip women digitally, Computer Lab is fixed with LCD Monitor and AC facilities. Seminar Hall and English Language Lab are connected with Wi-Fi facilities. Entrepreneurial skills are imparted through several programs such as Women Entrepreneurial Development Programme etc.</p> <p>The institution organizes various Awareness programs on E-Defense for women, Election Awareness programme, Voter Awareness program, Flag code of India, Women Entrepreneur Development programs, Career guidance etc., periodically.</p> <p>To bring a positive attitudinal change students are encouraged to participate in support services like NSS, YRC, RRC etc. To respond to the emerging challenges and improve their quality of life, Personality Development, Value Added and Soft Skills Programs are conducted.</p> <p>Providing quality education to the girls of marginalized sections at affordable cost is a priority. Scholarships and free ships are arranged to help the financially poor girls to pursue their higher education. Effective communication network, team work and rapport between all the stakeholders are directed towards fulfilling the mission of the Institution of empowering rural women.</p>	



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The Administration of the College is based upon the well-established principles of decentralization at all levels and participative management. All the Academic Programs of the College are monitored by the College development Council comprising all Heads of the Departments and co-ordinators of several Committees of Co-Curricular and Extra Curricular activities under the Chairmanship of the Principal. As regards the Teaching Learning Process, Heads of Departments in consultation with the department Colleagues allot work to the individual members at the beginning of every semester. College Development Council is guided by the IQAC of the College in evolving policies and programs to be implemented. Similarly the Co-ordinators of several programs are in charge of their respective programs. For example the Co-ordinator of SWAYAM platform motivates and enrolls students in MOOC Courses. The NSS Officers and the Co-ordinators of Unnat Bharat Abhiyan (UBA) and Swachh bharat abhiyan organize all the activities assigned to them respectively. Thus the academic, Curricular and Co-curricular activities in the College based on decentralization and participative Management reflects effective and vibrant Leadership. However, during this period we could not carryout much activities due to Covid'19 pandemic.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Internal Quality Assurance Cell and the College Development Council are responsible for evolving the strategies and perspective plan for quality improvement which forms the basic

framework for implementation by all the stakeholders. Covid 19 pandemic compelled us to adopt E- Teaching - Learning methodology during the lockdown. To begin with it was a great challenge as the students from rural background were not acquainted with e-learning process. So, IQAC organized several training programs to teachers to make them familiar with various educational web applications such as MS Teams, Google Meet, Zoom, WhatsApp, Google Forms etc. Several Faculty Development Programs were conducted. The students though reluctant in the beginning learnt these techniques later enthusiastically. Therefore, the online learning-teaching process was made not only comfortable but also effective. In this process IQAC, HODs, Coordinators and students were deployed with responsibilities. The Examination process was also done online. All communications were sent through WhatsApp groups. E-Contents of the lectures were uploaded in the YouTube and the institutional website for the students to access the lessons as and when required. Study materials and the links of YouTube lectures were uploaded in the Google Classrooms. Webinars were organized with experts from outside. The live classes and interactive sessions were held through Google Meet. The transformation from physical classes to virtual classes was made easy mainly because of the successful implementation of strategic and perspective plan of the college.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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.

The Institution is a Self Financing unaided Private Institution established by Vaniyambadi Muslim Educational Society to empower rural women of this region. It is governed by Tamil Nadu Private Colleges Regulation Act 1976 for appointment of Teaching and Non-Teaching Staff. The Institution follows the service rules and procedures as stipulated in the Act. The College is certified as Minority Institution by the Government of India and approved by UGC under section 2(f) and 12(B) of the UGC Act 1956. The code of

conduct for the employees is clearly stipulated and communicated to all.

The Secretary of the College and his Committee are elected every three years by the Members of General Body of VME Society and it is reported to the Registrar of the Societies, Vellore regularly. The Secretary and his Committee are incharge of Financial Administration of the College under the supervision of Executive Committee of the Governing Board. The Principal is the academic head appointed by the College Committee. Her academic qualification and appointment are approved by Thiruvalluvar University. The Tamil Nadu Government orders communicated to the College through proceedings of the Director of Collegiate Education and the University regulations are strictly followed in day to day administration.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

- The staff are entitled to utilize Casual leave for 12 days in a year, Maternity leave for a period of six months and also medical leave.
- The staff members are given leave On Other Duty to attend conference, workshops, faculty development programmes, training programmes etc.
- EPF (Employee Provident Fund) scheme is implemented for all teaching and non-teaching staff.
- The Management offers interest free loans for festivals and also in times of urgent need.
- College provides financial support for teaching and non-teaching staff to enrich their knowledge in their subjects. For example, Computer Science staff were financially supported to get training on Become Certified Python Developer and also on Artificial Intelligence With Machine Learning.
- Micro- Insurance product -Janata Personal Accident -Group Policy, the nominee receives a death benefit in case the insured dies or meets with an accident and is permanently disabled.
- Accident insurance provides staff with coverage of one lakh rupees.
- IQAC organized free In-House workshop on office automation (MS OFFICE).
- Free Wi-Fi facilities are also available in campus for staff.
- Faculty are allowed to use the facility of college bus to commute to and fro to the college.
- Free Residential accommodation for migrating staff or staff hailing from beyond commuting distance.
- Private cabins are assigned to each faculty to provide unobtrusive work environment.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<a href="#">View File</a>

**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**

8

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

3

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

203

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

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

The key indicators taken up for assessment are as follows:

**TEACHING STAFF**

- Using ICT tools for effective delivery of course curriculum.
- Acquiring new knowledge and recent developments in area of study.
- Participating in the seminars, workshop and conference, orientation programs, faculty development programs to update the knowledge and current trends in the field.
- Number of research articles published by the staff in reputed journals and conferences.
- Participation in the Administrative work assigned, in curricular and extra-curricular activities.
- Student's grievance, if any, is addressed quickly.

#### Non-Teaching

- To assist staff to reflect about their potential and to carry out their duties more effectively.
- To support and help students from admission process to the issue of Transfer certificates.
- Participation in their professional development..
- Non-teaching staff pursuing their higher studies.

In short, it would be utilized as a tool to facilitate growth, development, efficiency and effectiveness of the administration and facilitate management process in the institution.

The Performance Appraisal System has significantly helped in the evaluation of the performance of the staff in motivating them, analyzing their strengths and weaknesses and ensuring better performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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

The College is governed by Vaniyambadi Muslim Educational Society

which is registered under Societies Registration Act of 1975. So, the Society has constituted a separate Accounts Committee of Auditors under one certified Chartered Accountant to audit the accounts of the college periodically. The Principal and the Secretary of the college submit the statement of accounts with all ledgers, vouchers and bills invariably every month to the Accounts Committee. The audited accounts are placed before the Executive Committee and finally before the General Body for approval every year. Any query or any audit objection is to be settled prior to placing the accounts before the General Body of the Society. The final audited and certified accounts are filed before the office of Registrar of Societies, Vellore during every September without fail.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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)

1178775

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

- The college is a private self-financing institution without Government aid. The only source of income is the fee collected from the students which is very nominal, as the students coming from villages and marginalized sections



could not afford to pay more. Therefore, this income is spent on the salaries of the teaching and non-teaching staff and to some extent for maintenance.

- The Management mobilizes funds from its members for infrastructural development particularly on construction of buildings, classrooms, furniture, lab equipment, computers, projectors etc. to a larger extent and it is reflected in the annual accounts of the Society.
- Majority of the students hail from economically very poor background. They could not pay even the college fee promptly. So, the college arranges for scholarships such as SC/ST Scholarship from Tamil Nadu Govt. (Rs.18,41,700/- for 322 students) and Minority Scholarship from the Central Govt., (Rs.31,08,000/- for 518 students) for all eligible students.
- The Management arranges Scholarships from local NGOs such as HB Foundation, Baitul Mal, Yateem Khana (Orphanage), Ambur Islamic Welfare Association, HM Trust, Habeeb Trust, etc., During 2020-2021, 200 students received scholarship to the tune of Rs.11,78,775/- (Eleven Lakhs Seventy Eight Thousand Seven Hundred and Seventy Five only).
- Vaniyambadi Muslim Educational Society granted fee concession to 313 students to the tune of Rs.10,48,500/ - (Ten Lakhs Forty Eight Thousand and Five Hundred only)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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

During this academic year due to Covid 19 pandemic colleges were closed. IQAC evolved and institutionalized virtual classes during the pandemic period. It organized several training programs to teachers to make them familiar with various educational web applications such as MS Teams, Google Meet, Zoom, WhatsApp, Google Forms etc. Several Faculty Development Programs were conducted. The students though reluctant in the beginning learnt these techniques later enthusiastically. Therefore, the online

learning-teaching process was made not only comfortable but also effective. The Examination process was also done online. All communications were sent through WhatsApp groups. E-Contents of the lectures were uploaded in the YouTube and the institutional website for the students to access the lessons as and when required. Study materials and the links of YouTube lectures were uploaded in the Google Classrooms. Webinars were organized with experts from outside. The live classes and interactive sessions were held through Google Meet. The transformation from physical classes to virtual classes was made easy mainly because of the successful implementation of strategic plan of IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

A functional IQAC setup by the college as per norms includes members from the Management, a Senior Administrative Officer, Teacher representatives, one nominee each from Local Society, Industry, Students, Alumni, Employers and Parents. The Calendar committee, functioning under the IQAC, releases the Academic Calendar at the beginning of each year to facilitate important academic functions like the conduct of Continuous Internal Assessment, Teaching schedule (Day order) etc. Through the feedback committee, regular feedback is obtained from all stakeholders, based on which action is taken in the form of communication to the concerned teachers, implementation of innovative / traditional apparatuses of pedagogy, introduction of add-on courses or VACs, remedial courses, motivation to create E-content and uploading them on the institutions' website etc., to supplement the teaching-learning process. During Pandemic the IQAC took initiative to conduct FDPs to help the teachers overcome difficulties and challenges pertaining to online teaching. Using MS Teams, Zoom Google Classroom, recording and uploading lectures on YouTube, preparation of Quiz and Assignments via Google Forms, using web applications for virtual labs etc., were all part of the FDPs conducted in the Pandemic

period. Besides this, every teacher is expected to maintain an Academic Planner and a Work Diary documenting the progress and completion of the Syllabi.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%206/1A%206.5.3-ANNUAL%20REPORT.pdf">https://www.islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%206/1A%206.5.3-ANNUAL%20REPORT.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

Our college conducts regular gender equity promotions programs. Speakers from prominent field are invited to speak on the importance and contribution of women in the society.

On 08/03/2021 an awareness program on E- defence for women was organized with Ms Jayalakshmi, Inspector of police, as resource person.

The IQAC organized an election awareness program on "Protecting Democracy - Women's Right To Vote" on 08/03/2021. Ms. Gayathri Subramani, Returning officer, Vaniyambadi, Mr. M. Mohan M.A Assistant Returning officer Vaniyambadi Assembly constituency and Tahsildar, and Mr. Sudhakar , Election Deputy Tahsildar were resource persons.

The department of BBA organized three days workshop on "Women Entrepreneurship Development" from 18/03/2021 to 20/03/2021. Dr. Joe Vasanth, Founder, Almas foundation, Chennai and Mr. N.S. Vijayaganesh, MBA Director, TIPS Academy, Vellore, were the resource persons.

A Memorandum Of Understanding was signed with Bhumii Institute of Natural Resource Management by the Department of Nutrition Food service Management and Dietics for Mushroom Cultivation and extension activities towards farmers, NGO, SHG and Women Entrepreneurs.

Online Women Entrepreneur development program was organized by the Entrepreneurship cell and the department of Commerce [Computer Application] from 03/02/2021 to 28/02/2021. It was conducted by Partnering Institution -DST, Government of India, CSRD and RS, VIT Vellore.

File Description	Documents
Annual gender sensitization action plan	<a href="https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.1.1%20Gender%20Equity%20-%20Action%20plan%20photos.pdf">https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.1.1%20Gender%20Equity%20-%20Action%20plan%20photos.pdf</a>
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	<a href="https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.1.1%20Gender%20Equity%20%20photos.pdf">https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.1.1%20Gender%20Equity%20%20photos.pdf</a>

**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-**

**C. Any 2 of the above**

**based energy conservation Use of LED bulbs/  
power efficient equipment**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**(i) Solid Waste Management:**

Paper waste is sent for recycling. Bio-degradable wastes are converted to fertilizer by composting within the campus. This fertilizer is used to promote the orchard.

**(ii) Liquid Waste Management:**

Waste water generated from biochemistry, Chemistry and Nutrition labs containing acids and alkali are neutralized and disposed safely. Toxic chemicals are handled safely using fume hood and is properly disposed.

**(iii) Biomedical Waste Management:**

In Biochemistry lab, hematology involves fringprick and venipuncture in PCV, RBC and WBC count. Blood and urine sample, and microbes are sterilized with 1% Sodium Hypochlorite to kill pathogens and discarded/autoclaved.

Lancet and Disposable syringe/ syringe plastics are sterilized, autoclaved and disposed with Non-degradable waste in closed packing. Cotton swabs are sterilized and incinerated.

**(iv) E-Waste Management:**

The E-waste from out of order equipments - lab instruments, circuits etc, are put to optimal use. All such equipments which cannot be reused or recycled are disposed off through authorized vendor. (An MoU has been signed for the purpose).

**(v) Waste Recycling System:**

Degradable solid waste are dumped in the vermicompost unit to make organic fertilizer which is used for gardening.

(vi) Hazardous Chemicals and Radioactive Waste Management:

NIL

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
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**

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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).

Islamiah Women's Arts and Science college always initiates to maintain the harmony among the students in spite of the all the differences. The institution campus are provided with sign boards with phrases like "No caste and No creed" which enhances harmony. All the students are given equal opportunities to participate in all activities and events without any difference. The students are encouraged to learn the other languages in non-major elective paper apart from their mother tongue. The national days are celebrated and the importance of unity, harmony is taught to the students. The admission policy clearly states that equal opportunity will be given to all candidates as per the government of India guidelines. The insurance is provided for all the students, Teaching and Non Teaching staffs without any discrimination.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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



Our institution takes all possible initiatives in organizing various events and programmes for molding the students and faculty to become responsible citizens of the country by sensitizing them to the constitution of the country. As responsible citizens of the country, the students are motivated to take part in various activities of the college. The college conducted awareness programs like Pandemic -awareness program on COVID-19, Road Safety awareness, Protecting Democracy- Women's right to vote, Flag code of India etc., The college encourages the students to take part in blood donation camps and study tours which make them to understand the importance of protecting the cultural heritage of the country. The institution also conducted a Voter awareness programme for all the students and were sensitized about their constitutional powers of voting. The students have taken up many cleanliness drives in and outside the campus a responsibility of every citizen. The various events conducted in the institution gives a strong impact on students and faculties and help to incorporate the proper values, duties, rights and guide to transform them as responsible citizen.

Citizenship aims to equip all young people with the knowledge, understanding and skills to participate effectively in society as informed, critical, socially and morally responsible citizens, convinced that they can have influence and make a difference in their communities, locally, nationally and globally.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.1.9%20Sensitization.pdf">https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.1.9%20Sensitization.pdf</a>
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**

**C. Any 2 of the above**

**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**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

#### Republic day

Islamiah Women's Arts and Science college celebrated the Republic Day on 26th Jan 2021. 125 students participated in the programme. Principal and correspondent hoisted the flag and delivered speech about our national leaders and the importance of Republic day to the students and Faculty. Few College union members and various department heads also spoke about Republic day.

#### National Voter's Day

In order to encourage the students to take part in the political process and maximize enrollment especially for new voters, the college organized National Voters' day on 25th Jan 2021 to create awareness among the students. Totally 659 students participated in this programme.

#### International women's day

On 8th march, a day to celebrate the achievements of women, reflect on progress and demand equality, on the occasion of women's day, an awareness program on E- Defense for women was organized on 8.3.2021 at 11.00 a.m in the seminar hall. Close to

600 students and staff members participated in this program. Ms. Jayalakshmi B, Inspector of police was the resource person.

#### National Voter's Day

Voter awareness program was organized on 25th Jan 2021 Ms. Gayathri, RDO, Vaniyambadi was the resource person , 650 Students and staff members participated.

#### Independence day

Independence day was celebrated on 15 August 2020. The national flag was hoisted and speeches were given by the Principal, faculty and the students. Totally 253 students participated in this programme.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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.

The two best practices introduced and followed by the institution as per the NAAC Format provided in the manual are:

### 1. Women Entrepreneur Skill Development

The main objective of the practice is to empower women with entrepreneurial skills so as to enable them to start their own business and also to provide jobs to others. Workshops, online training programs in collaboration with DST Govt. of India, Webinars and Value Added Courses were organized. The success of the program is evidenced from the fact that many of our students have started their own businesses immediately after graduation.

## 2. Employability Skill Development

Employability Skills are not given adequate space in the present University curriculum. So, several soft skills programs, workshop on aptitude techniques, tally course, computer education for non computer students, DMLT course and career guidance program for competitive examinations, webinars on employability skills in collaboration with ICT Academy etc., were organized to facilitate the students to develop these skills. The success of the program is reflected from the fact 258 students were placed in on campus drive.

These two best practices are described in the college website, the link is given below:

<https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.2.1%20Best%20practice%20file.pdf>

File Description	Documents
Best practices in the Institutional website	<a href="https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.2.1%20Best%20practice%20file.pdf">https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.2.1%20Best%20practice%20file.pdf</a>
Any other relevant information	<a href="https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.2.1%20Photos%20best%20practice.pdf">https://islamiahwomensartsandsciencecollege.com/CRITERIA/CRITERIA%207/7.2.1%20Photos%20best%20practice.pdf</a>

### 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

**Inculcating Social Responsibility in times of crisis/ disaster:**

The mission of the college is to empower young women of the society to face all facets of life instilling ethical, social and noble values. The students should have social responsibility. During the academic year 2020-2021, all our focus was to meet the challenges of Covid 19 pandemic. We are the first to offer the whole campus of the college to the District Administration to be utilized as Quarantine Centre for Covid cases of Vaniyambadi region. Arrangements were made for the stay of doctors, nurses and about 600 patients in the campus. The Management provided beds, cots, pillows, bed sheets and clinical instruments from its

own funds. The restrooms, bathrooms etc. required were all provided. Our students and staff braving the challenges of pandemic, served as volunteers to cooperate with the District Administration to create awareness among the public regarding the necessity of social distancing, masks, use of sanitizers etc. Arrangements were made to supply food packets to the needy people in the nearby slum areas during the lockdown period with the support of our college committee members and philanthropists. The District Collector, Mr. Sivan Arul, IAS, acknowledged the yeoman services rendered by the staff, students and management of the college during the Covid pandemic period. And he gave an award called 'Kodai Vallal' to the Secretary of the college.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

#### FUTURE PLAN FOR THE ACADEMIC YEAR 2021-2022

1. To introduce Ph.D Full time in Commerce
2. To introduce B.Sc Artificial Intelligence
3. To introduce B.Sc Data Science
4. To introduce various course through distance education under University of Madras
5. To construct a separate capacious building exclusively for library including virtual library, reading room, record room etc.