

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

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The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year : 2014-15

July 1, 2014 to June 30, 2015

1. Details of the Institution

1.1 Name of the Institution

BON SECOURS COLLEGE FOR WOMEN

1.2 Address Line 1

VILAR BYPASS

Address Line 2

THANJAVUR

City/Town

THANJAVUR

State

TAMIL NADU

Pin Code

613 006

Institution e-mail address

bonsecourscollege02@gmail.com

Contact Nos.

04362-257447, 9443075030

Name of the Head of the Institution:

Dr.Sr.D.Victoriya Amalorpava Mary

Tel. No. with STD Code:

04362-257447

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 **NAAC Track ID :**

(For ex. MHCOGN 18879)

OR

1.4 **NAAC Executive Committee No. & Date :**

(For Example BC(SC)/03/A&A/06 dated .

This EC no. is available in the right corner-bottom of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.34	2014	2019(5 years)
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

1. AQAR _____ (DD/MM/YYYY)
2. AQAR _____ (DD/MM/YYYY)
3. AQAR _____ (DD/MM/YYYY)
4. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University	State	<input type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Type of Institution	Co-education	<input type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input checked="" type="checkbox"/>		
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>		
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>		
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input checked="" type="checkbox"/>				

1.10 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>		
Others (Specify)	Certificate course = 16 Diploma programme = 9								

1.11 Name of the Affiliating University (*for the Colleges*)

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text" value="-----"/>		
University with Potential for Excellence	<input type="text" value="-----"/>	UGC-CPE	<input type="text" value="Submitted
Feb 2015"/>
DST Star Scheme	<input type="text" value="-----"/>	UGC-CE	<input type="text" value="-----"/>
UGC-Special Assistance Programme	<input type="text" value="-----"/>	DST-FIST	<input type="text" value="-----"/>
UGC-Innovative PG programmes	<input type="text" value="-----"/>	Any other	<input type="text" value="-----"/>
		(Specify)	
UGC-COP Programmes	<input type="text" value="-----"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="9"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="9"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="9"/>
2.9 Total No. of members	<input type="text" value="32"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff & Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The IQAC of the college plays a pivotal role in devising mechanism for enhancing quality at every aspect of the teaching - learning process. The efforts and initiatives taken by the Cell continuously contribute in upkeeping the standard of the college to serve the student community.

The IQAC held fully fledged meetings this year besides various meetings of the sub – committees. IQAC was actively involved in the compilation of Self Study Report for NAAC accreditation and in coordinating the visit of the NAAC Peer Team. The college was accredited by NAAC in September 2014 with ‘A’ Grade and CGPA 3.34. The IQAC also organised the visit of Academic Audit on 11th & 12th July 2014. Guidelines for CIA have been framed by IQAC to make the evaluation system complete and comprehensive. The members of the IQAC visited each department and assessed the activities of the departments under various criteria such as academic performance, quality sustenance, research, extension activities, teaching methodology, record maintenance, regularity, discipline etc. The best department was awarded a memento and the other departments were offered further suggestions and guidelines.

The IQAC also arranged Faculty Development Programmes to motivate the members of the staff in the field of Research. Practical sessions in Proposal Writing were also organised by IQAC.

The IQAC also coordinated the visit of two students Ms. Florence Polling and Ms. Hannah Rebstock from Tubingen University, Germany who visited the college for a period 3 months as a part of their research programmes under student - staff exchange programme.

The IQAC further collaborated with the Feedback Committee to formulate suitable methodology in teaching - learning based on the feedback received from various stakeholders.

Further the IQAC appraised the Management about the CPE scheme and motivated the staff members to work together in the preparation of the application to UGC for Grant under College with Potential for Excellence scheme. As a result a proposal for CPE has been sent to the UGC in September 2014. Also it is with the efforts of the IQAC, the college has applied for District Study Centre of IGNOU.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year*.

Plan of Action	Achievements
IQAC made arrangements for the Academic Audit	The Academic Audit was conducted on 11 th & 12 th July 2014
Preparation for the visit of NAAC Peer Team	The IQAC through repeated meetings guided and enabled the departments to prepare their presentation for the Peer Team Visit. The Peer Team visited the college from July 21 st to 23 rd , 2014 and they were very appreciative of the activities of IQAC.
A Course Book for Bridge Course	A Bridge Course was conducted every year in collaboration with VETA, Chennai for the new entrants to enable them to cope with the new environment of higher education. The Peer Team members of the NAAC, during their visit suggested that the local resources could be used for this purpose rather than an outside agency like VETA. Keeping this advice in view, the IQAC organised a meeting with the Department of English and motivated them to organise a team of Resource Persons and to prepare a course book for Bridge Course. Accordingly 18 of our staff

	members were selected and trained to take up Bridge Course. A Course book entitled 'Communicative Skills' was also prepared by the Department of English.
Sustenance and enhancement of quality in teaching - learning	Seminars, Workshops and Faculty Development Programmes were organised by IQAC by inviting experts to enhance quality in teaching - learning.
The EXIT Report submitted by NAAC Peer Team pointed out Research as a grey area in the academic map of the college. The IQAC took up the matter with the Management through the Principal	Research and Development Cell was established in the College and the cell has so far organised 3 workshops to promote research.

* Attach the Academic Calendar of the year as Annexure. : ANNEXURE I

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	---	---	---	---
PG	6	1	---	---
UG	14	1	---	---
PG Diploma	1	---	---	---
Advanced Diploma	---	---	---	---
Diploma	8	---	---	---
Certificate	13	3	---	---
Others M.Phil	3	---	---	---
Total	46	5	---	---

Interdisciplinary	---	---	---	1
Innovative	---	---	---	---

1.2 (i) Flexibility of the Curriculum: Choice Based Credit System (CBCS)

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	32
Trimester	---
Annual	20

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

A well thought out feedback system that involves all the stakeholders is of immense significance in determining the teaching - learning strategies. The IQAC organizes workshops based on the outcome of the feedback. The suggestions regarding the syllabus and evaluation are discussed by the faculty and the recommendations are forwarded to the parent University. Special programmes arranged by the college and by the departments take care of the students life outside the campus.

The feedback by the students provide adequate information on the quality of teaching. The following are the details of feedback on faculty members for the year 2014-2015.

ODD SEMESTER		EVEN SEMESTER	
90 % and above	31 %	90 % and above	35.3 %
71% - 90%	27 %	71% - 90%	24.1 %
51% - 70%	19 %	51% - 70%	16.2 %
31% - 50%	16 %	31% - 50%	12 %
10% - 30%	7 %	10% - 30%	9.4 %
0% - 9%	-	0% - 9%	3 %

The analysis of the feedback from students on the performance of the teachers projects satisfactory results. The table also reflects progress on the part of the teachers from odd semester to even semester. The number of teachers with poor performance is very negligible. Necessary orientation is arranged for the teachers on the basis of feedback.

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NO

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Yes, B.A.History & M.Sc. Biotchnology

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
98	79	15	4	---

2.2 No. of permanent faculty with Ph.D.

18

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
12	--	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	--
----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	75	60	-
Presented papers	75	59	-
Resource Persons	1	-	3

2.6 Innovative processes adopted by the institution in Teaching - learning:

- * Classroom seminars
- * Experimental learning
- * Viewing of movies and documentations
- * Blogs for study materials

- * Case studies & Role Play
- * Use of models for class room teaching
- * Group Discussions
- * Problem solving

2.7 Total No. of actual teaching days during this academic year 186

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

As the college is affiliated to the Bharathidasan University, no changes could be made in the system of Examination and Evaluation. However, a system is being evolved to bring the components such as unit test, open book test, snap test etc under CIA.

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

-
-
4

2.10 Average percentage of attendance of students: 92%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc Maths	107	29	48	7	-	84
B.Sc CS	72	65	34	-	-	99
BCA	146	57	43	-	-	100
IT	51	75	25	-	-	100
BSc Phy.	26	35	50	-	-	85

Bsc Che.	21	24	33	-	-	57
B.Sc Bio. Tech.	13	38	62	-	-	100
B.Sc FT	18	39	50	-	-	89
BA Eng.	137	1	77	20	-	98
B.Com	51	10	78	8	-	96
B.Com CA	53	21	75	2	-	98
BBA	56	5	82	13	-	100
M.Sc Maths	19	26	74	-	-	100
M.Sc Phy.	11	9	82	-	-	91
M.Sc CS	12	58	42	-	-	100
MA Eng.	28	14	86	-	-	100
M.Com	26	12	88	-	-	100
MSW	5	40	60	-	-	100
M.Phil Maths	10	100	-	-	-	100
M.Phil Commerce	8	100	-	-	-	100
M.Phil Eng.	12	33	67	-	-	100
MBA - Concurrent	18	11	89	-	-	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

At the beginning of every academic year an orientation programme is organised for all the members of the staff to suggest ways and means to enhance teacher effectiveness and to appraise them of the new trends in teaching - learning process. Further Faculty Development Programmes are also organised by IQAC to motivate the members of the staff to take up research and related activities. Every department is encouraged and assisted in organising seminars, workshops, publications and paper presentations. The HoD's in consultation with IQAC review the progress of the students at every stage and devise strategies to improve the quality of teaching - learning.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	-

HRD programmes	2
Orientation programmes/FDP	15
Faculty exchange programme	-
Staff training conducted by the university	1
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	1
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	7	-	-	-
Technical Staff	31	-	2	-
Others	42	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC Organises Faculty Development Programmes at least once in each semester.
- Final PG students are asked to undertake project work.
- Lectures by eminent scholars are organised to motivate staff and students to take up research.
- IQAC and Library committee meet at the end of each academic year and finalise the list of research journals to be subscribed for the next academic year.
- Based on the Exit report of the NAAC Peer Team, suggestions were made to the Management to establish a Research & Development Cell in the college

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	---	---	2
Outlay in Rs. Lakhs	---	---	---	34,26,050

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	---	---	2
Outlay in Rs. Lakhs	---	---	---	13,40,500

3.4 Details on research publications

	International	National	Others
Peer Review Journals	41	---	---
Non-Peer Review Journals	31	2	---
e-Journals	---	---	---
Conference proceedings	---	2	---

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	---	---	---	---
Minor Projects	---	---	---	---
Interdisciplinary Projects	---	---	---	---
Industry sponsored	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
Students research projects (other than compulsory by the University)	---	---	---	---
Any other(Specify)	---	---	---	---
Total	---	---	---	---
Seminar grant	2014-15	ICMR	40,000	40,000

3.7. No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8. No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9. For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences Organized by the Institution

Level	International	National	State	University	College
Number	3	7	---	---	---
Sponsoring agencies	Management	ICMR & Management	---	---	---

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/ College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
3	1	2	-	-	-	-

3.18. No. of faculty from the Institution

Who are Ph. D. Guides

And students registered under them

3.19. No. of Ph.D. awarded by faculty from the Institution

3.20. No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21. No. of students Participated in NSS events:

University level State level

National level International level

3.22. No. of students participated in NCC events:

University level State level

National level International level

3.23. No. of Awards won in NSS:

University level State level

National level International level

3.24 .No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25. No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>	
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="2"/>	Any other <input type="text" value="6"/>

3.26. Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

As envisaged by the Vision of the College, the wholesome transformation of the women learners continue to be the main focus of the College. The Management and the staff come together to realise this objective through various extension and outreach programmes both inside the campus and in nearby villages. There were very significant programmes conducted this year which involved the entire students community. Every student has been sensitised to the issues, problems and challenges of the society around and made to realise their responsibility to address these issues.

- **KYSS**

KYSS (Know Yourselfs) is an extension activity where the staff and students of CS, BCA and IT of the college share their skills, knowledge and expertise with the students in the schools in and around Thanjavur, especially those schools, run by the Bon Secours Congregation.

- **Prison Ministry**

The students with Rev. Sisters regularly visit the prison on every Saturday and organize awareness programmes.

- **Clean Thanjavur Movement**

Our College is a member of the Clean Thanjavur Movement and a representative from the college regularly participates in the monthly meetings and activities of the movement.

- **Hope**

Under the scheme named Hope, the nearby village Vilar is adopted by the college and various awareness and developmental programmes are carried out in the village. HOPE Scheme is planned and organized by the Department of Social Work and is implemented with the support of its staff and the students of part-V activities.

- **Reachout**

Department of Commerce as a part of Extension activities organises regular awareness programmes and lectures on the key concepts of savings and investments for the people of Kandithampattu village.

- **BONS EWA(Environmental Welfare Activity)**

The Department of Biotechnology offered consultancy on vermicomposting and waste management to the self-help group members of Vilar Panchayat for the sustainability of environment and also as an income generating project.

- **National and International Days**

The College observes and celebrates all the days of National importance. A resource person is invited on every such day to provide adequate information to the students and to inculcate in them a deep sense of love for our country and its culture. Such celebrations also provide ample opportunities to the students to be aware of the evils of social life and to be self-reliant.

S. No	Date	Special Days Observed	Programmes conducted
1.	07.07.2014	Drug Addicts Abuse Day	Awareness Programme
2.	11.07.2014	World Population Day	Rally & Public Meeting
3.	15.08.2014	Independence Day	Flag Hoisting, Special Talk & Cultural Programme
4.	05.09.2014	Teachers Day	Celebration – award to teachers
5.	16.09.2014	Ozone Day	Awareness Programme
6.	01.10.2014	World Elders Day, NSS Day & Blood Donation Day	Special talk, visit to old age home, Blood Donation camp & awareness programme
7.	01.12.2014	World AIDS Day	Awareness Programme & Special talk
8.	10.12.2014	Human Rights Day	Special Lecture
9.	12.01.2015	National Youth Day	Awareness Programme
10.	13.01.2015	Road Safety Week	Rally, Competition to drivers and conductors and Transport Day celebration
11.	25.01.2015	Voters Day	Rally, Public meeting and participation in Competitions

12.	26.01.2015	Republic Day	Flag Hoisting, special talk, & Cultural programme.
13.	28.02.2015	World Science Day	Exhibition in collaboration with schools.
14.	10.03.2015	Women's Day	Rally and public meeting

- **Environmental initiatives**

Under the initiative of the District Collector of Thanjavur, 1925 saplings were planted in the campus under Mass Tree Plantation Programme on 30th Nov. 2014.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10.70	---	---	10.70
Class rooms	64	---	---	64
Laboratories	12	---	---	12
Seminar Halls	2	---	---	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	---	58	---	58
Value of the equipment purchased during the year (Rs. in Lakhs)	---	31,86,000/-	---	31,86,000/-
Others	---	62,62,620/-	---	62,62,620/-

4.2 Computerization of administration and library

The administrative office is computerized with SPIRIT 2.13. Annual accounts, financial statements, disbursement of salary, EPF and income tax have been computerized through administrative office. The library has a comprehensive library automation package NIRMALS (Network Information Resources Management of Academic Library System). DREAMS (Digital Repository Advance Management System) package is available on a separate Linux server. Another feature of this package SMILES (Systematic Mapping on Internet Learning E – Resources) which gives link to freely available internet E – Resources in

the form of books, Journals and data bases. The library has bar code system and all the books are issued through scanning with bar code IDs.

The library has membership with INFLIBNET.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference books	12217	---	1544	447927	13761	---
e-Books	---	N-list, DREAMS, SMILES	97000	---	---	---
Journals	53	---	9	18350	62	---
e-Journals	---	---	6000	---	---	---
Digital Database	NIRMAL	---	---	---	---	---
CD & Video	264	---	---	---	264	---
Others Job Access With Speech (Braille Software)	---	---	1	---	---	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet WI-FI	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	240	198	17 (110 connected)	12	---	6	13	11
Added	43	33	---	---	---	2	3	5
Total	283	231	17	12	-	8	16	16

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

WI-FI, Tally classes for teaching & non teaching and basic internet computing for students.

4.6 Amount spent on maintenance in lakhs:

i) ICT	4
ii) Campus Infrastructure and facilities	13
iii) Equipments	6
iv) Others	19
Total:	42

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

In the meetings of the Class representatives and Association representatives of the departments, the members of the IQAC, familiarise the students with the facilities and student support services available in the college. In the General Assembly held once in a week, the IQAC members make announcements regarding the support services available to the students. There are student representatives in 12 of the 23 committees functioning in the college. The student representatives of the committees also share with the other students whatever information they gathered in their committee meetings. The class mentors also keep the students informed of the support services available.

5.2 Efforts made by the institution for tracking the progression

The institution keeps track of the progression of the student through the following systems:

1. Work Done Register

The Work Done Register is maintained by the representative of every class and is scrutinised by the Vice Principal periodically. Thus the Vice Principal monitors the completion of syllabus and the conduct of tests, seminars, paper presentations etc., at the appropriate time.

2. Mentor System

Each Mentor maintains a Register which gives all details about the students under her and their performance. Mentors offer academic guidance, arrange remedial classes for slow learners and refer them to the Counselling Cell when necessary.

3. Parent Teachers meet

Once in every semester the students and their parents meet their teachers separately and discuss the progress of the students. If necessary they are asked to meet the Principal to discuss further to ensure the steady progress of each student.

4. Class Representative meetings

The Principal meets the Class Representative at least once in every semester to ascertain the status of the students and their progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	M.Phil	MBA	Others
2728	239	-	27	36	

(b) No. of students outside the state

2

(c) No. of international students

-

Men

NO	%

Women

NO	%
3030	100

Last Year(2013-14)						This Year(2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
55	243	9	2410	-	2717	52	270	10	2696	2	3030

Demand ratio

1:3

Dropout %

0.5%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Bon Secours College of Education conducted coaching classes for TET (Teacher Eligibility Test)

No. of students beneficiaries

46

5.5 No. of students qualified in these examinations

NET

-

SET/SLET

-

GATE

-

CAT

-

IAS/IPS etc

-

State PSC

-

UPSC

-

Others

TET 4

5.6 Details of student counselling and career guidance

The problems like health issues, love affairs, depression, mobile addiction, family problems and absenteeism etc., are very much prevalent among the students.

No. of students benefitted 88

5.7 Details of campus placement

<i>On campus</i>			<i>Off campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	120	18	47

5.8 Details of gender sensitization programmes

Women Empowerment & Entrepreneur Development Cell and Legal aid cell are functioning in the college to provide assistance, counselling and guidance to the students in women related issues. These cells organize seminars and special lectures on sex education, legislation and legal aid available for women etc. A paper on 'Gender Studies' has also been introduced by the Parent University. Being an institution run by the nuns of the Bon Secours Congregation, moral values are given top priority. Regular moral classes, prayer services and annual retreats are organized to nurture moral values as part of student character and discipline. Since ours is an exclusively a women’s college, it is essential and conducive to organize various gender sensitization programmes. Above all, a text book entitled “SEX EDUCATION” has been published by our Principal for the wider awareness of our students on gender issues. The Principal also periodically meets in several groups to discuss with them and advice them on sex related problems and issues.

Every year the Women’s Day celebration are organized in a meaningful way as it provides an opportunity to the students to know more about gender related issues. Renowned and inspiring speakers are invited to deliver informative speeches to the students.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	349	8,23,350
Financial support from government	393	21,18,590
Financial support from other sources	52	2,24,050
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **Increase in Transportation**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION:

To transform the women learners, especially the rural women to be physically, intellectually, emotionally, socially and morally healthy and to empower them to meet the challenges of the world tomorrow.

MISSION

Bon Secours College for Women is committed to excellence in helping students reach their full potential by developing their academic competency, critical thinking, civic responsibility and global awareness.

OBJECTIVES

- To empower women students by offering them quality education.
- To improve the status of the whole family by educating the girl students.
- To create awareness of moral values and mobilizing the girl students to work against social evils and discrimination of women.
- To inculcate a sense of appreciation for the most cherished cultural and traditional values of our country.
- To enable them reach global standards in tune with technological advancement.
- To impart creativity, divergent thinking and leadership quality.
- To stimulate students to be independent and self-determined.

6.2 Does the Institution has a Management Information System

SPIRIT 2.13 takes care of various needs of Management Information System (MIS).

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Based on the needs, new Programmes, Certificate Courses/Diploma Programmes are introduced every year.

6.3.2 Teaching and Learning

The Management is keen on appointing qualified members of the staff as a vital strategy to provide quality education. The teaching methodology adopted by the staff is learner centred and student oriented. The college advises the staff and students to make optimum use of the library to improve the quality of teaching and supplement the learning. They are encouraged to use ICT facilities during class room teachings, seminars, workshops etc. The performance of the students in the unit test, mid-semester and pre-semester examinations are taken into account to assess the status of the students and suitable remedial courses are given to the students to improve their quality. Orientation and Training sessions at the beginning of every academic year are arranged for the members of the staff to enhance their teaching skills. Separate programmes for Slow and Advanced Learners (SALP) are organised to ensure improved performance by the students. An hour per week is allotted for curriculum oriented activities, guided by the staff members, the students indulge in creative activities in relation to their subjects.

6.3.3 Examination and Evaluation

The college is affiliated to Bharathidasan University and hence adheres to the system of Examination and Evaluation System of Bharathidasan University

6.3.4 Research and Development

There is a separate research library for research scholars. The departments of English, Commerce and Mathematics are approved research centres of the Bharathidasan university. The members of the staff who are pursuing research programmes are extended special concessions and rewards as a token of encouragement. State/ National/ International level seminars and workshops are often conducted by every department to promote research. Research based FDP are often conducted in the college at necessary intervals and the members of the staff are also asked to participate in such programmes organised in other institution with financial assistance offered by the Management. Adequate training and guidance and necessary support are extended to the members of the staff to apply for major and minor projects to various funding agencies. A Research & Development Cell has been functioning effectively from June 2015. So far 8 proposals have been forwarded to various agencies with the guidance of the cell.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Towards the end of every academic year, the Principal consolidates proposals and requirements received from the departments and committees, prioritize them and submits to the Management.

6.3.6 Human Resource Management

- The Principal conducts the meeting of the HoD's at regular intervals and also meets every member of the staff individually on any available opportunity to interact with them and to encourage them.
- The students council and class representative meetings are held regularly and the principal and vice principal participate in such meetings and obtain feedback on teaching and infrastructure of the college.
- The administrative, technical and support system are also periodically called for a meeting with the principal both individually and in groups to know their needs, problems and difficulties and suitable actions are taken.
- Parents meeting is organised every semester to inform them about the performance of their wards and to know their response about the functioning of the college. The parents are also free to meet the Principal to have important and private discussions on the progress of their wards.
- The college has a well defined policy with regard to the appointment of staff, training and development, and extending support to their individual growth. Any issue related to the staff is presented by the Principal in the Management Council Meeting. The Management Council offers necessary guidance and directions. Individual achievements of the teachers are recognized, appreciated and suitably rewarded by the Management. Adequate opportunities are extended to the staff members for their individual growth and accomplishments. Necessary concessions and provisions are made available to the staff to encourage them to further their qualifications and quality of teaching.

6.3.7 Faculty and Staff recruitment

Applications are invited from qualified candidates through scrolling in popular TV channels. Eligible candidates are called for an interview. The selection panel consist of the Principal, Head of the department, IQAC coordinator and an external subject expert. Selected candidates are appointed on a permanent basis with two years probation.

6.3.8 Industry Interaction / Collaboration

The college has MOUs with the following industries / institutions and universities.

- Tubingen University, Germany.
- Periyar Maniyammai university, Vallam, Thanjavur.
- Indian Bank, Main Branch, Thanjavur.
- ISYSWAY Technologies, Thanjavur.
- Sri Sevugan Annamalai College, Devakottai.
- Bon Secours Women Empowerment Centre, Pallathady, Vailankanni, Nagai Dt.
- Bon Secours College of Education, Vilar Bypass, Thanjavur.
- TMSSS, Mother Teresa Foundation, Siragugal, Margaret Social Service Society, Jeyendral, Anbalayam, Thanjavur De-addiction centre, Arigar Anna Sugar Mills, Thanjavur Spinning Mills & KRA, Keerthana, Vinothagan, MR and Meenakshi Mission Hospital, Thanjavur.
- AWE CARE Analytical & Research Laboratory, Erode.
- Indus Naturals, Erode.
- Bon Secours congregation, Thanjavur Province .
- Vairam Herbal Garden.

6.3.9 Admission of Students

- Admission to all under graduate courses are done with an aim to provide education to all women especially those coming from rural areas.
- Students from under privileged sections are given preference.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> ● Financial Assistance for attending seminars. ● Leave concession , Reduction of work load & other facilities to the members who pursue research work. ● Employees Provident Fund facility. ● Festive Bonus & Gifts on special occasion. ● Honorarium through consultancy service. ● Concession to wards of staff who are admitted in institution of Bon Secours Congregation. ● Leave, Special permission and OD. ● Refreshment during Meetings. ● Maternity Benefits. ● Uniform. ● Staff tour. ● Transportation.
Non – teaching	<ul style="list-style-type: none"> ● Employees Provident Fund facility. ● Loan facility. ● Festive Bonus & Gifts on special occasion. ● Concession to wards of non – teaching staff who are admitted in institution of Bon Secours congregation. ● Leave, Special permission and OD. ● Refreshment during meetings. ● Maternity Benefits. ● Uniform.

	<ul style="list-style-type: none"> ● Non – teaching Staff tour. ● Transportation.
Students	<ul style="list-style-type: none"> ● Students’ Group Health Insurance. ● Book Bank Scheme. ● Management Scholarship, Endowment Scholarship, I Can Scholarship and fee concession. ● Manna & SAFE. ● Special scholarship for differently abled and students proficient in Sports and games. ● Orphan adoption. ● Counselling Cell. ● Mentor system. ● Peer Tutoring System. ● SALP. ● Transportation. ● Earn While Learn Scheme. ● Health Centre. ● Grievance and Redressal Cell. ● Placement Cell. ● Hostel. ● ICT. ● Orientation Program. ● Department Library. ● Bridge Course.

6.5 Total corpus fund generated

45 Lakhs

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✓	Subject experts	✓	IQAC, Principal
Administrative	✓	Thomas & Co	✓	Principal, Budget Advisory Committee, Bon Secours Congregation

Academic Audit is conducted at regular intervals and the last audit was conducted for two days on 11th and 12th July 2014 by three subject experts from Bharathidasan University Trichy. The recommendation of the audit were duly considered for implementation.

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

As the college is affiliated to Bharathidasan University, the college cannot carry out any reforms. However, the university has introduced a few reforms like, the supply of transparency on demand, revaluation etc.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

University encourages eligible colleges to opt for autonomous status.

6.11 Activities and support from the Alumni Association

The meeting of the Alumni is held once a year in the presence of the Principal and Members of the staff. During the meeting they exchange views and offer suggestions. The Alumni are also kept inform of the activities of the college through the Website, Newspaper, local TV channels and FB. The office bearers of the association are invited for all the important functions of the college. The college also invites the alumni as guest lectures and recruitments and also arranged through them. The alumni also provide logistic support for arranging industrial visit and tours. A parking shed has been erected with the contribution of the alumni association.

6.12 Activities and support from the Parent – Teacher Association

The College has a well established, well functioning and well supportive Parents Teachers Association. The Association meets once in each semester. The mentor meets every parent and appraise them of the progress of their daughters. If necessary some of the parents are asked to meet the principal. Further support is arranged for students who need academic or financial support.

The Student Welfare Committee of the college has initiated two programmes called “SAFE and Manna”. SAFE (Students Assistance Fund for Education) is a programme that funds resources for the students who are economically backward. ‘Manna’ provides lunch to those students who are unable to bring their own lunch. These two programmes are largely sponsored and supported by the members of the Parents – Teachers Associations. The association also offers concrete suggestions on the academic quality and infrastructure

6.13 Development programmes for support staff

- Spoken English Classes.
- Prayer and retreat.
- Basic Computer Literacy.
- Various competitions.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The college is situated in a rural setting. The campus is clean, green and plastic free. Drinking water facility is provided through R.O system. There is a Herbal Garden and there are 3521 trees in the campus. The college has implemented healthy practices in energy conservation and waste management. Some of the initiative are as follows.

- Vermi compost pit.
- Waste Water recycling.
- LED lights.
- Solar lights.
- Safe disposal of laboratory waste.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

Every year the college initiates to move forward to reach the pinnacle of quality. The following innovations were introduced during this academic year

- Skill Development Courses.
- Interdisciplinary Seminars & Workshops.
- Placement Training.
- Spoken English class for Drivers & Conductors of college transport.
- Virtual classes.
- E – Books for students reference.
- Honey bee production.
- Vermi Compost pit.
- Soak pit.
- Introduction of Students welfare scheme like ‘SAFE & Manna’.
- Institution- Industry collaboration.
- More extracurricular activities to inculcate organizing and leadership qualities.
- Attention paid to competence skill and character building through soft skill paper.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- College has been accredited with 'A' Grade with CGPA of 3.34 on four point scale.
- Increase in number of certificate courses.
- Training programmes / Capacity building sessions for faculty and non – teaching staff.
- National and International conferences, guest lectures and seminars were conducted at the department and college level as planned at the beginning of academic year.
- Review meetings were organized at the end of every college programme to analyse and find out areas of importance to enhance efficiency and effectiveness.
- Various activities in the department and college were documented in visual format and presented to stake holders.
- Conduct of result review meeting to analyse the progress of faculty twice a year.
- More number of books added.
- Revision of pay scale – to minimize the staff mobility.
- Spoken English classes by our college staff for the new entrants.
- Increased number of Management scholarship.
- New UG programmes in history and PG programme in Biotechnology.
- Text book for Bridge course.
- Seminar on teaching methodology.
- Establishment of R&D Cell.
- Womens Day rally was organized involving local colleges followed by a public meeting.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Best Practice I

1. Title of the practice

'Student Support Services'

2. Goal

In tune with the Vision of the College and in line with the practice of the Bon Secours Congregation, Bon Secours College for Women stands committed to the cause of empowerment of women through higher education. The choice of Vilar village in a remote corner of Thanjavur as the venue of the college, itself speaks of the intention of the founders of the college. The college caters to the educational needs of nearly 60 villages in Thanjavur district. More than 90% of the students are from far below the poverty line and from Tamil medium of Instruction.

But for the presence of Bon Secours College, many of them would have been deprived of the privileges of higher education. The college aims to educate them, to make them employable and if possible to elevate them to global standards.

3. The context

The college found many hurdles in the realization of its goal to educate them and empower them. Most of the students are from labour class and higher education still now continued to be their dreams. The families could not think of higher education, when their survival itself was a great issue. The Management, with a strong commitment to live upto its vision decided to tap all resources to help the educational needs of all the students. Financial constraints should never be a hindrance to education.

4. The Practice

In addition to the scholarships extended to the students, by the state and central Governments, the Management provides the following scholarships:

- Management concession to poor and differently abled students.
- 10% fee concession for PG students in addition to exemption from admission fees.
- Endowment scholarships as detailed in student diary.
- Scholarships offered by local philanthropists.

There are also a few programmes regularly organized in the college by students themselves. These programmes reflect the noble mind of the students of the college. These programmes bear witness to the fact that Bon Secours College is keen on educating the minds of the students as well as their hearts.

- 'I Can'

'I Can' is a very innovative programme organized by the students themselves to help their own fellow students. The students organize fairs in the campus, and they are the sellers and buyers. The entire profit of the programme goes to the educational assistance of the under privileged students. It is conducted in 2 phases, one in each semester. This year the first phase was conducted on 10th Sep. 2014 and the second phase on 11th Feb. 2015. The profit earned this year through this programme is Rs. 1,87,000 /- and 79 students have been assisted for their education from this amount.

- SAFE – Students Assistance Fund for Education

SAFE is another charitable activity initiated by the students welfare committee. Through this programme, the students collected donations within and outside the college. This programme was launched on 20th Dec. 2014 and the amount so far collected is Rs 1,03,010/- The entire amount would go to the welfare of the poor and deserving students.

- Manna

'Manna' is yet another student welfare fund inaugurated on 12th Jan. 2015. This programme intends providing lunch to the students who come from long distances. It is planned to provide lunch atleast for 50 students every day. To begin with, there are 15 students enjoying their lunch in the college from 02nd March, 2015.

- Orphan Adoption

Orphan adoption is undertaken in its true spirit. The Management and also some of the senior nuns in the community adopt the orphan students. Besides taking care of their financial needs, they are also invited often to the community on important festive occasions to share with them the family spirit. During 2014 – 15, 12 students were adopted under this scheme.

- Earn While You Learn

Some of the poor students are employed as part time workers by the college, in the library, store etc., This opportunity enables the students to earn their livelihood with dignity. There are 12 such students who are benefited by this scheme.

- Bridge course

Next to financial problems, the students from Tamil Medium of instruction found it extremely difficult to cope with the new environment of higher education. Hence, it was decided to offer a Bridge Course to all the new entrants at the beginning of the academic year. The course offers intensive training to the new entrants, to improve their communication in English. So that they can be better prepared for the new environment of higher education.

5. Evidence of success

The most obvious result of support services is the sharp fall in the number of dropouts and also the increase in number of admissions. The table below supports the large utility of the support services:

Admission over the year :

Year	Students Strength
2010 -11	1918
2011 - 12	2212
2012 - 13	2423
2013 - 14	2717
2014 - 15	3030
2015 - 16	3434

Bridge course has improved the confidence level and the communicative skills of the students resulting in large number of employments.

The number of students who secured jobs in and off campus placement programmes has considerably increased. There is also a significant increase in the number of students opting for further studies. The university results are also on the increase due to the intensive efforts taken by the college in providing academic assistance to the students.

Results over the year :

Year	No. of students Appeared	Pass Percentage
2012 - 13	662	95%
2013 - 14	737	93%
2014 -15	900	95%

6. Problems encountered and Resources Required

The college found it difficult to offer financial assistance to all the students as the admission every year was increasing. In addition to the Management scholarships, the college also reached out to local philanthropists, NGOs, Association and other well wishers to muster help for the poor students. The principal and the members of the students welfare committee took up this challenge and motivated the students to come out many student sponsored programmes such as I Can, SAFE and Manna. These Programmes almost found solution to the financial needs of large number of students.

The Department of English found the text books available in the market to be inadequate to meet the specific demands of the students who hail from very remote village and poor background. Hence, the members of the Department of English compiled a text book entitled "Communicative Skills" which takes into consideration the needs of the students that are peculiar to this environment.

Best Practice - II

1. Title of the Practice

Holistic Development of the students

2. Goal

The students today need something more than their academic records to meet the challenges of the modern world. The end of education is not merely the development of an individual but the development of the whole society.

A complete and comprehensive education should contribute to society building. Therefore, a holistic development of the students is the need of the hour. The college has made concentrated efforts in this direction.

3. The context

The college is situated in Vilar Village and it caters to the higher educational needs of the young girls from 60 villages around it. The first hurdle is to bring about a change in the mind set of the girls creating in them a love for learning. Motivation classes are conducted to such students highlighting the importance of education. The second problem is a deep rooted cultural impact on the girl students. Among the rural and background classes there is a prevalent practice to give the girls in marriage at a very early stage. The third problem is that the students from remote villages are generally the first victims to the evil influences of the media. The college went all out in its efforts to help the students surmount problems and emerge as fully pledged human beings.

4. The Practice

The college unfolds many opportunities to the students to strengthen their moral values, discipline and character. Many programmes are organized in the campus to make education complete, comprehensive, meaningful and value based. Aristotle says that “Educating the mind without educating the heart is no education”. Every year retreats and moral classes are organized for all the students. The facility to learn and practice yoga is extended to all the students. The students practice ‘PRANAYAMA’ for a few minutes at the beginning of the classes everyday. On all Fridays, the students pray for 2 minutes for world peace. The Principal holds intimate interactions with all the students in small groups.

The Mentoring System in addition to academic support, provides psychological support and strength to the students. Individual attention is paid to every student through this system. Variations in the behaviour of the students is keenly observed and the students are referred to the counselling cell if necessary. The Counselling Cell offers effective guidance to students who are misled by the cheap attraction of the world. Besides the presence of old and devoted nuns in the campus sends eloquent messages to the students on the spiritual side of life. Being an institution run by the nuns of the congregation of Bon Secours, moral religious and cultural values are given priority. The college involves the students in many extension activities to promote their sense of social commitment and responsibility. The concern and contribution of the college is solid and substantial in offering an education that creates minds and not merely carrier.

5. Evidence of success :

Due to motivational classes, counselling and mentoring, the rate of drop out significantly decreased. There has been noticeable increase in the number of students pursuing PG programmes. The pass percentage has also increased. Complaints about the use of mobile phones, love affairs etc., have also become very much less. There is observable maturity and dignity in the behaviour of many students.

There is appreciable change and growth in the students appearance, style, manners, behaviour, approach, level of understanding and mental make-up when they reach the third year. They become self-confident and optimistic in their attitude to life. They are willing to change themselves and to learn more.

6. Problems encountered

In the villages, young girls are considered to be a factor of great concern for the parents. They want to give them in marriage as early as possible. So, motivation had to be

given to the parents also. During admissions and parents meeting, the class mentors and the Principal go all out to motivate and convince the parents about the importance of education, moral classes and retreats are conducted to the students to teach the values of life. Through skits and speeches by guest speakers, the evil effects of the media are highlighted to the students as often possible.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- Clean & Green campus.
- Herbal Garden.
- Green cover with 3521 trees.
- Safe disposal of Laboratory waste.
- Observing Ozone day.
- Environmental Education as Part V Activity.
- Membership in EXNORA.
- Waste water recycling.

7.5 Whether environmental audit was conducted? Yes - No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths :

- Student support services.
- Holistic development of the students.
- Eco friendly, green campus and serene atmosphere.
- All programmes much in demand.
- Skill based certificate courses and diploma programmes.
- Society related extension activities.
- Highly qualified and committed faculty members.
- Effective mentor system.

- Very supportive Management.
- Large number students sponsored scholarships.
- Earn while learn scheme.
- Only self financed college in the town accredited by NAAC.
- Only women college run by the congregation of Sisters.
- Student centred teaching-learning process.
- More linkages and MOUs.
- Increasing numbers of research activities and programmes.
- Excellent infrastructure.
- Research laboratories and library.
- Hostel within the campus.
- Quality and Value based education.
- Industrial visits and tours.
- Large number of national and international level Symposium and Seminar.
- Efficient administrative staff.
- Supportive Alumni Association.
- Safe drinking water.
- Ramp for differently abled students.
- JAWS software for visually challenged staff and students
- Transport facilities to every nearby village.
- Separate sanitary block.
- Well laid games and sports field.
- Elected student council.
- Free and fearless feedback system.

Weakness

- Limited number of Ph.D holders.
- Very few research projects.
- Limited number of placements.
- Staff turn over.

Opportunities

- To do concurrent programmes.
- Tie up with Tubingen university for students, staff exchange programme.
- Interdisciplinary optional papers.
- B.Ed Programme in the adjacent campus by the same Management .
- Scope for developing leadership skills.
- Training by TCS and other companies for on the spot recruitment.
- Laboratory and library facilities to promote research.
- To strengthen industry-institution linkage.
- Resources and infrastructure to organize more national and international level conferences.
- To offer more training and development to teaching and non teaching staff.

Challenges

- Mobility of staff members.
- Most of the students are Tamil medium of instruction and from rural areas.
- Lack of awareness about the importance of higher education among students and parents.

New Initiatives

A proposal for “College with Potential for Excellence” has been submitted to the UGC through our University. Our College has been chosen as a centre for practical examination of the Department of Distance Education of the Bharathidasan University. We also have sent proposal for study centre of IGNOU in our campus. Considering the non availability of a comprehensive text book on sex education, a book entitled ‘ghypay; fy;tp’ authored by the Principal was released by the Hon’ble Mayor of Thanjavur Corporation during the International Women’s Day celebration on 10th March, 2015.

8. Plans of institution for next year

Future Plans

The College thus marches ahead towards the goal to educate and empower the young women with the support of the Management and the staff. The further progress and focus of the college will be on the following lines;

- Introducing more career oriented certificate and Diploma Programmes.
- New devices and methodology in class room teaching.
- A separate Library Block.
- Upgrading all the departments to research level.
- Opting for new and novel programmes.
- Obtaining autonomous status.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

ANNEXURE – I
ACADEMIC CALENDER
2014-15

S. No.	Month	Date	Programme	
1.	June	17.06.2014	Faculty Development Programme.	
2.		18.06.2014	College reopening for II & III year UG and II PG	
3.	July	02.07.2014	Fresher's Day : College opens for I year students	
4.		05.07.2014	Blood Grouping Camp – NSS	
5.		05.07.2014	Students council election	
6.		07.07.2014	Bridge course starts for I year students	
7.		07.07.2014	Drug Addicts Abuse Day - NSS	
8.		11.07.2014	World Population Day Rally – NSS	
9.		11.07.2014	Academic Audit	
10.		12.07.2014	Academic Audit	
11.		14.07.2014	College opens for I PG students	
12.		17.07.2014	Bridge course ends for I year students	
13.		21.07.2014	NAAC peer team visit starts	
14.		23.07.2014	NAAC peer team visit ends	
15.		August	02.08.2014	Installation of Association
16.			04.08.2014	Novena celebration begins
17.	13.08.2014		Our Lady of Bon Secours Feast celebration	
18.	15.08.2014		Independence Day	
19.	18.08.2014		Last date to fill exam application without fine	
20.	21.08.2014 & 22.08.2014		Workshop – Commerce	
21.	23.08.2015 & 24.08.2014		Mother Teresa's 104 th Birthday function	
22.	25.08.2014		Last date to fill exam application with fine	

23.	August	26.08.2014	Last date for admission for UG Programme	
24.		28.08.2014	Mid semester commences	
25.		31.08.2014	Last date for admission of PG Programme	
26.	September	02.09.2014	Pre RD selection camp	
27.		05.09.2014	Teachers Day	
28.		10.09.2014	I Can – I phase	
29.		12.09.2014	Pre RD selection camp	
30.		12.09.2014	National level FDP – Commerce	
31.		16.09.2014	Ozone Day celebration	
32.		16.09.2014 to 20.09.2014	Educational tour – Physics , Chemistry and Botany & Biotechnology	
33.		18.09.2014 to 21.09.2014	Industrial visit : CS, CA & IT	
34.		19.09.2014	Industrial visit : Commerce	
35.		20.09.2014	Educational tour – Tamil	
36.		22.09.2014	Industrial visit – FT	
37.		26.09.2014	BIZ – SPARK National level management meet – BBA	
38.		October	01.10.2014	World Elders Day, NSS Day & Blood Donation Day
39.			01.10.2014 to 10.10.2014	Pre RD Camp
40.	10.10.2014		Blood Donation Camp	
41.	15.10.2014		Pre semester exam commences	
42.	17.10.2014		Workshop : Chemistry	
43.	26.10.2014		Workshop : Career oriented program	
44.	30.10.2014		Parents teachers meeting	
45.	November	03.11.2014	Commencement of odd semester examinations	
46.		16.11.2014 to 18.11.2014	Spoken English program for drivers	

47.	November	17.11.2014	Commencement of Even semester Classes
48.		28.11.2014	FDP : CS, CA & IT
49.		30.11.2014	2000 saplings planted
50.	December	01.12.2014	World AIDS Day
51.		05.12.2014 & 06.12.2014	International conference – SW and BBA
52.		10.12.2014	Human Rights day
53.		12.12.2014 & 13.12.2014	Staff tour
54.		15.12.2014 to 17.12.2014	Reachout Programme – Commerce
55.		17.12.2014 & 18.12.2014	
56.		17.12.2014	Book fair
57.		18.12.2014	Book fair
58.		20.12.2014	Prison visit
59.		20.12.2014	SAFE programme launched
60.		20.12.2014	Christmas day celebration
61.		January	05.01.2015
62.	08.01.2015		National level technical symposium - RENOVA 15 – CS, CA & IT
63.	11.01.2015		Clean India & Swach Bharath Abiyan
64.	11.01.2015		Rally : Road safety week
65.	12.01.2015		National Youth day
66.	12.01.2015		Pongal Celebration
67.	12.01.2015		Launch of Manna
68.	13.01.2015		Transport Day - Road safety week
69.	17.01.2015 to 27.01.2015		RD parade camp

70.	January	21.01.2015	Aaduvome pallu paduvome
71.		22.01.2015	Consultancy to SHGs on vermin compost
72.		23.01.2015	NSS camp starts
73.		24.01.2015	Retreat
74.		25.01.2015	Voters day rally & meeting
75.		26.01.2015	Republic Day
76.		27.01.2015	Valkai valvatharke – Awareness programme
77.		28.01.2015	Inter-collegiate competition – Fassioneren 2015
78.		29.01.2015	NSS camp ends
79.		29.01.2015 to 01.02.2015	Educational tour – Maths & English
80.		February	02.02.2015
81.	03.02.2015		Career counselling programme - Commerce & BBA
82.	03.02.2015 to 08.02.2015		Educational tour – Commerce
83.	05.02.2015 to 07.02.2015		Industrial visit – BBA & FT
84.	07.02.2015		National seminar – English
85.	10.02.2015		Proposal submission – CPE
86.	10.02.2015		EDC – Motivation campaign programme
87.	11.02.2015		I Can – II phase
88.	13.02.2015		International conference – Commerce
89.	16.02.2015		Mid semester Examination
90.	19.02.2015		Training on floral arrangement bouquet making
91.	19.02.2015 & 20.02.2015		Internal Audit
92.	20.02.2015 & 21.02.2015		ICMR sponsored National seminar – Chemistry

93.	February	23.02.2015 & 24.02.2015	National conference – Mathematics
94.		27.02.2015 to 06.03.2015	Placement training programme : Spark in you
95.		28.02.2015	Intercollegiate competition : RRC
96.		28.02.2015	Science Day Celebrations - SCISHOW 2015
97.	March	02.03.2015	Last date to fill exam application without fine
98.		05.03.2015	National conference : Botany & Biotechnology, FT & HA
99.		06.03.2015	ZENITH Exhibition : 2015
100.		07.03.2015	College day celebration
101.		09.03.2015	Last date to fill exam application with fine
102.		10.03.2014	Rally and public meeting in connection to Women's day
103.		12.03.2015	Math Star – 2015 Intercollegiate competition
104.		17.03.2015 & 18.03.2015	International inter disciplinary conference – CS, CA, IT, Botany & Biotechnology and Hospital Administration
105.		18.03.2015	National Conference – Physics
106.		30.03.2015	Pre semester exam commences
107.	April	07.04.2015	World Health Day
108.		09.04.2015	Valediction of Association
109.		15.04.2015	Parents meeting
110.		15.04.2015	Cancer awareness signature campaign
111.		16.04.2015 to 19.04.2015	Annual Audit
112.		20.04.2015	Commence of semester examination
113.		26.04.2015	10 th Graduation day
114.		27.04.2015	BONNA-2015
115.	June	08.06.2015	College reopen for faculty members
116.		10.06.2015	FDP

117.	June	10.06.2015	FDP
118.		18.06.2015	Classes commence for II & III year UG and II PG students
119.		23.06.2015	Fresher's Day
120.		29.06.2015	Bridge course starts for I year students