



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		ANNA ADARSH COLLEGE FOR WOMEN
• Name of the Head of the institution	Dr. R Shanthi	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	04426212089	
• Mobile no	7299940295	
• Registered e-mail	principal@annaadarsh.edu.in	
• Alternate e-mail	college.annaadarsh@gmail.com	
• Address	AI, II Street, 9th Main Road, Anna Nagar	
• City/Town	Chennai	
• State/UT	Tamil Nadu	
• Pin Code	600040	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Women	
• Location	Urban	

• Financial Status	Self-financing				
• Name of the Affiliating University	University of Madras				
• Name of the IQAC Coordinator	Dr Shirline David				
• Phone No.	04426212089				
• Alternate phone No.	9841353030				
• Mobile	9840533464				
• IQAC e-mail address	iqac@annaadarsh.edu.in				
• Alternate Email address	aacw@annaadarsh.edu.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://annaadarsh.edu.in/wp-content/uploads/2021/11/AQAR2019-20-1.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://annaadarsh.edu.in/wp-content/uploads/2021/10/AcademicCalendar2020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.20	2011	16/09/2011	15/09/2016
Cycle 2	A+	3.54	2017	12/09/2017	11/09/2022
6.Date of Establishment of IQAC			22/06/2009		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	0	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	8
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
Faculty training programmes on Blended Learning and use of GCR.	
Organising webinars in association with departments.	
Digitalization of all department records.	
Upgradation of MIS.	
WIFI enabled campus.	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
TRAINING PROGRAMMES: The faculty members were provided multiple training programmes to equip themselves to handle online classes.	The training enabled the teachers to transition smoothly from the offline mode on to a digital platform.
ONLINE ADMISSION PROCESSES: The entire admission process was carried out online, by the respective departments - from student registration to collection of fees.	The college was able to complete its admission process within the time frame stipulated by the University of Madras.
WEBINAR & COMPETITIONS: The IQAC encouraged the department to conduct webinars with special focus on skill development, knowledge enhancement etc. Competitions were also organised for students through online mode to provide them an opportunity to showcase their talents during the pandemic.	The IQAC ensured that the academic process continued uninterrupted during the pandemic and the students were able to stay connected with the department, faculty and classmates.
RELEASE OF NEWSLETTERS / INHOUSE PUBLICATIONS	The release of a number of department journals and newsletters document their activities and achievements and also hone the writing, editing skills of students.

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

Name	Date of meeting(s)
College Governing Council	15/03/2021

14. Whether institutional data submitted to AISHE
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Year	Date of Submission
2019-2020	06/02/2020
Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	27
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	4950
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	929
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	1772
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	202

File Description	Documents
Data Template	View File
3.2	202
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	69
Total number of Classrooms and Seminar halls	
4.2	191.59
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	224
Total number of computers on campus for academic purposes	
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	
<p>The college has a clear, sequenced plan for curriculum delivery that ensures consistent teaching, learning and assessment procedures. The key stakeholders in this teaching-learning process are the Principal, faculty and students. Anna Adarsh College for Women implements the curriculum designed by the University of Madras.</p> <p>To facilitate the planning, implementation, and effective curriculum delivery, the following measures are taken.</p> <ul style="list-style-type: none"> • Meetings: The staff council meeting, chaired by the Principal, decides the academic calendar within the framework given by the University, strategies to attain program specific outcomes and course outcomes, research programmes, and deadlines for the completion of the syllabus. The Heads of the Departments 	

organize periodic faculty meetings at the department level. In these meetings, distribution of workload, ICT tools to be used in curriculum delivery, and its effective implementation are discussed.

- **Time Table:** The timetable is a necessary instrument for the efficient working of a college. It reflects the entire educational programme of the college. The time table provides the framework within which the work of the college proceeds. The College prepares the master schedule with inputs from the departments every semester.
- **Specific Initiatives:** The faculty are encouraged to update themselves through Short Term Courses, FDP, the Orientation and Refresher Courses. They are advised to be part of the Board of studies of Madras University and other autonomous colleges.
- **Documentation:** The IQAC maintains a database of every meeting, event, faculty and students' achievements to monitor the progress of the institution and identify gaps, which in turn will help in academic planning every year.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://annaadarsh.edu.in/1-1-1-lesson-plan/

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

Continuous Internal Assessment (CIA): Anna Adarsh College, being an affiliated institution of the University of Madras, adheres to the guidelines on CIA. The college assesses the academic performance of the students on a continuous basis. The internal assessment test schedules are prepared and communicated to the students well in advance through the academic calendar. At the beginning of each semester, the faculty members inform the students about the various components in the assessment process.

Continuous assessment in theory subjects: The College conducts 3 internal tests per subject during each semester. The marks allotted for the internal tests are 25. After each internal test, the

students are given feedback on their performance, and the required guidance is given for further improvement. In addition to these tests, Assignments and seminars are given in every unit of the subject. The marks for internal assessment is calculated taking the average of the best two internal test marks with adequate weightage given to the performance of students in class tests, written assignments, seminars and classroom interaction. Model/Revision exams are conducted by the end of each semester which serves as a prelude to the university end-semester examination.

Continuous assessment in practical subjects: The faculty evaluates the day-to-day performance of the student for every experiment which includes regularity, procedure, results, viva and promptness in submission of records, and the marks obtained are recorded against each experiment in the student record. The internal marks assigned for practical subjects is 25.

Continuous assessment in projects: As part of the curriculum, students are expected to take up project work in their final semester. Project Review Committee (PRC) is formed for every department consisting of the Head of the Department, Class-in-charge, and Project-in-charge. The students review the literature and submit the title with objectives and methodology for preliminary approval to PRC.

The Committee scrutinises the projects chosen by students to ensure the relevance to the course and its contribution to the academic knowledge base. On approval, the students proceed to complete the project with assistance from the project guides. Review meetings are conducted for the continuous assessment in project work. At the beginning of the semester, the faculty members inform the students about the various components in the assessment process during the semester.

File Description	Documents
Upload relevant supporting document	View File
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.

A. All of the above

**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	View File
Any additional information	View File

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

27

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

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

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

NIL

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

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

NIL

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

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

The Institution advocates promotion of value-based education that emphasizes the need for right ethics. Different types of courses are offered in the curriculum. Some enhance professional competencies while others aim to inculcate general competencies like social values, human values, professional ethics and issues related with the environment and environment sustainability.

Reaching out to society has been embedded into the fabric of the institution. Awareness campaigns and sensitization drives for causes that benefit different segments of people are undertaken by the clubs, creating a community of responsible future citizens. Each department also has a dedicated outreach programme where students undertake volunteering work through the year.

Professional Ethics, Human Values

- A credit-based course on Value Education is offered as part of the curriculum to all the UG students. Students also attend personality enrichment programmes to script success in their lives and careers. As an integral part of student engagement in social activities during their programme of study, the college also mandates all the students to enrol for NSS, Rotaract/Youth Red Cross or any other service organizations in the college. It aims at inculcating values, ethics and socially-responsible qualities. The students organize street plays, awareness campaigns, debates, etc. Programmes on water conservation, Swachta Pakwara, Poshan Mann, Fit India and organ donation were conducted by the clubs and departments in association with representatives from the government, local bodies and the community. The College celebrates days of National and International importance like the Republic day, Women's day, Independence Day,

Teacher`s day, Human Rights Day, International Yoga Day, etc. These celebrations nurture the moral, ethical and social values in the students.

Gender

“Gender and Public Administration” course is offered as part of the PG Public Administration program. Gender-sensitization programs and awareness programs were conducted for the students to make them aware of their rights, roles and responsibilities. A full-time counsellor is available in the campus for the psychological and emotional well-being of the students. It helps them to handle difficult life situations. The institution has a system of mentoring in every department for inculcating social, moral and ethical values, apart from academic support. Besides providing personal counselling to the students, the Institution organizes Personality Development classes to all the students in general. Awareness programs and workshops on gender sensitivity are regularly organized in the campus to create awareness on women’s issues and enhance women’s empowerment.

Environment and Sustainability-

Issues related with the environment and environmental sustainability are integrated into the curricula. In UG programmes, there is a mandatory paper titled ‘Environmental Studies’, and “Environmental Administration in India” in one of the PG programs. However, in order to sensitize students about the environment and sustainability issues, a number of activities such as seminars, workshops, and guest lectures were organized for students through the Enviro Club and the departments.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

12

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

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

810

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://secureservercdn.net/160.153.138.177/rnz.47a.myftpupload.com/wp-content/uploads/2022/01/Teachers-Feedback-2020-21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://secureservercdn.net/160.153.138.177/rnz.47a.myftpupload.com/wp-content/uploads/2022/01/Parent-Feedback-2020-21.pdf

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

1658

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

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

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

1439

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

2.2 - Catering to Student Diversity

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

The college organizes orientation for the parents and the students of the new batch at the commencement of the programme every year. The program helps students and parents get familiarized with the institution, curricular and co-curricular activities, facilities, rules and regulations, etc. Slow learners are identified at the beginning of each academic year by observing, recording and documenting students' academic progress and behaviour. This provides the teachers an insight into the difficulties that the students face in cognitive skills, language skills, temperament, and socio-emotional development. Slow learners are provided with the following interventions: Special instructional pacing, frequent feedback, corrective instruction, and modified materials to keep pace with the rest of the class. The lessons are designed in a more concrete, visual, familiar, and personally significant manner. Training in communication skills, personality development, time management and motivational sessions are also provided. The College has a robust student academic counselling process. A batch of 25 students are assigned to a faculty mentor who monitors the personal and academic progress of her wards. Mentors communicate regularly with the parents and update them on the progress of the students. Drop out registers of students are maintained to analyse, understand and remedy the reasons for discontinuing their studies.

High-performing students are identified on the basis of internal assessment, university examination, and involvement in the classroom. These learners need acceleration so that they can progress through the curriculum at their learning pace, which is significantly faster than those at their grade level. They need creative experiences so that they can experiment, invent, and apply what they've learned. Many also need sensitive handling, as they may feel socially isolated because of their passion for learning. Students are encouraged to be members of professional bodies like CSI and organize technical and competitive events. They are

encouraged to participate in group discussions, technical quizzes to develop analytical and problem-solving abilities, and thereby to improve their presentation skills. The students are encouraged to take up micro projects to inculcate research orientation and practical awareness. They are also provided opportunities to develop their creativity by participating in and organizing intercollegiate as well as national/state level symposiums. Bright and diligent students are motivated and inspired to get university ranks. Semester toppers and university rank holders are encouraged with certificates and cash prizes by the management.

The students are trained and encouraged to take up competitive exams like NET, Civil Services, GMAT, TOEFL, IELTS, CAT, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
4950	202

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Teachers frame learning in terms of process and growth and purpose. They provide guidelines and models to help students to think, and decide on the extent of understanding based on learning objectives and outcome. The teacher collaborates with the students to create a rubric or scoring guide.

A course hand-out for each course is displayed to the students before the commencement of classes for that semester. It includes all the details regarding the course plan, course objectives, learning outcomes, text book details and assessment details.

Inductive teaching and learning is followed, in which students are first presented with challenges. Inductive methods include inquiry-based learning, case-based instruction, problem-based learning, project-based learning, discovery learning, and just-in-time teaching.

All the classrooms are equipped with state-of-the-art technology. Wireless LCD projectors with Wi-fi connection are introduced in many classrooms. This allows the use of all multimedia course material.

For a few courses, flipped classes have been initiated. Here, students listen to the recorded lectures and watch videos and discuss the problems at the sessions offered during the class hours.

The students are encouraged to enroll in web-based courses in the Massive Open Online Courseware (MOOC) platform to improve their learning experience.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://securerusercontent.net/160.153.138.177/rnz.47a.myftpupload.com/wp-content/uploads/2022/02/2.3.1-Student-Centric-Methods-M.Phil-Dessertation.pdf

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

Innovative teaching methodology

Teaching - learning in the Institution is a blend of traditional teaching and innovative methodologies. Online education resources, blended learning platforms are used to effectively deliver teaching and provide enhanced learning experience to the students.

Various devices / technology in ICT used in Anna Adarsh include:

- Access to course material through remote devices
- Online digital repositories for lectures, course material, and digital library
- Online / cloud-based academic management systems
- Employing the flipped classroom concept
- Making use of handheld computer, tablet computers, audio

players, projector devices etc.

Knowledge acquired through the traditional learning method is fortified with ICT tools and students are encouraged to learn and practice through interactive activities. However the pandemic and the subsequent lock down made it clear that we needed to quickly transition into a completely online mode of teaching to avoid interruptions in the teaching learning process. The Institution was one of the first among arts and science colleges to equip our faculty with the necessary skills and technology-support to continue the teaching learning process uninterrupted.

Teachers could communicate with learners, educate and evaluate them through G Suite education. Learning was made more interesting through fun learning apps like "book widgets", "Word scramble", "Grammar Wizard", etc. Training in communication skills, personality development, time management and motivational sessions were also provided.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

202

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

202

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

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

119

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

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

2.4.3.1 - Total experience of full-time teachers

2609

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

2.5 - Evaluation Process and Reforms

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

University guidelines are strictly adhered to with respect to the evaluation process. Two internal tests are conducted. The schedule of internal assessments are communicated to students and faculty at the beginning of the semester through the institution's academic calendar, which is prepared based on the university academic calendar. Internal exam time-table is intimated online to the students in advance to enable them to prepare well. A week before the internal exams, the time-table is displayed on the notice board. The Faculty handling the subjects prepares a question bank that covers an equal number of questions from each unit, covering all the topics. The department internal exam coordinator, under the guidance of the HOD, monitors the conduct of the internals. The question papers are posted in the GCR and students are advised to upload the answers in the GCR. The subject teachers evaluate the answers that are uploaded and the marks are entered in google sheets created for this purpose by the College Exam Committee which ensures a smooth conduct of tests and proper evaluation of internal tests. 20 marks for internal exams and 5 marks for assignments/class tests/seminars are allotted. At the end of each semester, a Model examination is conducted and the exam committee gives instructions to the departments on the modalities for the conduct of the model exam. The results of internal and external examinations are intimated to the parents during Parent Teachers Meeting every semester. The performance of the students help the faculty to identify slow and advanced learners. Students are counselled to improve their performance. Nearly 25 students are entrusted to each faculty member as mentors and advisors. The mentors sort out the personal issues, academic and non-academic problems of their mentees, and provide counselling and guidance.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

A transparent, time-bound and efficient method is being followed to deal with internal examination-related grievances. Two internal tests are conducted. The internal exam time-table is intimated to the students in advance to enable them to prepare well. A Model examination is conducted by the end of the semester. The concerned faculty evaluates the papers within a week. The evaluated answer sheets are shown to the students in the class, the answers are

discussed, and the faculty addresses individual grievances. Discrepancy in marks, answers and grievances are addressed immediately.

The College conducted internal assessments which were scheduled by the Examination Committee. Due to the Covid Pandemic, the Internal tests were conducted in G-meet platform. The students uploaded the Assignment in the GCR. The evaluated assignments were returned to the students, thus maintaining the transparency of the marks assigned and to resolve grievances, if any. The internal test question papers were uploaded and the students were given time to upload their answer scripts. Due to poor network coverage, the inability to spend for data pack, etc., some students found it difficult to upload their answer scripts on time. Such students were given extra time to upload. Some students and their family members faced health problems, including COVID. These students were given moral support and were allowed to take the tests on a different date. The students have the freedom to express their constraints with the internal examination mechanism. The Principal, the Heads of the Department, and the faculty in-charge monitors the overall procedure of conducting Internal Assessments. The entire mechanism to deal with examination-related grievances is time-bound as per University Guidelines.

File Description	Documents
Any additional information	View File
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.

The following mechanism is followed by the institution to communicate the Program and Course outcomes to teachers and students.

a) Prospectus and academic calendar -

The Prospectus and yearly academic calendars are used for the dissemination of information on courses and course outcomes. As a part of branding and publicity efforts, the departments release short YouTube videos on the programme outcomes for the benefit of potential students.

b) College website -

The College website is constantly updated to provide information to stakeholders. The programme and course outcomes are provided by the departments in the website.

c) Meetings -

Regular meetings between the faculty and the students provide an opportunity to acquaint the students about the programme and course outcomes, and guidelines are formulated during the meetings for effective implementation.

d) Personal Counselling / Mentoring -

Personal counselling / Mentoring is conducted to give guidance to students on issues relating to course outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://annaadarsh.edu.in/2-6-1-learning-objectives-course-outcomes/
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The Institution offers Undergraduate, Post Graduate and Research programmes in Arts, Commerce and Science Streams. Being affiliated to the University of Madras, the Institution follows the curriculum designed by the University. The Programme Outcomes and Course Outcomes are evaluated by the Institution in a formal as well as informal mechanism, and the outcome is communicated to the stakeholders .

Programme Outcomes (POs) contain creating and developing students' aptitude, skill, capacity for employment, research and critical thinking. The number of alumni who qualify in various competitive examinations and employed in various organizations indicate the accomplishment of the outcome of employability. Internal assessment, study Tours, practical work, seminars, and internships are considered for the outcome on skill and critical thinking. The online student feedback system provides information regarding the

relevance of the course, the availability of course material, and the importance of the course.

PSO attainment - The Internal marks, University results and rankings are assessments to check if outcomes are achieved. Besides this, the overall performance of students in the specific program is assessed. The university has introduced several programmes with credits which centre on topics of gender, environment, human values and skill development. Subjects like Environmental Studies, Value Education, Personality Development, NSS included in the curriculum are evaluated and credits allotted. Most departments organize departmental seminars, surveys, presentations, debates, internship, etc. on topics dealing with social, economic, ethical and environmental issues of the time. All these activities are assessed. The active participation of the students in NSS and the activities of the departments show their sense of ethical and responsible citizenship. The attainment is satisfactorily evidenced through their responsible contribution to Department activities.

Course Outcomes include producing among students knowledge and skill of the subject. CO is measured through assignments, seminars, practicals as per syllabus requirements, completion of syllabus, continuous evaluation, end-semester evaluation, and result. The Academic Calendar of the affiliated university is strictly adhered to, and all attempts are made to complete the course in time. Knowledge and skill that the students acquire in their subject, and also their capacity for critical thinking, are evaluated through Continuous Internal Evaluation, End Semester Examinations and personal interaction. The attainment of these outcomes is excellent, with pass percentage ranging between 95% to 100%.

File Description	Documents
Upload any additional information	View File
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

1804

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://securereservercdn.net/160.153.138.177/rnz.47a.myftpupload.com/wp-content/uploads/2022/01/Annual-Report-2021.pdf

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://securereservercdn.net/160.153.138.177/rnz.47a.myftpupload.com/wp-content/uploads/2022/01/Student-Satisfaction-Survey-2020-21.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)

NIL

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)	No File Uploaded

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

10

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

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

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

NIL

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
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

The college provides a lively ecosystem that encourages innovation and entrepreneurship. The innovation ecosystem is established with the following features: entrepreneurship activities, networking, knowledge generation and partnership. There has been a shift from students as passive learners to students as creators who engage in active hands-on learning experiences.

AAC (Anna Adarsh College) is rapidly evolving its entrepreneurial ecosystem by offering product design courses to promote awareness. The need to infuse opportunities for creativity and innovation into the educational system is crucial in order to keep pace with the demands of a rapidly growing society. ED (Entrepreneurial development) cell works to create a culture and ecosystem of entrepreneurship to provide start-up support to students. Students were trained in preparing face mask during the pandemic. It motivated those students who have an aptitude to be an entrepreneur by providing necessary support in terms of mentoring to the budding

entrepreneurs.

AAC incubation centre was formed as an initiative to promote and facilitate knowledge creation and innovation for the student community. As an innovative measure, an LED Display Board is installed in the campus. All the important information of the college is displayed on the board. Training is provided to selected students as a start-up venture. The students are involved in updating the board on a regular basis with circulars regarding various activities, examinations, fees, etc.

During the year 2020-2021, the college adopted several innovative educational practices such as collaborative learning and other pedagogies. The innovative practices during the covid 19 continued with events conducted on the digital platform, publications in online journals, participation in webinars, etc., thus keeping the students and faculty engaged.

The college focused on imbibing literary excellence among students in the form of Research paper-writing and publications in the UGC care list journals. Linkages have been created with renowned industries and institutions, and the students have utilised the facilities available. The industrial exposure helps the students not only to gain practical knowledge but also to know the career opportunities available in their relevant field. This networking has provided an opportunity to the students to move forward, and to think wider with great vision. Various club activities help the students to become more responsible. The enviro club conducted several programs including climate change, wealth from waste, etc. The NSS unit of the college planted saplings in the college campus and created awareness among students regarding the environmental benefits.

As academics require innovation for growth, so are the innovations in varied forms in AAC.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual

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

8

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

3.3 - Research Publications and Awards**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

2

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

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

50

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

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

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

23

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

3.4 - Extension Activities

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

The function of extension activities at Anna Adarsh College is to bring about desirable changes in the students' knowledge, attitude, understanding, goals, behaviour, and action by sensitising them on social issues. Extension is a learning-teaching method that connects meaningful community service to academic curricula. It is mandatory for a student to participate in Extension Activities for not less than 20 hours during their study period in the college.

In spite of the pandemic situation during the year 2020-2021, the college was able to conduct online activities that created awareness on the social/community responsibilities of students. Further, the students and faculty contributed in cash and kind to initiatives of NGOs, State and Central Government.

The Departments, Student Council, Clubs, NSS and the Library conducted various community- based programmes covering a broad range of issues as mentioned below:

Health Education, Fitness and Community Health Activities.-

The Rotaract Club of the College organized Mask Distribution Drive. The members of the club took the responsibility of distributing masks to people near the campus. Webinars were conducted on "Life After Lockdown", "B +ve during the Covid period and Post Covid period". Ethics for Managing Emotional Imbalance during pandemic", "Health and Hygiene", " Mental health and Physical Fitness Post covid 19", " How to Manage Stress in a New Normal Situation", " Yoga

- Breathe, Relax and be Still" and Awareness Programme on Organ Donation.

Human Rights, Human dignity -

Outreach program to "ALL THE CHILDREN TRUST", Vyasarpadi, Chennai.

Gender sensitisation -

Webinars on "Women Entrepreneurship", "Women's Wellness, Menstrual Hygiene & Eco- friendly Practices", "Social Status and Legal Rights of Women in India" " Property Rights of Women: A Way forward", " Celebrating Womanhood".

Literary, Performing Arts and dramatics -

Educating masses - Short story and Poster-making competitions on Lockdown Lessons, Poster competition on "The 3 Ps of Health during Covid 19 (Prevent, Protect & Preserve)".

Employee rights, workplace issues -

Vaccination Camps for faculty, family and students.

All these activities developed student-community relationships, and created awareness among students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

2

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

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

19

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

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

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

1690

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

3.5 - Collaboration

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

7

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

19

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The Institution has a well-developed campus and is equipped with modern facilities and learning resources to achieve academic excellence according to its vision and mission.

Laboratories - The labs in the campus are Chemistry - UG and PG labs, physical chemistry lab, Chemistry - Research labs I & II,

General Physics lab, Optics lab, Electronic lab, Allied Physics lab, Ballistic Galvanometer room, Physics - Research lab, the food science management lab, Biochemistry and nutrition lab, Physiology and Microbiology lab, textile lab and interior decoration lab, the Computer labs, Microprocessor and Digital Electronics lab exclusively for the Computer Science students, and a state-of-the-art language lab through Orell technologies. All the labs have been upgraded in tune with the current requirements.

Library: The central library caters to the learning resource needs of the staff and the students. It houses almost 50,000 books in different disciplines, has subscriptions to 58 journals, 30 magazines, newspapers, newsletters, etc. The UGC-INFLIBNET (N-LIST Programme) has more than 6,000 e-journals and 32,000 e-books. The college has been recognized as one of the ten colleges in India for its extensive use of the N-list resources. The access to the National Digital Library of MHRD containing 86,90,862 e-resources is facilitated. The Social Science Package of Journals can also be accessed. The college has membership with the American Information Resource Centre, Connemara Public Library and Madras University Library. Book borrowing, Reference section, resource for research and higher education, Orientation programmes and Reprography are the services offered by the library. There is a browsing centre with 25 computers within the library. The Librarian and the supporting staff focus on the availability and utilization of instructional material in the teaching and learning process.

Classrooms: The well-ventilated and furnished classrooms make learning a pleasant experience for the students. Smart board class rooms have been installed to keep pace with digitally advanced modes of teaching pedagogies. In addition to classrooms, separate rooms like Student-council room, a common room, a Career Guidance and placement room and a sick room are allotted. There is a well-set exam committee room that functions as the control room during the model and university exams.

Sport complex/ground/equipment: The college has a well-equipped sports department. The college has won medals and cash prizes in various meets and at different levels. The Sports Department has a separate Gym section meant for the use of faculty members and students. A specialized indoor stadium with sports facilities is made available. Students make use of the first-aid kits available in the physical education Department.

Auditorium/ Conference Hall / Board Rooms: A centrally air-conditioned auditorium with 1500 seating capacity, a Conference hall

with a seating capacity of 300 members, and two Board rooms with a capacity of 30 each serve as the venue for important meetings. These facilities are made use of for small and big occasions / meetings / seminars / conferences, etc.

IT facilities: A public address system, Intercom connection, ICT enabled classrooms and labs, Wi-Fi System, LAN, Rooms with LCD facility, etc. are provided. The System Administrator and his team maintain the IT facilities.

Solar power: A 20 KVP grid roof top solar power generating system with solar PV module panels are used to supplement the electricity requirements. In order to increase the ground water level, 10 rain water harvesting units are in the campus.

Women's hostel: 89 rooms with provisions for food, entertainment, etc. is another facility that the students from outside the city make use of.

Other Facilities: Water coolers along with water purifiers on every floor ensure the continued supply of drinking water. There is a napkin vending and incineration machine for the students. An extension counter and an ATM facility of the KVB functions on campus for the benefit of staff and students. The college also has a well-furnished AC canteen and a Cafe Coffee Day stall.

CCTV: CCTV cameras are installed in various places for security and monitoring. The network and system administration team maintains internet connectivity and the CCTV security system.

File Description	Documents
Upload any additional information	View File
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.

Social and cultural activities conducted in the college prepare students for real life and strengthen their interpersonal skills. The College encourages all extra-curricular activities that are both in line with the educational objectives of the institution and meet the needs of the students. The college has a fully-equipped, air-conditioned, WiFi-enabled auditorium, and a conference hall with LCD

projectors having a seating capacity of 1800 persons and an open air theatre to facilitate the conduct of inter-collegiate, inter-department and department cultural activities. The College takes pride in facilitating a differently-abled friendly campus with ramps, lifts and special washrooms. The College has taken measures to address the need for vigilance and security. The campus is CCTV-enabled to cater to the safety requirements of the students during cultural events.

Sports forms an integral part of the college curriculum, and hence the campus is designed to provide ample space for conducting several indoor and outdoor sports activities. The students are encouraged and motivated to take up sports and physical activities and are trained by experts. A structured sports curriculum is followed that develops the students' skill in a particular sport and enables them to perform and excel in state and national level competitions.

The College has specific coaches for different sports who provide special training in chess, table tennis, cricket, basketball, volleyball, and Yoga. The students are encouraged to practise indoor and outdoor games during the allotted time schedules.

Special inter-collegiate sporting events like SPORTEN are also organized to expose students to competitive sports activities. The annual sports meet is also held to celebrate the spirit of sports.

The college has facilities required to groom national level players in various sports. The sports facilities at the college include indoor sports room, basketball and volleyball courts, cricket pitch for net practice, a sports pavilion to seat spectators during the annual sports day and inter-collegiate tournaments.

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

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

69

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

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

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

Rs.1.82

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

? Name of ILMS software - Auto Lib

? Nature of automation - fully automated

? Version - Advanced version using Java

? Year of Automation- 2006 updated in 2017

The central library caters to the learning resource needs of the staff and the students. It houses almost 50,000 books in different disciplines, has subscriptions to 58 journals, 30 magazines, newspapers, newsletters, etc. The UGC-INFLIBNET (N-LIST Programme) has more than 6,000 e-journals and 32,000 e-books. The college has

been recognized as one of the top ten colleges in India for its extensive use of the N-list resources. The access to the National Digital Library of MHRD containing 86,90,862 e-resources is facilitated. The Social Science Package of Journals can also be accessed. The college has membership with the American Information Resource Centre, Connemara Public Library and Madras University Library. Book borrowing, reference section, resource for research and higher education, orientation programmes and reprography are the services offered by the library. There is a browsing centre with 25 computers within the library. The Librarian and the supporting staff focus on the availability and utilization of instructional material in the teaching and learning process. The collection of books covers a wide range of subjects like English Literature, pure sciences, arts, history and social sciences, languages, etc.

File Description	Documents
Upload any additional information	View File
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

B. Any 3 of the above

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

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

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

2.15

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

75

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Technology powers nearly every aspect of today's educational scenario, from faculty engagement in classes to the students' learning processes. When properly networked, technology can be optimized to improve communication, create efficiencies, and increase productivity.

Anna Adarsh College for Women is totally technology-enabled. The campus is a CCTV- surveillance-enabled campus. The institution has a 24x7 WiFi facility for the students and faculty members to network seamlessly across various facilities. The campus is well connected with a well-planned Telecom Network with intercom facilities. There are Over Head Projectors (OHP), portable LCD projectors, audio-visual equipment, microphones (Collar and wireless), speakers, amplifier, mixer, camera and video camera. All these resources are well utilised to make teaching-learning meaningful. The college is equipped with state-of-the-art classrooms to facilitate teaching and interactivity amongst faculty and students. There are computer laboratories with high-end computers catering to the institution's academic, research, administrative, and recreational requirements. Communication between devices is enabled through the use of network switches, routers, firewalls, wireless access points, and other

hardware utilizing fiber optic and copper cabling, as well as radio frequencies. The institution has entered into an AMC to ensure routine maintenance of IT facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

269

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

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	View File

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)

258.67

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

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

The college ensures regular maintenance and upkeep of all the facilities available in the campus. Regular, Outsourcing, Annual Maintenance Contract (AMC) are the different ways of maintenance carried out. Lab Assistants and Lab Attendants ensure proper upkeep of the various laboratories. Stock verification (Physical Verification) is carried out to verify working/non-working equipment, etc. Preventive maintenance and performance monitoring is carried out. Lab assistants keep the record of the utilization of equipment, computers and other required material for experiments. The students in the "Earn and Learn Scheme" also assist the librarian in the maintenance and upkeep of the library. At the end of the academic year, stock verification is done. A schedule for anti-pesticide and periodic cleaning is ensured by the Librarian. Outsourcing is done for overall cleaning of campus, regular cleaning of water tanks, proper garbage disposal, pest control, maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband, maintenance of water coolers and water purifiers. Skilled workers are hired for the maintenance of wooden furniture, etc. For a clean campus environment, housekeeping staff are assigned to do various jobs and duties like cleaning of all rooms, corridors, toilets, compound, etc. on a regular basis. The System administrator and his team maintain the IT facilities. In case of major issues, vendors are hired for the maintenance of IT facilities like Computers, Peripherals, Telephones, etc. The solar power is maintained through the Annual Maintenance Contract.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

168

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

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

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

87

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above								
<table border="1"> <thead> <tr> <th data-bbox="86 439 550 506">File Description</th> <th data-bbox="550 439 1476 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 506 550 741">Link to Institutional website</td> <td data-bbox="550 506 1476 741"> https://securereservercdn.net/160.153.138.177/rnz.47a.myftpupload.com/wp-content/uploads/2022/01/Capacity-Building-and-Skill-Enhancement-Prgs.pdf </td> </tr> <tr> <td data-bbox="86 741 550 808">Any additional information</td> <td data-bbox="550 741 1476 808"> No File Uploaded </td> </tr> <tr> <td data-bbox="86 808 550 947">Details of capability building and skills enhancement initiatives (Data Template)</td> <td data-bbox="550 808 1476 947"> View File </td> </tr> </tbody> </table>	File Description	Documents	Link to Institutional website	https://securereservercdn.net/160.153.138.177/rnz.47a.myftpupload.com/wp-content/uploads/2022/01/Capacity-Building-and-Skill-Enhancement-Prgs.pdf	Any additional information	No File Uploaded	Details of capability building and skills enhancement initiatives (Data Template)	View File	
File Description	Documents								
Link to Institutional website	https://securereservercdn.net/160.153.138.177/rnz.47a.myftpupload.com/wp-content/uploads/2022/01/Capacity-Building-and-Skill-Enhancement-Prgs.pdf								
Any additional information	No File Uploaded								
Details of capability building and skills enhancement initiatives (Data Template)	View File								
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
1820									
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1820									
<table border="1"> <thead> <tr> <th data-bbox="86 1328 550 1395">File Description</th> <th data-bbox="550 1328 1476 1395">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1395 550 1462">Any additional information</td> <td data-bbox="550 1395 1476 1462"> No File Uploaded </td> </tr> <tr> <td data-bbox="86 1462 550 1686">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td> <td data-bbox="550 1462 1476 1686"> View File </td> </tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File			
File Description	Documents								
Any additional information	No File Uploaded								
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File								
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through	A. All of the above								

appropriate committees

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

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**

276

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

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

647

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

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

33

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

5.3 - Student Participation and Activities

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

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

117

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The students are provided opportunities and encouragement to

actively participate in academic and administrative bodies of the institution. The representation of students in decision-making is one of the main ways in which the college engages with students, listens to them, and involves them in internal decision-making processes, and it enhances their communication skills, management skills, leadership skills, teamwork, time management, and resource management skills, and builds confidence in each student.

Student council

The College has a student council constituted with academically-strong students. Representatives are selected from all the departments. They are elected to various posts through an indigenously-developed voting process where more than 5000 students get to cast their votes. They are entrusted with the responsibility of planning and execution of various college activities like culturals, sports, Adarsh angadi, etc. The faculty representatives of the Council guide them in every role, be it decision making, academic and administrative, thereby enabling them in acquiring a better academic environment.

The Student Council and Sports Committees office bearers, Club coordinators and members in all the cultural clubs and sports committees actively take part in the organization and management of events.

Class Committees

All departments have class committees for each batch that comprise class representatives and student members along with the faculty in-charge. The Class Committees provide feedback on all aspects of the programme and the respective course. Class Committee Meetings are held every month.

Hostel Administration

Students provide strong support in the administration and management of hostel affairs.

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

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

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

1281

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The college maintains a strong relationship with the alumni through the Alumni Club. The alumni association functions actively under the Principal and the elected Office Bearers. The meetings are conducted by the departments every year in the campus. The Departments organize Alumni meetings to mentor, inspire and motivate the students. Prominent alumni are invited to conduct Seminars, talks, and guest lectures for the current students on current trends, Social Networks, etc. They also help in the placement and Institutional Training of students. Financial donations are collected as a Corpus Fund by the institution. Besides the regular annual alumni meets, the alumni serve as resource persons for the various programs organized by the departments. The Tourism and Management department organized on 5th September, 2020 a career guidance program called Career Opportunities in the Tourism and

Travel Industry. On 30th January, 2021, the Post Graduate & Research Department of Public Administration in collaboration with the Indian Institute of Public Administration, Tamilnadu, organized a webinar on the topic Role of youth in democratic Governance - The Way Forward. An academic-based guest lecture on Economic Crimes and a student-awareness webinar on Coping Techniques After Covid were the other programs of the department. Some of the programs conducted by the other departments with alumni contribution as resource persons were - An Introduction to SPSS by the Corporate Secretaryship department, guest lecture on Industrial Achievement of Chemistry by the Chemistry department, Webinar on the Role of fibre in Health and Diseases by the Home Science department, guest lecture on Marketing practice by the Honours department, guest lecture on Focus ur Career by the department of BCA. The department of Computer Science organised an International Webinar Series from 23rd November 2020 to 1st December 2020, an Orientation Programme for Internship for PG students and Valedictory of Students Consortium Techbyte on 19th and 21st May 2021 respectively.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The success of the institution is the result of the combined efforts of all who work towards realizing the goals of the vision and mission of the institution

Vision

To transform every woman student who leaves its portals into a

humane, socially-responsible and professionally-successful individual who can envision her future and strive relentlessly towards perfection without compromising on moral and ethical values.

Mission

To help young women grow into confident, creative, emotionally-balanced and professionally-competent individuals by nurturing their all-round potential through an excellent educational system that is dynamic and innovative to women from all sections of society.

Strategic / Perspective Plan

- To increase the quality of education through enhanced teaching methodologies
- To organise FDPs / Seminars / Workshops
- To adopt student-centric teaching-learning strategies for enhanced learning outcomes
- To begin the process for Social Science stream and new employability enhancement programs for both shifts.
- Work towards autonomy and begin the process.

Nature of governance

All the stakeholders play a role, and their involvement and cooperation in planning and implementing decision-making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the institution. Each body or Committee operates with specific functions that cater to the needs of the institution. The college functions under a Governing body and it decentralizes the power by forming different committees. The various committees act independently under the guidance of the Principal. The Internal Quality Assurance Cell of the college monitors the processes, procedures, testing, and deliverables of the institution. The administrative wing functions under the Principal. The Heads of the Department manage the department independently in conducting and monitoring the academic progress of the students.

Participation of Teachers in Decision-Making Bodies:

Teachers are members and convenors of the various committees. Some of these committees are the Academic Council, the Examination Committee, the Admission Committee, etc. Teachers also discharge

roles as motivators for cultural and socially-conscious activities in the institution by steering the NSS unit and the Entrepreneur development cell. The various committees that function in the college premises to coordinate the academic and administrative planning and implementation reflect the College's efforts in achieving its vision.

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

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

The success of the institution is the result of the combined efforts of all who work towards realizing the vision and mission of the institution. All the stakeholders play a role, and their involvement and cooperation in planning and implementing decision-making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the institution. Each body or Committee operates with specific functions that cater to the needs of the institution.

A particular case of this practice may be seen in the extensive delegation of authority to the Heads of the various Departments in the college. The Heads work under the guidance of the Principal and IQAC. In coordination with the department faculty members, they participate in the Management process, oversee the academic activities of the respective department, convene department meetings, etc. Planning for seminars, workshops, remedial measures, paper-setting, evaluation, and marks submission of all internal examinations of the department is led by the Head of the Department. The Heads are at liberty to introduce creative and innovative ideas in teaching-learning, introduce Syllabus enhancement with add-on courses, organize alumni programs of the department, conduct parent teachers meeting, and so on.

When the department, in association with the IQAC, plans to conduct a Conference, for example, the Head, with the approval from the Principal, convenes a department meeting. Duties are allotted to the department staff and students, and committees are formed. The Head coordinates with the various committees like invitation preparation, Papers Inviting, Acceptance Committee, Papers Scrutiny and Printing

& Distribution of the conference proceedings committee, Registration & Kit Committee, Guest & Speaker Invitation and escorting Committee, Stage & Seating, Audio-Video Arrangements Committee, Hospitality and catering committee, Report, Media & Photographs Committee, etc.

Through the organised handling of their departments, the Heads discharge their function as nodal agents of the academic and administrative processes in the college, thereby contributing to the efficient functioning of the institution.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic / Perspective Plan

- To increase the quality of education through enhanced teaching methodologies
- To organise FDPs / Seminars / Workshops
- To adopt student-centric teaching-learning strategies for enhanced learning outcomes
- To begin the process for Social Science stream and new employability enhancement programs for both shifts.
- Work towards autonomy and begin the process.

To increase the quality of education through enhanced teaching methodologies

The Institution embraces innovations along with traditional approaches of teaching and facilitates a collaborative and cooperative learning method. Successful learning is by 'doing'. The college uses methodologies that engage, involve and indulge, making students more imaginative, creative and independent. During the closure of physical campuses because of the pandemic, the Institution found new ways to continue learning during this challenging time. An online teaching and learning strategy framework was developed to provide an active and personalized mode of

education for all the students. In order to continue offering quality education, careful planning was done for the transition from formal classroom education to online education with the help of virtual classes and other pivotal online tools. Software such as Google Classroom (GCR) was initiated through GSuite Education. Special faculty training was provided in the usage of GSuite tools. Teachers could communicate with learners anywhere with Google Meet, Chat and Gmail, and engage students directly within the classroom to provide clear guidance. GMeet provided the hosting platform to conduct live webinars for learning, skill training, faculty-oriented programs, and meetings. The students were introduced to new apps and ICT tools to supplement their learning. Learning was made more interesting through fun learning apps like "book widgets", "Word scramble", "Grammar Wizard", etc. Study materials were posted in the GCR which gave the students flexibility in usage. Special counselling was given to students to lessen their mental stress and to make them active in the learning process. Syllabus completion, online tests, and assignments were possible as per the plan. Slow learners were given special instructional pacing, frequent feedback, corrective instruction, and modified materials to keep pace with the rest of the class. Training in communication skills, personality development, time management and motivational sessions were also provided. For a few courses, flipped classes have been initiated. Here, students listen to the recorded lectures and watch videos and discuss the problems at the sessions offered during the class hours.

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

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

Anna Adarsh College has a well-defined organisational structure designed in such a way as to give the best results. The Institution has its own service rules, policies, and procedures for effective functioning of the Institution.

The leadership of the Institution follows a participative management

model through a structured organisational system. The day-to-day operations of the College is managed by the Principal. For efficient administration, the Principal directly oversees six broad functions - Academics, Administration, IQAC, MIS, Committees, Clubs & Cells. The decision-making procedures are made at appropriate levels in the organizational hierarchy with the approval from the Principal and the Management.

There are various units/ committees / departments with well-defined functions that give academic and administrative leadership to the Institution. The Staff Council, the Heads of Department, the Library, and the Physical Education Department steer the academics wing with the support of the Principal. The IQAC is responsible for fixing quality parameters for various academic and administrative activities and has a Planning & Development Committee and the Department IQAC. The objectives and functions of the committees are organized as per the guidelines of the head of the Institution.

Each committee frames plans for its activities, and schedules and monitors these activities to meet the stipulated requirements. The committee seeks approval from the Principal and briefs her on the status of its activities regularly. The convener of the committee is authorized to release the final outcome / document of work in consultation with the Principal.

The College has twelve vibrant Clubs & Cells which cover a range of extra-curricular and co-curricular activities - Adarsh Incubation Centre (AIC) - ED cell, the Book Club, the Business Line Club, the Enviro Club, the Fine Arts Club, the NSS, the Red Ribbon Club, the Health & Wellness Club, the Road Safety Club, the Rotaract Club, the Soft Skills Club, and the YRC.

The Administration function has two broad divisions - the College Office and Student Welfare. The College Office is led by the Administrative Officer with the guidance of the Principal, and is responsible for infrastructure management, human capital management, etc.

The Student Welfare function consists of Training & Development, the Student Council, the Alumni, the Counselling for students, Discipline, Mentoring, the PTA, and the Grievance Redressal mechanism. Suggestion/complaint box is kept near the Principal's office / Admin office for Grievance redressal.

The Training & Development function is a dynamic body that branches into Career Guidance Cell, the Placement Cell, Soft Skills,

Personality Development, Aptitude Training, and Training for Competitive Exams. The Principal and faculty members extend their complete support in the functioning of this unit. The students are trained and prepared well to face the corporate world.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://securereservercdn.net/160.153.138.177/rnz.47a.myftpupload.com/wp-content/uploads/2022/01/Organogram.pdf
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The college provides various welfare schemes for the benefit of both the teaching and non-teaching staff.

Teaching staff

- Contributory provident fund, gratuity, ESI, medical and Staff insurance is facilitated.
- Staff development programs for skill up-gradation and training

as and when required.

- On Duty facility for attending orientation programmes/refresher courses/ seminars/ conferences/ training.
- Casual leave, Earned Leave, medical leave and Maternity Leave are given as per policy.
- Indoor and outdoor sports activities are organized for the physical well-being of the staff
- Gymnasium facilities are offered to encourage physical exercise and recreation for those in need.
- Vaccination Camp for Covid '19 was organized.

Non-teaching staff

- Contributory provident fund, gratuity, ESI, medical and Staff insurance is facilitated.
- Programs to educate on health and personal hygiene, awareness programs on hand sanitizing and social distancing were conducted.
- Workshop on preparation of hand sanitizer for technical assistants was organized by the department of chemistry
- Vaccination Camp for Covid '19 was organized.
- Healthy and supportive working environment & infrastructure.

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

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

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops

and towards membership fee of professional bodies during the year

000

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

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

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

120

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

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

The Institution has an effective performance appraisal system for teaching and non-teaching staff. The appraisal is done by the Principal for the Head of the departments, by the Hods and peer members for the respective faculty member, by the Administrative officer and Principal for the non-teaching staff. The purpose is not only to evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

Teaching staff: The teaching staff are assessed on various parameters. The different categories are comprehensive knowledge in the teaching field, deontology and availability for teacher -student communication, presentation skills, passion for teaching, class preparation and management, student examination, administrative skills, and academic expertise. These categories are further divided into sub-categories for effective results. The assessment score is reviewed and discussed with the concerned staff. In cases where lacunae are observed, counselling and guidance is given to help them improve.

Non-teaching staff: The various parameters for assessment of the non-teaching staff are professional competence, quality of work and personal traits. Quality of work includes capacity to document and record keeping, quick and accurate execution of work assigned, finishing the work within the time frame, and capacity as a team member. The assessment is scored on a four point scale - excellent, good, satisfactory and poor. The final scores are used for a confidential discussion with the Principal.

The outcome of this process comprises constructive criticism,

healthy discussions and probable solutions for the lapses. This confidential report and the Performance Appraisal system has significantly helped in the performance of the employees, in motivating them, analysing their strengths and weaknesses, and in ensuring better performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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 audit for the Adarsh Group of Institutions is conducted by the Finance department, which is under the direct control of the Management. The accounts of the College are audited regularly. An internal auditor, Mr. Nizar Ahmed from the Punjab Association, audits our accounts every year. The internal auditor checks receipts with fee receipts and payments with vouchers and necessary supporting documents. He also ensures that all payments are duly authorized. The external auditor, Chartered Accountants Rajesh Kumar Shah & Co., conducts a statutory audit at the end of the financial year. Regular audits are also carried out by the Collegiate of Education.

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

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

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

nil

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

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

The funds required for the smooth operation of an institution are the life-blood of any system. It is indeed a more critical facet with which other factors of administration are created, maintained and sustained. Funds are necessary for the procurement of facilities, equipment, electronics and communication gadgets needed for effective performance. Apart from this, funds are needed to pay the salaries of administrative, academic and non-academic staff. A robust fund mobilisation policy in an institution would enhance the attainment of its goals and its sustainability. While decisions about mobilising resources for higher education are subject to constraints, Anna Adarsh College nonetheless sets resourcing goals, and makes choices through strategic planning and budgeting processes. Some of the means through which funds are mobilised are as under:

- Collection of Fees: Fee is the prime source of fund collection at Anna Adarsh College. Fees are collected under different heads like tuition fee, development fee, maintenance fee, sports fee, library fee, laboratory fee, etc. The fee structure is determined as per guidelines provided by the government. Due consideration is given to the paying capacity of parents, and care is taken not to overburden the parents for the education of their wards.
- Endowment fund and donation in cash or kind.
- Financial sponsorship from corporates under CSR activity.
- Sale of scrap material.
- Use of infrastructure for conduct of examinations, training, cultural and sports activities by other organisations.

Effective and optimum use of resources is ensured by promoting green practices and environmental education.

- Communicating within and outside college by email.
- Use of electronic files for documentation
- Use of T5 fluorescent tubes, light emitting diode (LED) lamps or compact fluorescent lamps (CFL) where practical
- Maximize daylight usage
- Choose the models of air-conditioners with the cooling capacity most suitable for the size of the room
- Practising Predictive, Preventive, and Routine maintenance of infrastructure and equipment.

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

6.5 - Internal Quality Assurance System

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

The onset of the pandemic and its aftermath clearly demonstrated that the institution had to adapt itself to the "New normal". Traditional physical classrooms were replaced with online classes. At the beginning of the academic year 20-21, the faculty members were provided training in online teaching to enable them to continue the teaching-learning process uninterrupted.

The transition to digital mode threw up challenges for the institution, faculty, students and parents. Online platforms were established to open communication lines with all stakeholders, and grievances received from them were redressed immediately. An online counselling program was initiated through which the faculty, students and parents were

counselled during the pandemic.

Various webinars were planned and conducted to keep the faculty and students abreast with the latest developments in their field.

The need to widen the database of students prompted the institution to undertake a massive revamp of the existing MIS. Professional help was sought to bring in various administrative functions like admission, fee collections, etc. within the purview of MIS.

The institution established Wi-Fi connection throughout the campus to provide

access to faculty and students, a move that proved to be a boon to students from economically

weaker sections.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

IQAC in Anna Adarsh College is a significant administrative body responsible for all quality matters. One of the prime responsibilities of IQAC is to initiate, plan and supervise various activities to increase the quality of teaching-learning outcomes. A few of the quality initiatives of the IQAC are outlined below:

- Feedback & survey of the stakeholders
- Internal Academic and Administrative Audits
- Conduct of FDPs
- Personality development classes
- Introduction of skill development courses
- Initiation of Outcome-based education
- Digitization of records and documents

- Online examination

Post accreditation initiatives /Incremental improvements

1. Increased use of ICT tools in the teaching-learning process.

A shift in the role of a teacher utilizing ICTs to that of a facilitator does not obviate the need for teachers to serve as leaders in the classroom; traditional teacher leadership skills and practices are still important. However, the pandemic and the subsequent lock down made it clear that we needed to quickly transition into an online mode of teaching to avoid interruptions in the teaching-learning process. We are indeed proud to state that Anna Adarsh was one of the first among the arts and science colleges to equip our faculty with the necessary skill and technology support to continue the teaching-learning process uninterrupted. Various devices/technology in ICT used in Anna Adarsh include:

- Access of course material through remote devices
- Online digital repositories for lectures, course material, and digital library
- Online/ cloud-based academic management systems
- Employing the flipped classroom concept
- Making use of handheld computers, tablet computers, audio players, projector devices, etc.
- Google classroom (GCR) through GSuite Education. The Google Classroom was used to create and manage classes, assignments, and grades online, to post announcements, to engage students in question-driven discussions, to give direct, real-time feedback, etc.
- Audios and videos using Podcasts and YouTube.

2. Management Information system

On the recommendation of the peer team, the Management undertook a massive revamp of the existing MIS in the college. Data is the lifeline of every educational institution. Right from the student turnover rate to the financial records, every piece of data that is

ever associated with the college paves the way for its development. With the increasing number of new courses scheduled to commence from the academic year 2021-22, the greater will be the volume of institutional data generated. This will make it challenging to manage on paper or even with excel files. But, more importantly, a robust MIS can reduce the workload on teachers by providing quick access to data on any student or a group of students which can be drilled-down, filtered, and arranged within a few clicks. Today the College is equipped with a robust MIS.

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

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://secureservercdn.net/160.153.138.177/rnz.47a.myftpupload.com/wp-content/uploads/2022/01/Annual-Report-2021.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institution ensures a safe environment and caters to the needs of those who face challenges on account of physical, social, or economic factors. The grievance redressal committee looks into the sexual abuse concerns and ragging complaints, apart from the general grievances. The Student Council works for the welfare of the students' community, organizes various activities for special occasions. They represent the Student Community in and outside the campus, act as a link between the students, teachers and the management.

For a safe and secure campus, 24 hour CCTV surveillance is maintained in the college. Discipline is maintained, and it also provides a sense of security to the students. The students wear identity cards at all times to ensure their identity. They are provided with a sanitary napkin vending and disposal machine for the safe and hygienic disposal of sanitary napkins.

A full-time counselor is available in the campus for the psychological and emotional well-being of the students. It helps them to handle difficult life situations. The institution has a system of mentoring in every department for inculcating social, moral and ethical values, apart from academic support. Besides providing personal counseling to the students, the institution also organizes Personality Development classes.

Sensitization of the students is done through special lectures and functions. Awareness programs and workshops on gender sensitivity are regularly organized in the campus to create awareness on women's issues and enhance women's empowerment. The following were the Gender sensitization webinars organised during the period.

Programs titled "Women Entrepreneurship", "Ethics for Managing Emotional Imbalance during the pandemic", "Mental Health and Physical Fitness Post Covid 19", "Women's Wellness, Menstrual Hygiene & Eco-friendly Practices", "Social Status and Legal Rights of Women in India". As part of International Women's Day Celebrations, programs on

"Property Rights of Women: A Way forward", "Health and Hygiene", "Choose to Challenge", and "Celebrating Womanhood" were organised and conducted by the various departments and clubs.

File Description	Documents
Annual gender sensitization action plan	https://securereservercdn.net/160.153.138.177/rnz.47a.myftpupload.com/wp-content/uploads/2022/02/7.1.1-Gender-Sensitisation.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

C. Any 2 of the above

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

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

Reduce, Reuse, Recycle is one of the best practices of the Institution.

Solid waste management

All the waste generated in the campus is taken care of as per norms. In partnership with the PaperBoards & Specialty Papers Division of ITC Ltd, the paper waste from the college has been recycled in the past two years as a part of the National Recycling Initiative "WOW" - The Wealth Out of Waste Venture.

Waste recycling system

The college is equipped with a RainWater Management System with Channelized Drain & Pipe Network, Rain Water Holding Tank, Pumps and Ground Water Recharge Pits.

E-waste management

Electronic goods are put to optimum use; the defective ones are set right and reused. The equipment which cannot be refurbished for re-use is dismantled and disposed of as recyclable.

Chemicals Waste Management

The Department of Chemistry has adopted a microscale analysis which has reduced the chemical consumption to half of the regular usage in conducting lab experiments. This initiative is a huge leap in terms of controlling pollution and reducing carbon footprints. The faculty of the department has engaged enthusiastically in the promotion of this technique by demonstrating and advocating the use of the procedure to several colleges in Chennai.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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

A. Any 4 or All of the above

4. Ban on use of plastic	
5. Landscaping	
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	B. Any 3 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above

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

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

Economic and social stratification creates inequalities that can have long term detrimental effects on the students' physical, emotional and academic development. In this regard, the institution had initiated various measures to provide an inclusive learning environment.

The admission process was designed to provide equal access to education to students from various socio-economic backgrounds. Fee concessions and scholarships are provided to students from economically-weak backgrounds.

Tolerance and understanding of different religions are promoted by students reciting verses from holy books during the Friday prayer held in the campus.

The various clubs functioning in the campus provides students an opportunity to work with each other on social concerns and issues. e.g.: Rotaract "A handful of rice scheme" ED cell-Adarsh Agadi, NSS-Adoption of villages, camps organised in orphanages, etc.

Value education classes provide great opportunities for teacher mooted discussions on inclusive environments.

Promotion of cultural diversity: The institution celebrates all major Indian festivals to inculcate the values of shared brotherhood. Students are encouraged to participate in cultural events organised during important days like Republic Day, Independence, sports day, etc.

Webinars and lectures are organised by various departments and the

NSS wing of the institution. Eminent personalities are invited to share their thoughts on various social issues during the webinars.

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

Various programs are organized to sensitize the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens. The college encourages the students to take part in blood donation camps to create a sense of social responsibility. Every year, the Republic day and Independence day are celebrated highlighting the importance of the Indian Constitution and the struggle for freedom. The institution takes many initiatives like conducting awareness campaigns, organizing orientation programs, training programs, seminars, and workshops to sensitize the Adarsh Community on values, rights, duties, and responsibilities of citizens. Various departments of the institution and the NSS unit are actively involved in conducting several activities. Guest lectures and workshops are arranged. Ethical Values, rights, duties, and responsibilities of citizens are some of the topics used in Elocution, debates, and class presentation.

2020-2021 being the pandemic year, the celebrations, awareness and activities were conducted in the virtual mode. The following are the programs conducted during this period.

Webinars on

Life after Lockdown, Covid '19 Shenanigans, B+ during Covid and Post Covid period, Ethics for Managing Emotional Imbalance during Pandemic, Mental Health and Physical Fitness Post Covid '19, Role of Youth in Democratic Governance - The way forward, Social Status and Legal Rights of Women in India, Azado Ka Amrita Mahotsav, lecture on Indian Freedom Struggle.

Awareness programs

Organ donation

Program on Right to Information Act

Outreach programs/ Drives/ camps

Mask distribution drive

Outreach program to "All the Children Trust"

Vaccination Camp for faculty, family and students

Competitions on

Poster competition on the 3 Ps of Health during Covid, Post Covid, online contest

Online National e-quiz on the Constitution of India to commemorate Constitution Day

Celebrations

Celebrated World Tourism Day in collaboration with India Tourism Chennai, Ministry of Tourism, Government of India by organizing online competitions in Poster Making, Essay competitions, and Quiz.

The NSS unit took the Covid '19 pledge ,the National Unity Pledge (Rashtriya Ek Diwas) and the pledge against untouchability

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://secureservercdn.net/160.153.138.177/rnz.47a.myftpupload.com/wp-content/uploads/2022/02/7.1.9-Constitution-Sensitisation.pdf
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,

A. All of the above

teachers, administrators and other staff 4.
Annual awareness programmes on Code of Conduct are organized

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

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

The Institution celebrates/ organizes national and international commemorative days, events, and festivals to inculcate inclusivity and communal harmony among the staff and students. Every year, the Republic Day and Independence Day are celebrated. The Management, Staff, students and invitees attend the program. The program usually includes flag hoisting, singing of the National anthem, speeches, and distribution of sweets. Teachers Day is celebrated with great fervor on the birth anniversary of S. Radhakrishnan (5th September). Many of the celebrations were restricted as it was the pandemic year. The various programs organized by the departments in 2020-2021 are as follows:

1. The Department of Home Science organized a webinar on "Yoga - Breathe, Relax and be Still" on 22/7/ 20 & 24/7/20.
2. The Department of Tourism and Travel Management celebrated World Tourism Day in collaboration with India Tourism Chennai, Ministry of Tourism, Government of India by organizing online competitions in Poster Making, Essay competitions, and Quiz on 27/9/2020.
3. The NSS unit of the College observed The National Unit day - Rashtriya Ek Diwas and took the National Unity Pledge on 31/ 10/ 2020.
4. The Department of Public Administration organized an Online National e-quiz on the Constitution of India to commemorate

Constitution Day on 26/11/2020.

5. The NSS unit of the college took the Constitution Day pledge through Google meet. The NSS volunteers participated, along with the program officers.
6. The Russian Centre of Science and Culture, the BRICS channel, and the Department of Public Administration jointly organized an Open Lesson on 27/1/2021 dedicated to the 77th anniversary of the lifting of the Siege of Leningrad.
7. On International Women's Day, the Department of Bank Management organized a webinar on "Property Rights of Women: A Way forward" on 6.3.2021.
8. On International Women's Day, the Department of Public Administration organized women's day celebrations "Choose to Challenge" on 8.3.2021.
9. On International Women's Day, the Department of Corporate Secretaryship organized "Celebrating Womanhood" on 8.3.2021.

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

7.2 - Best Practices

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

Best Practice 1 - 2020-2021
1. Title of the Practice: Virtual classes and digital tools during the pandemic.
2. Objectives of the Practice:

Effectively transform formal classroom education into online education with the help of virtual classes and other pivotal online tools.

Explore the full potential of online learning platforms.

3.The Context:

The pandemic has been the most surreal and scary experience to all, resulting in new habits, new forms of entertainment, new ways to work / learn / socialize and communicate. Suspension of face-to-face classroom teaching-learning led to concerns on learning, acquiring of knowledge / skill, and course completion. The Institution immediately rose to the occasion and found new ways to continue learning during this challenging time. Several creative strategies were adopted to combat this crisis.

4.The Practice :

In order to continue offering quality education in the new academic year, careful planning was done as new challenges emerged. The Institution adopted smart solutions to overcome the pandemic crisis by adopting the online mode of education, with teachers and students quickly adapting to an entirely new way of life. Software such as Google classroom (GCR) was initiated through GSuite Education, providing new ways and solutions to continue learning. Special faculty training was provided in the usage of GSuite tools which eased their transition to the virtual mode of teaching. The training honed their skills in this virtual space, enabling them to use Docs, Sheets, Slides, Forms, Sites and Jamboard with ease. Teachers could communicate with learners anywhere with Google meet, chat and Gmail, and engage students directly within the classroom to provide clear guidance. Gmeet provided the hosting platform to conduct live webinars for learning, skill training, faculty-oriented programs, and meetings. Virtual classroom features helped to streamline workloads by posting and scheduling coursework and assignments. The students were introduced to new apps and ICT tools to supplement their learning along with their regular syllabus. Audios and videos on communicative English were played using Podcasts and Youtube. Assessment was conducted in the form of quizzes using G-Form and Kahoot. Learning was made more interesting through fun learning apps like "book widgets", "Word scramble", "Grammar Wizard", etc. Exclusive online picture puzzle activities were created by the teachers to improve the vocabulary of the students. Encouraging students to use chat helped those students who may be quiet during discussions or debates to share their ideas and views in the chat space. Study material and video lectures were uploaded in the GCR for students to access in their own free time. The video clips and video records sent online, pertaining to their syllabus, helped them with a visual memory, giving them a deeper understanding of their

lessons, not to mention the excitement and interest kindled in them to learn the subject. Special counselling was given by the teachers to the students to help them cope with the repercussions caused by the unexpected onslaught of the pandemic.

5.Evidence of Success

During this time of crisis, the online teaching and learning experience enabled much flexibility in issues of time and place for both teachers as well as students. Both teachers and students got the opportunity to explore new and innovative online resources. Syllabus completion, online tests, and assignments were possible as per the plan. Regular communication and counselling with the students helped to lessen their mental stress and make them active in the learning process.

6.Problems Encountered and Resources Required:

The occasional mismatch between the student-learner and the teacher in the use and comfort of handling varieties of tools available for teaching-learning needs; the inaccessibility of internet facility to economically-weaker sections of society; and the inability of some students to operate from a private and quiet home environment were the challenges encountered.

Best Practice 2 1.Title of the Practice - Routine Student centric activities 2.Objectives of the Practice:

To bridge the gap between industry requirements and curricula of the institution. To reinvent and offer programs that enhance the employability and holistic growth of students.

3. The Context:

A healthy learning environment is where there is a holistic growth of students. Student activities and workshops in music and drama, clubs, practical learning, knowledge and skill development are offered by the institution to promote intellectual health, physical wellness, and a personally-engaging college experience for every student.

4.The Practice:

The Internal Quality Assurance Cell from time to time organises student participation programmes. Workshops, seminars, guest

lectures, soft skills programs, and awareness programs have enabled in adopting a Student-Centric approach not only in the learning process but also in institutional quality enhancement. All these programs were conducted in virtual mode due to the pandemic situation. The departments invited speakers from the Academia, industry and Alumni to share their knowledge and expertise. In addition to the regular programs, career-oriented, value-based and skill-based programs were also organized, thus imparting a holistic growth.

5.Evidence of Success:

Students who participated in such activities got an opportunity to enhance their knowledge, skills and talents. Their improved confidence allowed them to participate in various curricular as well as co-curricular activities and excel in those with good results. The academic results of the students have been a continuous hallmark of their capabilities as well as the success of the program. The written feedback of the participants have given positive input to conduct such programs on a regular basis.

6.Problems Encountered and Resources Required:

Due to the pandemic, the students faced varied personal difficulties, technical hassles and network issues, which restricted their participation during such sessions.

File Description	Documents
Best practices in the Institutional website	https://securereservercdn.net/160.153.138.177/rnz.47a.myftpupload.com/wp-content/uploads/2022/01/Best-practice-2020-21.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

INSTITUTIONAL DISTINCTIVENESS The Thrust

Education for women enhances their participation in higher

education, capability enhancement and empowerment. The institution lays emphasis on the holistic development of the students and in promoting their innate talents through academic and artistic initiatives. The institution nurtures their creative skill sets through multiple programs and instills in them a scientific temperament through theoretical and practical exposition.

One Distinct Area

The distinctiveness of the institution lies in its vision to mould a generation of empowered women through liberal cultural practices that transform the life outlook of young women. The practices would impart in them a sense of freedom and independence that can empower their life through a process of development which is life long in its impact.

Performance

A good education can better the quality of life and open doors to employment. It can give women the life skills they need in order to know and claim their rights, to stand up against discrimination and violence, to become fully-engaged citizens and to make the right decisions. To achieve this goal of empowering young women, the institution organizes programs and activities that encourage leadership, promote career advancement, create awareness and instill in the students values that promote eco-sensitivity and self-confidence. Various programs and activities were conducted. The activities of each club / department are diverse in nature to ensure a holistic and value-added development. When the pandemic brought campus learning to a standstill, the institution facilitated the virtual mode of learning. Teaching-learning, programs and activities, mentoring sessions, skill updation, examinations, and assessments continued as per schedule.

Conclusion:

All these programs and training given at the college via manifold platforms help them excel in the competitions inside and outside the college. The students receive many prizes, awards and recognitions. Young women could grow into confident, creative, emotionally-balanced and professionally-competent individuals by nurturing their all-round potential, thus fulfilling the mission of the Institution.

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

7.3.2 - Plan of action for the next academic year

The IQAC of Anna Adarsh College for Women proposes to carry out the following measures in the Academic year 2021-22.

- To add new courses that are in demand among the student community.
- To further strengthen MIS.
- To become a member of the Institutions' Innovation Council under Ministry of Education
- Register the Anna Adarsh Alumni Association.
- Enter into MOU with Corporates and Industry to promote Academia -Industry interface.
- To create a Research environment in the institution , encourage faculty and students to undertake research and to make available resources for use of researchers in the campus
- To strengthen the Placement Cell by appointing a qualified placement officer.
- To apply for Autonomous status for the institution.