



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

ANNAI VIOLET ARTS AND SCIENCE COLLEGE

**NO. 53, VIOLET COLLEGE ROAD, MENAMBEDU, AMBATTUR
600053**

www.violetcollege.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2020

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Chev. Dr. N.R. Dhanapalan, the Founder and Chairman, established the Nesarathinam Educational Trust was established in the year 1994. with a view to empower the youth through sustainable education he set up the Annai violet arts and science college in 1997. Located in Ambattur, the industrial hub of Chennai, the college is committed to impart value based, comprehensive and holistic education to the young stakeholders, the students. The College is also focused to facilitate students with futuristic education to compete with the technological advancement. With the direction and guidance of the founder, the college is imparts value based, holistic and comprehensive education to our learners who are our primary stakeholders.

The Trust aims at offering self employment opportunities through the hands on experiments in the labs, practical knowledge through research, to create positive change through personality development programmes, enhancing confidence, communication skills and leadership skills, Education at Annai Violet College enables the students to face life and the challenges it offers.

Affiliated to the University of Madras, the institution is a self-financing, committed to the cause of education and strives to foster in its students, an intellectual curiosity and an open mind to achieve overall development. The motto of the college is “Seek, Strive, Succeed”. The Institution is NAAC Accredited and ISO 9001-2015 certified.

Vision

To mould students to be intellectually compatible, socially responsible, professionally capable and foster research, innovation and entrepreneurial attitude to face the challenges.

Mission

To emphasize on holistic education.

To enhance moral values.

To encourage innovation and creativity in young minds to face the competitive world.

To equip the youth to face the challenges.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- ISO 2009-2015 certified Institution
- Pro-active Management

- Qualified, committed and experienced faculty.
- Continual improvement of infrastructure
- Use of state of art technology
- WI-FI enabled campus
- Providing opportunities for first generation learners moving towards higher education.
- Planned Departmental and Inter Departmental Student support activities.
- Involving Faculty and Students in Research activities and Publications
- Encouraging Faculty and students to participate in conferences and seminars.
- Placement Cell which facilitates employment opportunities, inculcating employability skills.
- Offering Certificate/Diploma, Value based and Skill Development courses are offered by all departments.
- Transparency, diversity and inclusiveness in admission are encouraged.
- Teacher-student ratio of 1:25.
- Skill based training comprising both hard and soft skills is given to students.
- Liberal scholarships to meritorious students and free-ships for socio-economically backward students.
- Internship is organized for students who have minor projects and internship incorporated in the syllabus by the University of Madras.
- Partially Automated Library and updated Institutional memberships from various online and off line libraries.
- ICT facilities and library e-resources, E-content, Question bank prepared by the faculty is uploaded in the website .
- Alumni as resource persons.
- Differently-abled friendly campus with facilities like wheel chair, ramp and washrooms.
- Emphasis on conducting environmental awareness and bio-diversity programmes.
- Membership and active participation in professional organizations on Pan India basis.
- Community/field engagements through the Government initiation – Unnat Bharath Abhiyan
- Our students performed well in athletics and participated in national level competition.

Institutional Weakness

- Inadequate formal networking with other institutions.
- Applied for Permanent Affiliation with the University of Madras
- College is unable to avail funds for development from UGC and other bodies without 2f/12b status since the college is fully self financed.
- To improve Placements for students.
- To encourage research culture among staff and students.
- Curriculum development is limited, since the syllabus prescribed by the University of Madras is only followed.

Institutional Opportunity

- After the sanction of Permanent Affiliation, the college looks forward to apply for autonomous status and funds for further development.
- To establish National / international collaboration and for networking with premier institutions.
- MoUs with institutions and industry for advanced, applied research & academic interactions.

- The Institution is working towards autonomous status within the next 3 years.
- Utilizing the resources of the strong and well placed alumni.
- Creation of an advanced centre catering to doctoral and post-graduate education for promotion of research.

Institutional Challenge

- Majority of first generation learners.
- Raising the student level to the expectations and requirements of the industry.
- Enhancement of skill and etiquettes is a major challenge.
- Acquiring institutional autonomy for better management and conduct of the Institution.

- Capitalizing on the brand name and goodwill through effective Public Relations to consolidate and expand the network.
- Equip students to become intellectually liberated, self-reliant, socially responsible, and emotionally mature.
- Build a culture emphasizing the responsibility of students in the learning process, thereby reducing the number of drop outs and encourage students to complete the course.
- Creative and sustained ways of making students proficient in English language.
- Expand networks and collaborative initiatives with Governmental and Non-Governmental Organizations at the local, national and international levels.
- Leverage the strengths and network of the alumni to the fullest potential.
- Create social responsiveness among students.
- Instilling values in the millennial generation which is hooked to social networking sites.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- Choice based credit system is followed since 2008 for all programmes.
- Course file prepared for all courses.
- To reinforce classroom teaching, experts and specialists are invited .
- Variety of teaching techniques is followed suiting the heterogeneous learning abilities of the students.
- Use of ICT in course delivery – Flipped classroom, LMS, projects, internships and industrial visit being part of curriculum delivery.
- Bridge course is conducted across all departments to bridge the transition from higher secondary learning to higher education.
- Remedial classes are conducted to cater to the needs of the slow learners and thereby help them clear their papers to receive their degree.
- Certificate courses offered :to enhance learning and holistic development of students:
 - Four certificate courses prescribed by the University of Madras – E-Commerce, Tally and accounting , Entrepreneurship and Human Resources Management.
 - Diploma in Lab Technician course is offered through the Bharath Seva Samaj .
 - Each Department is offer certificate courses related to their curriculum .

- Staff participation in Academic council and Board of Studies of autonomous colleges.
- Two new Undergraduate courses, one Post-graduate course and one M. Phil. course have been introduced in the last five years.
- Environment Science, Value Education, soft skills and life skills courses are integrated into the curriculum.
- College has developed course content for soft skill papers.
- The institution has gone an extra mile to make internship and projects compulsory to instill confidence among students. For courses where the affiliating University has not insisted on internship which enables students acquire industry exposure.
- Our College is recognized as:
 - Nodal center for online certificate courses offered by NPTEL and SWAYAM.
 - Study center for University of Madras Distance Education for UG, PG and Certificate courses.
 - The institute is the Support Study center for ICWAI - CPT, Inter and final examination.
- Formal feedback is received from the stakeholders – students, faculty, parents and employers – both manually and through online.
- Feedback is analyzed and appropriate action is taken for the overall benefit of the Institution.

Teaching-learning and Evaluation

- Admission Process is widely publicized, and is transparent .

The college strictly follows reservation policy and the report is submitted every year to AISHE and SC/ST Cell, University of Madras

- IQAC conducts induction Programme and Bridge course at entry level for all first years.
- Appropriate strategies are adopted for intellectually advanced learners and slow learners.
- High student ratio of 25:1 ensures better teaching and learning.
- Academic calendar sets out the action plan for teaching-learning process.
- Mentor- Mentee ratio is 1:20. Academic guidance is offered by mentor.
- Periodical visit of the Counselor helps the students to overcome the personal, emotional and psychological problems.
- There are 22 staff holding Ph.D. degree and 8 staff are pursuing their doctoral degree. There are 17 NET/SET qualified teachers.
- The average experience of teachers is five years.
- Programme outcome, Programme-specific outcome and course outcome is displayed programme wise in the college website.
- Attainment of Programme outcome, Programme-specific outcome and course outcome is measured by evaluation of students.
- The institution follows the University framework for CIE – Continuous Internal Examination and strictly adheres to the schedule printed in the College Calendar.
- Question banks are maintained as per Bloom's Taxonomy.
- Grievances are promptly addressed and transparency maintained.
- Students are assessed by way of Continuous Internal Assessment. Internal assessment scores are accessed through CMS of the institution.
- University conducts its own examination in every semester. Performance of the students evaluated on

the basis of internal and external marks.

The slow learners are given more attention and advanced learners are encouraged to prepare for the competitive examination.

Research, Innovations and Extension

- Code of ethics and Research committee are the initiatives taken to ensure quality of research of staff and students.
- The College offers full time M.Phil programme in Commerce (General).
- The Research Committee motivates teachers to undertake research projects, to pursue Ph.D. and to participate in conferences, seminars etc.
- The institution organizes research forums, workshops, national and international seminars,
- Faculty Development Programme and Orientation programmes are organized to improve and update teaching –Learning techniques.
- The members of the staff present paper in seminars, conferences and workshops. The articles are also published in UGC recognized and National and International journals.
- Professional membership in Madras Management Association and Computer Society of India helps the teachers and students to update their knowledge.
- Entrepreneurial Development cell offers entrepreneurial education, conducts skill development Programmes, Organizes workshop sessions to the budding entrepreneurs of the college and showcases their skills through Vio- Bazaar. ED Cell of our college is registered under the Anna University , Chennai.
- The women Cell conducts various programs to sensitize students on Gender issues and equity.
- The activities of the clubs ensure holistic development of the students.
- Adoption of 5 Villages through the Government initiative – Unnat Bharath Abhiyan, NSS camp, eye camp, dental camp, orphanage and old age home visit, rallies, street plays for awareness, Swachta Bharat campaigns, AIDS, Rubella Vaccination camps, health camps are some of the activities organised by the clubs.
- Linkages have been established in the form of MOUs for training, internship, field trip and consultancy.
- The institute has been recognized by MHRD for Unnat Bharat Abhiyan and Swachh Bharat Summer Internship.

Infrastructure and Learning Resources

- The institute has 5 laboratories, 8 faculty rooms, 1 seminar hall, 1 conference hall and 57 classrooms of which 17 with LCD Projectors.
- Large, well lit and furnished classrooms. Seminar hall ensure smooth conduct of all activities.
- All the computer labs, language lab, library, Wi-Fi enabled seminar hall with Tikona Fibernet broadband speed up to 30 mbps and an open air Auditorium. Computers in the faculty rooms have internet facility through LAN connectivity. Computer labs are equipped with 50 licensed software More than 110 systems are available for use and the student-computer ratio is 15:1
- Adequate space is available to conduct sports, cultural, academic and extension activities. Outdoor gym,

and vast playground and sports equipment is available inside the campus. Well set indoor Games (Carom, Tennis, Boxing, Taekwondo, Chess, Athletics, Badminton, Volleyball, Softball and Baseball) and outdoor games Entire campus is under CCTV surveillance.

- Wheel chair and ramp facilities are available for differently able students.
- Library is partially digitized with Auto-lib software and bar coding system. The text books, reference books, magazines, periodicals and journals are available in the Library. It has a collection of 12,000 books, 21 journals, 10 magazines and 6 newspapers.
- The institution is a member of British council, American Library and E-resources are available through membership in NDL, INFLIBNET and N-list.
- Electricity connection with a capacity of 250KV provides uninterrupted power supply. Generator and UPS facilities are available.

Student Support and Progression

- The Institution is committed towards the education of the economically challenged strata of the society.
 - Scholarship from Government for SC/ST students,
 - Management support for economically challenged students,
 - Alumni students come forward to help the needy students by paying their fee.
 - Sports concession is availed for the students who have participated in State, National and International level.
- Career Guidance and Counseling are offered to all students (100%) and capability enhancement programs are conducted regularly.
- Coaching is given to aspiring students for competitive exams under placement Cell.
- NET/SET assistance is offered to PG students Placement cell in association with reputed institutions offer career counseling and placement training and ensures maximum placement.
- The Student Council is a part of the College Assembly and are part of several committees such as the IQAC, Anti-Ragging Committee, Cultural Committee, Placement Committee, etc.,
- The Institution publishes Annual Magazine 'Direction'. It provides an opportunity to student to express their hidden potential.
- The First Aid facility is with a doctor on call is available in the campus.
- Counseling cell of the institution supports the well being among students.
- Entrepreneur Cell offers Kick Start your Venture, Skill based courses, motivation and orientation programmes to bring out the entrepreneurial skills of the students.
- ED Cell of the College organizes "Vio- Bazaar" where students are encouraged to display their entrepreneurial skills.
- Institution offers value added courses such as DMLT-Diploma in Lab Technician course, Tally, Web designing, Android, Financial Literacy, GST, Human Resource Management etc.
- Other welfare measures provided to the students include canteen, Parking facility, RO water, clean restrooms.
- Scribe for visually challenged students are arranged .
- Separate common room for both boys & girls.
- The institution has a Discipline Committee, Grievance Redressal Cell, Anti-ragging committee for smooth functioning of the College.

Governance, Leadership and Management

- **Vision 2025 lays down the strategic action plan.**
- The founder and chairman of the institution is the noted philanthropist in this part of the country. The Secretary of our institution Mr.N.R.D.Premkumar is member of All India Self Finance college Management Council and Principal Dr. Kamala Balakrishnan is the Member of Senate, University of Madras.
- The organizational structure has clear lines of hierarchy demarcating levels of authority and responsibility. The college promotes a culture of participative management. The institution has College Development Committee comprising members of the committee from the management, Representatives from teaching, non-teaching, experts from academics and Industry.
- The institution is governed by the Governing Council which meets at regular intervals for taking policy decisions.
- Welfare schemes are available for teaching and non-teaching staff.
- Performance appraisal meeting is conducted once in a year and suitable action is taken. Performance appraisals are fair and transparent.
- Financial audits are conducted regularly and financial management is carried out under the guidance of the Governing council.
- The institution conducts meetings with parents to understand the problems of students and possible solutions are worked out.
- IQAC of the college plans and implements all quality related activities of the institution. A plan of action is devised at the beginning of the academic year and activities are undertaken to achieve the same.
- The IQAC has contributed significantly to the development of quality culture. AQAR submission, Academic & Administrative Audits and NIRF participation have been made mandatory. The IQAC reviews the processes relating to all aspects of the institution in a timely manner and takes suitable action. . The IQAC meets regularly, conducts academic and administrative audit and ensures timely submission of records to NAAC.
- Formation of various clubs and committees ensures organising national and international seminars, preparing newsletters, improving teaching – learning process, e- governance, initiating PG and research department are some of the post accreditation measures of IQAC.

Institutional Values and Best Practices

Institutional Distinctiveness and best practice of AVASC is that the students act as Buddies therefore the buddy system/peer learning was introduced, which has really supported the fellow mates to reach to the next level. The outcome of this system is to improve students learning experience. Buddy System helps the fellow students to overcome the language barrier and inferiority complex. Above all influences slow learners who need academic support. Moreover, the Buddy or Peer learning system should be encouraged so that it will give an opportunity for the fellow students to take initiative to influence others and to train their fellow mates. The AVASC also takes special care of the economically weaker section since they suffer from low educational attainment because of their low financial background. The institution educates economically backward students and provides them with an opportunity for them to gain knowledge and make them face the competitive world. Talented students who excel in sports activities benefit from this welfare scheme. Moreover, the orphan and single parent were also profited from this scheme. The institution identifies the economic situation of the

students individually through a well defined mechanism and provide them with financial support. In addition to this, they provide special guidance to these students to help them face academic and social pressure.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ANNAI VIOLET ARTS AND SCIENCE COLLEGE
Address	No. 53, Violet College Road, Menambedu, Ambattur
City	Chennai
State	Tamil Nadu
Pin	600053
Website	www.violetcollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Kamala Balakrishnan	044-26861611	9884484115	044-26864684	annaiviolet@gmail.com
IQAC / CIQA coordinator	Japhia Solomon	044-26862800	9840967704	044-26863714	viceprincipal@violetcollege.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Day Evening

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	23-07-1997

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Tamil Nadu	University of Madras	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	No. 53, Violet College Road, Menambedu, Ambattur	Semi-urban	5.25	3984.704

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Arts	36	Higher Secondary Examination	English	60	26
UG	BA,Arts	36	Higher Secondary Examination	English	70	12
UG	BA,Arts	36	Higher Secondary Examination	English	50	21
UG	BSc,Science	36	Higher Secondary Examination	English	32	8
UG	BSc,Science	36	Higher Secondary Examination	English	30	5
UG	BSc,Science	36	Higher Secondary Examination	English	90	47
UG	BSc,Science	36	Higher Secondary Examination	English	70	2
UG	BCA,Science	36	Higher Secondary Examination	English	100	45
UG	BSc,Science	36	Higher Secondary Examination	English	32	23

UG	BSc,Science	36	Higher Secondary Examination	English	32	30
UG	BCom,Com merce	36	Higher Secondary Examination	English	70	13
UG	BCom,Com merce	36	Higher Secondary Examination	English	70	70
UG	BCom,Com merce	36	Higher Secondary Examination	English	70	0
UG	BBA,Comm erce	36	Higher Secondary Examination	English	95	49
UG	BCom,Com merce	36	Higher Secondary Examination	English	70	70
UG	BCom,Com merce	36	Higher Secondary Examination	English	260	170
PG	MA,Arts	24	Under Graduate	English	40	4
PG	MSc,Science	24	Under Graduate	English	26	13
PG	MSc,Science	24	Under Graduate	English	26	4
PG	MCom,Com merce	24	Under Graduate	English	25	17
Pre Doctoral (M.Phil)	MPhil,Com merce	12	Post Graduate	English	5	2

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				0				33			
Recruited	0	1	0	1	0	0	0	0	5	28	0	33
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				49			
Recruited	0	0	0	0	0	0	0	0	6	43	0	49
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				18
Recruited	7	11	0	18
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	2	1	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	0	0	0	6	16	0	23
M.Phil.	0	0	0	0	0	0	5	50	0	55
PG	0	0	0	0	0	0	1	3	0	4

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Diploma	Male	10	0	0	0	10
	Female	33	0	0	0	33
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	2	0	0	0	2
	Others	0	0	0	0	0
UG	Male	352	0	0	0	352
	Female	204	0	0	0	204
	Others	0	0	0	0	0
PG	Male	19	0	0	0	19
	Female	19	0	0	0	19
	Others	0	0	0	0	0
Certificate / Awareness	Male	92	0	0	0	92
	Female	33	0	0	0	33
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	103	67	62	72
	Female	86	39	40	67
	Others	0	0	0	0
ST	Male	0	2	0	4
	Female	0	0	0	1
	Others	0	0	0	0
OBC	Male	256	166	107	146
	Female	131	79	97	120
	Others	0	0	0	0
General	Male	18	11	11	10
	Female	7	6	10	9
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		601	370	327	429

3. Extended Profile

3.1 Program

Number of courses offered by the Institution across all programs during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
443	413	376	365	351
File Description			Document	
Institutional data prescribed format			View Document	

Number of programs offered year-wise for last five years?

2018-19	2017-18	2016-17	2015-16	2014-15
20	19	17	17	15

3.2 Students

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1509	1300	1417	1432	1423
File Description			Document	
Institutional data in prescribed format			View Document	

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1233	1173	1063	1063	1026
File Description			Document	
Institutional data in prescribed format			View Document	

Number of outgoing / final year students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
381	435	487	410	438
File Description		Document		
Institutional data in prescribed format		View Document		

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
75	71	65	60	58
File Description		Document		
Institutional data in prescribed format		View Document		

Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
75	71	65	60	58
File Description		Document		
Institutional data in prescribed format		View Document		

3.4 Institution

Total number of classrooms and seminar halls

Response: 47

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
222.29	159.90	160.09	212.29	165.71

Number of Computers

Response: 110

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Annai Violet Arts and Science College (AVASC) is affiliated to the University of Madras. AVASC follows the syllabus prescribed by the University, through the Choice Based Credit System (CBCS). AVASC prepares the academic calendar as per the academic calendar issued by the University of Madras.

Each semester, courses are allotted to faculty by the HOD considering their subject expertise. The Departments frame their timetable for theory and practical classes. The master time table is then prepared for the entire college. It is submitted to the Principal and the Vice- Principal for approval, after which the same is uploaded on the college website. All academic activities approved by Vice-Principal and Principal are uploaded on the college website.

The Course files are prepared by respective faculty at the beginning of each semester. The course file contains the syllabus of the specified course, its time table, learning objectives, lesson plan with teaching methodology, seminar and assignment topics, old question bank, model question papers, and the total number of instructional hours.

The first year students are given bridge courses to prepare them for the programme they have opted. Each course is supported with assignments and seminars on topics relevant to the syllabus to enhance knowledge on the subject. Faculty periodically conducts tests to assess the content delivery of the courses and to analyze the understanding of students on it. Based on their performance, students are given suggestions to improve and remedial measures is undertaken to improve performance. In addition, for effective understanding of the courses ICT is utilized by faculty and the same are uploaded on AVASC website.

To keep the students updated and to enrich the curriculum- each Department organizes seminars, conferences, workshops, and guest lectures. Students are encouraged to take up online courses in NPTEL and SWAYAM. To familiarize the students and to impart practical knowledge industrial visits are organized by the respective departments.

File Description	Document
Upload Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

AVASC conducts three Continuous Internal Assessment (CIA) test before the students appear for the semester examination to assess the teaching learning and to award internal marks. The CIA and semester examination are scheduled according to the academic calendar sent by the University of Madras.

The University's academic calendar specifies the date of commencement, end semester, practical and theory examinations. The University time table and seating arrangements are displayed prominently on the notice boards for the smooth conduct of the examination.

Students with grievance regarding the scores obtained in the University Examination are advised to apply for a photocopy of their answer script and to decide on applying for re-valuation / re-totaling within the specified time.

File Description	Document
Upload Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**Response:** 100**1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.****Response:** 20**File Description****Document**

Institutional data in prescribed format

[View Document](#)**1.2.2 Number of Add on /Certificate programs offered during the last five years****Response:** 19**1.2.2.1 How many Add on /Certificate programs are added within the last 5 years.**

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	4	3	2

File Description**Document**

List of Add on /Certificate programs

[View Document](#)

Brochure or any other document relating to Add on /Certificate programs

[View Document](#)

Any additional information

[View Document](#)**1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years****Response:** 6.91**1.2.3.1 Number of students enrolled in value added courses (beyond the curriculum) offered year-wise during last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
149	126	100	71	42

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

Yes, the Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the curriculum through the University based syllabus and the activities in the College.

Gender Sensitization

AVASC gives equal opportunities to all in curricular, co-curricular and extra-curricular activities showing gender equity. Gender sensitization programmes on issues related to safety, security, health and hygiene are organized. The Women's Cell of AVASC has organized awareness programme on Self Defense for women, building a gender balanced world and prevention of child abuse and sexual harassment to be sensitive individuals.

Guest lectures are conducted to ensure and inculcate a gender inclusive environment among students and faculty. In addition, as a part of curriculum, the Department of English offers a course for BA English on 'Women's Writings' (BRA5C) for UG and for MA English 'Writings by and on Women' (HBB4B) for PG students.

Environment Sustainability

To impart the importance of ecological balance, Environmental Protection Act and the importance of sustainable environment, all second year students are offered a course on 'Environmental Studies' (ENV4A). Similarly, the Department of Microbiology offers a course 'Environmental Microbiology' (TAN6A) for the students of B.Sc (Microbiology) and B.sc (Biochemistry).

To instill environment consciousness and sustainability, Eco Club and NSS units of AVASC organizes workshops, seminars, eco-visits and sapling plantation programmes. So far it has planted over 1000 saplings in the last five years in areas near the college.

Human Values & Professional Ethics

All programmes and activities organized in AVASC aim to impart community living and human values among students. To inculcate social responsibility and values among students, students are involved in NSS and YRC club activities. NSS units of the AVASC visit old age homes, orphanages, and lend a helping hand during National calamities.

AVASC offers a course on 'Value Education' (VAE5Q) for all final year students. Similarly, subjects like 'Business Ethics' (MAM1D), 'Principles of Management' (CPZ2B), 'Organizational Behavior' (KDA1C), and 'Business ethics, Corporate Governance and social responsibility' (KDAXB) are offered to all UG & PG students pertaining to the Department of commerce.

Students are instilled with values such as non-violence, unity, compassion and integrity by observing the anniversaries of the national leaders like Mahatma Gandhi, Jawaharlal Nehru, Sardar Vallabhbhai Patel. In addition, AVASC also observes significant days like World Peace Day and Independence day.

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 1.73

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	9	6	7	4

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 16.83

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 254

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: A. All of the above

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website

2. Feedback collected, analysed and action has been taken

3. Feedback collected and analysed

4. Feedback collected

5. Feedback not collected

E. Feedback not collected

D. Feedback collected

C. Feedback collected and analysed

B. Feedback collected, analysed and action has been taken

Response: B. Feedback collected, analysed and action has been taken

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 51.14

2.1.1.1 Number of students admitted year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
728	495	506	534	581

2.1.1.2 Number of sanctioned seats year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1233	1173	1063	1063	1026

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 48.35

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
698	467	473	498	554

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

The first year classes commence with an orientation to familiarize both students and parents with the function of AVASC. Bridge course is conducted in the beginning of the semester for the first years to enable students in understanding the objective and basics of the programme they have opted. To facilitate students to cope with their courses the Department of English and Mathematics have designed Bridge Courses to enhance Basic English Grammar and Basic Concepts in Mathematics.

AVASC conducts Continuous Internal Examination (CIE) periodically. Based on the assessment, students' performances are analyzed. Accordingly they are classified as slow learners, average learners, and advanced learners.

AVASC extends opportunities for the fast learners to build themselves through ICWA-CMA professional course. Students are encouraged to take up online courses conducted by Swayam, NPTEL and MOOC to upgrade their knowledge through subject expertise. In addition, the students are encouraged to participate and present papers in various Seminars/ Conferences/ Workshops/ Inter-Collegiate competitions organized both within the college and outside. As BUDDIES, Fast learners are encouraged to help their classmates to improve their performance through peer group teaching.

Moreover, PG students are encouraged to take up UGC NET/SET/CSIR.

The academic achievers are recognized during the College Day every year and University rank holders are honored during the Graduation Day.

Slow learners are identified through the class tests and CIEs. AVASC follows tutor-ward system & mentor-ward system, where tutors and mentors facilitate the students and assist to improve in academics. Tutors and mentors discuss with the students, identify their challenges and accordingly, plan the remedial course of action. To improve the academic performance of slow learners, remedial classes are conducted. Previous question papers are discussed. The important/ difficult questions, methods of problem solving are demonstrated to the students. Peer group teaching is also encouraged with the help of fast learners.

Bilingual method is adopted to clarify the doubts, explain concepts, explanations and discussions. Study materials are provided to students to enhance their understanding. Parent-teachers' meetings are conducted periodically to discuss the academic and overall performance of the students and address any difficulties or queries raised thereof.

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)**Response:** 20.12**2.3 Teaching- Learning Process****2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences****Response:**

AVASC provides student-centric academic environment in the campus and serves as a place of opportunity to participate and learn from one's own experience. The students actively participate, contribute and develop their skills rather than being a passive listener in class. They perform role plays, dramatics and present papers which develop their confidence and interpersonal skills. In addition, interviews and field surveys pave way to get a wide exposure in the learning process.

Participating in departmental, inter departmental activities, group discussions and classroom seminars enable the students for peer learning and collaborative learning where they actively interact and share knowledge among their peers and develops their skills.

To get wide exposure of knowledge, skills, and values from firsthand experience, AVASC facilitates experiential learning through practical and project classes. Industrial visits are arranged periodically to expose the students to the reality of the industries which will enhance the student's knowledge and aid in their professional career. In addition, internship, field/ educational tours, lab experiments and industry/ socio-economic mini projects pave way for students to get firsthand experience in their respective fields. To explore creativity and innovations in their minds, students are trained to create mobile apps through a certificate course on Android App Development. Similarly, Science Expo is conducted annually where the college provides a platform for students to exhibit their creativity through working and static model.

Smart classrooms are equipped with ICT to support teaching-learning process. Faculty of the Department of English facilitates communication skills using language lab software- 'Express Pro Lite'. Moreover, faculty serves as a facilitator and mentor for students who take up online certificate courses on NPTEL.

The Mentor- Mentee system helps to closely monitor the students, recognize their challenges and help them to reach their academic goals successfully.

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.**Response:**

AVASC ensures an effective learning experience to all the students by adopting alternate teaching method. Smart classrooms are used to enhance blended learning experience. Hence, each department has been provided with one ICT enabled classroom. Faculty has incorporated power point presentations to enhance the understanding of the students in complex subject and concepts. The Department of Commerce has uploaded their video lectures on their You Tube channel on topics 'Business statistics', 'Operation

research', 'Cost Accounting', 'Financial Accounting' & Income Tax' for better understanding and the easy access of the students. Similarly, the Department of English uses Soft Skill and Spoken English learning materials (LMS) for better understanding and development of skills. Mobile app learning (NCSC) has been introduced for students of Computer Science department in the class room to develop higher order of thinking skills and communication skills. Besides, the department uses educational film on literature to generate interest and create a taste for literature and art. All students are made to present papers with the help of ICT tools which enables them to express their understandings and deal with the ongoing technological changes. Students are encouraged to utilize prescribed videos and web link that are provided on AVASC website.

Students are encouraged to use the e-resources available in the Library. Students are motivated to take up online courses through NPTEL and Swayam portals.

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

Response: 21.25

2.3.3.1 Number of mentors

Response: 71

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 18.18

2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
16	16	13	10	6

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

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

Response: 4.19

2.4.3.1 Total experience of full-time teachers

Response: 314

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

AVASC is affiliated to University of Madras and follows semester pattern with Choice Based Credit System. In the beginning of every year, first year students are given orientation to explain the examination evaluation process, the rules and regulations of the college, evaluation methods and the value of minimum mandatory attendance. Every semester three CIE (Continuous Internal Examination) examinations are conducted to assess the learning level of the students. The exam committee chaired by the Principal meticulously works to maintain transparency in the conduct of CIE (Continuous Internal Examination) examinations. Student's internal assessment marks are uploaded in CMS (Campus Management System)

where the students can view their performance. The CIE question papers are modeled on Bloom's taxonomy and a question bank is also maintained. To maintain transparency and fairness in evaluating answer papers, an answer key submitted by the faculties is filed by the examination committee as a proof in case of any queries aroused by the students. Similarly, a collection of assignments and seminar topics are maintained by the faculties in their course files. A day of revision is allotted prior to each exam during the III CIE examination to facilitate the students to score better in their examination. The best of two CIE marks, assignments, seminars, lab records, projects and attendance of a student is considered and based on which their internal mark is awarded. Meanwhile, the students who secure less marks in CIE are given an opportunity to appear for a retest to enable them to improve their performance in the semester examination.

Regulations laid by the university are adhered for the conduct of theory and practical examinations whose notifications are displayed on the college notice board as well as on the website.

The University has given a pattern to evaluate theory and practical papers for CIE based on written test, assignment/record, seminar and attendance.

Parent-Teachers meeting are conducted periodically at the end of every semester before the commencement of the semester examination to discuss the performance of the students.

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

Response:

AVASC maintains a transparent examination mechanism. A team of faculty members is assigned each year as an in-charge for the conduct of examination. The schedules for the conduct of the CIE (Continuous Internal Examination) are printed in the college calendar, student's handbook and the same is uploaded in the college website for every academic year. AVASC prepares its academic calendar every year in accordance with the academic calendar sent by the University of Madras and adheres to it for the conduct of CIE exams and has a transparent mechanism in awarding internal marks. Evaluation is completed within a week and answer scripts and assignments are returned to students. Evaluation of tests, assignments and seminars are carried out based on University norms. Grievances raised by a student, the HOD and the concern subject faculty redresses the grievances regarding evaluation and the internal marks of the students. Till date, there is no grievance registered by the student in evaluation. At the end of every semester, the final examination for the laboratory and projects are conducted with external examiners appointed from other colleges with the consent of the University of Madras.

The University's academic calendar specifies the date of commencement, end semester, practical and theory examinations. The University time table and seating arrangements are displayed prominently on the notice boards for the smooth conduct of the examination.

If grievance regarding the scores obtained in the University Examination is raised, the student is advised to apply for a photocopy of their answer script and then decide on applying for re-valuation / re-totaling within the specified time.

Efforts are made to audit critical processes in the entire examination system by the senior faculty of the

college and from the ISO external auditors.

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.

Response:

AVASC is affiliated to the University of Madras and follows CBCS (Choice Based Credit System). The faculty has developed the learning objectives, Programme Outcomes (PO), Programme Specific Outcomes (PSO) and Course Outcomes (CO) for all its programmes under the supervision of IQAC and it is displayed on AVASC website. These objectives serves as a base for the education imparted by the college, hence it is delivered to the faculty and students along with the syllabus at the beginning of the semester.

Considering the POs and COs of the programmes offered, AVASC has developed its vision and mission which is addressed by the principal to the first year students and their parents during orientation. POs, PSOs and COs provided during the beginning of the programme, expose the students to understand the new learning environment and its objectives. These outcomes aid students to analyse the imparted knowledge and assess their overall development and equip themselves to deliver their job skills in a better manner.

Every course teacher discusses expected course outcomes with students at the beginning of each semester. Besides, POs and PSOs are displayed for teachers and students at the Institute website, HOD cabins and notice Boards. Similarly, COs of core practical courses are printed in the lab manuals and the faculties maintain it along with the syllabus.

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

Response:

Attainment of Programme Outcomes, Programme Specific Outcomes and Course Outcomes are evaluated by the institution through CIA and University external examination marks. The course instructor analyzes the course outcome during the class hours and through continuous internal evaluation. Feedback obtained from final year students, employers, alumni and their parents when they visit the institution at different phases are used to access the outcome of the programme provided by the college. Besides, programme specific outcomes are assessed based on the job placement of students in their respective fields.

The course outcome is assessed and evaluated based on the students' performance in their CIAs and University examinations. As being affiliated to the University, the students' feedback received on the course and syllabus are carried forward to the University as suggestions. Based on the assessment on the outcome of the courses and the programme, two teachers representing per course attended "UG Syllabus Revision" conducted by the University of Madras to provide their suggestions in the revision of curriculum framework based on learning outcome.

2.6.3 Average pass percentage of Students during last five years**Response:** 65.85**2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
257	324	282	290	257

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
381	435	487	410	438

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.37

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

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

Response: 0

3.1.2.1 Number of teachers recognized as research guides

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.1.3.2 Number of departments offering academic programmes

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	3	3	3

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

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

Response:

AVASC has a research committee headed by a senior professor which empowers research activities among faculty members and students and provides constructive comments in improving research activities.

The research cell creates awareness and supports faculty to carry out minor and major research projects from various funding agencies. In addition, the cell guides and motivates the faculty and students to publish research papers in peer-reviewed reputed journals with ISSN, ISBN number and UGC- CARE with Impact factor. Moreover, workshops are conducted frequently based on research methodology, R-Programming and SPSS which instills interest in faculty and students to take initiation to enroll themselves in more number of research activities.

In addition to it, to create an ecosystem of innovation and knowledge, the Entrepreneurship Cell (ED) of the college acts a pathfinder and kindles interest among students to become successful entrepreneurs. The ED Cell works in collaboration with alumni, faculty and students to impart entrepreneur skills, training, guiding and monitoring for setting up of small business. Bringing in entrepreneurs, ED Cells trains students to establish business ideas and how to receive financial assistance from funding agencies to set start-ups. Annually, students participate in live bazaar organized inside the campus by ED cells and exhibit their ideas and products developed by involving in ED cell.

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

Response: 29

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

2018-19	2017-18	2016-17	2015-16	2014-15
9	7	5	2	6

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years	
Response: 0	
3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years	
3.3.1.2 Number of teachers recognized as guides during the last five years	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.4

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 last five years

2018-19	2017-18	2016-17	2015-16	2014-15
43	06	15	20	8

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

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 last five years.

Response:

AVASC has created a strong relationship with the local community by organizing various activities through NSS, RRC, YRC, etc.

NSS unit of AVASC strives hard to render its service to the community through extension activities like distribution of pamphlets, staging of street plays, cleaning of public places like temples, streets and government schools.

To sensitize students towards government initiative in creating a healthy community, the NSS unit of AVASC take initiatives to organize programme and also join hands under the banner of different governmental schemes such as Swachh Bharat, Unnat Bharat abhiyan, etc.,

Blood donation camps and medical camps are organized every year to instill social responsibility in students and to sensitize them towards saving lives. Awareness on breast cancer was emphasized on the local community by organizing 5K marathon.

AVASC provides opportunity to students to be part of government schemes such as Swachh Bharat: where 20 volunteers participated in internship for duration of 100 hours. Unnat Bharat Abhiyan- an outreach programme was organized to aid in fulfilling the developmental plan of the Government of India. Road safety awareness programme was conducted in collaboration with city traffic police to create awareness among students as well as the public towards safe driving and abiding law.

Twice the college along with NSS has lend its helping hand to the community during disasters; 100 volunteers packed and distributed flood relief materials during Chennai Flood and Rs. 5,00,000/- was collected and contributed to Chief Minister Relief Fund during Kerala Flood.

YRC

Youth Red Cross club of AVASC periodically organizes programme to sensitize the students and community in protecting human life and health. YRC club aids AVASC in conducting a Health Camp annually. It in collaboration with Chennai Corporation has created awareness on Dengue, Leprosy (SPARSH- National Leprosy) eradication programme, Breast Cancer Awareness (Pink Day) and Rubella vaccination in the neighborhood community, for which a minimum of 30 volunteers help in organizing each programme.

Citizen Consumer Club (CCC)

Citizen Consumer Club focuses on acquainting students on consumer laws and to instigate them towards availing it. In association with Central Silk Board, Citizen Consumer Club of AVASC imparted knowledge to students on different varieties of silk and its market. Awareness programme on “Consumer Rights” along with Civil Supplies and Consumer Protection, Government of Tamil Nadu was organized and various workshops on “Food and Product Adulteration”, “Unfair Trade Practices” and “Consumer Awareness” are conducted for the student community.

RRC

Red Ribbon Club of AVASC envisages to harness and counsel students regarding their health in terms of various diseases. The club regularly conducts various programmes on Prevention of AIDS, Anti- Drug Abuse, Blood Grouping etc., To educate about the life threatening dreadful disease an awareness programme was organized in association with Arizona State University and International Alliance for Prevention of AIDS.

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document

3.4.3 Number of extension and outreach Programmes 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 organised in collaboration with industry, community and NGOs

during the last five years.

Response: 84

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

2018-19	2017-18	2016-17	2015-16	2014-15
28	19	17	11	9

File Description	Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 384.27

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 last five years

2018-19	2017-18	2016-17	2015-16	2014-15
11237	5972	5000	2675	2528

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 151**3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
33	37	33	22	26

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**Response: 0****3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - 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.

Response:

AVASC provides sufficient facilities and ample space for teaching and learning practice. The campus consists of 46 well furnished classrooms with dual desks and 8 staff rooms equipped with computers and high-speed internet connectivity. AVASC has 16 ICT enabled classrooms, one per department, 6 laptops and one portable LCD projectors. It has an exclusive centralized air-conditioned Wi-Fi enabled seminar hall with seating capacity of 200 and a lecture hall with seating capacity of 60, which is equipped with an LCD projector and an interactive board. The conference room equipped with LCD projector is used to conduct official meeting.

The college laboratory facility is established to provide students the knowledge about their subject in depth.

The programmes Physics, Chemistry, Microbiology and Biochemistry own a laboratory each with a working capacity of 40 for physics and 32 for the rest of the laboratories. The laboratories enable students to experiment and expertise things practically.

The English Lab- PHONIC is a well equipped language lab with working capacity of 20 that has been set up to enhance the student's language competence and skills.

The Computer Lab VIOBYTES is equipped with 68 computer systems with high-speed internet connectivity. The systems are configured in LAN and have 100% power backup through UPS.

All the laboratory courses and experiments in the lab are taught by well trained faculty utilizing the infrastructure of the college. This helps the students in performing experiments apart from their curriculum.

AVASC central library plays a vital role in the development of the knowledge of the student as well as the faculty members. It has a total area of 1875 sq. ft with Wi-Fi connectivity. The library has separate area for reading and the resources are sectioned as magazines, journals, research papers, stack area and E-resources. Reprography service is available in campus.

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

Response:

AVASC encourages sports, games, yoga and cultural activities and has adequate infrastructure for the same. There are two qualified physical directors and a coach to train students from morning 6.00 am to 8.30 am and from 3.00 pm to 5.00 pm.

The college provides both outdoor and indoor game facilities for the students. Outdoor game facilities like Basketball court, Cricket coaching with pitch and net practice facilities, Athletics training, Volley Ball, Throw Ball, Kho- Kho, Football, Silambam, Outdoor gym, Kabaddi etc. are available for the students. Indoor games facilities like Table- Tennis, Carom, Chess, Yoga, etc., are available for the students. The college has a sports room which serves as an office and a storeroom for sports equipments.

Sports meets is conducted to encourage students to participate in the intercollegiate competitions. Talented students are trained regularly and encouraged to participate in the intercollegiate competition. Each year sports day is celebrated to give an opportunity to students to bring out their talent in sport activities. The players representing the college in various intercollegiate competitions are provided with a tracksuit and T-shirts.

Facilities for Cultural Activities: The Fine Arts club of the college conducts various cultural activities and organizes Intercollegiate (VIOFEST) and Intra-collegiate cultural programmes. Each year the first years are given an opportunity to identify and exhibit their talents in "Talent Hunt" a cultural event organized exclusively for freshers. The events are conducted in an open-air auditorium supported with a high-end sound system.

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 36.17

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 17

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 44.46

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
23.97	74.99	88.52	161.65	54.96

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

The central library has a total area of about 1875 sq. ft, and works from 8:30 am. to 5:00 p.m. from Monday to Saturday. The library functions were partially automated in 2014 with AutoLib LMS software which maintains database of books, reference documents, and database of all students and faculties. Since then it has been subsequently upgraded. In addition, it supports all in-house operation like circulation, cataloguing, access control and bar coding.

The library software consists of various modules such as System Administration, Database Creation Management, Counter Transaction — Issue/Return/Renewal of books, Access Management- Gate entry register and Report Generation

Name of ILM Software: AutoLib Integrated Library Management

Nature of Software: Partially

Automation Version: 6.2 Java

Year of Automation: 2014

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

E. None of the above

D. Any 1 of the above

C. Any 2 of the above**B. Any 3 of the above****Response:** B. Any 3 of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**Response:** 1.52**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
0.51	1.72	0.49	3.36	1.52

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document

4.2.4 Percentage per day usage of library by teachers and students during the last completed academic year**Response:** 6.82**4.2.4.1 Number of teachers and students using library per day over last one year**

Response: 108

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

There has been upgradation of IT facilities for the past five years. The number of computers has been raised from 60 to 110 in numbers. In addition, 4 new laptops have been added to the existing 2 in the past five years to help in smoothing working. 14 classrooms is enabled with LCD projector along with one portable projector and two LCD projector in conference room and seminar hall. AVASC campus is upgraded with WiFi facility with the maximum speed of 18mbps through the BSNL AND Tikona service providers.

AVASC utilizes software such as Microsoft-open value subscription on Education Solution, digital language lab software- Express Pro Lite to aid in academics. In Addition, M-Tutor, a Learning Management Software has been introduced for the academic year 2019-2020. For library service enhancement AutoLib-library software is used. Students profile and their performance are uploaded and monitored through Campus Management System provided by ITech India Private Limited. Computer lab, administration office and central library are provided with LAN facility.

AVASC maintains active website in which all information are uploaded regularly. The campus is fully monitored under CCTV. 40 cameras are installed throughout the campus.

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 13.72

4.3.3 Bandwidth of internet connection in the Institution

E. < 05 MBPS

D. 05 MBPS – 10 MBPS

C. 10 MBPS – 30 MBPS

B. 30 MBPS – 50 MBPS

Response: C. 10 MBPS – 30 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 55.32

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

2018-19	2017-18	2016-17	2015-16	2014-15
142.02	84.33	85.26	117.23	85.29

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

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.

Response:

The college has an established system and procedures for maintaining and utilizing physical, academic and support facilities like laboratory, library, sports complex, computers, classrooms, etc.

Standard policies SOPs and procedures are available for Library, Laboratory, sports and Classrooms. Campus supervisor is responsible for the activities that are carried out based on Standard Procedures. The Admin Officer is authorized to do the follow up of AMCs, while library assistants and Lab assistants are instructed to follow policy and procedures.

The policy of sports includes methodology opted for selecting students for sports and the conduct of sports events.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 20.49

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
243	246	293	320	347

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 16.3

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
297	179	242	229	213

File Description

Document

Upload any additional information

[View Document](#)

Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 26.92

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
359	419	276	424	420

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 32.98

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
121	134	154	156	143

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 24.67

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 94

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT/JAM/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.) year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

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 last five years.

Response: 11

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) year-wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
04	03	03	01	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

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

Response:

AVASC provides platform for the students to explore their leadership qualities, team work, execution skills, etc., and encourages them to actively participate in various academic & administrative bodies as student representatives.

A set of students are selected as representatives (Student Forum) who works as a bridge between the students and the management. Student forum is selected through a transparent process where interested and eligible students are asked to apply for their desired post. HODs and senior faculty headed by the principal selects the candidates based on their credentials and personal interview. AVASC follows a tradition of instilling the Student Forum along with student coordinators of different committees, clubs and cells during Investiture ceremony in the beginning of every academic year.

The Student Forum is responsible for the organizing and conducting events such as orientation programme for freshers, talent hunt, sports day and cultural programmes celebrating different festivals on campus. Besides, they are a member of different cells and help in maintaining discipline inside the campus.

AVASC is transparent in its working and sensitive towards students; where it incorporates a student

representative in cells such as Anti Ragging Cell, Student Welfare committee and Grievance Cell. Student representations of the Student welfare committee and the Anti Ragging committee plays a very important role in eradicating Teasing, Ragging on the campus and creating harmonious relationship among the student community. The Student president is an active member in College Developing Council and IQAC to represent the student of AVASC.

In addition, the student participation in sports and cultural activities are noteworthy. Selected teams of students are sent to other colleges to participate in the competitions, where by exhibiting their talent students add laurels to the college.

The involvement, dedication and participation of students in the college magazine are highly significant. The Reporter's club of the college compiles and edits the entire college magazine under the supervision of the faculty from the Department of English. The college magazine serves as a platform for students to exhibit their creativity and their passion towards art.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 16.6

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

2018-19	2017-18	2016-17	2015-16	2014-15
23	24	17	12	7

File Description	Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

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

Response:

Annai Violet Alumni Association (AVAA) was established in April 2015 to foster the spirit of loyalty and promote the welfare of the college. The association is a registered body under the Tamil Nadu Registration

of Societies Act 1975, serial no. 206/2015 and is governed by elected office bearers.

The association conducts its annual meeting every year and it provides a platform for alumni to reunite. In this meeting, the Principal presents the overall report and developments of the college. The AVAA has contributed significantly to the development of the institution.

Alumni contribution happens in various non-financial forms such as the contribution of books to the library, printers, and LCD projectors. In addition to this the alumni has contributed LED lights for the welfare of the college.

Alumni visit the campus at regular intervals to support the existing batch of students in planning and organizing events and extend their support by guiding the students on various aspects.

Alumni periodically visit AVASC and discuss with the juniors on venturing into business, entrepreneurship opportunities and sensitize them on how to face personal interviews. During the interaction, they also have highlighted the importance of current trends in the market and guided the students about career opportunities in different fields. They have also shared their personal experiences with students and assist in placement support.

Alumni of various batches have extended their monetary support by paying tuition fees for financially poor students directly, since 2015.

5.4.2 Alumni contribution during the last five years (INR in lakhs)

E. <1 Lakhs

D. 1 Lakhs - 3 Lakhs

C. 3 Lakhs - 4 Lakhs

B. 4 Lakhs - 5 Lakhs

Response: E. <1 Lakhs

Criterion 6 - 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

Response:

Effective governance is the key to progress and smooth functioning of any institution. AVASC functions in a professional and dynamic manner. It works with the vision "to mould and empower students in the pursuit of knowledge, values and social responsibility and help them achieve excellence in various fields, thereby preparing them to face global challenges". The college's Governing Body consists of eminent industrialists, philanthropists, academicians and administrators of repute, a representative from the University of Madras, Principal and two senior faculty. It meets annually to discuss and decide on the progress of the college and operates towards the mission to emphasize on a holistic education imparting moral values and encouraging innovation and creativity in young minds to face the competitive world.

AVASC envisions to get permanently affiliated to the University of Madras and towards getting an autonomous status. It strives hard to provide more opportunity for the young graduates and aims at introducing new postgraduate courses and research departments. AVASC aims to establish itself as NSDC funded Training Centre. The AVASC endeavors to inculcate research culture among the students to nurture creative minds and new ideas and aspires to create a research hub. It continuously augments in expanding its infrastructure facilities to make the institution to meet the standards of higher education.

Formation of Quality Circle for better administration:

Focusing on its vision of becoming a 'Centre of Excellence', the institution formulated a strategic action plan for the next ten years by drafting a document "VISION 2025". The document lays down the vision, mission, quality policy and value system of the college followed by its strategic action plan.

The college's Governing Body and the College Development Council (CDC) are the two major decision-making bodies. Faculty plays a major role in these two councils in providing their valuable suggestions in making decisions and development of the college. The College Development Council is an internal body that helps in taking major policy decisions, while it also takes care of academic planning, preparation of master timetable and resource planning. The CDC meets well ahead of the new academic year to take important decisions regarding new programmes that can be introduced, recruitments, admissions and any other matter pertaining to the functioning of the institution.

Besides, AVASC believes in the training of second line leaders and has provided portfolios to all faculties and the necessary authority and support for implementing it. Various committees (Admission Committee, IQAC Committee, Examination Committee, Infrastructure Committee, Library Committee, Sports Committee, Cultural Committee, and Canteen Committee) are formulated at the beginning of the academic year to enable the staff to plan and perform the tasks pertaining to it in a better manner.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Yes, the Institution practices decentralization and participative management. The Institution strictly follows the decisions approved by the College Governing Council, College Development Council as well as recommendations and decisions by IQAC. IQAC, one of the core committees, plays important role in the decision making. The decisions taken by the IQAC are communicated to the Governing Council and CDC. The Head of the Institution constitute various committees, such as Admission, Time-Table, Examination, Anti-ragging, Research, Library and Sports advisory, Grievance etc, at the commencement of the academic year for the smooth conduct of curricular, co-curricular and extra-curricular activities, Thus conducts regular meetings with teaching and non-teaching faculty to seek the feedback of the assigned work to the various committees. All the members are involved in administrative and decision-making bodies such as IQAC, CDC, and Grievance Cell.

The Head of the Institution is the key person who plays an important role to protect the stakes of the institution, to be in constant touch with the stakeholders, to assign responsibilities to the faculty and to ensure their accountability and to increase their morale towards overall development of the institution. The Head of the respective departments are involved in academic as well as administrative responsibilities. The head of the departments, with their associates, plan and execute the department activities throughout the year.

The Head of the Institution invites requisition from the various departments regarding books, stationary, furniture, other education material, sports equipment etc so that the budgetary provision can be made. Even students are given due representation so that they can be the part of decision-making. The students are actively involved in IQAC, Student Council, Cultural Committee, Annual Magazine Committee, and in various other Cells and Clubs in the college. Students build their leadership qualities by taking up responsibility of organising events – Seminars, Conferences and Symposia's in their respective departments. Students are actively involved in social activities through the NSS, visiting homes, cleaning the Village and in creating awareness on social and health related issues.

Students enrol in the clubs and Cells available in the College according to their area of interest. The following Cells and Clubs are available in the College :

Clubs	Cells
Fine Arts Club	Anti-Ragging and Grievance Cell
Citizen Consumer Club	Placement and Career Guidance Cell
Eco Club	Prayer Cell
Expo Club	ED Cell
Health and Sports Club	Women's Cell
Media Club	Counselling Cell

Reporters Club

Research Cell

Each Department have their Clubs through which department activities are conducted

S no	Name of the Department	Name of the Club
1.	English	Literaria
2.	Tamil	Narumugai
3.	Hindi	Saarangi
4.	Commerce	Wiscom
5.	Accounting and Finance	Fino Club
6.	Corporate Secretaryship	Conquer
7.	Business Administration	Explorer
8.	Computer Science	Cluster
9.	Computer Application	Cipher
10.	Microbiology	Cellusion
11.	Biochemistry	Bio-Gen
12.	Mathematics	Multi Pie
13.	Physics	Quantum
14.	Chemistry	Quartz
15.	Economics	Smith
16.	Information System Management	Evolve

Thus, the Institution evolved a participative and decentralization management by giving representation to all the stakeholders in tune with the Vision and Mission statements of the institution.

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

AVASC has always been driven by a quest for excellence; it also recognized a need for Excellence and formed the *IQAC (Internal Quality Assessment Cell)* Committee to work towards the need. IQAC was formed on 6th February 2014 as per the NAAC guide lines. The IQAC plans and implements strategies for quality assurance under the guidance of the Principal. The governing Body meets at the beginning of an academic year to layout goals and plans for the upcoming academic year, whose suggestions are conveyed in the College Development Council.

The IQAC had prepared a perspective plan for the last five years 2015-2020 in the beginning of the academic year 2015-16. The plan includes:

- Seminar on teaching methodologies to be organised by IQAC.
- Seminar/Workshop/Conference in Commerce, Computer Science, Bio science and Management to be organised by each department.
- Applying and getting permanent affiliation from University of Madras will be our prime interest.
- Implement Prime Minister's Swacha Bharath Abhiyaan will be encouraged which enables inculcating cleanliness & hygiene values among students.
- Construction of additional classrooms.
- Plan to introduce more value added and Skill based courses for students.
- Initiate new program in Arts and Science courses.
- Online certificate courses for each semester –SWAYAM, MOOC and NPTEL Courses.
- Planning to organize more Outreach Programme.
- Enhancing the teaching-learning infrastructure of the College through ICT.

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.

Response:

AVASC functions under the Nesarathinam Educational Trust (NET). It functions as per the guidelines of the Trust, the affiliating University and UGC. The Trust is responsible for formulating policies related to governance, administration and laying out plans for the institution. The Founder and Chairman, Chev. Dr. N R Dhanapalan and all the members of the Trust are selected as per the guidelines of the Trust Deed.

The Governing Council is an advisory body which has managing trustee as Chairperson, a University Representative, Principal and two or more senior faculties. The University Representative is a senior academician chosen by the Vice Chancellor of the affiliating University who monitors the functioning of the HEI by being present at the Governing Council meetings. The Principal is the academic and administrative head of the institution and has powers delegated by the UGC, the University of Madras and the NET Trust in all matters related to the functioning of the institution. Besides, the Vice Principal assists the Principal in all matters related to academics and in monitoring the working of different committees of the institution.

HODs are the important members of the College Development Council (CDC). They are in-charge of their departments and have full autonomy to plan their departmental activities. They are also responsible for workload allocation and the smooth functioning of the departments. Therefore, faculty of each department report to their HODs.

The Internal Quality Assurance Committee was set up in February 2014, from then on it has been working towards improving the quality of institution in all its endeavors. The IQAC is fully responsible for quality initiatives and in monitoring the quality of all activities in the HEI. It conducts the internal academic & administrative audit periodically and submits AQAR to NAAC every year. In addition, the academic coordinator of AVASC looks into matters pertaining to academics and the functioning of all departments. The coordinator is an important member of the Curriculum Planning Committee. The Head of the Research Committee is responsible for the quality of research in the HEI, and ensures that there is no plagiarism. In addition, it is the responsibility of the coordinator to invite resource persons for research oriented lectures/workshops.

The administration department takes care of recruitment, human resource management, financial management, public relations and CMS. All recruitments are made as per UGC norms after placing advertisements in a leading newspaper.

All committees focus towards the welfare of the Student by working in harmony to provide support and bring out the best in every student. Student support services such as Anti-Ragging cell, Student council, Grievance Redressal Cell are also functioning under IQAC.

The Student coordinator is in-charge of the Student Forum and act as a bridge between the Principal and students. All student grievances are directly addressed to the student coordinator who in turn brings them for redressal to the Principal.

File Description	Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

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

Response:

AVASC provides financial and non-financial support to its employees. Faculties are given monetary assistance and provided with on duty (OD) for attending and presenting papers in seminars, national and International Conferences. All staff of AVASC are fully insured. Employees whose income is less than 21,000/- per month are covered under EPF and ESI scheme. Medical/ maternity leave with pay is sanctioned for all employees on completion of 3 years of experience. AVASC has employed general insurance for all employees and students through Accident Insurance Coverage.

Moreover, Children's of staff are given priority during college admission. Similarly, the management waives a nominal amount of tuition fee to children of employees studying in the Annai Violet group of schools or college. Staff who needs economic assistance are provided with soft loans based on their request.

AVASC is considerate about the well being of its staff, hence it provides counseling facilities rendered by a qualified counselor and periodically organizes yoga and meditation classes to work with a refreshing mind and provide their whole hearted service. Besides, Class IV employees and security personnel are provided with two sets of uniforms once every two years.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 34.68

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

2018-19	2017-18	2016-17	2015-16	2014-15
11	13	21	39	25

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 4.4

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

2018-19	2017-18	2016-17	2015-16	2014-15
06	07	03	03	03

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 7.69

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

2018-19	2017-18	2016-17	2015-16	2014-15
10	05	04	03	04

File Description	Document
Upload any additional information	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

The Teaching staff

The self appraisal system for teachers is systematically carried out to assess an individual staff's performance and productivity. It also helps in organisational improvement. Moreover, the system assists in guiding, counseling, planning and training. Regular feedback from students and parents during parents-teachers meet aid in rectifying the draw backs and shortcomings. Feedbacks are collected by the respected HODs which in turn are forwarded to concern authority. Staff's feedback will be evaluated by the HODs and in turn HODs feedback will be evaluated by the principal. PF for all teaching and non-teaching staff are deposited regularly with employers' contribution. In addition to this, the achievement of the faculty such as publication, awards, honours etc are recognised by the college and appreciated through announcements and eventually added in the college magazine.

The non-teaching staff

The feedback provided by the faculty serves as a true appraisal for non-teaching staff. The services rendered by them are critically reviewed and reported in their presence. Efforts are made to improve their capability and performance through periodically trainings. Non teaching staff such as drivers and cleaners is provided free lunch on all working days.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

AVASC conducts internal and external financial audits regularly. Audit will be conducted at the end of each financial year. The auditors will visit AVASC at regular intervals to verify all financial transactions along with the supporting documents. Usually the audit takes place after receiving the approval of proper authority for each financial transaction. AVASC has a mechanism of external audit done by a third party and it is carried out by them every year. The last audit was done for the assessment year March 2019. No major audit objections were raised during the audit. Moreover, the audit is conducted as per the regulations.

The internal academic audit is conducted each semester. Each year ISO conducts external audit and review the ISO status. AVASC reviews its entire activities comprehensively and continuously. It collects feedback

from the students through the student representatives to analyze the quality of teaching and teaching methodologies adopted by faculty. The audit conducts a performance appraisal to evaluate faculty performance regularly. Both the Principal and the management monitor the curriculum delivery through the CMS. This software helps the teachers to execute proper planning in the teaching-learning process. Semester result and review analysis is conducted to enhance the teaching-learning process. The lesson plan uploaded on CMS act as an internal auditor in ensuring the completion of the syllabus by faculty. All clubs and cells activities are submitted as a report each year on the activities organized during that academic year.

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

As a Self-Financing Institution, the major source of revenue for AVASC is the fee collected from the students. The collected fees are deposited in the bank under the savings account and fixed deposit schemes. The deposits are withdrawn at periodic intervals to pay the salaries of the employees and to meet additional expenditures such as upgradation of infrastructure and other recurring expenses.

In addition to the fund collected through fee, the college gets funds from University of Madras for being a centre for IDE Examination and other such Examinations.

AVASC also receives funds from various sources like Non Government Organizations, Sponsors, Alumnae Association, etc., which are used for the benefits of students by organizing Seminars, Conferences, Symposium, cultural events and other clubs & cells activities. Principal instructs all HODs and coordinators of clubs and cells to submit their budget proposal every academic year and the same is forwarded to the Management to sanction the required funds. The Principal allocates the fund received to

all Departments, Clubs and Cells. For annual events like College Day, Convocation Day, Sports Day, Farewell Day and Cultural programmes, the Principal prepares an estimate which is sent to the Management for approval and after the event submits the expenditure statement. At the end of the year, the Departments, Clubs and Cells prepare a receipt and payment statement which they submit to the Principal.

Besides, AVASC is considerate about its students, hence it aids by supporting economically weaker students by providing financial means. It also helps students in their entrepreneurial Development Projects.

At the end of the year, External Audit is conducted by a certified Auditor.

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

Response:

Internal Quality Assurance Cell (IQAC) is a part of the institutions' system and works towards quality enhancement and sustenance. AVASC established an Internal Quality Assurance Cell (IQAC) on 06-02-14. IQAC has been acting as a facilitative and participative voluntary unit in improving the overall performance of the institution and promoting holistic academic excellence. AVASC imbibes quality standards in all its academic activities.

The IQAC takes feedback from all the stakeholders, analyses the same to identify the gaps and formulates the necessary action plan. In addition, it conducts various Faculty Development Programmes (FDP) as required. It consistently helps the management to sustain and enhance the quality of the institution.

The IQAC has been very active since its initiation. The cell has suggested various development strategies in terms of academic quality and helps to implement these strategies for the betterment of AVASC. The membership with Infilbnet and Madras Management Association and the subscription of many management/commerce journals was achieved due to these effective strategies.

The IQAC suggested various perspective plans for the future. It also suggested adding more sections to B.Com programme due to high demand for it. Moreover, it also encouraged to start a Post Graduate program in English Literature.

Valuable suggestions like improving the library resources, introduction of new programs and innovative teaching and learning methods are few suggestions initiated by IQAC. Feedback and suggestions from students and Alumni on the institution are taken up for the discussion during the IQAC meetings. After discussions with committee members, suggestions are executed. The IQAC consists of Principal and seven faculty from various disciplines. All IQAC communication is carried out through circulars and notices.

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC is envisaged as a mechanism to ensure, build and develop quality culture at institutional level. The college has an IQAC with an appropriate support system to cater to the diverse needs of the stakeholders.

IQAC of the institute appropriately captures the quality policy of the College, strategies adopted, tools and methods followed to implement and institutionalize the quality policies. The IQAC of AVASC is involved in drawing the quality policies for Teaching-Learning, Research, Curriculum planning and implementation, Student activities, innovation and all extracurricular and co-curricular activities

The IQAC takes into account the academic calendar prepared and prescribed by the university and accordingly prepares its academic calendar. Meetings with heads of the departments are conducted at the beginning of the academic year after which allotment of faculty workload, etc. is completed. At the beginning of the academic year lesson plans are prepared and rigorously followed by faculty. All these activities are monitored by the IQAC. The teaching learning outcome is evaluated by studying the feedback given by students through the questionnaire prepared by the IQAC. Improvements are made in accordance with suggestions. Periodically, Continuous Internal Assessments are conducted to assess the learning outcome of courses.

Students also make use of the language laboratory- PHONIC and the central library. Audio-visual aids and ICT tools are utilized in teaching learning. The faculty regularly participates in conferences, seminars, symposia, refresher courses, orientation courses, short term courses etc. to upgrade their subject knowledge. Research activities like publishing research papers, books etc. are also undertaken by the faculty, which further helps, improve their classroom performance.

To assist students in their academic performance, AVASC has adopted mentoring system where 20 students are allotted to each faculty. The main objective is to track the progress of the students and counsel them accordingly for academic and professional guidance. Parents are regularly informed about the conduct of their wards and their performance, lack of attendance, etc.,

Hence, the impact of the initiatives taken by the IQAC is evident in the overall growth of the students as well as the institution.

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**

4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - 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 last five years.

Response:

As an educational institution ASAVC promotes gender equity to all its faculty, student and non-teaching staff. To ensure safety, 40 CCTV Surveillance cameras are installed at various points in the campus such as library, canteen, office and corridors to monitor the activities of the people on the campus.

AVASC has Counseling Cell, Grievance Redressal Cell and Women's Cell to attend the grievances of the students and to address the issues related to sexual harassment and other problems. Anti-Sexual harassment and Anti-Ragging committees periodically monitors the students' safety through policy guidelines. The main objective of these cells is to look into the grievances of the women, both staff and students to speak about the unfairness faced by them. The committees are also made in such a way to ensure that no unpleasant things take place within the campus. Silambam is being taught to students for self-defense. Transgenders have been invited to address students to sensitize the challenges they face. A common room facility is available for both faculties and students.

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

File Description

Document

Any other relevant information

[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of

degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

AVASC has effective measures to ensure environment conservation in the campus. The waste segregated into two parts such as: dry waste and wet waste for the efforts towards waste management on campus.

Dry Waste:

Each room (Staffroom, office room, and classroom) of AVASC is provided with the dustbin to segregate waste. The waste generated in all the routine activities carried out in the college such as paper, plastics, glass, foods, etc are collected in a dustbin (Green and Blue) indicating bio-degradable and non- bio degradable, provided on each floor to keep the environment tidy under all circumstances.

Vermi-Composting is carried out through two compost pits for efficient solid waste management. The College has installed a sanitary napkin destroyer machine to ensure quick and fast disposal of used napkins.

E-Waste:

The students are sensitized to minimize the e-waste and to have a sustainable use of technology. To create awareness on the proper disposal of e-waste a demonstration was organized and were students were encouraged to dispose e-waste accordingly.

7.1.4 Water conservation facilities available in the Institution:

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: D.1 of the above

File Description	Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: B. 3 of the above

File Description	Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: B. 3 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. 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

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: B. 3 of the above

File Description	Document
Any other relevant information	View Document

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 500 words).

Response:

The learning environment is fundamental in the development of all students. It helps to shape their experience and build on their knowledge of the world around them. The promising atmosphere at AVASC is regarded as an essential resource as it solstices to the students of diverse regions and communities. AVASC puts in sincere efforts to provide an inclusive environment bringing harmony among the students of varying backgrounds and cultures as Indians to shape the thoughts and opinions of the future generation. AVASC supports the beliefs and values of each student through a diverse environment by organizing programs on tolerance and harmony. World peace day is commemorated each year to recognize the efforts of those who have worked hard to end conflict and promote peace in the world. Ethnic day is celebrated to value the varied culture around us. An essay writing competition was conducted by Employees Provident Fund Organization on eradication of corruption and to build a new India to emphasize how corruption

lames our country. Street play was conducted by forum members on righteous conduct and communal harmony to create awareness to the public.

The Department of Tamil through their club “Narumugai” organizes folk art such as villupattu, karakattam and parrai during celebrations to showcase the erasing legacy of Tamil culture. AVASC periodically celebrates festivals such as Christmas, Pongal and Onam to promote cultural harmony among students. Students occasionally visits Annai Anantham Illam at pudur to share the surplus with the needy and show love towards the destitute. AVASC is sensitive towards the economically weaker section of the society. It has donated stationeries and other leaning aids. Besides, it has also lends learning support through free tuition for 80 children in Annai Anantham Illam and Visited ‘Home for Children’ affected with HIV AIDS and donated garments.

AVASC being an educator, with its primary goal to uplift and provide education in the local community has lend its support and Donated a Laptop to Pattabiram Government School and Printer to Perunthalaivar Kamarajar Government School, Ambattur for IT infrastrture.

Apart from services provided in the field of education, AVASC also supports the self help group Entrepreneurs in local community by organizing College Bazaar in association with Tamil Nadu State Rural Livelihood Mission, Thiruvallur District.

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

AVASC strives hard to inculcate social responsibility, patriotism, harmony in students and aims to mould students as responsible citizens. Primary values like humanity, honesty, morality being rebounded in our national constitution, are restated in all the functions of AVASC.

As it is the duty of the responsible citizen to abide by the laws, various programmes like “Road Safety awareness program”, “Helmet Awareness Programme, Street play competition on the theme “harmony &Self-discipline” are organized periodically to sensitize students about the duties and responsibilities of a good citizen.

As a practice of the fundamental rights, AVASC provides full flexibility to exercise the freedom to speak, act, and think on all occasions. Students are given freedom to discus with the student forum regarding the specific grievances any matter regarding academics, safety and other issues which will be further communicated to the management. In addition, students are encouraged to enroll themselves in various Clubs and associations, plan their own activities and execute them. Students thus are executed with their right to speak and think.

Patriotic fervour is evident through the observance of days of national importance such as Independence and Republic days, National Voters' Day, Flag day and Rashtriya Ekta Diwas.. Students are instilled with values such as non-violence, unity, compassion and integrity by observing the anniversaries of the national leaders like Mahatma Gandhi, Jawaharlal Nehru and Sardar Vallabhbhai Patel.

Oath day and National voter's day is celebrated to instruct students about their role in national constitution. An essay writing competitions was conducted by Employment Provident Fund Organization on eradication of corruption and to build a new India to emphasize how corruption lames our country. Similarly, on national voters day students are briefed about election, its process and their right to vote. The students are conscientized regarding their duty towards nation. AVASC realising the pool of first time voters at its hand, requested electoral committee and helped the students above the age of 18 to get a voter's ID and Aadhar to perform their constitutional duty in the upcoming election. .

Henceforth, AVASC updates the students about the Fundamental Rights and Duties laid down by the constitution of India.

AVASC students endowed with the constitutional values, rights and duties to practice it as a habit in the world outside.

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.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: A. All of the above

File Description	Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Celebrating the national day familiarizes students on the various important events in the history and different achievements made by the country. AVASC arouses the patriotic feeling and to remind the students of the sacrifices made by the national leaders, it organizes several programmes on national

significant days such as Independence Day, Republic Day and observes the birth and death anniversaries of the great Indian personalities. In addition, the college celebrates International Yoga day, Youth day, Peace day, Unity day and Flag day. International Women's Day is celebrated to highlight the achievements of women from various fields. Teachers Day is celebrated to mark the birth anniversary of Dr Sarvepalli Radhakrishnan to honour teachers for their noble service. Similarly, Mahatma Gandhi, Perunthalaivar Kamarajar, Sardar Vallabai Patel, Helen Keller and Bharat Ratna Dr.A.P.J Abdul kalam's birth and death anniversaries were celebrated in memory of Indian personalities. Various events are conducted on these days with a theme for students to ponder upon and bring out their creativity in relevance to the day observed. These celebrations enable the students to understand the challenges faced by the eminent personalities, their philosophy of life which encourages students to strive to lead a significant life.

7.2 Best Practices

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

Response:

Best Practice : 1

Title: Buddy System

Objectives

- To improve the language skills and personality of the students
- To equip the students to overcome their back logs
- To promote the students to participate in various events
- To equip the students to face competitive exams
- To promote social awareness among the students

The Context

- Language barrier
- Lack of Information among the Students
- Lack of interest in participating in the events

The Practice

- Slow learners voluntarily stay back to after regular college hours to improve their language and personality skills
- Slow learners are given special attention and care
- Students are motivated to take part in various events
- Social awareness programmes were conducted to create social awareness
- Helped to clear their back logs of their fellow mates
- Beside academics they are also encouraged to participate in sports and extra- curricular activities and helping them to gain confidence.

- Above all the system influences the students who need academic support as well as sports and other activities

Evidence of Success

Students from various departments have benefited from the Buddy Team.

- Department of English

1. Ms. Deepika.K
2. Ms.Asha.S
3. Ms. Radhika. K
4. Mr. Devarkonda Venkata Jaswanth
5. Ms. Shanthini. S
6. Ms. Abitha. R

- Department of Tamil

1. Ms. Jessica
2. Ms. Sushmitha

- Department of B.C.A
1. Ms.Farheen Tabbasum

- Department Of B.Sc Bio-chemisrty

1. Mr.GuruPrashanth.K

- Department of B.Sc Microbiology

1. Mr.Madan Kumar. D

Problems Encountered

- Lack of Self interest
- Absence of the Students at regular intervals
- Diversions like Mobile phone of the students effect a concentration of the student.
- Personal problems of the student was also a concern
- Lack of time and information.

Resources Required.

- Prior information of the programme or the events
- Sufficient designated classrooms.
- Students should be given counseling on regular basis based on their need.

Notes

- Buddy System should be encouraged and practiced.
- Students must take initiative which influences others to train the fellow mates

Best Practice : 2

Title : 2 Educating the economically downtrodden

Objectives:

- To provide extra financial support for the students in terms of academic purposes.
- The principle idea of this welfare fund is to provide adequate needs of the students by understanding their financial requirements.
- The AVASC identifies the economic situation of the students individually and tries to meet their necessities.

The context:

The main aim of the welfare scheme is to motivate students to continue their education despite their economic difficulties. since the weaker section suffers from low educational attainment, AVASC educates economically backward students and provides them with an opportunity for them to gain acceptance in the society and make them face the world. Studious students who also excel in sports activities benefit from this welfare scheme with a fee waiver. Moreover, the orphan and single parent students are also profited from this welfare scheme.

The practice:

The teachers along with the AVASC help the students with financial support by paying them a certain amount of fees. In addition to this, they provide special guidance to these students.

Evidence of success:

Various students were benefited out of this and were employed in esteemed organizations. Students who are benefited from this scheme

1. Usha Nandhini - B.Sc Chemistry
2. Venkatesh Perumal - B.Sc Computer science
3. Beryl George - B.Com
4. Bruce lee - M.Com

5. Jeba Rani - M.Com
6. Nithya - M.A English
7. Suriya - B.com

Problems encountered and resources required

- Expensive higher educational system.
- Lack of sponsorors .
- Family factors.
- The major problem faced by these students is to face their peers.
- Grievances of the students who are on the verge of poverty were provided with economic support.
- College provides an adequate amount of funds for economically backward students.

Note:

The Economically weaker students are identified by a well defined mechanism.

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The primary vision of the college is to impart quality education, which is considered as power and wealth in today's society. Among various distinctive features of the AVASC, peer learning / buddy system and college students' welfare fund are two main features. Through this the students delightfully share their knowledge with their fellow classmates and make them an upgraded person and better advanced individual. The buddy system/peer learning has really supported the fellow classmates to reach to the next level. The primary goal of this system is to increase student achievement by increasing student learning. This system helps the fellow students to overcome the language barrier and inferiority complex, which has been holding them down. It also enhances good learning, speaking, reading, writing (LSRW) skills among the students. This is achieved through enhancing their personality and inculcating reading habits among the student, which motivates them to feel free and be socially conscious. This system performs as a bridge between management and students and serves as a helping hand between the faculty members in rendering their services and reducing their burden. Moreover, it helps the fellow students to attain higher level in their academics.

There are few problems which are tackled with the help of this system. They are lack of interest among students in curricular and extra-curricular activities, financial crises, lack of awareness limited language skills, absence of self motivation, lack of self interest, lack of concentration and stress. The various problems are solved with the help of this system. The peer learning or buddy system also influences the students who need academic support as well as sports and other activities. Moreover, the buddy or peer learning systems are encouraged by the institution so that it will give an opportunity for the fellow students to take initiative to influences others and to train their fellow mates. The college introduced the zero hour system in order to encourage the students to stay back to improve their language and personality skills. The fellow students who excel in academics help the late bloomers with various techniques. The students are guided with the story books and novels related to the syllabus. In addition to this they help the class mates by teaching them the chapters related to the syllabus before their examinations. Yet another techniques used by their peers is by making them indulged in various games to improvise the knowledge associated with general topics. This technique helps the slow learners to broaden their understanding and help them to face any competitive exams. In addition to the buddy system yet another vision of the college is to provide quality education to the students from various economical backgrounds. Financial problem is one of the prevailing concerns of the potential students who try very hard to achieve their higher education. For this the college formulated a welfare system which provides the students with the scholarship, which in turn will help the students to achieve their academic goals without any financial discrepancies. The main aim of the welfare scheme is to motivate students to continue their education despite their economic difficulties. Because the weaker section of the society suffers from low educational attainment. The institution educates economically backward students and provides them with an opportunity for them to gain knowledge and make them face the competitive world. Talented students who excel in sports activities also benefit from this welfare scheme. Moreover, the orphans and students with a single parent were also profited from this scheme. The teacher along with the institution identifies the economic situation of the students individually and provides them with financial support by paying them a certain amount of fees. In addition to this, they provide special guidance to these students to help them face academic and social pressure. There are numerous students who have been benefited by this scheme, which helped them to achieve the higher education without any issues.

5. CONCLUSION

Additional Information :

AVASC strives to produce excellent achievers among students through dedicated work. AVASC is determined to hone the minds of our students to take up the competitive world with courage and confidence. AVASC recognizes, appreciate and celebrate the victory and support staff and student continuously to contribute to the changing needs of our student community. AVASC students have added laurels to the institution by securing University Ranks in the past 4 years.

S No	Year	Total Number of Ranks	Subjects
1.	2013-2016	14 (within 100 ranks)	Computer Biochemistry Microbi Tamil English
2.	2014-2017	39 (within 100 ranks)	Computer Biochemistry Microbi Mathematics Computer Application Tamil English
3.	2015-2018	50 (within 100 ranks)	Computer Biochemistry Microbi Mathematics Computer Application Commerce Tamil English
4.	2016 – 19	03 (within 10 ranks)	Malayalam Microbiology

Concluding Remarks :

Annai Violet Arts and Science College Quality Policy provide adequate resources and follows innovative instructional techniques to achieve excellence in teaching - learning and supplementary processes. It further ensures in up graduation of faculty skills by encouraging academic, professional and research –paper publication to strengthen industry – institution partnership.

AVASC has been a pioneer as the self-financing institution to be affiliated to the University of Madras in our location. Ever since, it has remained constant in its commitment to quality in education. As one of institutions good practices the retention of faculty is very healthy.

A practice of quality assurance is designed to regularly address, monitor and evaluate the quality of education offered to students, and promoting effective teaching-learning methods for the benefit of both students and teachers and making the institution a place for excellent temple of knowledge.

The student support system and mentoring system in the institution has won acclaims and the college is proud of its contributions made by the NSS in extensive social service to the neighbouring areas. Peer learning among the students have been positive and has improved the learning interests amongst the slow learners. Skills among students are developed through Interactive Teaching–Learning Process, Corporate exposure by Industry Internship and project work and thus make them ready to get into industry soon after the completion of their course. The institution also encourages the students to become entrepreneurs through the active ED cell. Internal Quality Assurance Cell plays a vital role in implementing the quality policies diligently.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.3.2	<p>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</p> <p>1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>7</td> <td>6</td> <td>6</td> <td>4</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>9</td> <td>6</td> <td>7</td> <td>4</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	8	7	6	6	4	2018-19	2017-18	2016-17	2015-16	2014-15	8	9	6	7	4
2018-19	2017-18	2016-17	2015-16	2014-15																	
8	7	6	6	4																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
8	9	6	7	4																	
1.4.1	<p><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></p> <p>1) Students</p> <p>2) Teachers</p> <p>3) Employers</p> <p>4) Alumni</p> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above</p>																				
1.4.2	<p>Feedback process of the Institution may be classified as follows:</p> <p>Options:</p> <ol style="list-style-type: none"> 1. Feedback collected, analysed and action taken and feedback available on website 2. Feedback collected, analysed and action has been taken 3. Feedback collected and analysed 4. Feedback collected 5. Feedback not collected <p>Answer before DVV Verification : B. Feedback collected, analysed and action has been taken Answer After DVV Verification: B. Feedback collected, analysed and action has been taken Remark : Website link not provided</p>																				
2.1.2	<p>Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC,</p>																				

Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
702	472	476	502	554

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
698	467	473	498	554

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

Answer before DVV Verification : 73

Answer after DVV Verification: 71

3.3.2 **Number of research papers per teachers in the Journals notified on UGC website during the last five years**

3.3.2.1. **Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
14	01	11	05	01

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : No UGC links provided

3.5.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**

3.5.1.1. **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15

3	2	2	2	1
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Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
33	37	33	22	26

Remark : REvised as clarified by HEI

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
03	03	02	01	03

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Opted out by HEI

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1.31	1.47	0.98	1.23	3.64

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0.51	1.72	0.49	3.36	1.52

Remark : Revised considering Expenditure on Books and periodicals and on library books.

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
183.63	127.05	125.85	160.41	120.11

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
142.02	84.33	85.26	117.23	85.29

Remark : Revised considering the highlighted amounts of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) from the given audited statement.

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
68	59	57	50	17

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
23	24	17	12	7

Remark : Revised as per clarification by HEI

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
06	07	03	03	03

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
10	05	04	03	04

Remark : Revised as per teachers participation from the data template from the SSR without repetition of teachers from the same year

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: B. 3 of the above

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. 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

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: B. 3 of the above

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.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>637</td> <td>582</td> <td>541</td> <td>515</td> <td>486</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>443</td> <td>413</td> <td>376</td> <td>365</td> <td>351</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	637	582	541	515	486	2018-19	2017-18	2016-17	2015-16	2014-15	443	413	376	365	351
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