



Annai Violet Arts & Science College

(AFFILIATED TO THE UNIVERSITY OF MADRAS)



An ISO 9001–2008 Certified Institution

**Annual Quality Assurance Report - I
(AQAR)**

Submitted to the
**National Assessment and
Accreditation Council
(NAAC)**

2015-16

53, Violet College Road, Menambedu, Ambattur, Chennai -600 053. Tamilnadu.

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The Annual Quality Assurance Report (AQAR) of the IQAC

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

PART – A

AQAR for the year (for example 2013-14) 2015-16

1. Details of the Institution

1.1 Name of the Institution

Annai Violet College of Arts and Science

1.2 Address Line 1

No: 53, Violet College Road,

Address Line 2

Menambedu

City/Town

Ambattur / Chennai

State

Tamilnadu

Pin Code

600053

Institution e-mail address

info@violetcollege.in
annaiviolet@gmail.com

Contact Nos.

044-26861611, 26864684



Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

*(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>



1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.25	2015	5
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

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

- i. AQAR _____ (DD/MM/YYYY)
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)



Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input type="checkbox"/>	UGC 12B	<input type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input checked="" type="checkbox"/>		

1.10 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>		
Others (Specify)	<input type="text" value="NIL"/>								

1.11 Name of the Affiliating University (for the Colleges)

University of Madras

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

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



2. IQAC Composition and Activities

2.1 No. of Teachers	6
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	1
2.4 No. of Management representatives	2
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	0
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	2
2.9 Total No. of members	14

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution
Level

(ii) Themes



2.14 Significant Activities and contributions made by IQAC

- Providing quality guidelines for department
- Planning and implementation of yearly action plan
- The IQAC cell has designed a procedure to maintain the class timetable, lesson plan, course plan, laboratory plan, notes of lesson maintained by individual faculty. Continues internal assessment test, evaluation procedures, CIA mark statement, action plan of the department, responsibilities shared by faculty, the academic matters of the department, issues like assignment and seminar topics for students, absenteeism students and poor performers.
- Organizing bridge course in English for First generation graduates and slow learners in English.
- Implementation of Remedial class for academically weak students.
- Feedback from students obtained to monitor and improve quality of curriculum model & delivery.
- Regular updates on forthcoming workshops, seminars, conferences, teacher competence enhancement programmes.
- SWOT Analysis by Faculty.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action (Academic)	Achievements
To Apply for Permanent Affiliation	Applied and expecting Inspection Commission
To encourage Staff to Involve in Research Activities	Publication in journals and Presenting in Conferences (National/ International) have increased



To Organise Seminars / Workshops/conferences by Departments	<p>Department of Biochemistry conducted a national Conference</p> <p>Department of Commerce conducted a workshop for Faculty</p> <p>Other Departments have conducted Seminars</p>
To organise IQAC - FDP on “ Teaching and Learning ”	<p>Faculty Development programme was conducted In “Teaching – Learning” & “ How to celebrate teaching”</p>
To upgrade more Departments as research Departments	<p>Department of Commerce was upgraded as Research Department with the introduction of M.Phil Course</p>
To apply for CMA support centre to conduct foundation courses for ICWA	<p>Received CMA support Centre from Cost and Management Accountants of India.</p>
To enhance placement record	<p>Training and Job Drive conducted to enhance Placement records</p>
To construct Three class rooms	<p>Work completed</p>
Installation of closed circuit television cameras in several sensitive locations for safety and security to be completed	<p>Closed Circuit Television cameras installed</p>
Play Ground to be upgraded	<p>Volley ball court and Cricket net practice pitch has been added.</p>

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

2.16 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

Strategies for improving Quality indicators of the institution were discussed with the management and presented during Staff meetings. Suggestions given by the management and faculty members were considered for coming out with viable strategies.



CRITERION – I CURRICULAR ASPECTS



PART – B

CRITERION – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	3	-	3	-
UG	14	1	14	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	1	-	-	-
Certificate	2	-	-	3
M.Phil	1	1	1	1
Total	21	2	18	4

Interdisciplinary	-	-	-	-
Innovative	-	1	-	1

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	17
Trimester	-
Annual	4
Other	1



1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☒ Students ☒
(On all aspects)

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

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

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

NA

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

Yes, CMA Support Centre



CRITERION – II TEACHING, LEARNING AND EVALUATION

**CRITERION – II****2. Teaching, Learning and Evaluation****2.1 Total No. of permanent faculty**

Total	Asst. Professors	Associate Professors	Professors	Principal
78	69	6	2	1

2.2 No. of permanent faculty with Ph.D.

1+10=11

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
21	21	-	-	-	-	1	1	22	22

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

4

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	15	7	-
Presented papers	12	7	-
Resource Persons	-	-	2

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- ❖ Using problem solving methods, case study, Role play in class room to enhance learning
- ❖ Observed learning to seen force the fundamentals of subject
- ❖ Internship & Industrial Visits are made mandatory
- ❖ ICT enabled teaching learning methodology
- ❖ Chalk & Talk and LCD Projector for Regular Class Room Teaching
- ❖ One common Smart class room with Interactive Board
- ❖ INFLIBNET



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

180 days

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

Unit Test / CAT

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

NA

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total No of Students appeared	Division				
		Distinction	I class	II class	III class	Pass %
B.A English	8	-	3	5	-	100
B.Com (General)	102	1	43	19	-	62
B.Com (Corp Sec)	55	-	10	13	-	42
B.Com A/c & Fin	54	2	15	13	-	56
BBA	36	-	22	5	-	77
BCA	76	1	16	1	-	25
B.Sc (Comp Sc)	37	6	2	5	-	35
B.Sc Biochemistry	06	-	3		-	50
B.Sc Microbiology	04	1	3	-	-	100
B.Sc Mathematics	07	-	-	2	2	57
M.Com	07	03	04	-	-	87
M.Sc Comp Sc	09	06	-	-	-	66

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

- ❖ The IQAC conducts regular quality audits for the strategies implemented and the process is followed. The outcomes of the quality audits are considered as important and the action is taken immediately to ensure the institutional quality
- ❖ ISO (TUV SUD, South Asian) conducts regular Academic and administration audit every 6 months conducts academic audit in all the departments every semester. The attendance records of the students, faculty log book, internal mark statements, answer papers and course plans are audited as per ISO procedure.
- ❖ The suggestion of the committee has been taken and implemented.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	2
Orientation programmes	78
Faculty exchange programme	-
Staff training conducted by the university	1
Staff training conducted by other institutions	18
Summer / Winter schools, Workshops, etc.	10
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	6	-	1	-
Technical Staff	4	-	-	-



CRITERION – III RESEARCH, CONSULTANCY AND EXTENSION



CRITERION – III

3. Research, Consultancy and Extension

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

Since we are not eligible for funding, the institution has initiated and motivated students & faculty to take up minor projects, which will be funded by the management.

Faculty members have been recognized as Research supervisors respectively by the University of Madras for guiding M.Phil. Degrees (M.Phil. Supervisors – 3)

Research papers published periodically in refereed International and National Journals by the faculty.

Workshops, Conferences, Seminars conducted for faculty members to promote their research skills

3.2 Details regarding major projects : NA

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	Rs. 10,000/-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	5	-	-
Conference proceedings	16	10	-

**3.5 Details on Impact factor of publications:**

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

Rs. 66,000

**3.11 No. of conferences organized by the Institution**

Level	International	National	State	University	College
Number	-	1	1	-	6
Sponsoring agencies	-	-	-	-	-

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

2

3.13 No. of collaborations

International

-

National

-

Any other

NA

3.14 No. of linkages created during this year:

Internship

9

Industrial Visit

1

3.15 Total budget for research for current year in lakhs :

From Funding agency

-

From Management of University/College

2 Lakhs

Total

2 Lakhs

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

-

NA

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

NA

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

JRF

-

SRF

-

Project Fellows

-

Any other

NA



3.21 No. of students Participated in NSS events:

a) CCC- National - 100 University level State level
International level National level

3.22 No. of students participated in NCC events: NA

University level State level
International level National level

3.23 No. of Awards won in NSS:

University level State level
International level National level

3.24 No. of Awards won in NCC:

University level State level
International level National level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

Annexure – III



CRITERION – IV INFRASTRUCTURE AND LEARNING RESOURCES



CRITERION – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.25 acres	-	-	5.25 acres
Class rooms	34	3	Management	37
Laboratories	6	-	-	6
Seminar Halls	1	-	-	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	30	Management	30
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	Management	10,00,000
Others	-	-	-	-

4.2 Computerization of administration and library

- College has an effective Campus Management System(CMS) which provides intranet connectivity and the tools to efficiently manage all aspects relating to functioning of the college.
- The entire administration of the college is computerised with respect to students admission, attendance, mark register, staff-student interactions, departmental activities, circulars and notices.
- Library is fully computerised and the facilities available are – Reprography, OPAC, CD Collections, Internet browsing facilities, Xerox and scanning facilities, and digital library.

**4.3 Library services:**

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8,181	13,98,390	365160	46871	8546	1445261
Reference Books	196	113859	25	-	196	113859
e-Books	10809	-	-	-	-	-
Journals	10	15200	-	-	10	15200
e-Journals	6246	34200	-	-	6246	34200
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	70	66	10	-	-	1	-	-
Added	30	-	10	-	-	-	-	-
Total	100	66	20	-	-	1	-	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)**Student Training –**

- 100% computer literacy for ALL second year students.
- Certificate awarded at the end of the course to enhance employability opportunities.
- Internet access provided to PG students and Research Scholars.



Staff –

- Computer(s) with printer provided to every department and college office
- Free internet access provided to departments to aid Teaching & Research
- Intranet connectivity in place for efficiently managing information on admission, attendance, internal tests, mark registers, etc. for consolidation Networking.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.2 lakhs
ii) Campus Infrastructure and facilities	30 lakhs
iii) Equipments	1.5 lakhs
iv) Others	17.6 lakhs
Total :	50.3 lakhs



CRITERION – V STUDENT SUPPORT AND PROGRESSION



CRITERION – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Orientation	<ul style="list-style-type: none">• The First year students are made aware of students support services through orientation programme• Details of SC/ST scholarship available are specified to the students
Mentoring service	Ward system is followed –25 Students One Mentor is allotted
Coaching classes	<ul style="list-style-type: none">• Bridge Course classes – Foundation English/spoken English• Bridge course classes – Mathematics• Remedial Classes are conducted for slow learners• Motivate High achievers to secure University rank
Placement cell	<ul style="list-style-type: none">• The Cell organized employability training for final year students to prepare them to face the interviews• Placement cell functions with one coordinator and one assistant
Grievance cell	So far the cell has not received any major issues for redressal. Senior staff member is appointed as Convener and Students Representative or nominated for the club. The Club redresses the grievance stated by the student.
Guidance & Counseling	Two counselling session is arranged for student per academic year. The cell helps students to recover their stress and aids students to inculcate a sense of morality and confidence in their life.
Anti ragging cell	Constituting of Principal, Secretary, two Senior staff members, two Student union office bearers and Local Police Inspector
Community Service Schemes	National Service Scheme - 2 units
ED Cell	The college has on active ED Cell which organises training through MSME
Gender Sensitizing Programme	Awareness Programme Women Trafficking on women empowerment and women trafficking are conducted regularly.
Others	Students Safety Insurance, Free Books is made available for all students

**5.2 Efforts made by the institution for tracking the progression**

- College has an excellent tutor – ward system in the ratio of 25:1 (25 students: 1 staff).
- Tutor keeps track of the students' academic progress and encourages in developing their skills and talents. They analyze and refer crucial psychological issues to the college counsellors.
- Academic Performance of students is monitored through Continuous Internal Assessments and weak students are given special attention apart from remedial coaching for students.
- Progress card reflecting the attendance details and marks in the two CA tests & model examinations are sent to the parents by CMS before the end semester examination begin.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1318	37	-	5

(b) No. of students outside the state

3

(c) No. of international students

-

No	%
-	-

Men

No	%
-	-

Women

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
67	419	8	946	2	1440	77	394	8	975	2	1474

Demand ratio

1 : 1

Dropout %

6



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

No. of students beneficiaries

-

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

- Orientation programme for all first & final year students on career guidance & facing Interview
- Soft Skill programme to enhance employability is conducted for students.

No. of students benefitted - All final year UG & PG Students

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	180	80	7

5.8 Details of gender sensitization programmes

- Students are sensitised about gender issues by guest speakers from the city.
- Awareness about the role of Women in building a just and responsible Society which recognises women empowerment was conducted.



5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	322	11,14,980
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

NIL



**CRITERION – VI GOVERNANCE,
LEADERSHIP AND MANAGEMENT**



CRITERION – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To instil in students a sound philosophy based on core human values, and through quality education foster a community of competent youth who would contribute to the National and Global Development, serving humanity at large.

Mission:

- To offer a wide range of academic programmes relevant to the regional and national needs in line with the emerging trends.
- To train the students through innovative instructional techniques and steer them towards higher thinking.
- To assist the students to acquire healthy and useful experiences leading to holistic progression.
- To develop entrepreneurial skills and bridge the lacuna between the world of work and learning.
- To promote value based education, sensitizing the student to social responsibility and good citizen.

6.2 Does the Institution has a management Information System

Yes, The Institution has an active Management Information System, which regularly updates the attendance, marks secured in the CIA tests conducted in college.

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

6.3.1 Curriculum Development

As we are affiliated to the Parent University, the curriculum is designed and decided by the University .



6.3.2 Teaching and Learning

- Teaching is done by both conventional method and use of board
- Use of modern technology like ICT is also used by faculty
- Scholars and experts are invited their fields to address students and faculty.
- FDPs for teachers are conducted regularly
- Extra reference learning materials are given to advanced learners.
- Remedial teaching to students who have failed in CAT tests are conducted after the college time

6.3.3 Examination and Evaluation

- Regular CIA tests are conducted
- University Examination is conducted as per University schedule
- Students who are eligible to pass are recommended for revaluation

6.3.4 Research and Development

The College encourages Faculty / Departments to

- Present research papers in conferences.
- Publish research papers in peer reviewed journals.
- Pursue Ph. D
- Conduct workshops on specialized areas.
- Organize Research meet for M.Phil students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is upgraded every year. Every department recommends text books, reference books and seminal / classical works which are procured annually or whenever necessary.
- Faculty members are encouraged to send e – mails to the librarian whenever they come to know about a book that is useful to students and faculty.
- Faculty members are also encouraged to recommend relevant peer reviewed journals.
- Library hour is incorporated in the time table for PG and research scholars by the departments.



6.3.6 Human Resource Management

- The staff teaching and non – teaching are accountable to the Principal.
- The newly recruited staff are oriented into the work culture. Their key responsibilities are defined.
- Various committees are formed by the Principal who are given of duties, related to the curricular, co – curricular and extracurricular activities for the academic year.
- The faculty is monitored by the respective HODs who report to the Principal.
- Allotment of work is done by HODs.
- The Support Staff are monitored by the Campus Supervisor
- Monthly meetings are conducted for the faculty by the HOD / Vice Principal/Principal

6.3.7 Faculty and Staff recruitment

Vacancies are advertised in the standard newspapers. The received applications are scrutinized and shortlisted by a committee. The candidates are then called for a preliminary interview. After selection, the college invites a University Selection Panel to interview these candidates and recommend them for approval by the university.

6.3.8 Industry Interaction / Collaboration

- Associate Membership with ICTACT Membership No. 03199
- Skill Development Programmes are offered by Super Success Academy
- Industrial Visits are undertaken by different departments as part of their curriculum.
- Students of Business Administration, Corporate Secretaryship and PG departments, M.Com., M.Sc CS., M.Sc BC., are sent for Industrial Training

6.3.9 Admission of Students

- Students submit filled – in applications to the concerned departments after the results are published.
- Eligible candidates are admitted as per Government norms.
- Admission to Research Courses is through an entrance exam.

**6.4 Welfare schemes for**

Teaching	<ul style="list-style-type: none"> • Employees Provident Fund with contributory PF by Management • Accident Insurance covers through general insurance. • Fee Concession given by the Management to staff children willing to pursue education in any of the sister institution
Non teaching	<ul style="list-style-type: none"> • ESI and PF • Pongal & Deepavali Bonus for non – teaching staff
Students	<ul style="list-style-type: none"> • Accident Insurance cover through general insurance. • Fee waivers for students excelling in sports. • Free – Education for Visually Challenged. • Free – Education for First Generation Learners selected by the University. • Financial Aid for students in Financial Distress. • Free – Coaching for Sports Students.

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes

☒

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	√	Metro Consultancy	√	Internal Auditors
Administrative	√	-	√	Internal Auditors

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

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☒



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

- E-Governance has been introduced in the Examination System since 2013 by the University of Madras.
- College prepares online Nominal roll.
- Students now register for examination online.
- The college is given a password and the hall tickets and seating plan are downloaded.
- Internal marks are entered online.
- Absentee lists during the university examination are also sent online.

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

The University of Madras has made accreditation by NAAC mandatory for Permanent Affiliation. Colleges are encouraged to apply for autonomous status after getting Permanent Affiliation

6.11 Activities and support from the Alumni Association

Alumni Association conducts regular meetings. They also support the economically weaker students financially.

6.12 Activities and support from the Parent – Teacher Association

Parent – Teacher Association does not exist

6.13 Development programmes for support staff

- Training was given on Campus maintenance
- Training on usage and safety in fire extinguishing

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

- Rain water harvesting
- Green Campus
- Solar lights
- LED Light



CRITERION – VII INNOVATIONS AND BEST PRACTICES



CRITERION – VII

7. Innovations and Best Practices

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

- College has initiated CMA (Cost and Management Accountant) course for students. Students are trained to take up the examination in Foundation /Inter/final
- College has received recognition for the support centre from Cost and Management accountants of India, CMAI.
- The ED cell of the college organised a workshop to create awareness and train students to become an entrepreneur, one student of III B.Com, Muthugurunathan was placed through MSME – ministry of small and medium enterprises, Central Government.
- Communication on attendance / CIA Marks/ General information/ activities is given through Management Information system to students and parents.
- College introduced the system of meeting students (Forum and representatives of each class) to have an open discussions on Grievances and suggestions, which proved to be very fruitful this year.

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

- Internal Quality Assurance Cell was entrusted with the task of document preparation for Permanent Affiliation
- The College collaborated with VETA Spoken English Institute for coaching the Tamil medium Students.
- Introduction of Skill Development courses which enhance employability.
- All the Departments were given the responsibility of organizing and conducting interdisciplinary seminars
- Steps were taken by the placement cell for enhancing placement records by way of effective training programs.
- Department of Commerce took initiative to bring about the MOU with ICWA by securing recognition as CMA support centre, to conduct foundation/Inter and Final examinations
- Construction of required 3 additional Classroom



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

- E-governance through Campus Management System
- CMA Support Centre
- ED Cell

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

7.4 Contribution to environmental awareness / protection

- Promote Eco-friendly environment
- Maintenance of green campus
- Conservation of energy (Solar Light & LED)

7.5 Whether environmental audit was conducted?

Yes ☐ - No ☒

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

SWOT Analysis:

Strength :

- Involvement of every faculty in their designated expert committees for implementing the action plan of the institution thereby strengthening IQAC
- Excellent Team Work among teaching & non teaching staff
- Full support from the Management
- Commendable Placement record

Weakness:

- Departments to be upgraded as Research Departments.
- There is limitation in procuring funds from UGC to organize research conferences.
- Consultancy work to be promoted among staff and students
- Lack of Patents
- To increase the number of Major Research Projects

Opportunities:

- Motivate teaching staff to apply for Research Projects (both Minor & Major)
- Interaction with other college through Intercollegiate competition
- Workshops& industrial visits
- NAAC accreditation has paved the way for Permanent Affiliation.



Challenges :

- Industrial collaborations are limited, since most of the students are from rural area,
- To make student competent to face the challenges of hitech era
- Adjusting ourselves to the changing global need.
- Training the Tamil medium students to the competent employment scenario.

8. Plans of institution for next year

- 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
- Construction of additional rooms at the rear side of the building.
- Implement Prime Minister's Swacha Bharath Abhiyaan will be encouraged which enables inculcating cleanliness & hygiene values among students.
- Encourage and motivate faculty members and students to apply for minor projects and develop the research activities inside the college.

Name : Mrs. JAPHIA SOLOMON

Signature of the Coordinator, IQAC

Name : Dr. KAMALA BALAKRISHNAN

Signature of the Chairperson, IQAC



ANNEXURE I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
