



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)**

2016-17

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)

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: Dr. (Mrs) Kamala Balakrishnan

Tel. No. with STD Code: 044-26445115

Mobile: + 91 9884484115

Name of the IQAC Co-ordinator: Mrs. Japhia Solomon

Mobile: +91 9840967704

IQAC e-mail address: iqac@violetcollege.in

1.3 NAAC Track ID (For ex. MHCOGN 18879) TNCOGN 21188

OR

1.4 NAAC Executive Committee No. & Date: EC(SC)/08/A&A/24.1 dated 25-06-2015

*(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: www.violetcollege.in

Web-link of the AQAR: <http://violetcollege.in/AVC-AQAR-2016-17.pdf>

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

06/02/2014

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 _____ 26/04/2016 _____ (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

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

- Yearly academic plan prepared and implemented
- Feedback system is being consistently followed.
- Academic performance is reviewed through result analysis and Remedial classes initiated in respective departments.
- New books , magazine ,periodicals and journals recommended for library
- Organized Faculty Development Program for staff.
- Conducted Internal Academic audit for the departments and areas of improvement suggested
- Entrepreneurial training given to students through ED cell
- Organized Gender sensitization program for Women students through Women's cell
- A medical camp and Health awareness program for Public were organized by the NSS Unit.
- Encouraged faculty members to publish paper in National and International journals.
- Practical exposure given to students through industrial visits and guest lectures on their respective subjects. Final year students were taken on an educational tour.
- All the National days and festivals observed and celebrated with zeal and enthusiasm.
- Stock taking initiated for the entire college and the report submitted to the Principal.
- Computer literacy program organised for administrative staff with the help of Computer applications department.

.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
To Apply for Permanent Affiliation	Applied and expecting Inspection Commission from the parent university
To prepare Academic calendar of the Institution	Academic calendar prepared and activities are carried out as per academic calendar and monitored.
To encourage Staff to Involve in Research Activities	Incentives are given to the faculty members for publication in National/International journals Faculty members are encouraged to register for Ph.D



	Publication in journals and Presenting in Conferences (National/ International) have increased
To Organise Seminars / Workshops/conferences by Departments	<p>PG & Research Department conducted two days workshop on Thesis Writing & Statistical Analysis</p> <p>Department of Commerce conducted Conclave on Role of Young Entrepreneurs in Future India.</p> <p>Department of Business Administration organized Two days workshop on “Motivation & Leadership qualities”</p> <p>Entrepreneur Development training programme was organized for Five days along with ICTACT &SIDBI</p> <p>Other Departments have conducted workshops/Seminars</p>
To organise IQAC - FDP on “ Teaching and Learning ”	Faculty Development programme was conducted In “Innovations in Teaching & Research”.
To apply for CPT - foundation course to ICAI (Institute for Chartered Accountants of India)	Received affiliation from ICAI to conduct CPT foundation classes in our college
To enhance placement record	<p>Pre Placement training given to final year students through placement cell</p> <p>Intensive training programme on competency skills given by Dr. Selvam, Former Director, Anna university, Chennai.</p> <p>Job fair conducted to enhance Placement records</p>
To construct Three class rooms	Work completed
To bring in complete office automation	Advanced software solution (office automation) has been completed and fully functioning.
To conduct inter collegiate athletic meet	Conducted inter collegiate athletic meet in Nehru stadium.



To apply UG & PG courses	M.A English, B.A Tamil application submitted for the academic year 2017-2018
Add on courses	Applied for HRM & received affiliation from University of madras

2.16 Whether the AQAR was placed in statutory body

Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

IQAC of Annai Violet Arts and Science College has been actively involved in maintaining quality within this prestigious institution.

This year College has plans for various ambitious projects to be implemented for the welfare of the stakeholders.

Periodical meetings were held with department IQAC representatives and data were compiled. Students feedback on various aspects of College was collected, analyzed and report was prepared



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		14	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	3	1		4
Others	1	1		
Total	21	2	17	4

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	14(UG)+3(PG)
Trimester	-
Annual	5 (certificate courses)
Research	1 (M. Phil)

1.3 Feedback from stakeholders*

(On all aspects)

Mode of feedback

:

Online

☒

Manual

☒

Co-operating schools (for PEI)

☐

Alumni

☒

Parents

☒

Employers

☒

Students

☒

*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.**

Revision of syllabi for the Department of BBA, B.com (ISM),

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

CPT foundation coaching center from ICAI
--

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

Total	Asst. Professors	Associate Professors	Professors	Principal
78	63	11	3	1

2.2 No. of permanent faculty with Ph.D.

1+12=13

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
12	NIL	-	-	-	-	1	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

	01	12
--	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented	18	5	
Resource Persons			



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

- The annual calendar was prepared detailing the academic schedule and examination schedule.
- Internship & Industrial visits are made mandatory
- Preparation of systematised teaching plan by the faculty and monitored by HOD for effective implementation
- Use of teaching methodologies to make teaching learning more student-centric, role play, case study, use of ICT - LCD projectors, video lectures, on-line lectures, workshops, use of language lab, group discussion, interactive lecture method and expert lectures
- Continuous evaluation system in the form of CIA to evaluate the performance of the students.
- Remedial teaching for the slow learners .
- Advance learners are encouraged and guided to achieve university rank.
- 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/CIA

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

80%-90%

**2.11 Course/Programme wise distribution of pass percentage :**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A English	11		5	6		82
B.Com (General)	97	5	30	17		54
B.Com (Corp Sec)	31		9	11		65
B.Com A/c & Fin	45		13	3		36
BBA	36	2	14	8		64
BCA	58	2	20	1		40
B.Sc (Comp Sc)	42	4	19			55
B.Sc Biochemistry	11	3	7	1		73
B.Sc Microbiology	20	2	10			60
B.Sc Mathematics	8		6			75
M.Com	1	1				100
M.Sc Comp Sc	10	3	6			100
M.Sc Biochemistry	3		2			67

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

The IQAC finalizes the events to be conducted and prepares the academic calendar and the College handbook for the academic year. The hand-book is published annually and it includes the details of faculty members, rules and regulations of the college, the detailed academic calendar and events to be organized during the year.

- Introduction of new courses and innovative methods of implementation for existing curriculum
- Departmental activities are organized under the guidance of the HOD. However the faculty are given the freedom to plan and organize the activities.
- Academic evaluation system in the form of Unit test, CIA-I & II and preliminary examination provides a base for monitoring and evaluating the teaching learning process.
- External system audit is annually carried out by ISO(TUV SUD, south Asian) to check the quality system.
- Internal academic audit is done every semester by the trained Internal Auditors.
- Interaction with students, mentoring, feedback from students & staff, quality inspection by HOD, internal audits conducted by IQAC and analysis of examination results help to monitor and evaluate the teaching learning process.

**2.13 Initiatives undertaken towards faculty development**

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	-
HRD programmes	2
Orientation programmes	78
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	15
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

3. Research, Consultancy and Extension

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

Faculty Members are sponsored for higher studies and rewarded for research publications.

- The College has implemented the Availability of e-Learning Materials through infibnet facility learning for staff and students.
- Staff members are trained in innovative teaching pedagogy, research activities and project - proposal writing.
- The Institution offers funds and leave for attending Seminars, Workshops,
- Orientation Courses and Refresher Courses to update their existing knowledge and procure additional information.
- Various measures are taken by the College for attracting and retaining qualified faculty. They are encouraged to attend seminars, workshops and conferences.
- The staff members undergoing programmes are familiarized with the current trends and future directions in their discipline. They also indicate avenues of various opportunities for merging with various institutions, research centers and libraries.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

**3.4 Details on research publications**

	International	National	Others
Peer Review Journals	17		
Non-Peer Review Journals		5	
e-Journals			
Conference proceedings	11		

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
AA 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				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

**3.10 Revenue generated through consultancy**

-

3.11 No. of conferences /seminars organized by the Institution

Level	International	National	State	University	College
Number					15
Sponsoring agencies					

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

5

3.13 No. of collaborations

International

-

National

1

Any other

3.14 No. of linkages created during this year

-

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of College

3,00,000

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

NIL

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

NIL



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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International 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

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			
Class rooms	37	3	management	40
Laboratories	6	1	management	07
Seminar Halls	1		management	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 50,000	management	Rs. 50,000
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	8350	1445261	92	44443	8442	1448704
Reference Books	196	113859	01	12120	197	125979
e-Books	10809	-	-	-	-	-
Journals	10	16700	-	-	10	16700
e-Journals	6246	34500	-	-	6246	34500
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	100	66	10	-	-	8	10	08
Added	04	02	-	-	-	-	-	02
Total	104	68	10	-	-	08	10	10

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

Internet access is available for all faculty
--

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :



Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC directs students forum to involve the student community in quality enhancement and sustenance practices. The Forum comprises Twenty members who act as contact persons between the IQAC and student community.
- An effective grievance redressal mechanism is in place and students are encouraged to voice out their grievances. Immediate action is taken for the problem represented and the action taken report is presented in the general assembly by the Principal.
- Placement cell of our college conducts various skill based training programs to develop the students
- Placement notice board is updated regularly for the benefit of the students in search of part time jobs.
- ED cell conducted five days workshop on Entrepreneur Training programme with the support of ICTACT & SIDBI

5.2 Efforts made by the institution for tracking the progression

- Academic and personal mentoring is made available to the students.
- Scholarship are given to the economically backward students
- Preplacement training is given for second & Final year students
- Remedial classes are conducted for slow learner & academically weaker students.

**5.3 (a) Total Number of students**

UG	PG	M.Phil	Ph. D.	Others
1270	61	5		

(b) No. of students outside the state

2

(c) No. of international students

NIL

No	%

Men

No	%

Women

Last Year						This Year					
General	SC	S T	OB C	Physically Challenged	Total	General	SC	S T	OB C	Physically Challenged	Total
24	187	2	414	--	627	32	154	2	336	--	528

Demand ratio 1 : 0.75

Dropout % 8%

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

Library is equipped with books on competitive examinations.

No. of students beneficiaries

45

5.5 No. of students qualified in these examinations

NET		SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC	2	Others	



5.6 Details of student counselling and career guidance

- Professional counselor regularly visits the college and offer counseling to students in need.
- Placement cell offers career guidance and assistance to all the final year students

No. of students benefitted

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
6	220	85	-

5.8 Details of gender sensitization programmes

- The college conducts many gender sensitization programmes for the staff and students in order to train them to assess and analyze social issues from gender perspectives.
- The Women's cell of our college organized special session on the Role of women in society to create an awareness on the issues like dignity of women, legal awareness , role of women in family and society .
- Women's cell along with IMPACT team from USA organized a programme on Womens self defence in the intension to create awareness among the girl student.



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(Rs.)
Financial support from institution		
Financial support from government	292	10,61,910
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:

Sponsorship given to help deserving students to pay their tuition fees



Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION:

To mould and empower students in the pursuit of knowledge, values and social responsibility and help them achieve excellence in various fields, thereby also preparing them to face global 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 global challenger.

6.2 Does the Institution has a management Information System – YES

- The IQAC has initiated a centralised Campus Management system. With the help of Autolib Campus Management System has been installed to develop, improved information flow among stake holders like the students, parents, teachers, management, office staff, library facilities, alumni students, etc. For better and healthier student-teacher relationship.
- The head of the institution ensures the smooth functioning of the activity of the College in collaboration with other faculty members. Regular council meetings are held to discuss and decide on matters relating to academics and administration; for the smooth and effective functioning of the College, interactions with parents, alumni students and faculties are regularly organised.
- Feedback received from Faculty, Students and Alumni are considered for continuous improvement.



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

6.3.1 Curriculum Development

- Our college is affiliated to the University of Madras and there is a prescribed curriculum from the University.
- Principal and vice principal are members of the Senate and the Academic Council of the University.
- The experience gained by faculty members as resource persons, seminars, Conference and Workshops facilitates to the Curriculum.
- The Department of Commerce has sent restructured syllabus for M. Phil as per university guidelines to be effective from 2016 – 2017. The college has made pedagogic practice a mandatory part of the curriculum.
- Considering the suggestions given by the experts from industries and MNC's while they come here for recruitment and Guest lecturers we have structured the need based curriculum for Skill based certificate courses.

6.3.2 Teaching and Learning

- Appropriate technology is used and regularly upgraded for promoting innovative teaching methodologies.
- A vigilant review of testing and evaluation patterns ensures creativity, originality and analytical thinking.
- Faculty members are motivated to design contemporary, skill-based and value-added courses.
- Training sessions for the faculty are conducted to enhance their teaching skills.
- Scholars and experts are invited to address students and faculty.
- Remedial classes are conducted for slow learners.
- Discussion / Assignments on Questions from previous Question papers, Seminar, Peer Learning, academic projects etc. are also in practice.
- Bridge course is conducted for all first year students to bridge the gap of higher education in English and Mathematics.

6.3.3 Examination and Evaluation

- The college has two committees to conduct the Examinations: Continuous Internal Assessment (CIA) Committee & University Examinations Committee.
- CIA valuation is done by the subject teachers and internals awarded for 25 marks. These marks are put up on the department notice boards.
- The external examinations are conducted by the University of Madras for 75 marks. The evaluation is done through a centralised system of valuation in which all teachers take part. Problems that occur in University Examinations are communicated to the Controller of Examinations regularly by the Principal through letters.
- Faculty act in various colleges as examiners in University examinations, Question Paper setting and external examiners for conduct of internal and external Practical's



6.3.4 Research and Development

The College encourages Departments to

- Conduct workshops on specialised areas
- Organise Research Meet for M.Phil students facilitate in – house research
- Organise Student Conferences
- Organise Training for Advanced Learners

The College encourages Faculty to

- They avidly present papers in national and international conferences and publish research articles in leading journals.
- Avail On Duty for presenting and participating in Workshops
- Publish research papers in peer reviewed National and International Journals.
- The institute also facilitates faculty to pursue research by registering Ph.D.

6.3.5 Library, ICT and physical infrastructure / instrumentation

A spacious library of 2000 sq.ft. has been constructed in the first floor.

- LINGUA Language lab with 30 systems and facility for interactive learning is used for teaching soft skills, grammar, Linguistics and for online research by post graduate and research students
- Staff and Alumnae have donated books to the Library
- New Building has been constructed and Sports Annexe has been upgraded.
- Library has Institutional membership with American Library and Madras University Library
- Library hour is given to PG and research scholars by the departments.
- Faculty members are also encouraged to recommend relevant peer reviewed journals.
- Library books are 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 will be useful to students and faculty.



6.3.6 Human Resource Management

- A bio – metric attendance system is in operation for supporting staff.
- The Supporting Staff are monitored by the Campus Supervisor
- The College also facilitates grievance redressal.
- Review meetings are conducted for the faculty by the HODs /Vice Principal/ Principal
- Periodical meetings and counselling sessions are conducted by the College for the staff.
- The faculty are encouraged to present / attend workshop / seminars / conferences. FDPs are conducted regularly to help faculty upgrade themselves.
- Proper appreciation and recognition are given to staff in the form of promotions and leadership responsibilities.
- Performance Appraisal Reports are collected at the end of every year.
- The faculty are monitored by the HOD's/ Vice Principal who reports to the Principal.
- Various committees are formed by the Principal and they are given charge of duties related to the curricular, co – curricular and extracurricular activities for the academic year.
- The staff: teaching and non – teaching are accountable to the Principal.
- The newly recruited staffs are oriented into the work culture. Their key responsibilities are defined.

6.3.7 Faculty and Staff recruitment

Advertisements inviting applications from qualified candidates are published in leading newspapers. Applicants who meet the eligibility criteria stipulated by the UGC and the University of Madras are called for an interview- cum- trial teaching session.

- The selection panel consists of the Principal, Secretary, members of the Management, Head of the concerned department, a senior member of the faculty and an external subject expert.
- Candidates deemed suitable to meet the institutions requirements are appointed on probation for one year.
- They are given a permanent position by the Management after assessment of their performance.



6.3.8 Industry Interaction / Collaboration

- The students are encouraged in doing their research projects in different industries which are a part of their curriculum.
- Experts are also invited to share their industrial experiences with the students.
- Field visits and study trips are organized for the students to make them familiar with the practical environment.
- The college has signed affiliation with Professional Institute - ICMA & ICAI (ICWA/CPT)
- Students are encouraged to take-up internships in leading industries
- Department of Computer Science & Computer Applications conducted hands on Training in Desktop Publishing course (Photo shop, coral draw, Page maker dream weaver) with the help of Soniaya Software Company
- DMLT Course is conducted by the Biochemistry and Microbiology departments through STANIS Lab and students are placed in leading Hospitals.

6.3.9 Admission of Students

- The College website, prospectus and handbook contain information about the Institution and the programmes offered.
- The prospectus that highlights the details of various programmes of the College is prepared every year prior to the commencement of admissions.
- The prospectus also gives details of eligibility norms for admission. It is given to the applicants along with the application form.
- Written test and oral interview conducted for M.Phil applicants.
- Admission to Research Course is through an entrance exam.
- Government Quota System is followed for 50% of sanctioned strength as per university norms.
- Cut off marks are decided prior to commencement of admissions.
- Eligible candidates are admitted as per Government norms.
- On the day of the interview the students are interviewed and counselled by the faculty.
- The applications are scrutinized by the faculty and the interview card is given / sent to the students.
- Students submit filled – in applications to the concerned departments after the results are published



6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none">•Loan facilities•Flexi-timings provided for medical reasons•Contributory Provident Fund for management faculty•Contribution towards medical insurance•Maternity leave•Advance to meet emergency expenditure of faculty members
Non teaching	<ul style="list-style-type: none">•Loan facilities•Uniforms for the support staff•Financial aid to educate the children of supportive staff•Festival advance•Admissions, scholarships and fee concessions for daughters of administrative and support staff•Bonus for administrative and supportive staff•Refreshments during working hours for administrative staff
Students	<ul style="list-style-type: none">•The Career Guidance Cell provides training for students to enhance their employability, in addition to providing information on job availability. It fosters partnerships and linkages with the corporate sector for placement and training opportunities.• An external Gym is available for the studnets.• Trained and professional counsellors are available on campus.• The student forum coordinators1. Organise student welfare activities2. Help in students'' counselling3. Disburse scholarships, financial aid, food tokens and stationery material to the less privileged4. Distribute bus/train passes in collaboration with the Metropolitan Transport Corporation & Southern Railway.5. Organise orientation programmes for the first year students on all matters relating to academics, student discipline and services6. Organise a medical camp for first year students7. Scholarship schemes from the Government is available for the 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	√	TUV SUD south Asia	√	IQAC
Administrative	√	TUV SUD south Asia	√	IQAC

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?

- Continuous Internal Assessment marks are sent to University online
- Exam registration of students is made online.
- Hall tickets are received online by the College.
- Absentees' details for the University examination are posted online.

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

University promotes autonomy by encouraging the affiliated colleges to apply for permanent affiliation status and in turn to enhance themselves as an autonomous institution.

6.11 Activities and support from the Alumni Association

- Alumni are the ambassadors of our college
- Alumni meet once in a year.
- Alumni students facilitate in arranging for resource persons from their corporate circle.
- Alumni students also meet the existing students of their respective departments to give motivational talk.
- Alumni entrepreneur motivate students to become an entrepreneur.
- Under the initiative "Earn While You Learn", the alumni students help in arranging for summer placement for deserving students.



6.12 Activities and support from the Parent – Teacher Association

The College does not have an established Parent – Teacher Association. However Parents meet whenever students run short of attendance and disciplinary action is taken. The college encourages frequent visit by the parents during their wards course of study. During their visit feedback is taken which helps in the progress of the student.

6.13 Development programmes for support staff

Basic computer literacy training programme and banking operations were given to support staff.

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

- Rain water harvesting
- Green Campus
- Solar lights
- LED Light
- Campus cleaning and tree plantation are regularly done by NSS volunteers.



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.

- Development of software by the faculty and students of computer science department for admission process initiated.
- Online registration of alumni students for better networking.
- Skill development programme organised for support staff.
- Peer mentoring introduced to help students in academics.
- Creation of Distress fund- Distress Fund (created out of fine collected from late comers to inculcate discipline) is used to help students in dire financial distress, as recommended by the Departments. This is an innovative programme that has a positive impact on the functioning of the institution as several potential drop outs are prevented.
- Creation of Institutional Repository to archive research output of staff members and photos of memorable moments in the history of the college.
- In house development of E content materials for ICT enabled Teaching & Learning.
- Free Education for meritorious Sports students
- Feedback from students to evaluate faculty and development of college

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

- Students' attendance was closely monitored and information regarding the same was given to parents in the Parents- Teachers Meeting.
- Internal Assessment was conducted as per University Norms and recorded in the department under the supervision of the HOD.
- Internal Academic Audit was conducted by Dean of Academics and areas of improvement informed to the respective departments.
- Result analysis done and remedial classes conducted for academically weak students.
- Stock taking was undertaken for the entire campus and report submitted.



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

E-learning resources
ED cell

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

7.4 Contribution to environmental awareness / protection

ECO Club planted saplings on several main roads of the Ambattur area.
Swatch Bharat Abhiyan – The local railway station was cleaned and awareness was created to public.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

STRENGTH

- Qualified, competent, and dedicated staff
- Supportive and approachable Management
- Well maintained and updated infrastructure
- Well-equipped laboratories
- Conducive environment for teaching and learning
- Regular classes and transparent internal evaluation system
- Student welfare activities: scholarships and fee concessions
- Meritorious students and young achievers are felicitated
- Opportunities for student counseling and mentoring
- Conducting events promoting scientific temper, social responsibility and leadership qualities among students
- Regular internal audits by IQAC of the College

WEAKNESS

- Limited resource generation through consultancy services
- Lack of hostel facility discourages students from other states and country to join the institution.
- As most students are from economically challenged backgrounds, fee defaulters are many.
- The only source of funding is the College fees and as a result, it is difficult to allot the required funds to improve library and infrastructure on par with established colleges.
- The College is located in North Chennai, an industrial belt and is less developed than South Chennai. Hence it is difficult to attract students from other areas.
- Limited resource generation through consultancy services



OPPORTUNITIES

- NAAC accreditation has paved the way for Permanent Affiliation.
- Motivating students to take up entrepreneurship/start-up.
- Government initiatives like Make in India, Skill India schemes.
- Increased opportunities to develop and establish new programmes to meet the new and growing demands of the society.

CHALLENGES

- Most parents are uneducated and therefore it is difficult to get their cooperation in the effective implementation of the CBCS system, Value Added and ED programmes
- Some of the serious students also succumb to peer pressure and stray away from academics. Counseling and bringing them back to academics is a challenge
- The growing nature of complex issues has made counseling very complex.

8. Plans Of Institution For Next Year

- Faculty development programme on "Emerging challenges in Classroom" by IQAC.
- Permanent Affiliation Committee visit from parent University.
- Construction of additional classrooms.
- Motivate and encourage faculty and students in the field of Research.
- Seminar/Workshop/Conference/Symposia to be organised by each Department.
- Effective training for Competitive examinations.
- Plan to introduce more value added and Skill based courses for students.

Name : Mrs.Japhia Solomon

Name : Dr. (Mrs.) Kamala Balakrishnan

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ACADEMIC CALENDER 2016-17

Date	Day	Event
09.06.16	Wednesday	Staff Orientation program was organized by the college. Dr. Rita John, Head Theoretical Physics, University of Madras conducted two Session on 09.06.2016.
21.06.16	Tuesday	World Yoga Day
27.06.16	Monday	Anti Drugs Awareness Programme
08.07.16	Friday	Human Trafficking Programme
11.07.16 to 15.07.16	Monday to Friday	Entrepreneurial Skill Development Programme
12.07.16	Tuesday	Aids Awareness Programme
15.07.16	Friday	Mega Blood Donation Camp on Dr. Kamarajar Birthday
19.07.16	Tuesday	Awareness Programme regarding Government Job BBA – Industrial Visit to Port Trust
20.07.16	Wednesday	Counseling Session - Pastor Paul Dinakaran
23.07.16	Saturday	Multi – Pie Seminar – Statistical Methods
24.07.16	Sunday	Green Kalam Rally at Marina Beach
30.07.16	Saturday	Workshop on SEBI conducted by the Department of B.Com Accounting and Finance
02.08.16	Tuesday	Computer Science industrial visit – Sansbound Networking Centre
03.08.16	Wednesday	Literaria Club and Fresher's Day
05.08.16	Friday	Investiture Ceremony (Student Forum)
06.08.16	Saturday	BCA Industrial Visit to Sansbound Networking Centre Microbiology Industrial visit to Coco Cola Industry

11.08.16 – 12.08.16	Thursday - Friday	Workshop conducted by BBA on Motivation and Leadership qualities.
15.08.16	Monday	Independence Day Celebration
16.08.16	Tuesday	International Youth Day celebrated, Citizen Consumer Club seminar
17.08.16	Wednesday	Placement cell – How to face Interview
20.08.16	Saturday	Swatchh Bharat
09.09.16	Friday	Onam Celebbration Teacher day celebration
20.09.16	Tuesday	IQAC & Women Cell organised a programme on Self Defence conducted by IMPACT Team, USA
20.09.16 to 24.09.16	Tuesday - Saturday	Education Tour for final year students
17.10.16	Monday	University Practical Examinations
03.11.16	Thursday	University Theory Examinations
22.11.16 – 27.11.16		The NSS Special Camp for the year 2016-17 on theme of “ <i>Healthy Youth for Healthy India</i> ” has been conducted successfully by the NSS Units our college at - Pallavedu Village. About -100 Volunteers and 2 Programme Officers of 2 NSS units have been actively participated in the Special Camp
28.11.16	Monday	College reopens for II, IV and VI Semester
02.12.16	Friday	model making - Soil horizons
09.12.16	Friday	Seminar - Types of Eco System
14.12.16 - 16.12.16	Wednesday to Friday	Unit Test I
17.12.16	Saturday	Christmas Celebration
02.01..17	Monday	College reopens after Christmas Vacation
09.01.17 – 11.01.17	Monday to Wednesday	Unit Test II

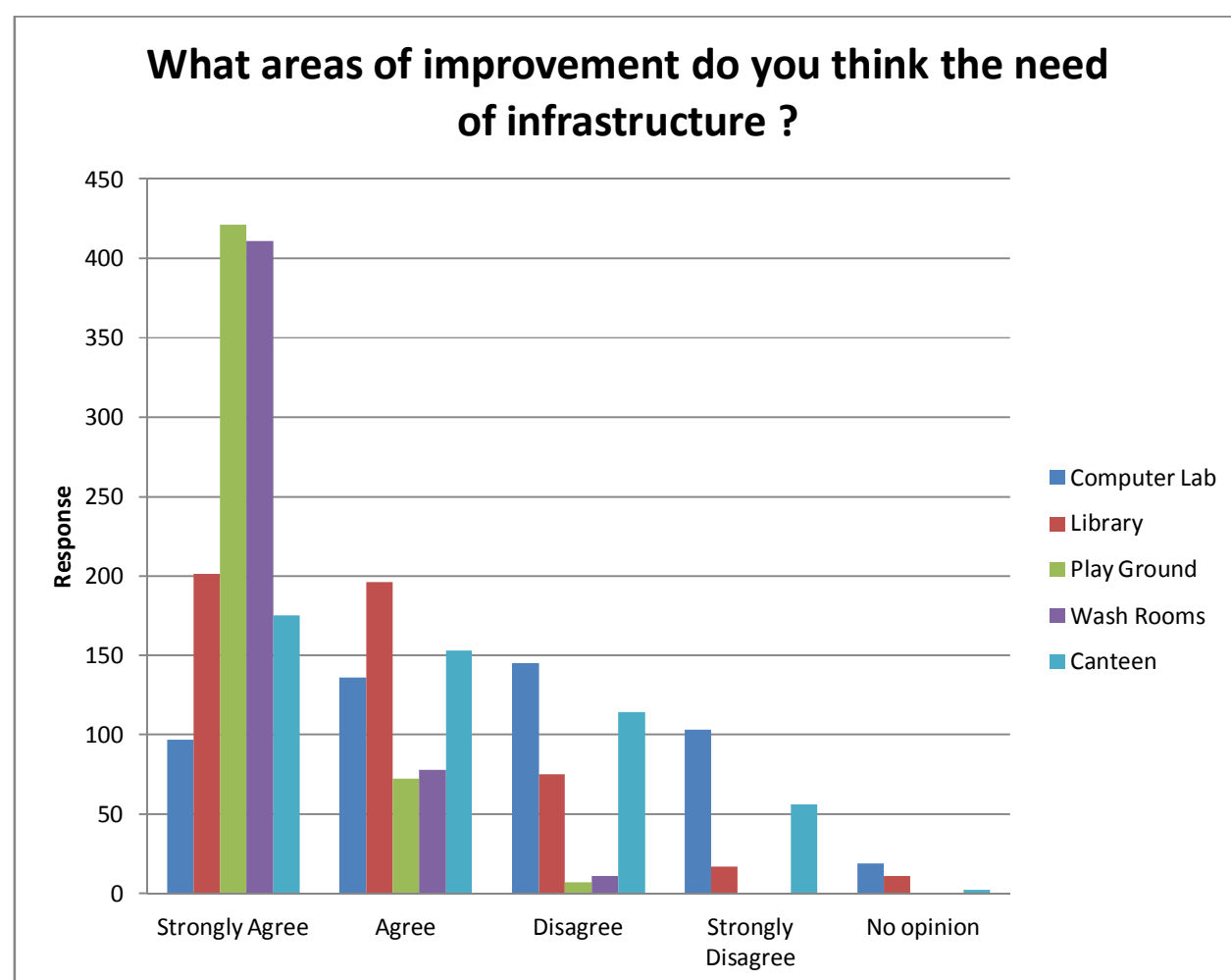
12.01.17	Thursday	Viofest
13.01.17	Friday	Pongal Celebration
20.01.17	Monday	Paper Presentation
27.01.17	Friday	Seminar –Recent trends in Diagnostic procedure
30.01.17 – 03.02.17	Monday to Friday	CAI Test I
15.02.17 - 17.02.17	Wednesday to Friday	Unit IV Test
01.03.17	Saturday	College day
05.03.17 – 10.03.17	Monday to Friday	CAI Test II
16.03.17	Thursday	University Practical
03.04.17	Monday	University Theory Examinations

Infrastructure

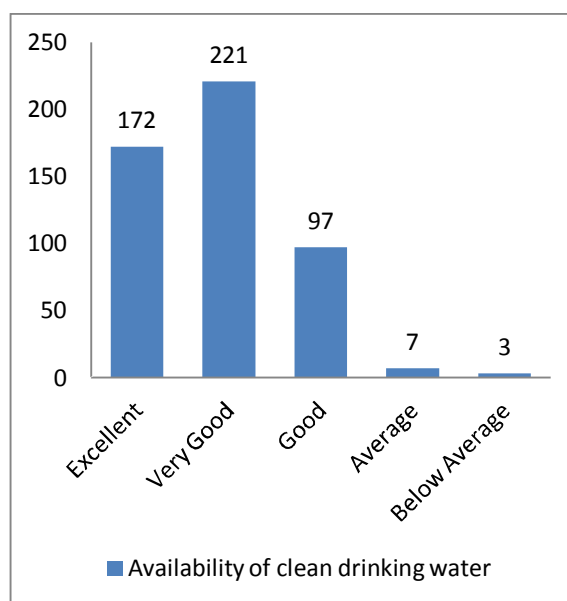
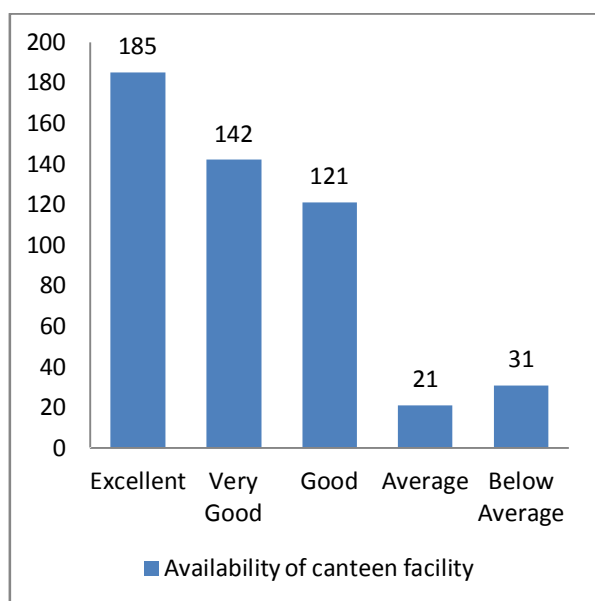
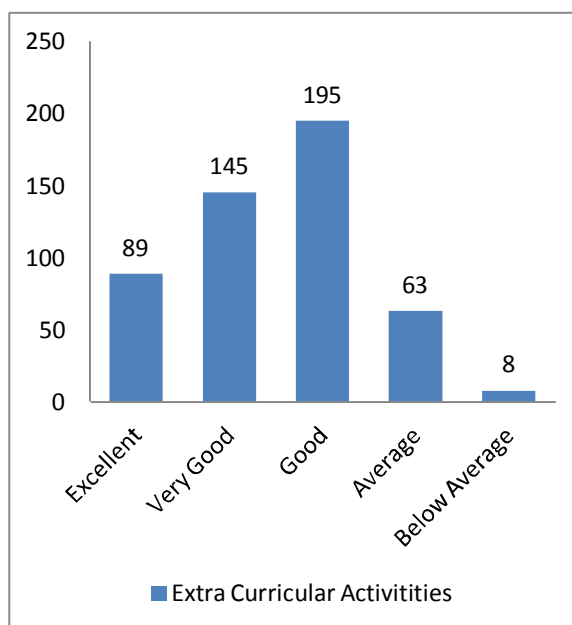
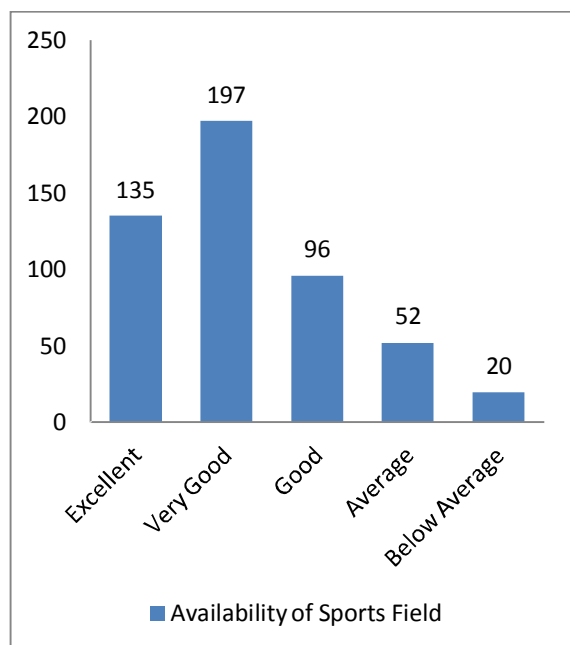
Questions	Excellent	Very Good	Good	Average	Below Average	Total
Availability of Sports Field	135	197	96	52	20	500
Questions	Excellent	Very Good	Good	Average	Below Average	Total
Extra Curricular Activities	89	145	195	63	8	500
Questions	Excellent	Very Good	Good	Average	Below Average	Total
Availability of canteen facility	185	142	121	21	31	500
Questions	Excellent	Very Good	Good	Average	Below Average	Total
Availability of clean drinking water	172	221	97	7	3	500
Questions	Excellent	Very Good	Good	Average	Below Average	Total
Functions of Placement Cell	62	128	121	124	65	500
Questions	Excellent	Very Good	Good	Average	Below Average	Total
Class rooms are clean and well maintained	127	195	130	35	13	500
Questions	Excellent	Very Good	Good	Average	Below Average	Total
Availability of books and reading materials	52	141	138	127	42	500

What areas of improvement do you think the need of infrastructure

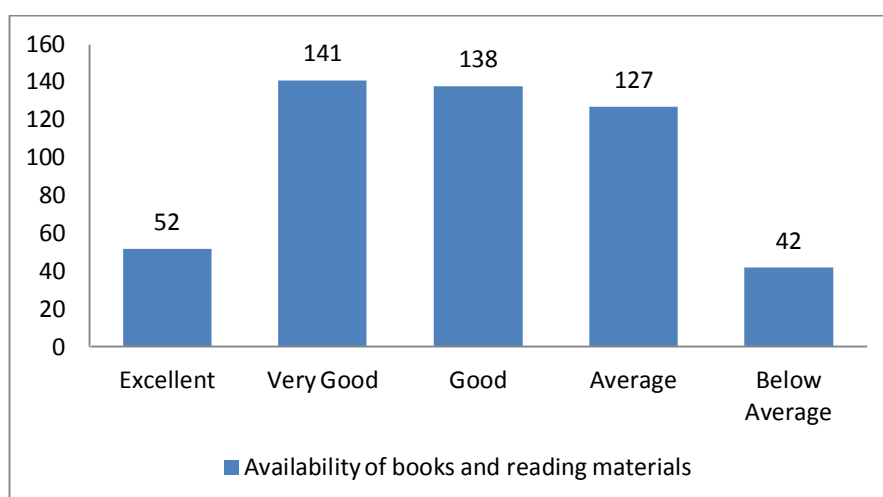
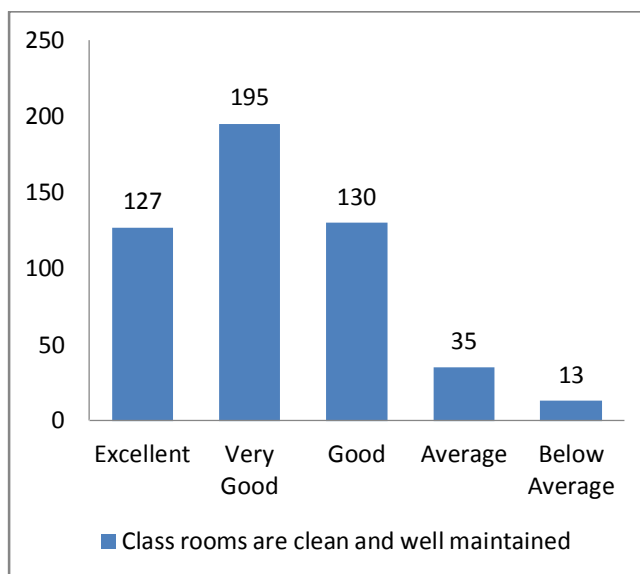
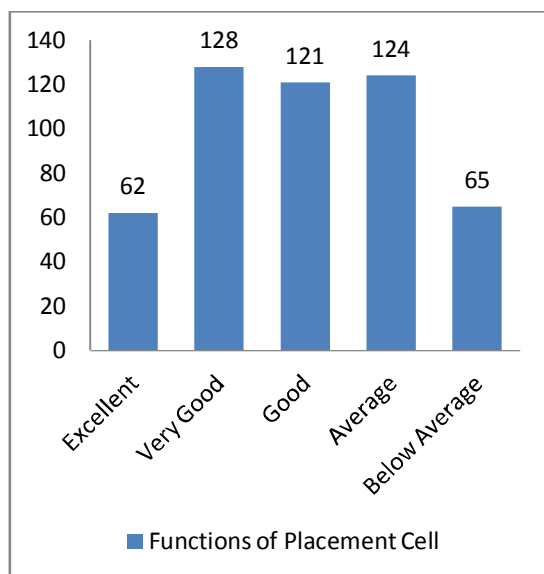
	Strongly Agree	Agree	Disagree	Strongly Disagree	No opinion	Total
Computer Lab	97	136	145	103	19	500
Library	201	196	75	17	11	500
Play Ground	421	72	7	0	0	500
Wash Rooms	411	78	11	0	0	500
Canteen	175	153	114	56	2	500

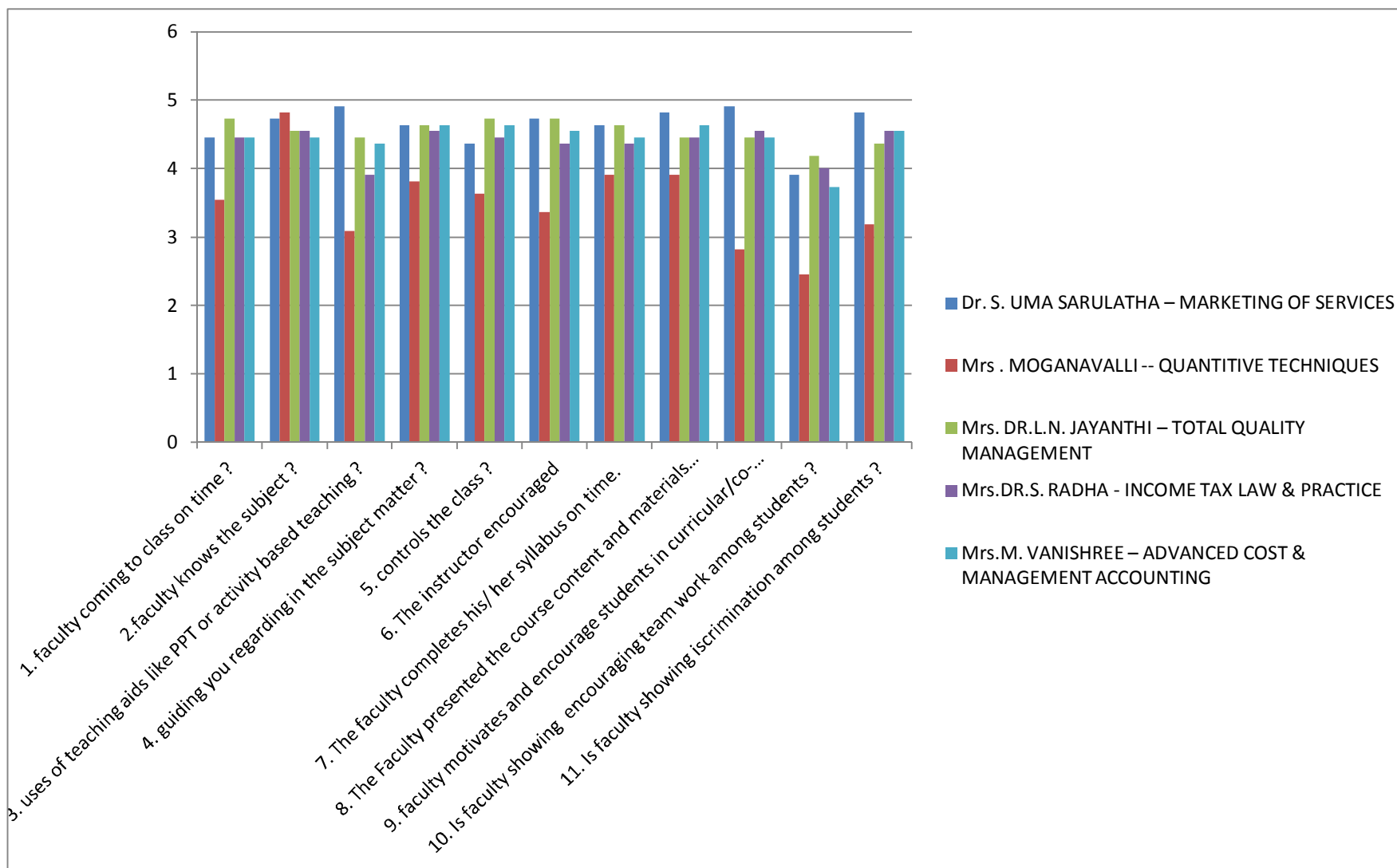


Annexure II



Annexure II





Sample Feedback analysis of students about faculty

Annexure III

NSS Activities 2016-2017

08.07.16	NSS unit of Annai Violet Arts & Science College, Ambattur, Chennai – 600053 with the co-ordination of Oasis India conducted “Human Trafficking Awareness Programme”. Mr Samuel Frank, Relationship officer, Oasis India and Mr. Antonio, Public relation officer, Oasis India gave a speech on awareness about human trafficking. The programme was informative and interactive session for the NSS volunteers
12.07.16	NSS and RRC units of Annai Violet Arts & Science College, Ambattur, Chennai – 53 with the collaboration of Arizona University organized a student exchange programme on “Awareness and Prevention of AIDS”. Ms. K. Ryan from (IAPA) International Alliance for the Prevention of AIDS along with 20 students from Arizona University co-ordinated the programme and highlighted the students on various facts on HIV-AIDS.
15.07.16	In Lieu of 114 Birth Anniversary of Perunthalivar Kamarajar, NSS and RRC units of Annai Violet Arts & Science College along with Lions Club of Madras, Chetpet 324-A5, LEO Club of AVC has organized a “Blood donation Camp “ in the college premises. 77 students registered their names, 55 units of blood were collected
24.07.16	In remembrance of our former president Dr.A.P.J.Kalam, University of Madras along with Mr. Vivekh, Sai Prasanna foundation has organized “ Green Kalam” Rally programme. NSS unit of Annai Violet Arts & Science College, Ambattur, Chennai – 600053 with 70 volunteers & 2 NSS programme officers
10.08.16	NSS unit of Annai Violet Arts & Science College has organized an “Deworming day”. Staff's from Ambattur corporation were distributed the deworming tablets
20.08.16	NSS unit & Leo Club of Annai Violet Arts & Science College along with Lion's club Chetpet 325(A5) has celebrated “International Youth day” by organizing Walkathan at Gandhi statue, Marina beach and cleaning programme (Swatchh Bharat) at Ambattur railway station.
21.09.16	NSS unit of Annai Violet Arts & Science College, Ambattur, Chennai – 600053 organized a program to celebrate International World Peace in the college premises at around 3.30 pm. . The program started with a welcome address by Mohammed Kwaja Hassan, the President of Student Forum. Kalaiyarasi student of II B.Sc Chemistry gave a vibrant speech on Peace. Staff and students lighted the candles remembering 17 soldiers who laid their life in the recent fight.

15.10.16	NSS units & Leo club of Annai Violet Arts & Science College, Ambattur, Chennai – 600053 along with Lion's club of Madras, Chetpet, with the help of a team of doctors from Apollo, Ramachandra and Royapettah hospitals for commomerating the 85 th birth anniversary of the great missile man of honour Dr.A.P.J.Abdul Kalam organized free medical checkup (Blood sugar testing, Blood pressure, ECG, ECHO, Eye Screening, Dental camp & blood donation) to public in and around Ambattur near the college campus.
13.10.16	NSS units of Annai Violet Arts & Science College, Ambattur, Chennai – 600053 organized a rally for “International Diaster management Day” along with Ambattur Revenue department to create awareness among the public and students. The rally started from college and end at karukku bridge during this event pamphlets are distributed to public related to disaster management(Tsunami, Earth-quake, fire-accidents, Flood, etc)
22.11.16 to 27.11.16	The NSS Special Camp for the year 2016-17 on theme of “ Healthy Youth for Healthy India ” has been conducted successfully by the NSS Units our college at - Pallavedu Village. About -100 Volunteers and 2 Programme Officers of 2 NSS units have been actively participated in the Special Camp

BEST PRACTICE

1. Title: GRASP

2. Objectives of the Practice:

To share knowledge with the right knowledge sources available to the right people at the right time. Knowledge sharing is therefore perhaps the single most important aspect in this process.

3. The Context:

Knowledge is disseminated and provides inputs to students through Blog / mail by therefore solving the basic problem for students hunting for contents. In knowledge transfer seeks to organize, create, capture or distribute knowledge and ensure its availability for future users. It is considered to be more than just a communication. Knowledge resides in supervisory members, tools, tasks, and their sub networks and much knowledge in organizations is tacit or hard to articulate. This practice has been applied to the transfer of knowledge being transferred from teacher to student.

4. The Practice:

The text and notes prescribed by the parent University is collected and the posted on the Blog or sent through mail to the students which helps them to access the content. The syllabus as and when completed is uploaded so that it is beneficial to students anytime anywhere.

5. Evidence of Success:

This practice has been introduced in two departments for trail – department of English and Computer Science. This has been successful and effective among students which encourage them to be confident to face the examinations. This is helpful to the slow learners and also for the irregular students since it helps them at the last moment. This encourages students to become computer proficient.

6. Problems Encountered and Resources Required:

Availability of a smart phone or the net charges and System for some of the economically low students is the basic problems faced. Computer knowledge for the students of non computer stream is also one of the problems encountered.

BEST PRACTICE

1.Title: *BACK-UP FOR START-UP*

2. Objectives of the Practice:

To promote knowledge based and technology-driven start-ups by harnessing young minds and their innovation potential in an academic environment

3. The Context:

An Entrepreneurial Development Cell is functioning in the college with the intention of nurturing entrepreneurship skills of the students. The cell provides a platform for the students to pursue entrepreneurial activities and also provide assistance to potential entrepreneurs. With the prime goal of developing entrepreneurs, the EDC strives to assist every aspiring entrepreneur on every single step. With active involvement of students the cell promotes and revitalizes the entrepreneurial culture in the college

4. The Practice:

- Workshop is conducted for students to train them in interested activity for example Homemade chocolates/ Sweets/ Jewellery making etc
- MSME – Ministry of small and medium enterprises, conducts training sessions and recruits student for vacancies available in Government

5. Evidence of Success:

- One of our students Muthugurunathan of III B.Com was recruited through MSME, as a trainer for other entrepreneurs in preparation of sweets.
- This student has his own startup and he was awarded the “Young Entrepreneur Award” by our College

6. Problems Encountered and Resources Required:

Students find it difficult to stay back after college hours or weekends to attend the training sessions conducted by the ED cell