



Annai Violet Arts & Science College

(AFFILIATED TO THE UNIVERSITY OF MADRAS, CO-ED)



An ISO 9001–2008 Certified Institution

Self Study Report Volume -I

(SSR)



Submitted to the

National Assessment and Accreditation Council

(NAAC)

First Cycle

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

Phone : +91 44- 2686 1611 / 2686 4684 Website : www.violetcollege.in

E-Mail ID : annaiviolet@gmail.com



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SELF STUDY REPORT VOLUME - I

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Annai
Violet College
OF ARTS & SCIENCE
(AFFILIATED TO THE UNIVERSITY OF MADRAS, CO-ED)

Nesarathinam Educational trust

53, Violet College Road,
Menambedu, Ambattur,
Chennai - 600 053.
Phone : 26861611, 26864684
annaiviolet@gmail.com

Dr.(Mrs) *Kamala Balakrishnan*
Principal

Mr. *N.R.D. Prem Kumar*
Secretary

Date : 05.01.2015

DECLARATION BY THE HEAD OF THE INSTITUTION

I certify that data included in this Self –Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in the SSR during the Peer team visit.

Place : Chennai

Signature of the Head of the Institution with seal

B.K. 5/1/2015
Dr. (Mrs.) Kamalabalakrishnan
M.Com., M.Ed., M.B.A., M.Phil., Ph.D.
Principal
Annai Violet Arts & Science College
No. 53, Menambedu, Ambattur,
Chennai-600 053.



PREFACE

Annai Violet Arts and Science College was established in 1997 by Chev.Dr.N.R.Dhanapalan, whose vision was to provide quality education to all, from diverse backgrounds, irrespective of region, religion, caste, economic strata and creed. This year Annai Violet Arts & Science College steps into the 17th year of its existence and service to the nation. As we muse over the last 5 years of glorious years of steady growth in strength and quality, my heart fills with love, admiration and pride for the fertile soil which the College provides to the students who enter its portals to leave as responsible human beings. True to its mission, Annai Violet College always aspires to aim high, scaling great heights in its quest for Knowledge, holistic education, instill moral values and helps students to face global challenges.

Annai Violet has grown in stature and strength today, and has become one of the finest educational institutions dedicated to the pursuit of knowledge and excellence. Having successfully crossed the various hurdles encountered on the way of its growth.

This Self study submitted herewith forms a part of the NAAC accreditation process. This report is prepared as per the guidelines laid in the manual of NAAC. Annai Violet Arts & Science College is thankful to all the faculty members who have contributed towards the preparation of this Self study report.

Dr.(Mrs.) Kamala Balakrishnan

Principal



EXECUTIVE SUMMARY

Annai Violet Arts & Science College was started by Nesarathinam Educational Trust in the year 1997 with a view to facilitate students with holistic education to compete in the global future. With the efforts and concern of our founder, the Institution imparts value based and holistic education to all and aims at the best to equip the students to face the competitive world. The institution is also committed to develop the complete personality of students besides academic excellence. The Management believes that pursuing knowledge is a basic requirement for all beyond this there is a need to develop righteous conduct, social responsibility to inculcate moral values, to live in harmony with society thereby following them. Its ultimate aim is to “Seek, Strive, Succeed” which is the motto of the college.

Our Founder and Chairman Chev.Dr.N.R.Dhanapalan a philanthropist, Social worker and an educationalist, started this colossal venture to educate all in this semi urban locality to make education feasible for all. His mission and vision has been carried forward by his son Mr.N.R.D.Premkumar, Secretary of the Institution, who has been steering the whole team thus far, with his innovation, motivation, and enthusiastic involvement in the entire endeavor taken up by the institution. This college is a self financed institution, approved by the Government of Tamil nadu and affiliated to the University of Madras.

The college is located at Ambattur in a sprawling area of 5.25 acres, with spacious classrooms, well-equipped laboratories, an excellent full fledged library and a big playground. The institution offers ten under Graduate **programmes** and three Post Graduate programmes. Presently about 1505 students are studying in the college. The college has experienced and a well qualified faculty team who always strive to give their best to impart quality education to the students. Much support is extended to students academically and personally through the **mentoring** and **counseling** services offered by the college.

The **outreach programmes** of the college aim at community development and sensitization of the campus community to social responsibilities inside and outside the College. The college have two units of NSS, RRC and YRC which inculcate values and social responsibility in students such as caring and sharing, civic responsibility, respect for fellow humans, sensitivity towards the elderly and the underprivileged, and towards environmental issues.



College takes special initiatives to augment infrastructure so as to strengthen the **teaching-learning** environment. In order to provide technology-aided teaching-learning processes, four digital classrooms have been set up. Recognizing the need for good oral skills in English Language laboratories with ten systems are now in use. Systems with free internet access are available to faculty and students to encourage the use of ICTACT as a teaching learning resource. Power Point Presentations are also encouraged in classroom sessions as well as during seminars. Remedial classes and mentoring sessions are held for slow learners. Peer teaching is another strategy helpful to slow learners. For quality check and improvisation, the college has a feedback system in place. Constant feedbacks are collected from all students in various aspects like teaching, facilities, infrastructure etc. The feedbacks are analyzed and interpreted and necessary actions are taken.

The institution is committed to the creation of an ambience of creativity and innovation for quality enhancement through innovative practices such as web tutorials for user education, compiling material for use in the e-classroom, newspaper in education, peer teaching, projects beyond the syllabus promotion of eco-friendly technologies, to mention a few.

The College is surrounded by a green environment and excellent infrastructure which facilitates effective teaching and learning. The college has taken several initiatives to make the campus **eco friendly**, through careful nurturing of the green cover on the campus, minimum cementing to allow for water harvesting, tree plantation, production of organic manure from organic waste generated on the campus,.

The **Student Forum, Career Guidance and Placement Cells** undertake a number of activities for the personal enhancement and development of students. Training programmes in leadership, career skills/soft skills, personality development, entrepreneurship, etc. are held every year. There is an institutionalized mechanism for placement of students. The institution is sensitive to the needs of its students who are largely drawn from the socially and economically disadvantaged sections. The **Student Welfare Committee** has taken several measures to avail Books from the book bank, Skills development for employability through schemes such as 'earn while you learn' Free coaching is given for entry into government and quasi-government services and various certificate courses.

In order to promote **skill development for students**, the college has a tie up with Skill Enhancement Academy for training in Spoken English. Communication Skills and Soft Skills are also offered in regular intervals. Computer literacy is ensured by making it a part of the curriculum.



The **Grievance Redressal Cell** has received and redressed grievances pertaining to amenities, teaching-learning, college timing, attendance, library and administrative staff. In furtherance of its commitment to imparting holistic education, the institution endeavors to maximize student participation in **extracurricular activities**. A whole range of sports and games, cultural and extra/co-curricular activities are available to students. A full-fledged gymnasium has been set up to promote physical fitness among the students. Intramural competitions are held every year.

The college has always been driven by a quest for excellence; as stated in the vision it also recognized a need for Excellence and formed the **IQAC (Internal Quality Assessment Cell)** Committee to work towards the need and received ISO status in the quality of excellence. The institution has adopted the concept of Total Quality Management to translate quality to its various administrative and academic units. The IQAC team plans and implements strategies for quality assurance. The perspective planning for institutional development is made by the Management Committee based on suggestions from the statutory bodies of the institution and the various stakeholders.

As an institution dedicated to the cause of higher education, the college is aware of the role it must play in promoting **gender sensitization**. Gender empowerment is part of the Value Education. The **Women's Cell** conducts various activities, theoretical tenets of gender are communicated during these sessions and gender-related issues that underpin much of everyday life are highlighted through different strategies such as role play, skits, collage, etc. Both the Genders are taught to respect each other.

Contributing to **national development** is the implicit goal of the institution. The Institution is a proud possessor of **two Guinness World Records**, The first record – world's longest fresh flower garland was created with the theme **World Peace**. Various religious leaders from different religions were invited on a single platform to represent world peace and solidarity. The Second world record – Longest chain of used plastic bottles, to create an awareness with the theme **"Say No to Plastics"**, students went door to door to canvas on the hazards of using plastics and collected plastic bottles for the record. Pamphlets were distributed, slogans were displayed for public awareness, to create social awareness, team spirit, unity in diversity, time management and world recognition.

The college over the years has constantly registered growth in all the aspects. The college aspires to grow further to continue with the vision.



SWOC OF THE INSTITUTION

STRENGTH:

- Emphasis on holistic education
- Personal involvement of the Management to ensure that values and social responsibility is inculcated in staff and students.
- Excellence in Sports
- Proactive Career and Placement Cell for student support
- Healthy Mentoring and Tutor ward system
- Innovative teaching - learning methodologies are used with ICT enabled learning resources.
- A dynamic team – Management, Staff and students that helped to achieve two Guinness records.

WEAKNESS:

- Limitations on implementing Value added courses and rigorous remedial classes, as most of the students take part time jobs after college hours.
- Lack of hostel facility discourages students from other states and country to join the institution.
- Lack of Auditorium leads to difficulty in conducting big programmes like Conferences and workshops at the National and International level.



OPPORTUNITIES:

- Exploring possibility of collaborative research with research institutions
- Possibility to take students from other states and country if there is a residential facility.
- Scope for faculty to involve in active consultancy services.
- To begin shift II in full strength for optimum usage of space and infrastructure
- To strengthen the Alumni network and thereby seek financial, career and personal support for the students.

CHALLENGES:

- Keeping pace with the rapid changes in higher education
- Aptitudes of the students for higher learning is poor as most of the students take up jobs due to poor financial background and the girls settle down to an early marriage following their tradition and customs.
- The College has to constantly encourage and guide the students in their use of library and ICT enabled learning as most of the students are first generation learners.
- To boost the confidence level and improve communication and Language skills of students from rural and Tamil medium schools.



STEERING COMMITTEE

Chairperson	Dr. (Mrs) Kamala Balakrishnan	Principal
NAAC co-ordinator	Mrs. Japhia Solomon	Vice Principal & Head Department of English
Members	Dr. Radha	Head, Department of Corporate Secretaryship
	Mrs. Uma Charulatha	Head, Department of Commerce
	Mrs Vanishree	Head, Department of Business Administration.
	Dr.Parimala	Head, Department of Biochemistry
	Dr. Deepa Philip	Examination In charge

**PROFILE OF THE COLLEGE****1. Name and address of the College:**

Name	: Annai Violet Arts And Science College
Address	: No.53, Violet College Road, Menambedu, Ambattur, Chennai.
District	: Thiruvallur
State	: Tamilnadu
Pin	: 600 053
Website	: www.violetcollege.in
E-mail ID	: annaiviolet@gmail.com

2. Details for communication:

Designation	Name	Tel. No.	Mobile	Fax No	Email
Principal	Dr. Kamala Balakrishnan	044 – 26861611 044 - 26445115	9884484115	044 - 26863714	balakamala@gmail.com
Vice - Principal & IQAC Committee Coordinator	Mrs. Japhia Solomon	044 – 26861611 044- 24761705	9840967704	044 - 26863714	sollyjoy.js@gmail.com

**3. Status of the of Institution:**

Affiliated College	✓
Constituent College	-
Any other (Specify)	-

4. Type of Institution:

a. By Gender	
i. For Men	-
ii. For Women	-
iii. Co-education	✓
b. By Shift	
i. Regular	✓
ii. Day	✓
iii. Evening	✓

5. Is it a Recognized Minority Institution?

Yes	-
No	✓

**6. Source of funding:**

Government	-
Grant –in-aid	-
Self- financing	✓

7. Details of College:

a. Date of establishment of the College		23. 07.1997		
b. University to which the college is affiliated		University of Madras		
c. Details of UGC recognition				
Under Section		Date, Month & Year (dd/mm/yy)		Remarks
i. 2 (f)		NA		
ii. 12 (B)		NA		
d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.):				
Under Section/ clause	Recognition / Approval details Institution / Department / Programme	Day, Month & Year (dd-mm-yyyy)	Validity	Remarks
I	Go NO: 392	23.7.1997		Government approval order
II	Go No: 284	8.10.2002		Co-education
III	Go No:12	19.2.2003		Name Change



8. Does the affiliating university Act provide for Conferment of autonomy (as recognized by The UGC), on its affiliated colleges?

Yes	✓
No	-
If Yes, has the college applied for availing the autonomous status ?	
Yes	-
No	✓

9. Is the college recognized?

a. By UGC as a College with Potential for Excellence (CPE)?	
Yes	-
No	✓
b. For its performance by any other governmental agency ?	
Yes	-
No	✓

10. Location of the campus and area in sq.mts :

Location	Rural
Campus area in sq.mts.	5.25acres
Built up area in sq.mts.	5300 Sq.meters

**11. Facilities available on the campus**

• Auditorium/Seminar Complex with infrastructural facilities	✓
• Sports facilities	✓
• Play ground	✓
• Swimming pool	-
• Gymnasium	✓
• Hostel	-
• Cafeteria	✓
• First aid	✓
• Health centre	-
• Facilities like Banking/ Post Office/ Book Shops:	-
• Transport facilities to cater to the needs of students and staff	✓
• Animal house	-
• Biological waste disposal	-
• Generator or other facility for management/ regulation of Electricity and voltage	✓
• Solid waste management facility	-
• Waste Water Management	✓
• Water harvesting :	✓

**12. Details of programmes offered by the college (2013-14) :**

S.No	Level	Name of the programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned strength	Number of students admitted
1	Under-Graduate	B.A – English	3	12 th	English	70	18
		B.Sc – Biochemistry	3	12 th	English	32	17
		B.Sc – Microbiology	3	12 th	English	32	23
		B.Sc – Computer science	3	12 th	English	50	55
		B.Sc – Mathematics	3	12 th	English	70	12
		B.C.A	3	12 th	English	100	88
		B.Com – General	3	12 th	English	140	144
		B.Com – Corporate Secretaryship	3	12 th	English	70	70
		B.Com – Accounting and Finance	3	12 th	English	70	61
		B.B.A	3	12 th	English	95	49
2	Post – graduate	M. Sc. Biochemistry	2	B.Sc.	English	26	3
		M. Sc Computer Science	2	B.Sc.	English	26	11
		M.Com	2	B.Com/B.B.A	English	25	4
3	Certificate Course	E - Commerce	1	12 th	English	50	32
		Entrepreneurship	1	12 th	English	50	28

**13. Does the College offer Self-financed programmes ?**

Yes	✓
No	-
If Yes, how many?	13

14. New Programmes introduced in the College during the last five years if any ?

Yes	✓
No	-
Number	5 (Shift I: 4, Shift II: 1)

15. List of the departments :

Particulars	UG	PG	Research
Science Departments: Biochemistry, Computer Science, Computer Applications, Microbiology, Mathematics	5	2	-
Arts (Language and Social sciences included)	1	-	-
Commerce Departments: Commerce - general, Corporate Secretaryship, Accounting and Finance	3	1	-
Management Studies : Business Administration	1	-	-

**16. Number of Programmes offered :**

a. Annual system	-
b. Semester System	13
c. Trimester System	-

17. Number of Programmes with

a. Choice Based Credit System	13
b. Inter/ Multidisciplinary Approach	-
c. Any other (Certificate Course)	3

18. Does the college offered UG and /or PG Programme in Teacher Education?

Yes	-
No	✓

19. Does the college offered UG or PG Programme in Physical Education?

Yes	-
No	✓

**20. Number of teaching and non-teaching positions in the institution:**

Positions	Teaching faculty						Non-Teaching staff		Technical Staff	
	Professor #		Associate Professor #		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC /University/State Govt. Recruited	-	-	-	-	-	-	-	-	-	-
Yet to recruit	-	-	-	-	-	-	-	-	-	-
Sanctioned by the Management/Society or other authorized bodies Recruited	-	1	-	2	18	43	2	4	2	-
Yet to recruit	-	-	-	-	-	-	-	-	-	-

*M- Male *F- Female

are on promotion as per UGC norms

21. Qualifications of the teaching staff:

Highest Qualification	Professor		Associate Professor		Assistant Professor		Post-Graduate Teacher		Total
	M	F	M	F	M	F	M	F	
Permanent teachers									
D.Sc./D. Litt.									
Ph.D.		1		2				3	6
M.Phil.					6	13			19
Teachers with NET/SET/SLET							4	5	9
PG									



Temporary teachers									
Ph.D.			1						1
M.Phil.					6	17			23
Teachers with NET/SLET							1		1
PG					2	3			5
Part-time teachers									
Ph.D.									
M.Phil.									
PG					1	1			2

22. Number of Visiting Faculty / Guest faculty engaged with the college?

French	1
Soft skill	1
DMLT	1

23. Number of the students admitted to the college during the last four academic years:

Categories	2009-10		2010-11		2011-12		2012-13		2013-14	
	M	F	M	F	M	F	M	F	M	F
SC	44	29	55	47	94	57	115	57	117	62
ST	1				1		2	2		
OBC	101	74	13	7	9	4	17	9	16	17
General	8	5	126	134	178	96	233	151	231	118
Total	154	108	194	188	282	157	367	219	364	197
Others										

**24. Details on students enrollment in the college during the current academic year (2014-15) :**

Type of Students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same state Where the college is located	555	24	-	-	-
Students from other states of India	2	-	-	-	-
NRI students	-	-	-	-	-
Foreign Students	-	-	-	-	-
Total	557	24	-	-	-

25. Dropout rate in UG and PG:
(average of the last two batches)

S.No	Year	No. Of Student	Total Admission	Drop Out %	Average %
1	2013-14	22	561	3.92%	3.33%
2	2014-15	17	621	2.74%	

26. Unit Cost of Education

a. Including the salary component	Rs.20,045/-
b. Excluding the salary component	Rs.12,638/-

27. Does the college offer any programme/s in distance education mode(DEP) ?

Yes	-
No	✓

**28. Provide Teacher- Student ratio for each of the programme/ course offered**

Programme	Teacher Student Ratio
B.A. English	1:12
B.Sc.Mathematics	1:6
B.Sc.Microbiology	1:18
B.Sc Biochemistry	1:11
B.Sc Computer Science	1:34
BCA	1:35
BBA	1:36
B.Com (General)	1:49
B.Com (Corporate Secretaryship)	1:46
B.Com (Accounting & Finance)	1:34
M.Com	1:5
M.Sc (Computer Science)	1:7
M.Sc (Biochemistry)	1:2

29. Is the college applying for Accreditation ?

Cycle 1	✓
Cycle 2	-
Cycle 3	-
Cycle 4	-

30. Date of accreditation :

Not Applicable

**31. Number of Working days during the last academic year (2013-14)**

205 days

32. Number of teaching days during the last academic year (2013-14)

(Teaching days means days on which lectures were engaged excluding the examination days)

180 days

33. Date of establishment of Internal Quality Assurance Cell (IQAC) (dd/mm/yyyy)

IQAC - 06/02/2014

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC (dd/mm/yyyy)

Not Applicable

35. Any other relevant data

Category	Details
Founder of Nesarathinam Educational trust	Chevalier.Dr. N.R.Dhanapalan
Founder of the college	Chevalier.Dr. N.R.Dhanapalan
Gender	Co-education
Chairman	Chevalier.Dr. N.R.Dhanapalan
Secretary	Mr.N.R.D.Prem Kumar
Joint Secretary	Dr.P.E.R.Prem Chand
Principal	Dr.(Mrs.)Kamala Balakrishnan



CRITERION-WISE ANALYTICAL REPORT



CRITERION – 1 CURRICULAR ASPECTS



CRITERION – 1

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution and describe how these are communicated to the students, teachers, staff and other stake holders.

The vision of the college is specific in nature that sets before the management and staff the high ideals of life and service which inspire them to take up the mission of educating young minds to be intellectually competent, morally upright, socially committed and spiritually inspired so that they are equipped to contribute positively to family, community and nation.

Vision:

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

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.

Objectives:

- To create employability skills for job opportunities.
- To create socially responsible citizens and leaders through higher education.
- To build the overall personality of the student.
- To improve self confidence and self discipline to overcome various challenges in the society.
- To nurture creative talents and enhance entrepreneurial skills.

How it is communicated:

The college ensures that the vision and mission is communicated to all Staff members and stakeholders by organising Orientation programs at the commencement of the academic year.



- Vision, mission and the college objectives are clearly specified in the prospectus so that students have clarity before they enter the college.
- The college calendar clearly states the college vision, mission and objectives.
- Boards stating the vision and mission are placed in noticeable areas, like library corridor, labs and college office.
- It is uploaded in the college website.

1.1.2 How does the institution develop and deploy the action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific examples.

The institution follows the curriculum framed by the University of Madras. The delivery of the curriculum is done in a very effective way through a scheduled timetable and lesson plan maintained by every faculty member. The syllabus is divided into units and each unit is completed within a given dead line.

- Faculty members follow different teaching learning methodologies like class room teaching, seminars, project work, quiz, group discussion etc for effective implementation of the curriculum.
- Teachers are encouraged to impart the curriculum through innovative teaching methods such as presentation, assignments, workshops, seminars, industrial visits, computer education apart from regular / traditional teaching methods.
- Bridge course is effectively implemented to bridge the gap between the school education and college education. Bridge course is conducted for all first years at the beginning of the academic year.
- Guest lectures, workshops, seminars, resource persons from outside are invited to understand the curriculum better.
- ELT program was successfully launched from 2011 to help the Tamil medium students to improve the English communication skills and also to help the slow learners. This programme is outsourced; trainers from the corporate field highlight the need of English language in the corporate sector and also train them for the same.
- College has signed a memorandum of understanding with SEA –Skill Enhancement Academy; classes are conducted for three hours every Saturdays. This enables our students to pursue their education in given medium of studies.(English)
- Feedback from the staff and students are collected to monitor the effective implementation of the curriculum.



1.1.3 What type of support (procedural and practical) do the teachers receive from university and/or institution for effectively translating the curriculum type of support improving the teaching practices?

- Faculty development program is organised at the beginning of the semester in order to understand the role of teachers in moulding the students.
- The institution conducts programs that provides information on various teaching methods and techniques such as Smart board, LCD projectors Audio visual aids, Internet tools, Web materials, Laboratory resources etc that can be adapted to make the class room interesting and effective to every student.
- Faculty members are encouraged to participate in the orientation/ refresher courses /workshops/seminars organized by the parent university to update the knowledge and to improve the teaching practices.
- College provides books, journals, magazines for effective teaching and learning.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

Curriculum designed by University (choice based credit system) is given to the staff members for clarity and effective planning. Heads of the department prepare the workload before the commencement of the semester based on which time table is prepared. Institution has provided LCD projectors and OHP for effective delivery of curriculum.

- Modern technological resources like internet, COURSERA, MOOCA, NPTEL are made available for effective curriculum delivery.
- Vioknowledgehub - a novel initiative taken by the Department of Computer Science to share knowledge among staff and students is accessible with subject contents through internet for effective teaching and learning.
- The library has introduced INFLIBNET through which staff and students are able to update their subject knowledge and get a better understanding of the curriculum.



1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

The college has set up a Career guidance and Placement cell which maintains professional relations with the representatives of industry. Resource persons from various companies are invited to the college campus to interact with the students and provide first hand information. The students of various departments of the college are taken for industrial visits from time to time to keep them abreast of the latest developments in the market and for operationalisation of the curriculum.

Industry

- Tech talks and seminars by resource persons from the industry are regularly conducted.
- Students are sent for industrial visit and industrial internship to gain practical knowledge.
- As part of curriculum the final year students of B.com Corporate Secretaryship, Business Administration and Post Graduate Department of commerce and Computer Science take up projects in different industries.

Research bodies

- College has Viobytes (PG lab) that gives the undergraduate and post graduate students an opportunity to develop software for various projects.
- Life science PG lab is utilized for M.Sc projects.

University

- Professors from the parent university are invited as resource persons to conduct seminars on curriculum based subjects.
- College has membership in university library. Staff and students are encouraged to utilize the existing resource.
- The college and faculty are in touch with the affiliated University for updating curriculum and latest information.



1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members-departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

The Principal of the college attends every academic council meeting and contributes substantially to the development of curriculum at the university level by giving suggestions to the Board of studies based on the feedback from students, staff and industries. Mrs. Japhia Solomon, Vice Principal and Head of English department is also a member of the academic council of the parent university.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

The institution is a self financed college affiliated to the University of Madras so we follow the curriculum designed by the university. However the college offers add on courses in each Department to enrich the specified curriculum. Our faculty along with the course provider design, develop, plan the curriculum and its methodology for the add on courses.

The college signed an MOU with Stannis Institute of Paramedical Sciences to offer Diploma in medical lab technology for biochemistry and microbiology students. The department has the freedom to frame the curriculum for this Diploma course along with the course provider. The institution notes the changes taking place in industry and make sure the changes are accommodated in the syllabus. From time to time experts in the field are also consulted to finalize the contents of the syllabus for the subject.

1.1.8 How does the institution analyze-ensure that the stated objectives of curriculum are achieved in the course of implementation?

- Evaluations in the form of unit test, continuous assessment test, model exam, assignments are conducted to assess the gap between teaching learning process and its desired outcome.
- Feedback is collected from the students to assess the impact and outcome of the curriculum
- Lesson plan and records maintained by the department are treated as record of the work completed. The teacher concerned and head of the department sign this record. The same is reviewed by the principal. These processes and contribution of the teachers ensure the implementation of curriculum effectively.



1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate-diploma- skill development courses etc., offered by the institution.

To make every student computer literate, economically independent and socially accepted to meet the demands of the industry and to hone their various skills college has offered the following courses.

- Certificate course in E-Commerce is offered to update the current trends in online trading and business. 50 students is the sanctioned strength by the University of Madras. This course was introduced in the year 2010 and students have benefitted out of this course.
- Entrepreneurship is offered to enable students with business prospects, it enhances self employment. This course was introduced in the year 2010.
- DMLT course was offered for life science students to meet the hospital laboratory demands, trainers from Stanis institute of paramedical sciences conducted the classes in our campus. The course enabled some of our students to be placed in various labs and hospitals.

Table 1.1 : List of students benefited out of Add on courses

S.No	Courses offered	Objective	No of students successfully completed
1	E.Commerce	Updating the current trends in online trading and business	65
2.	Entrepreneurship	Self employment and business accrument	14
3.	DMLT	To meet the Hospital Laboratory demands	9

**1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.**

The college has plans to introduce twinning program in the college premises at the UG and PG level from the next academic year. LOI is submitted to the University of Madras on 16/09/2014

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability.

**Range of Core - Elective options offered by the University and those opted by the college.
Choice Based Credit System and range of subject options**

Courses offered in modular form:

Credit transfer and accumulation facility:

Lateral and vertical mobility within and across programmes and courses

Enrichment courses:

Range of Core - Elective options offered by the University and those opted by the college.

Course Information

Part I - English - Compulsory

Part II - Tamil / Hindi / Telugu / Malayalam / French

Table 1.2 : Core and elective offered by the college

S.No.	Class	Semester	Major	Allied
1	B.Com	I	Financial Accounting I Business Communication	Managerial Economics
		II	Financial Accounting II Principles of Management	Indian Economy
		III	Corporate Accounting I Marketing	Business Statistics I
		IV	Corporate Accounting II Company Law	Business Statistics II



		V	Cost Accounting Financial Management	Income Tax Law & Practice I
		VI	Advanced Cost Accounting Management Accounting	Income Tax Law & Practice II
2	B.Com (A/F)	I	Financial Accounting marketing	Business Statistics / Indian Economy I
		II	Advanced Financial Accounting Business Environment	Operation Research / Indian Economy II
		III	Corporate Accounting Entrepreneurial Development Legal systems in Business Banking Theory Law & Practice	Business Maths I
		IV	Advanced Corporate Accounting Principles of Management Financial Services Business Communication	Business Maths II
		V	Practical Auditing Cost Accounting Income Tax Law & Practice I Financial Management	Investment Management
		VI	Management Accounting Advanced Cost Accounting Income Tax Law & Practice II	Working capital Management Human Resource Management
3	B.Com (CS)	I	Financial Accounting I Company Law & Secretarial Practice	Managerial Economics
		II	Financial Accounting II Human Resource Management	Business Communication



		III	Corporate Accounting I Company Law & Secretarial Practice II	Statistics I
		IV	Corporate Accounting II Business Management	Statistics II
		V	Cost Accounting Income Tax Law & Practice I	Entrepreneurial Development
		VI	Management Accounting Income Tax Law & Practice II Indirect Taxes	Project work
4	BBA	I	Financial Accounting Principles of Management	Managerial Economics
		II	Management Accounting Business Communication	International Trade
		III	Financial Management Marketing Management	Business Statistics
		IV	Financial Services Business Regulatory Framework	Management Information System
		V	Production Management Material Management	Entrepreneurial Development
		VI	Human Resource Management Service Marketing	Project work
5	B.Sc BC	I	Cell Biology	Chemistry I
		II	Chemistry of Biomolecules	Chemistry II



		III	Biochemical Techniques I	Microbiology I
		IV	Biochemical Techniques II	Microbiology II
		V	Enzymes Intermediary Metabolism Molecular Biology	Biotechnology
		VI	Nutritional Biochemistry and Human Rights Clinical Biochemistry	Immunology Physiology
6	B.Sc MB	I	General Microbiology	Chemistry I
		II	Immunology & Microbiology Genetics	Chemistry II
		III	Molecular Biology	Biochemistry
		IV	Soil and Agricultural Microbiology	Biostatistics
		V	Medical Bacteriology Medical, Mycology & Parasitology	Medical Virology (Major)
		VI	Environmental, Microbiology, Food & Dairy Microbiology	Industrial & Pharmaceutical Microbiology Biotechnology
7	B.Sc Maths	I	Calculus & Co-ordinate Geometry of 2 Dimension Algebra & Trigonometry I	Financial Accounting I
		II	Calculus & Differential Geometry Algebra & Trigonometry II	Financial Accounting II



		III	Differential Equations and Laplace Transforms Calculus Geometry of 3 Dimensions & Probability	Mathematical statistics I
		IV	Vector Calculus, Fourier series and Fourier Transforms with practical Statics	Mathematical Statistics II
		V	Algebraic Structure I Real Analysis I	Programming languages with mathematical practical operation research I
		VI	Algebraic Structure II Dynamics Real Analysis II	Complex Analysis Operation Research II Discrete Mathematics
8	B.Sc CS	I	Programming in C	Mathematics I
		II	Digital Electronics and Microprocessor	Mathematics II
		III	Programming in C++ and Data structures	Statistical method and their application I
		IV	Programming in Java	Statistical method and their application II
		V	Operating system Database management system	Visual Programming
		VI	Computer Architecture and organisation Data communication and networking Web Technology	Data Mining Software mining
9	BCA	I	Fundamentals of Digital computer	Mathematics I



		II	Programming in C	Mathematics II
		III	Programming in C ++ and Data Structures Microprocessor and its applications	Numerical and Statistical methods
		IV	Programming in Java Operating Systems	Financial Accounting I Cost and Management Accounting
		V	Computer Graphics Database Management System Software Engg.	Resource Management Technique
		VI	Data Communication & Networking Web Technology	Visual basic Software testing Data Mining Multimedia
10	English	I	Elizabethan Age Milton and Neo Classical Age	An Introduction to the Social History of England
		II	The Romantic Age The Victorian Age	An Introduction to the Literary Forms
		III	Twentieth Century I Modern English Grammar & Usage	History of English Literature I – 1500-1798
		IV	20 th Century History of English Language	History of English literature II 1798-present day
		V	Shakespeare I Indian Writing in English American Literature I	An introduction to General Linguistics and Communication
		VI	Shakespeare II American Literature II	English Phonetics and Phonology
11	M.Sc BC	I	Chemistry of Biomolecules Biochemical Techniques	Human Physiology Nutritional Biochemistry



		II	Enzyme Technology Intermediary Metabolism I Intermediary Metabolism II	Plant Research Methodology
		III	Cell & Molecular Biology Hormonal Chemistry Clinical Biochemistry	Biostatistics Immunology Environmental Biotechnology
		IV	Principles of Biotechnology Concepts of Bioinformatics Project	Microbial Biochemistry
12	M.Com	I	Advanced Corporate Accounting and Accounting Standard Financial Management	Managerial Economics
		II	Advanced cost & Management Accounting Marketing Services	Total Quality Management
		III	Research Methodology Knowledge Management	Business Ethics, Corporate Governance & Social responsibility
		IV	Management Information System Investment Analysis & Portfolio Management	Human Resource Accounting and Audit
13	M.Sc CS	I	Design and Analysis of Algorithms Advanced Java Programming	Theoretical Foundations of Computer Science
		II	System Software Computer Networks Distributed Database systems	Bio-Informatics

Choice Based Credit System and range of subject options

All the courses offered follow choice based credit system as per the guidelines of the parent university.

Courses offered in modular form: we do not offer modular form courses

**Credit transfer and accumulation facility:**

Credit accumulation facility is offered as per the parent university guidelines. Credit transfer facility does not exist as per our university guidelines.

Lateral and vertical mobility within and across programmes and courses

Lateral mobility for the courses offered exist, however vertical mobility does not exist. On request of the student's vertical mobility within and across programs and courses is allowed within two weeks from the date of admission.

Enrichment courses:

Each department offers enrichment courses as per the demand of the regional, national and global needs. Seminars and workshops are organized from time to time to update the knowledge of the students.

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

All the programs offered by the institution are self financed programmes.

- a) Admission: is given to students as per university eligibility norms
- b) Curriculum: College follows the curriculum prescribed by university of Madras
- c) Fee structure: Fee structure is nominal.
- d) Teacher Qualification: As per UGC/University norms.
- e) Salary: Salary is paid by the Management of the college in accordance with the qualification and experience of the faculty.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

The college offers skill oriented programs to enhance the personality and interpersonal skills. Students benefit by understanding the present industrial scenario and employability. Each department offers enrichment courses as per the demand of the regional, national and global needs. Seminars and workshops are organized from time to time to update the knowledge of the students.



The institution offers add on courses and need based courses to facilitate students to learn different skills to create opportunities for employment.

Skill oriented programmes are:

- E – commerce
- Entrepreneurship
- DMLT
- ELT
- Personality Enrichment
- French

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses-combination of their choice” If ‘yes’, how does the institution take advantage of such provision for the benefit of students?

The University of Madras does provide flexibility for the students to change from conventional face to face and Distance Mode of Education and to choose the courses-combination of their choice. The institution has recently admitted one student in the academic year 2014 - 15 who has come from the distance mode to normal face to face study.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated?

Institution takes efforts to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated.

- Each Department has introduced add on courses which supplements the university curriculum. list is enclosed in table 1.3

**Table 1.3 : List of Add on courses offered by the college**

S.No	Courses offered	Objective
1	E.Commerce	Updating the current trends in online trading and business
2.	Entrepreneurship	Self employment and business accrument
3.	DMLT	To meet the Hospital Laboratory demands
4.	ELT – language skills	To bridge the gap and to improve Language skills
5.	Personality enrichment	To Enhance employability skills
6.	French	To meet the Global requirement

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

- Proper care is taken to introduce vocational, add on and job oriented courses in such a manner that it enhance employability and incorporate entrepreneurial skill in students. Add on courses enable to enrich the curriculum to cater the needs of the dynamic employment markets.
- Modification of curriculum is not possible since we strictly follow the curriculum prescribed by University of Madras.
- Systematic implementation of the curriculum is very cautiously prepared with the consultation of the course provider – like lesson plan, additional classes.



1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

- NSS, RRC, YRC and the Women Cell organize awareness programs like voter awareness, female literacy, prevention of child labor, aids awareness blood donation camp etc to address the needs of the society.
- The Women Cell of the college also organizes gender sensitizing programs, to create gender equality among students.
- The college encourages students to involve themselves in environment studies and value, moral and ethical orientation so as to protect and preserve ecology and environment to bloom so as to become responsible citizens of the nation.

1.3.4 What are the various value-added courses-enrichment programmes offered to ensure holistic development of students?

Holistic Development of Students

The objectives of all the programmes of the college is to groom students in a manner that they become morally upright, professionally sound and socially responsible and competent enough to meet the challenges of the global market.

- VIO Fest – an annual cultural extravaganza is conducted every year to showcase the talents and bring team spirit in the students.
- Inter collegiate programmes in on stage and off stage are conducted regularly to build the inter personal skills and to build a healthy competitive spirit with the neighbouring colleges
- Sports activities are conducted to build the spirit of sportsmanship.
- Seminars, paper presentations, poster presentations, model exhibits etc are organized so as to update the students with current trends.
- Carnivals and Exhibitions are conducted in the premises to help students to nurture their creative talents and hone their entrepreneurial skills



Moral and Ethical Values

While preparing the students for the challenges on the professional front, good care is taken that they never lose sight of moral values, professional ethics and the cultural values of the land.

- Every Monday morning general assembly is conducted with prayer, bible reading, thirukural, thought for the day, facts, character building speech and concludes with national anthem to strengthen the moral and ethical values of the students.
- Every Friday the college has an active prayer cell where the spiritual needs of the students is met.
- Value education is part of the curriculum for all final year students it highlights the moral etiquettes and ethical values, this is carried forth to the students by the department staff
- Women's cell conducts awareness programme and gender sensitizing programmes to mould the students towards gender sensitive issues.
- A counselor is appointed on a part time basis to meet the needs of the emotionally and psychologically run down students. Students are identified and sent to the counselor for counseling.
- Visit to the local Children's home and Old Age homes is organized regularly by the NSS units to instill in our students the necessity to serve the needy.
- Festivals like Pongal, Onam, and Christmas are celebrated inside the campus to enhance the cultural ambiance active in the young minds.
- Students are motivated to participate in social awareness programmes like Plastic Awareness, Road Safety, Sapling Plantation, AIDS awareness, Obesity etc.,

Employable and Life Skills

The college has a vibrant Career guidance and Placement cell which interacts with industries. The Placement cell regularly organizes seminars, workshops and job drives.

- Employability skills' training is conducted for all third year students to prepare them to face interviews.
- The college is in constant touch with the corporate world to fill the industry gap and create awareness on the current demands in the field,
- SEA – Skills Enhancement Academy, a professional unit conducts training in the college premises. The modules are as follows



- a) Interview skills
- b) Aptitude and logical thinking
- c) Mock interviews
- d) Resume building
- e) Personality enrichment

- Lingua lab gives training on communication skills to the students to cater the demand of the industry.
- Students are sent for industrial visit and industrial internship to gain practical knowledge.

All these programmes help to incorporate employability and life skills in students and make them employable.

Community orientation:

The NSS unit in the college helps to inculcate the need for civic responsibility among the students.

- Visits to the orphanage and old age homes, local jails are organized from time to time to sensitize the students on the various problems and the need to serve society with a human touch to various national problems and are given training to serve society with a human touch.
- The college has tie up with LEO CLUB which organizes various social welfare programs. The NSS and LEO CLUB of our college participated in various community services like polio drive, save water, dental camp in schools and public medical camps.
- The NSS unit took the initiative along with the Lions Club to conduct the last rites for the unclaimed bodies in the Government General Hospital Morgue.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

In order to keep in pace with the fast changing trends in the academic scenario, teachers get feedback from students, parents, employers and other stakeholders while introducing new courses. On the feedback of stakeholders, new courses like B.Com accounting and finance, B.Com corporate secretaryship M.Sc computer science and M.Com have been started and add on courses like E commerce, DMLT, ENTREPRENEURSHIP are also introduced.



- **Students Feedback:** A proforma is prepared and given to students to answer questions on academics ie teaching, curriculum, methodology of teaching learning.
- **Parents :** Parents are called for PTA meetings regularly to discuss about the development of their wards. They are given a proforma to fill on Academics, administration, teaching, discipline,etc
- **Alumini:** The college has an active Alumini association and feedback was received.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

The institution monitors and evaluates the quality of its enrichment programmes through constitution of various committees like Academic Council, Internal Quality Assurance Cell (IQAC), Grievance Redressal Cell, and Library Advisory Committee for improvement in the teaching method, completion of the course and various development initiatives to be taken.

These suggestions/deliberations are forwarded to the head of the institution for needful action.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the Curriculum prepared by the University?

The institution is an affiliated college to the University of Madras and there is no scope for framing institutions curriculum on its own. The college can only forward the suggestions of its faculty to the board of studies. The design and development of the curriculum is in the hands of the university only.



1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

Yes, the college has well established system of collecting feedback from students, alumni, industry, parents and external academicians. The college analysis the feedbacks given by the stakeholders and finds the demands in the latest scenario, this helps the college in introducing new programs(B.Com accounting and finance and M.Sc computer science) were introduced in 2011 depending on the feedback received . The institution has introduced DMLT and ELT courses for students after assimilating the suggestions given by the students and faculty.

1.4.3 How many new programmes - courses were introduced by the institution during the last four years? What was the rationale for introducing new courses / programmes?

Table : 1.4 Programmes offered during the last four years

SHIFT I		
S.No	Degree	Year of introducing
UG courses		
1	B A English	2010-11
2	B.Com Accounting And Finance	2012-13
PG courses		
3	M.Com	2010-11
SHIFT II		
UG courses		
4	B.Com General	2012-13
PG courses		
5	M.Sc Computer Science	2012-13
CERTIFICATE COURSE		
6	Entrepreneurship	2010
7	DMLT	2013



- The programmes listed table 1.4 were introduced to meet the increased demand in the IT sector.
- As many students prefer commerce related subjects the institution introduced commerce courses in shift II.
- Certificate courses were introduced to enhance employability skills.
- Entrepreneurship course offered was an add on course to provide the students an edge over their counter parts and to be a champion in practicing business/ commerce related fields.

1.5 Other relevant information

Catering to students from economically weaker sections of society:

Our College is situated in Ambattur, North Chennai which is an industrial area. Here the residents are mostly from economically weaker sections and a large number of people are industrial workers. Our students are mainly from Government and Corporation run Schools. Hence majority of our students are from economically-weaker sections – children of parents working as auto-drivers, collies, tailors and labourers and first generation learners.

Admissions on first-come-first-served basis:

Our College follows an open system with equal opportunities for all irrespective of caste creed or religion. Hence the college admits students on a first-come-first- served basis and strictly ensure that Government Quota is followed for 50% of seats sanctioned in each programme.

Madras university students' free education programme-2012-2013:

This scheme has been instituted by the University of Madras to help deserving plus two students who are exempted from all fees payable to the institution. The institution takes all efforts to ensure that these opportunities are availed by the needy.

Egalitarianism and inclusion:

We do not reject slow learners, visually challenged or physically handicapped students. At present we have students from all the above categories studying in our college.

Translating the curriculum into practice:

Our teaching methodology translates the curriculum into simple components and wherever practical exposure is needed the institution ensures that it is offered for a better understanding of the curriculum. We do modify our method when we meet advanced learners.



CRITERION II TEACHING, LEARNING AND EVALUATION



CRITERION II: TEACHING -LEARNING AND EVALUATION

2.1 Student enrolment and profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

Publicity in admission process

- Every year teachers personally conduct orientation in schools in the neighbouring areas to brief the students on higher education, the achievements of the institution, infrastructure, courses available and the other related facts of the college and higher education.
- The college prospectus is made available to the students with information regarding admission procedure, infrastructure facilities, details of the academic programmes, various activities of the college etc.
- Students gather information regarding admission and college details from the college website. Email queries are responded promptly, downloading the application form facility is also available.
- Advertisements are placed in local newspapers, visual media and public transport systems. Banners are displayed in various locations .All these help in creating awareness about the college.
- Alumni members also play a vital role in publicity and admissions by recommending the institution to friends and relatives

Transparency in the Admission process

- Transparency is ensured from the stage of notification till the completion of admission process, as there is a systematic and efficient documentation and filing process in place.
- Access equity and social justice is ensured by adherence to Government rules.



2.1.2 Explain in detail the criteria adopted and process of admission (Ex.(i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv)any other to various programs of the institution.

The ultimate aim of the College is to provide education to all the first generation learners and give an opportunity to the socially and economically weaker sections of the society.

The college follows reservation policy for admission as per the rules of the Tamil Nadu Government. Preference is given to students based on relative merit in the qualifying examination on a first- come first-served basis and Students are also selected on basis of marks scored in the 12th standard examinations. To ensure that the candidate is motivated and chooses the right course, counselling is provided as and when required, before admission. Before finalising the admission the principal personally interviews the student. Discrepancy in the admission process if any can be traced with the help of the documentation process done by the Admission committee.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmers' offered by the college and provide a comparison with other colleges of the affiliating university within the city district.

The minimum and maximum percentage of marks for admission at the entry level for each of the programme offered by the college is given in the table below. There is no maximum percentage fixed

Table 2.1: Minimum % of Mark for admission at entry level

Program	Mode of Selection
B.Com	Must have passed 12 th Standard with Minimum 35 % mark
B.Com (Corporate Secretaryship)	Must have passed 12 th Standard with Minimum 35 % mark
B.Com (Accounting Finance)	Must have passed 12 th Standard with Minimum 35 % mark



BBA	Must have passed 12 th Standard with Minimum 35 % mark
BCA	Must have passed 12 th Standard with Minimum 35 % mark
B.SC Computer Science	Must have passed 12 th Standard with Minimum 35 % mark
B. Sc Biochemistry	Must have passed 12 th Standard with Minimum 35 % mark
B.Sc Microbiology	Must have passed 12 th Standard with Minimum 35 % mark
B.Sc Mathematic	Must have passed 12 th Standard with Minimum 35 % mark
BA English	Must have passed 12 th Standard with Minimum 35 % mark
M.Com	Must have passed B.Com, BBA
M.SC Computer Science	Must have passed BCA, B.Sc Computer Science,
M.Sc Biochemistry	Must have passed B.Sc Biochemistry , B.Sc Micro Biology , B.Sc Life Sciences

Management believes in making higher education available to the needy, and hence, ensures that opportunity is given to students from the disadvantaged sections of society are admitted. Their academic performance may not always be on a par with students from other sections of society and therefore the minimum and maximum percentage of marks for admission at entry level for each of these programmes is generally lower than in other colleges. Spot admission is given to all eligible candidates who have opted for this college as first choice to pursue their higher education. Students who have cleared supplementary examination are given admission based on the availability of the seats.



2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If yes what is the outcome of such an effort and how has it contributed to the improvement of the process?

Yes, there is an admission committee comprising to review the admission process and student profile annually. Admission coordinators and supervisors are appointed to facilitate the admission process. The outcome of such a committee has helped in transparency and systemizing the admission process. As a result reservation policies of the government are strictly adhered to.

The admission Committee helps in giving a better idea on the demand ratio for each course from feedback. They give an idea on demand for new courses and the add on courses. Last year the committee gave a feedback to strengthen the Biochemistry and Microbiology departments as more students were opting for Science which was not the trend earlier. Though many of the neighboring colleges have closed down science departments due to poor demand in the last few years we have been able to retain and strengthen the departments because of the Admission committee reports.

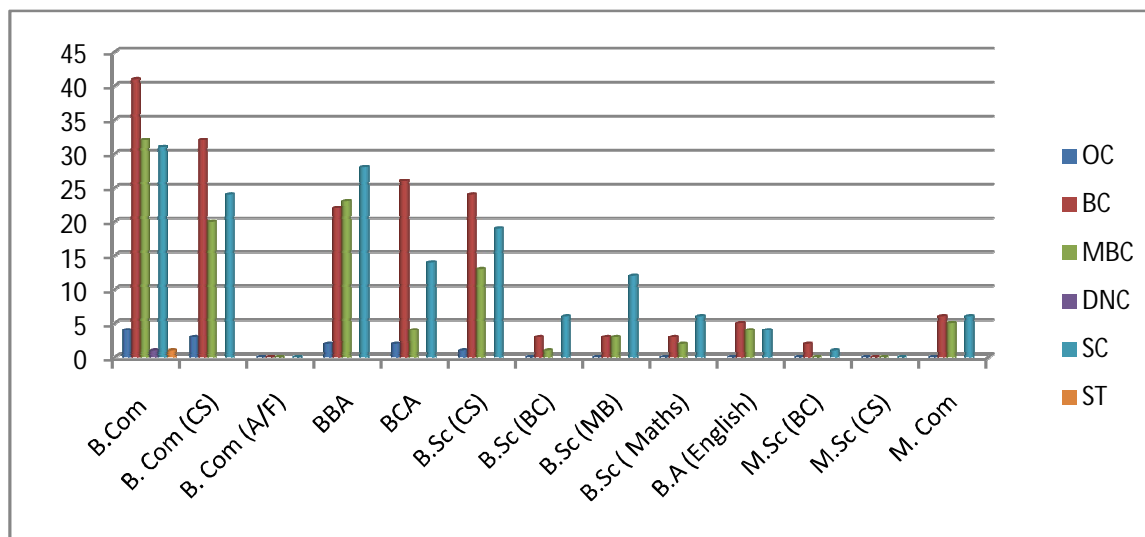
2.1.5 Reflecting on the strategies adopted to increase improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate reflect the national commitment to diversity and inclusion.

SC/ST/ OBC

The college specially caters to the less privileged students. SC/ST students are allotted seats as per government reservation policy. The college issues books to these students through the book bank available in the library and makes all efforts to all types of scholarships. We have students Aid Fund generated by government of Tamil Nadu to help the SC/ST students. In the last three years SC/ST students have availed the Students Aid Fund

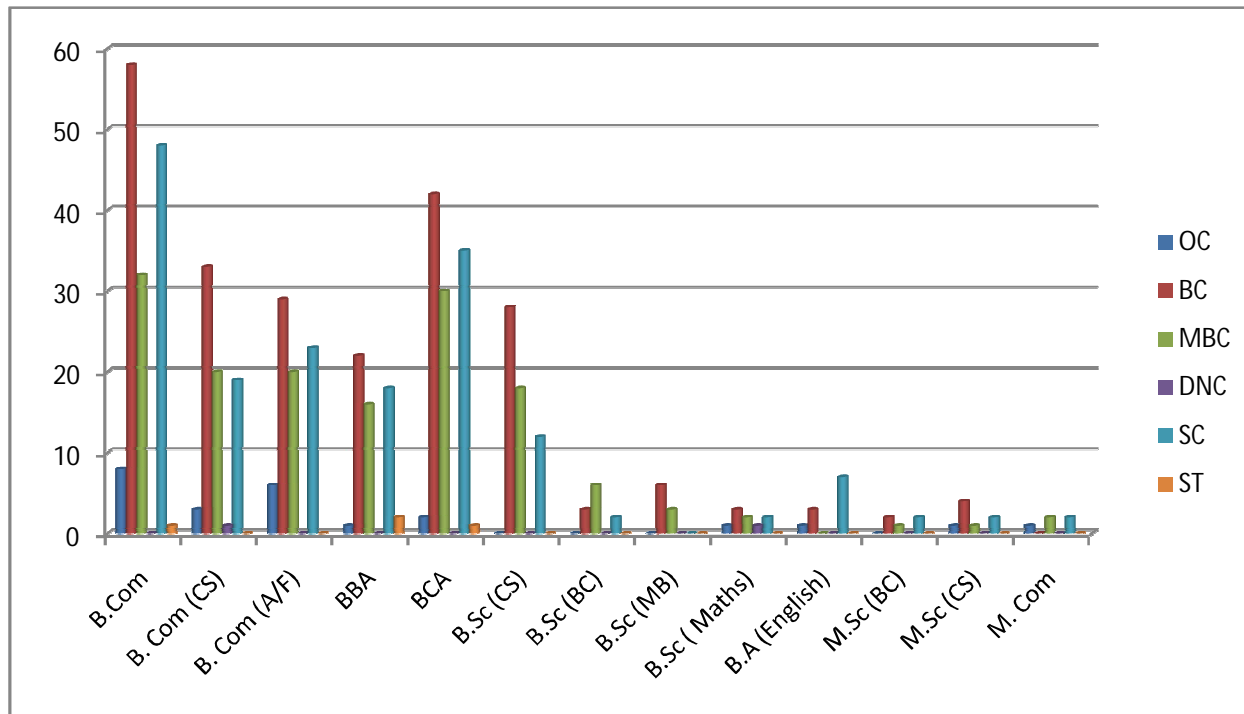
**Table 2.2.1 : ACADEMIC YEAR 2011-2012**

		OC		BC		MBC		DNC		SC		ST				Total
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	
1	B.Com (General)	3	1	26	15	22	10	1		21	10	1		74	36	110
2	B. Com (CS)	1	2	22	10	14	6			15	9			52	27	79
3	BBA	2		10	12	17	6			19	9			48	27	75
4	BCA	2		21	5	3	1			10	4			36	10	46
5	B.Sc (CS)		1	17	7	8	5			11	8			36	21	57
6	B.Sc (BC)			3		1				3	3			7	3	10
7	B.Sc (MB)				3	2	1			10	2			12	6	18
8	B.Sc (Maths)				3	1	1			1	5			9	2	11
9	B.A (English)			1	4	2	2				4			3	10	13
10	M.Sc (BC)			1	1					1				2	1	3
11	M.Sc (CS)															0
12	M. Com			2	4	5				3	3			10	7	17
	Total	8	4	103	64	75	32	1	0	94	57	0	0	289	150	439

Figure 2.1 : ACADEMIC YEAR 2011-2012

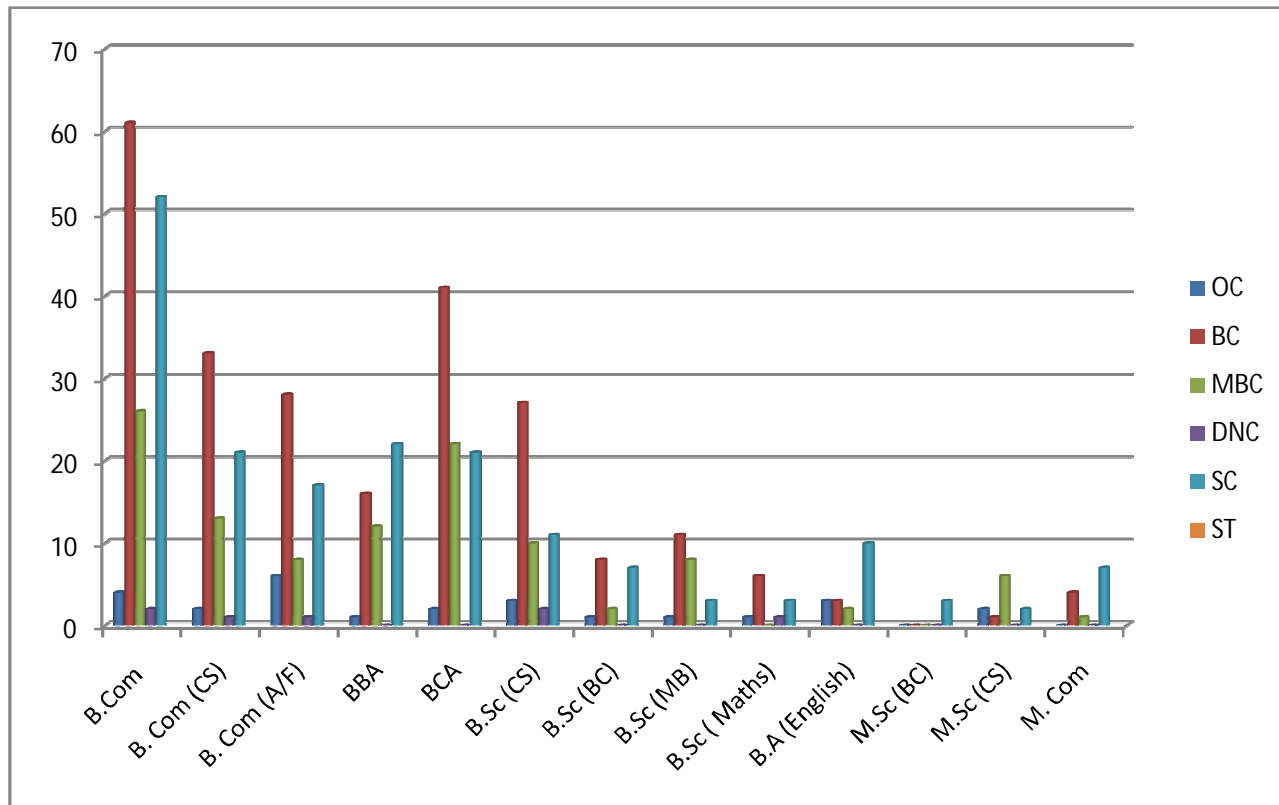
**Table 2.2.2 ACADEMIC YEAR 2012-2013**

S.N	DEPARTMENT	OC		BC		MBC		DNC		SC		ST		M	F	TOTAL
		M	F	M	F	M	F	M	F	M	F	M	F			
1	B.Com (General)	6	2	38	20	20	12			23	25	1		88	59	147
2	B. Com (CS)	2	1	27	6	15	5		1	16	3			60	16	76
3	B. Com (A/F)	4	2	18	11	11	9			13	10			46	32	78
4	BBA		1	9	13	6	10			14	4	1	1	30	29	59
5	BCA	1	1	28	14	23	7			28	7		1	80	30	110
6	B.Sc (CS)			20	8	10	8			11	1			41	17	58
7	B.Sc (BC)				3	2	4			2				4	7	11
8	B.Sc (MB)			2	4		3							2	7	9
9	B.Sc (Maths)	1		1	2	1	1		1		2			3	6	9
10	B.A (English)	1			3					5	2			5	6	11
11	M.Sc (BC)				2		1			1	1			1	4	5
12	M.Sc (CS)	1		2	2		1			1	1			4	4	8
13	M. Com	1					2			1	1			2	3	5
Total		17	7	145	88	88	63	0	2	115	57	2	2	366	220	586

Figure 2.2 : ACADEMIC YEAR 2012-2013

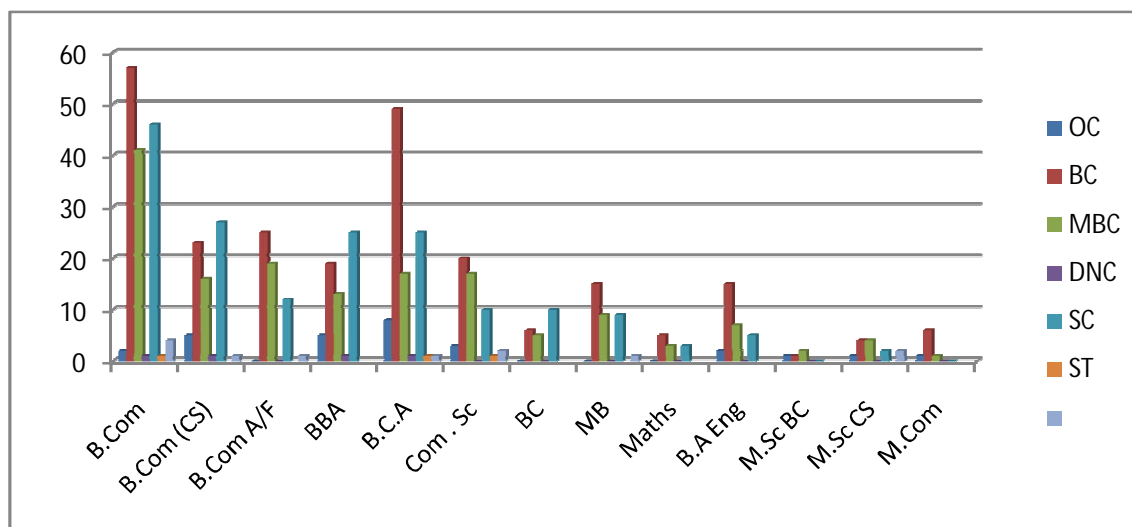
**Table 2.2.3 : ACADEMIC YEAR 2013-2014**

S.No	Department	OC		BC		MBC		DNC		SC		M	F	Total
		M	F	M	F	M	F	M	F	M	F			
1	B.Com (General)	2	2	45	16	18	8		2	30	22	95	50	145
2	B. Com (CS)		2	29	4	10	3	1		19	2	59	11	70
3	B. Com (A/F)	4	2	18	10	4	4		1	13	4	39	21	60
4	BBA		1	9	7	10	2			16	6	35	16	51
5	BCA	2		22	19	20	2			14	7	58	28	86
6	B.Sc (CS)	3		16	11	6	4	1	1	6	5	32	21	53
7	B.Sc (BC)		1	3	5	1	1			2	5	6	12	18
8	B.Sc (MB)	1		4	7	4	4			1	2	10	13	23
9	B.Sc (Maths)		1	4	2				1	2	1	6	5	11
10	B.A (English)	1	2	1	2	1	1			5	5	8	10	18
11	M.Sc (BC)									3		3	0	3
12	M.Sc (CS)	1	1		1	3	3			1	1	5	6	11
13	M. Com			2	2	1				5	2	8	4	12
	Total	14	12	153	86	78	32	2	5	117	62	364	197	561

Figure 2.3 : ACADEMIC YEAR 2013-2014

**Table 2.2.4 : ACADEMIC YEAR 2014-2015**

No	Department	OC		BC		MBC		DNC		SC / ST		BCM		M	F	Total
		M	F	M	F	M	F	M	F	M	F	M	F			
1	B.Com	2	-	37	20	31	10	1	-	28	19	4	-	103	49	152
2	B.Com CS	3	2	15	8	10	6	1		20	7	1		50	23	73
3	B.Com A/F			17	8	17	2			9	3	1		44	13	57
4	BBA	5		11	8	9	4	1		18	7			44	19	63
5	BCA	6	2	42	7	14	3		1	18	8	1		81	21	102
6	B.Sc CS	2	1	19	1	12	5			7	4	2		42	11	53
7	B.Sc BC				6	4	1			4	6			8	13	21
8	B.Sc MB			6	9	1	8			3	6		1	10	24	34
9	B.Sc Maths			2	3	1	2			1	2			4	7	11
10	BA Eng	1	1	6	9	3	4			2	3			12	17	29
11	M.SC BC		1		1	1	1							1	3	4
12	M.Sc Cs	1		2	2	3	1				2	2		8	5	13
13	M.Com		1		6		1								8	8
	Total	20	8	157	88	106	48	3	1	107	70	11	1	407	213	620

Figure 2.4 : ACADEMIC YEAR 2014-2015

**Women:**

Women candidates are provided with equal opportunity, with reservation for single child. The college provides counseling to the needy parents of women students on the importance of women education, exclusive reduction in fees is available for women students. Free books and other incentives are provided to the Girl students.

Differently-abled:

There is reservation for students belonging to differently-abled categories as per UGC notifications. Their requirements and needs are given special care and attention. The college provides ramp facilities. There are three differently-abled students studying at present in our institution. Special care is given to them. Scribes are arranged to write the tests and university examinations. Extra time is given for internal tests. They are given special counseling and guidance on employment opportunity by our placement cell.

Economically weaker sections:

Most of our students are from economically weaker section of the society and first generation learners. They are allowed to pay their fees in installments.

Sports:

The college offers students with sports profile special concessions and scholarships.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends reasons for increase/ decrease and actions initiated for improvement.

TRENDS:

The reputation of the college has been growing steadily and this is one of the reasons for the increase in the overall admission. There is a demand for certain courses which are perceived as job- oriented courses like B.Com (G), B.Com (CS), BBA, Computer Science and BCA, hence these departments are really doing well. Pure sciences are picking up now due to awareness in society about their role in the job market and research opportunities. The demand for PG Courses has been steadily on the rise as the number of students who opt for teaching profession as a career in schools and colleges have increased. In the year 2012-14 the student strength increased substantially in both Arts & Science courses. A few departments do not attract optimum strength but this trend is a fluctuating phenomenon.

**ACTIONS:**

Department's offering pure sciences take extensive interest in their students to pursue higher education and motivate them at every step. Special classes and remedial programmes are conducted to help them conquer their fear over the subject and retain them. The post graduate departments are fully involved in making these programmes both research and job oriented and gradually efforts are initiated into training students for SLET/NET UGC Examinations. Placement efforts have been stepped up to attract students.

Table 2.3 : Demand Ratio for various Programmes

Name of the course	Year	Applications received	Selected	Sanctioned	DEMAND RATIO
Bio-Chemistry	2009-2010	15	7	32	1:0.5
	2010-2011	12	9	32	1:3.6
	2011-2012	13	10	32	1:3.2
	2012-2013	20	11	32	1:2.9
	2013-2014	27	18	32	1:1.7
Micro Biology	2009-2010	21	6	32	1:5.3
	2010-2011	20	11	32	1:2.9
	2011-2012	25	16	32	1:2
	2012-2013	13	9	32	1:3.6
	2013-2014	23	18	32	1:1.3
Mathematics	2009-2010	13	4	70	1:18
	2010-2011	14	13	70	1:5.3
	2011-2012	16	10	70	1:7
	2012-2013	15	8	70	1:1.7
	2013-2014	13	7	70	1:10
BCA	2009-2010	54	29	100	1:3.4
	2010-2011	89	46	100	1:2.2
	2011-2012	64	48	100	1:2.1
	2012-2013	144	110	100	1:1
	2013-2014	128	86	100	1:1.1
B.Sc(cs)	2009-2010	42	28	50	1:1.1
	2010-2011	74	42	50	1:1.2
	2011-2012	76	55	50	1:1



	2012-2013	81	58	50	1:1
	2013-2014	112	53	50	1:1
BCOM	2009-2010	141	100	100	1:1
	2010-2011	153	115	140	1:1.2
	2011-2012	171	110	140	1:3
	2012-2013	180	147	140	1:1
	2013-2014	196	145	140	1:1
BCOM(CS)	2009-2010	39	35	70	1:2
	2010-2011	80	74	70	1:1
	2011-2012	104	72	70	1:1
	2012-2013	102	74	70	1:1
	2013-2014	116	70	70	1:1
BCOM(A/F)	2012-2013	-	-	70	-
	2013-2014	61	53	70	1:1.3
BBA	2009-2010	49	48	95	1:2
	2010-2011	52	43	95	1:2.2
	2011-2012	88	79	95	1:1.2
	2012-2013	80	59	95	1:1.5
	2013-2014	80	51	95	1:1.8
BA(English)	2010-2011	12	8	50	1:6.3
	2011-2012	16	13	50	1:3.8
	2012-2013	12	11	50	1:6.6
	2013-2014	29	18	50	1:2.8

2.2 Catering to student diversity

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

The college make sure that the differently-abled students are provided the basic necessities and facilities in the college .During examinations, classrooms are provided in the ground floor to avoid difficulties in reaching the examination venue. These students are provided with scribes, given extra time in the internal and external examinations. The institution fully adheres to governmental policies regarding the needs of differently-abled students. The University of



Madras has exempted them from writing English and Tamil language examinations. Special counseling sessions and special coaching classes are arranged for these students.

2.2.2 Does the institution assess the student's needs in terms of knowledge and skills before the commencement of the programme? If yes, give details on this process.

The admission committee holds talks/discussions with students regarding their aptitude/interest and suggests subjects relevant to their aptitude and interest in view.

The institution is well aware of the needs of the students as most of the students are from Tamil medium schools, Bridge course in English and Mathematics is conducted for two weeks before the commencement of the programme. This is conducted to strengthen the basics in English knowledge and Maths and bridge the gap between the School and College.

The necessary add on courses and skill based courses are started by the departments by identifying the needs of the students and keeping in mind the career scenario.

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (bridge/ remedial / add-on/ enrichment courses, etc) to enable them to cope with the programme of their choice?

- Slow learners are identified, in each subject by the respective subject teachers. Remedial classes are conducted on a daily basis. Special tests are conducted for them.
- Enrichment courses like personality development programs are conducted to improve student's personality and motivate them for an innovative and creative mind set.
- Elective subjects are chosen keeping in mind the need to hone their employability skills.
- ELT and Value based education classes are conducted for enhancement of soft skill.
- The placement cell conducts an orientation programme for all the final year students at the beginning of each academic year. Students are also trained in skills required for facing interviews. Bridge courses and Add on courses are conducted to bridge the knowledge gap of the enrolled students.
- The Final year students were given a lecture on 'Human Trafficking' last year with special attention on women victims. RRC arranges lectures by transgender to sensitize students to their sufferings and utilizes the specially allotted funds by the University of Madras to create awareness among students about such marginalized categories of society.



2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc?

The institution holds the tradition of imparting holistic education with emphasis on the ethical and moral principles. The college which is co-educational institution sensitizes its staff and students on issues such as gender, inclusion, environment etc. by taking the following measures:

- The college organizes seminars and workshops on such issues.
- The Eco-Club of the college sensitizes staff and students on environment issues, with workshops, lectures and rallies
- NSS, YRC and RRC Wings of the college sensitize staff and students on various socio-cultural issues.
- The college teachers sensitize their students on issues such as gender, inclusion, environment etc. by holding talks/discussion on the current affairs regularly in their classes.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

The advanced learners are exposed to face more challenges in their classroom activities. They are encouraged to become independent learners. They are encouraged and motivated and to present papers on various topics. Competitions based on the subjects they study are encouraged in each Department.

- The teachers take extra concern helping them with an additional and personal interest. They are provided with the additional time, advanced learning materials and assistance from the teachers so that they are able to perform even better in their examinations.
- Number of motivational lecturers is organized to channelize the potential to accomplish better success to get placed in top companies.

2.2.6 How does the institute collect, analyses and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out, (students from the disadvantaged sections of society, physically challenged., slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided?

The tutor-ward system which a complete record of each student is maintained with both personal and academic details takes care of mentoring closely monitors the academic performance of the students. Relevant data is collected; analyzed and suitable measures are taken as and when



required. Such data is used and students who require finance, counseling, academic help strategies are worked out to help those to improve the academic performance of the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections. In this way drop outs rate has come down.

Disadvantaged sections of society

Personal Counseling is done whenever required by the concerned tutor/ mentor, HOD, Principal and later by the counselor. In order to aid the economically weaker sections, an Annai Violet College Teachers Association (AVCTA) has been created which helps students during crisis. Necessary help is given to enable them to avail government and private scholarship.

- Provision of Tamilnadu Government Scholarship at the time of admission and financial assistance is provided to students from SC and ST.
- Free books are provided to students.
- Scholarships, student welfare fund and financial assistance are provided to students the minority community by the Management and teachers.

Physically challenged

- A Time Table is set and classrooms are allotted to them looking into their needs.
- Special counseling sessions and special coaching classes are arranged for such students.

Slow learners

- Peer learning is provided.
- Remedial classes are organised after college hours for such slow learners.
- Their daily work is checked to monitor their progress.
- They are guided to take coaching from specialists in the field.
- They are referred to the counseling cell, to identify their problems and help them especially in cases of stress, depression, low self-esteem etc
- Special tests are conducted for them.



2.3 Teaching learning process

2.3.1 How does the college plan and organize the teaching-learning and evaluation schedules? (Academic calendar, teaching plan and evaluation blue print etc.?)

Academic calendar

- The teaching programmes are scheduled as per university academic calendar.
- Lesson plan is prepared with the Academic calendar.
- An academic calendar is prepared and distributed to the students and teachers at the beginning of every academic year.
- Each department prepares its action plan and time table for each semester.
- Academic calendar spells out major college events, public holidays, number of working days, unit test and continuous assessment schedule, department seminars, university practical and theory examination schedule etc.

Teaching plan

- Course file and Lesson plan is prepared well in advance based on the academic calendar.
- The university prescribes a minimum number of instructional hours for each subject. As the syllabi is in units, the teachers easily split the contents for a feasible teaching plan and thereby complete the syllabus well within the time.
- Every faculty prepares a course file for each subject before the commencement of the academic session.
- The faculty follows a lesson plan, which contains the details of contents to be covered, the teaching methodology to be used inside the class room. The subject time table is prepared and displayed on the notice board.

Evaluation blue print

- Students are evaluated based on the unit test, Continuous Internal Assessment Test for which the schedule is given well in advance to the students.
- Mark registers are maintained in every department. Review meeting is conducted by the department Head with the department staff after every unit test to assess evaluation and remedial measures are taken for slow learners.



2.3.2 How does IQAC contribute to improve the teaching-learning process?

- The IQAC cell regularly monitors promotion and implementation, continuous improvement of co-curricular and extracurricular activities of the institution. The portions covered, lesson plan and notes of lesson prepared by the staff are often cross checked through its members.
- IQAC cell provides the development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- As a step towards maintaining quality in the teaching-learning process, senior faculty members are entrusted with the responsibility of monitoring the academic environment and effective classroom management.
- Workshops (FDP) are conducted for Staff members to improve internal and external quality.
- IQAC further caters to the infrastructural needs like ICT resources, Smart boards, PPTs, Wi-Fi for better teaching learning.
- IQAC Cell also gets various feedbacks from students, Staff, and placement cell to introduce innovative teaching learning methodologies.

2.3.3 How learning is made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

The college has computers with internet facility, well equipped library (infinet, e-books, e-journals), language lab, seminar hall, learning through projectors to support the teaching learning needs of staff and students.

Student-centric learning: It is not just the Chalk and Talk method as the teachers use innovative teaching methodologies like discussions, seminars, Role play, Quiz etc.

The classrooms are interactive; students are encouraged to present papers on topics of their interest. Students solve problems, answer questions, formulate questions of their own, discuss, explain, debate or brainstorm during class hours. Students take leadership in the classroom, present their work and facilitate group learning.



Support structures and systems for interactive learning:

Interactive learning is enabled with group discussions and debates on relevant topics. In-depth discussion, reflection and consolidation of learning are done in smaller groups. This enables active participation and better understanding of subjects.

Support structures and systems for Collaborative learning:

Collaborative learning takes place with group seminars, projects and learning through games presentations. Technology aided teaching is practiced by the Departments of Computer Science, Computer Applications, Mathematics and English. Curriculum-specific applications are done to the fullest extent possible. Active participation of teachers in collegiate learning/class preparation and faculty development are an ongoing learning process. The College is in collaboration with ICTACT, NPTEL to develop the teaching skills and make it learner centric.

Support structures and systems for independent learning:

Independent learning is made possible by motivating students to get more information on specific topics from the library or website to be discussed in class, especially for PG students. Background information to subjects is collected by the research students. Topics for seminars and assignments are carefully chosen to encourage self-learning. Internet research is encouraged. Arrangements are made to facilitate the use of the Language Lab every day after College hours.

2.3.4 How do the institutions nurture critical thinking, creativity and scientific temper among the students to transform them into the life-long learners and innovators?

- **College magazine** plays a major role in kindling the creativity and latent talents of the students. Creative endeavors like articles, stories, poems by students find a place of prominence in the magazine. Besides providing an opportunity to publish their works the magazine also involves them as student editors in all the areas of its publication. It serves as a platform to students' creativity.



- The Departments encourage exhibitions, paper presentations and other competitions ensuring a scientific temper that ignites the minds of the students.
- The student council acts as an apex body to plan, execute and control various activities of the college. The student council gives opportunities for developing leadership qualities, team spirit and interpersonal skills by organizing and conducting events. Their experience in event management makes them active and helps them to acquire skills which are useful in their life.
- The students are encourage to participate in inter collegiate competitions to nurture their talents.
- Departments organize weekly activities like quiz, poster presentation, just a minute, essay writing, debates, adzap, creative making (wealth out of waste, cooking without fire) and come out with innovative ideas.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

Computer assisted teaching has been introduced in some departments. Facilities such as LCD Projector, OHP and internet are used for teaching and learning in the department. The establishment of Language Lab has helped the students to keep pace with modern technology in learning English language. Both staff and students make use of the web resources.

2.3.6. How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc?)

- Post graduate students are encouraged to use Digital library and avail all e-resources available.
- The usage of internet facilities (INFLIBNET), research journals and daily newspapers help the students and faculty keep updated of the recent developments.
- The faculty is encouraged to attend seminars, workshops and symposia conducted at various universities and research institutes.
- Resource persons are invited to give lectures to help both the students and faculty to keep pace with the advanced developments in their subjects.



- Most of the faculty members are actively involved in research work and their papers have been published in reputed national and international journals.
- Some of the departments organize industrial visit and study trips to acquaint the students with the changes taking place in their stream.

2.3.7 Detail (process and number of students/benefited) on the academic, personal and psycho social support and guidance services (professional counselling / mentoring / academic advice) provided to students.

The institution takes every initiative for addressing the academic, psychosocial and personal needs of the students. At the time of admission the students are asked by the area of interest and advised accordingly to choose their subject. The institution adopts and helps the students mentor –ward system academically weak students are give adequate guidance and encouragement at the department level by the respective staff in charge and remedial classes also conducted for them. A qualified Counselor is taking care of students psychological and social problems. Placement cell provides career and placement counseling to the students.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adapt new and innovative approaches and the impact of such innovative practices on students learning?

Apart from the traditional direct teaching method like chalk and talk as a primary method of teaching, yet they also make use of interactive methods of teaching like

- Smart class, group discussions, paper presentation and quiz.
- Guest lectures, field trips and various competitions are conducted.
- Use of charts and models make the process of teaching and learning more interesting and interactive. Faculty members adopt PPT presentation to make teaching effective and interesting.
- Project is mandatory for some UG and all PG courses to make the students learn to work individually or cooperatively in groups to solve real world problems.
- Computer aided teaching reaches both to slow learners and fast learners at a suitable place. Filmed dramas and novels are also shown to students by English department.
- Role play, e-learning and NPTEL



2.3.9 How is the library resources used to augment the teaching learning process?

The college library has subject describe the method of catalogue arrangement of books belonging to different departments. The college library has subscribed to various journal related to different subjects. Books and magazines are purchased by the college on regular basis for knowledge upgradation. Newspapers and internet are available to keep track of the latest advancements in a particular field. Old question papers in bound form for all subjects are made available to the students. The college has earmarked a prize entitled “**Best Reader**” (one each for students from each year and the faculty) for those who get the maximum number of books issued from the library. This incentive helps the students and the teachers to increase their knowledge about their subjects of interest or concerned. Digital library, membership in British council, American library and INFILIBNET are used for the teaching and learning process

2.3.10. Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If yes elaborate on the challenges encountered and the institutional approaches to overcome these.

Well planned calendar, lesson plan and course file helps in completing in curriculum on time. But unexpected holiday due to bad weather, political unrest then the working days are compensated on Saturday. For first years, admissions are permitted till August and after that it becomes a challenge to complete the curriculum. During the first semester, students take time to settle down and adapt to collegiate teaching methodology and complexity of the curriculum that aims at specialization. This transition period throws a challenge to the teachers. The tutors give special attention to those who are admitted late. The first CIA is held at a later date for them.

Admitting students who have studied through the regional language requires extra care and attention that slows down the teaching pace and thus it is a challenge completing the curriculum. Remedial and tutorial for those who are not able to keep pace with others and regular classes. To help students who have studied through the regional language, we have introduced the ELT programme.



2.3.11 How does institute monitor and evaluate the quality of teaching learning ?

The institute monitors and evaluate the quality of teaching learning by feed back, grievance cell, teacher evaluation, HOD evaluation and students evaluation. Departments are called for review meeting with the staff after every unit test and CAT test to analyze the students performance in every subject and to identify the absentees. Defaulters are suitably counseled by the respective mentors of the department.

The institute conducts such review meeting after the publication of the end – semester examinations and the result performance is submitted to the Principal.

Remedial classes are arranged for slow learners whose academic performance is not satisfactory.

Feedback from the students about the teacher will be evaluated by the HODs.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

Table 2.4 : Details of teachers recruitment and retention

Highest qualification	Professor		Associate professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Ph.D		1		2	1	4	8
NET/SLET					7	4	11
M. Phil					9	32	41
PG					1	3	4



An advertisement calling for eligible candidates is placed in a National Newspaper in the month of March/April. Shortlisted candidates are called for an interview. They face an interview board comprising the Chairperson, Principal and Head of the Department. Priority is given based on eligibility, merit, attitude and overall personality. A basic pay of the UGC scale is granted to all the eligible candidates.

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

The college takes every effort to recruit qualified staff. In case of scarcity of staff members, staff are recruited on temporary basis till qualified staff members are appointed. Teaching staff are sent to attend courses that will equip them with the necessary knowledge to handle new course/subjects that are introduced. When 'Soft Skills' was introduced three faculty members from the Department of English attended the training programme conducted by CII.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

Table 2.5 : Staff Development programmes

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	5
HRD programmes	4
Orientation programmes	54
Staff training conducted by the University	11
Staff training conducted by other institutions	2
Summer - winter schools, workshops, etc.	00



- b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning.

Teaching learning methods/approaches

- The institution organises an orientation program before the commencement of every semester.
- The college organizes programmes to motivate teachers to prepare computer aided teaching/learning materials (ICT tools).
- The institution takes several steps to empower and enable the use of various tools and technology for improving teaching/learning. The use of latest technology viz. Infilbnet, internet, LCD projectors, OHP, power point presentation.

Handling new curriculum

So far as the handling of new curriculum is concerned, we receive the necessary guidance/instructions from the parent university, which they pass on to other teaching faculty for implementation.

Assessment

The self appraisal report is one of the vital tools used for assessing the quality of the faculty. It also gives a picture of the needs of the faculty in terms of their research and other activities. Suggestions to improve the academic system, provided by the faculty through the self assessment report are also taken into account by the college. The Principal grades the faculty through their self appraisal report. External expert staff appraisal report taken into account. Annual increments of the teachers are subject to the grades earned by the faculty.

The college, at its own level and with the assistance from parent university make arrangements for seminars and conferences at different levels where in experts from various fields are invited to share and deliver their experiences and knowledge. The Management support the cause of women education thereby offering tuition fee concession to the first generation girl students. The subject of environment education is a part of the college curriculum. It is compulsory for all, irrespective of any stream, to clear the paper of environment.



Audio Visual Aids/multimedia

Lectures are taken using audio visual aids in Classrooms. The college has a well equipped seminar hall with modern facilities like LCD projector, sound system, computer etc.

OERs (open educational resources)

College provides the facility of Open educational resources which includes full courses, course materials, textbooks, university question bank, software, techniques used to support access to knowledge for faculty members. Teachers develop and share their notes and teaching material with other colleagues through hard and soft copies and the same is also updated through the knowledge hub (created by our college) for the use of other teachers.

Teaching learning material development, selection and use

The teachers of our institute are given free access to internet. This helps them collect and pass on learning material from the internet, etc. The college has a well developed library which contains thousands of books on various subjects. Besides this the college organizes seminars and conferences which help as a learning source for the faculty.

c) Percentage of Faculty invited/participated/presented

Table 2.5: Percentage of faculty invited/participated/presented

1. Percentage of Faculty Invited as resource persons in Workshops - Seminars - conferences organized by external professional agencies Year Workshops				
Year	Workshop	Seminar	Conference	Percentage of Faculty
Nil	Nil	Nil	Nil	Nil

**2. Percentage of Faculty Participated in external Workshops - Seminars - Conferences recognized by national- international professional bodies**

Year	Workshop	Seminar	Conference	Percentage of Faculty
2009-10	3	1	-	0.11
2010-11	-	1	-	0.02
2011-12	2	3	2	0.12
2012-13	2	1	1	0.08
2013-14	2	3	1	0.15

3. Percentage of Faculty Presented papers in Workshops - Seminars - Conferences conducted or recognized by professional agencies

Year	Workshop	Seminar	Conference	Percentage of Faculty
2009-10	-	7	-	0.19
2010-11	-	5	1	0.11
2011-12	1	7	10	0.32
2012-13	-	14	6	0.38
2013-14	-	16	4	0.49



2.4.4 What policies-systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

- **On duty facilities** are granted for participating in national/international seminars and conferences.
- The institution encourages staff to pursue their M.Phil and Ph.D. Management provides study leave based on their needs to the staff members those who are pursuing PhD.
- The institution deputed its teachers to attend refresher and orientation programs, conferences, seminars and training programs organized by other institutes, universities and research organizations.
- The institution conducts number of seminars, workshops and special lectures for the benefit of its faculties and students. They are free to use internet facility at our college to stay updated with latest innovations in teaching.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

- The college supports and encourages teachers to excel in their teaching. Two of our faculty members have been awarded the 'Best Teacher' award by Lions Club 324A chetpet division, Chennai.

2.4.6 Has the institution introduced evaluation of teachers by the students and External Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

- The head of the institution takes feedback of the teachers from the students. At the end of every academic year students give feedback of individual faculty members on their teaching skills on a prescribed format. The feedback form mainly focuses on the various teaching skills of the faculty members, like presentation, communication, knowledge, content covered, innovative practices and laboratory work. The feedback scoring strength and weakness is discussed by the principal on a one to one basis. If any faculty doesn't meet the benchmark on feedback, he/she is counseled for the future.



- External peers evaluate the faculty members' strength and weakness and suggest measures to improve their teaching methodologies.

2.5 Evaluation Process and Reforms:

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The evaluation being an important part in teaching process helps to analyse the performance of students during their course. At the beginning of academic session, the academic calendar is handed over to communicate the evaluation dates. Evaluation methods are communicated to students, through notices and circulars. Besides this, concerned faculty also explains the evaluation methods to the students in their respective classes. Examination model question papers are made available to students in the college library and students are also informed about class tests and practical tests. All notifications, circulars, regarding examination and decisions regarding evaluation are brought to the notice of the faculty and students well ahead of time.

2.5.2. What are the major evaluation reforms of the university has adopted and what are the reforms initiated by the institution on its own?

The major evaluation reforms of the university which are being followed by the institution are on line entry of internal assessment marks, online registration for university examination and e-printed hall tickets. The university provided the guidelines for internal assessment process. Based on this, the college follows transparency in the internal assessment process by listing it in the notice board.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

The University of Madras has introduced various evaluation reforms to make the system more efficient and effective. The university has introduced CBCS (choice based credit system) and semester system. University examinations are conducted in November and April. 75% attendance is mandatory and a part of Continuous Internal Assessment. The internal assessment marks are distributed to the students and they are added to the external examination marks conducted by the university. Unit test, assignments and seminars are given to evaluate the performance of the students.



2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system?

The formative evaluation approaches are regular class room teaching, assignments, unit test seminars and model examination. This academic year the college introduced unit wise test which helps the students to study the topics easily.

Summative evaluation process includes two terminal tests in the college. If any student does not clear any subject in the final year, the student can take instant test to get through the paper in the same semester.

The University has allotted weekly two hours for each first year student to undergo soft skill training with the goal of teaching students' life skills. Our Soft Skills Trainer has designed the modules that suit the needs of our students and at the end of each semester, we have an external examiner who assesses these students' abilities. Many students have benefited from this training and this has indirectly boosted our placement record.

The students who score high marks are given prizes and cash awards. This incentive motivates the students to achieve university ranks. The slow learners join the remedial classes to do better in the university examinations.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

There is complete transparency in the internal assessment. The criterion adopted is as directed by the university. 25% of weightage is given to the internal marks and 75% weightage is given to external assessment conducted by the parent university. Internal assessment consists of 10% from Continuous Internal Assessment, 5% for seminars, 5% for attendance and 5 % for assignment.



2.5.6 What are the graduates attributes specified by the College/affiliating University? How does the College ensure the attainment of these by the students?

The College ensures that its graduates leave the institution with the following attributes:

- Academic success
- Self-reliant and independent
- Social responsibility
- Community orientation

It is the priority of the college to equip each graduate/ post graduate passing out of the institution with a sound knowledge of their respective subjects. The prescribed syllabus is taught extensively and is augmented with Guest Lectures and co- curricular activities. Discipline is ensured inside the campus and the importance of character is emphasized during the daily Morning Assembly. The College NSS units are encouraged to be very active, inculcating values, community consciousness and citizenship training. The faculty sensitizes students towards inclusive social concerns, human rights, gender and environmental issues and make them sensitive, sensible, useful and conscientious global citizens.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

College Evaluation Grievance Redressal Mechanism

Answer sheets of the Unit tests and CIA tests are delivered and discussed with students and if there is any grievance with regard to evaluation, it is brought to the notice of the grievance cell by a registered complaint raised and revaluation is done by another faculty based on,

- Total is checked again.
- Unmarked questions, if any, are marked.



University Evaluation Grievance Redressal Mechanisms

- Students apply to the University for revaluation of answer sheets
- Rechecking of total marks of Answer sheets

2.6 Student performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

Yes, the college has clearly stated learning outcomes, as in the stated vision and mission statement of the college put up in the college prospectus. The students and staff are made aware of these through the prospectus and handbook. One day orientation programme is given at the beginning of every academic year to the first year students and informed all aspects of education. Course teachers clearly explain about the course objectives and requirements in terms of tests, assignments, seminars and the scheme of evaluation for their respective courses.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme?

Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The college closely monitors the performance of the students through continuous evaluation methods. The evaluation system comprises of tests, assignments and a final exam at the end of the session. A Parent – Teacher meet is organized after every semester and Continuous Internal Assessment to appraise the parents of their wards performance. Also in the departmental meeting, performance is diagnosed to pinpoint students' learning difficulties and necessary remedial actions are identified to improve the performance of slow learners. On the basis of internal examination results, slow learners are identified. Remedial classes are arranged for students from rural background and are carried out early to avoid the learning constraints to take roots into the learning habits of the students. This has helped our institution to perform well in University of Madras examination.

**Table 2.6 : University Rank Holders**

S.No	Name of the Student	Department	Year	Subject	Univerisy Rank
1	R. Christoper	BBA	2004-2007	French	10 th
2	R.Mythili	Microbiology	2005-2008	Tamil	1 st
3	K.Bhuvaneswari	M.Sc Biochemistry	2010-2012	Biochemistry	4 th

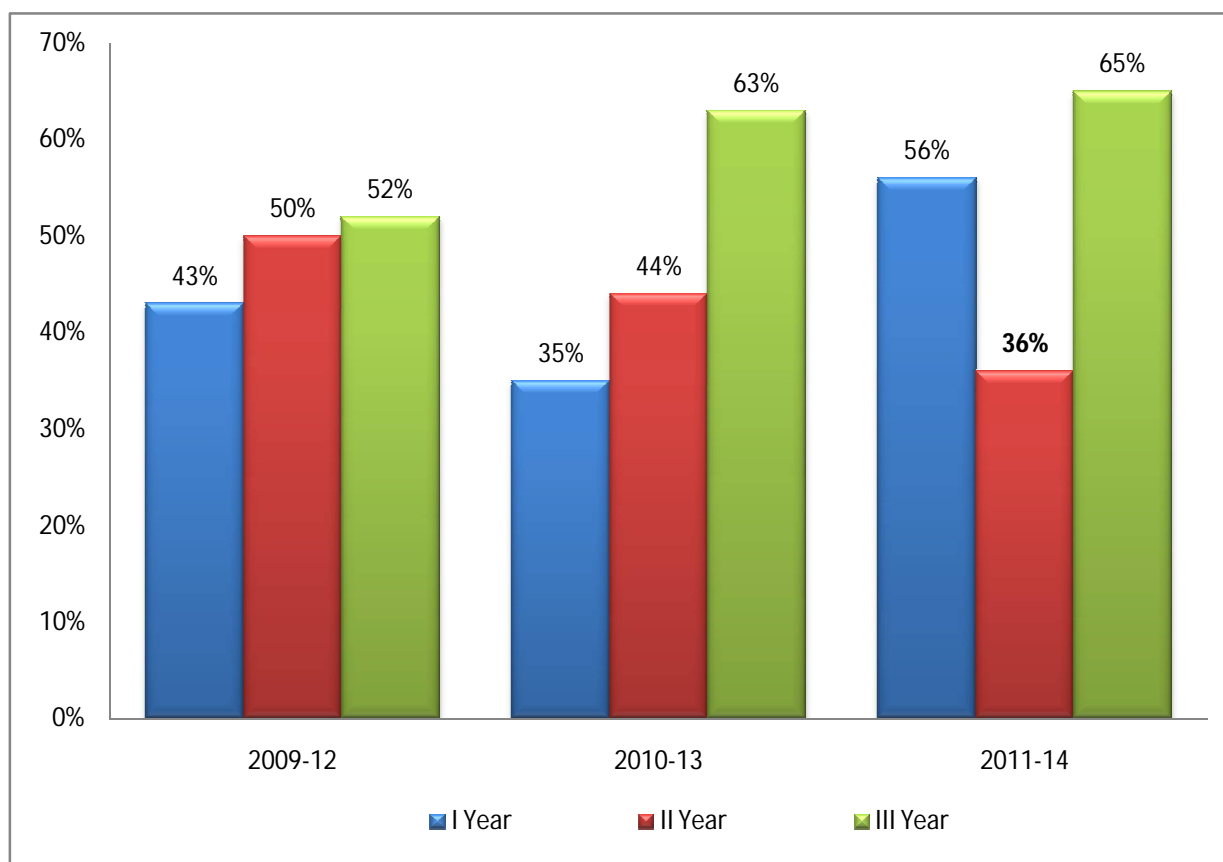
Figure 2.2.1 : RESULT ANALYSIS - DEPARTMENT OF COMMERCE



Figure 2.2.2 : RESULT ANALYSIS - DEPARTMENT OF CORPORATE SECRETARYSHIP

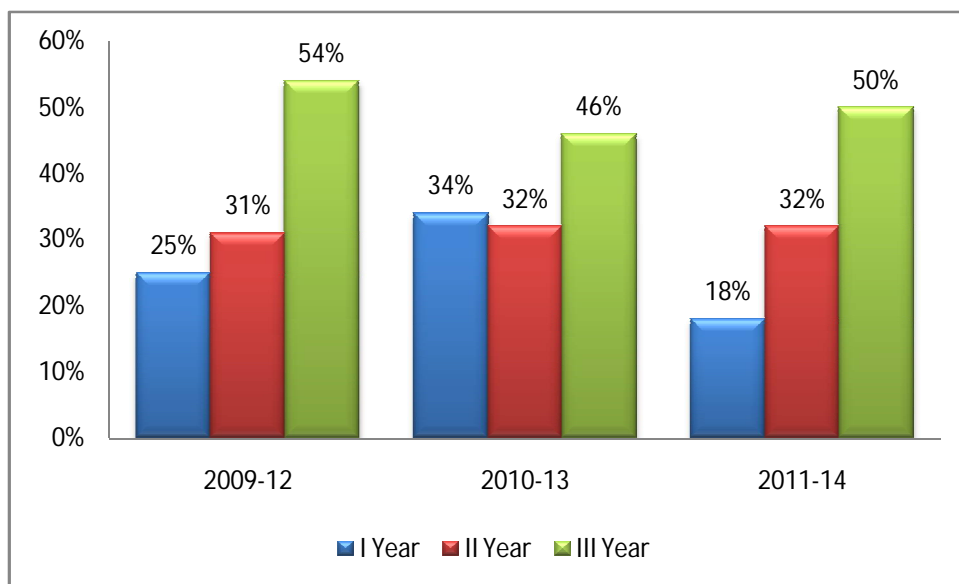


Figure 2.2.3 : RESULT ANALYSIS - DEPARTMENT OF BUSINESS ADMINISTRATION

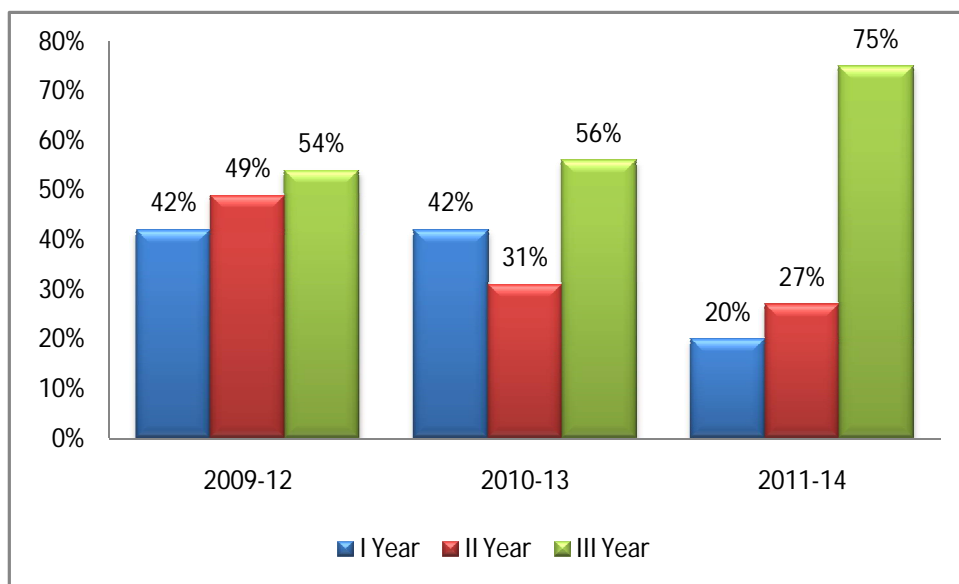




Figure 2.2.4: RESULT ANALYSIS - DEPARTMENT OF COMPUTER APPLICATION

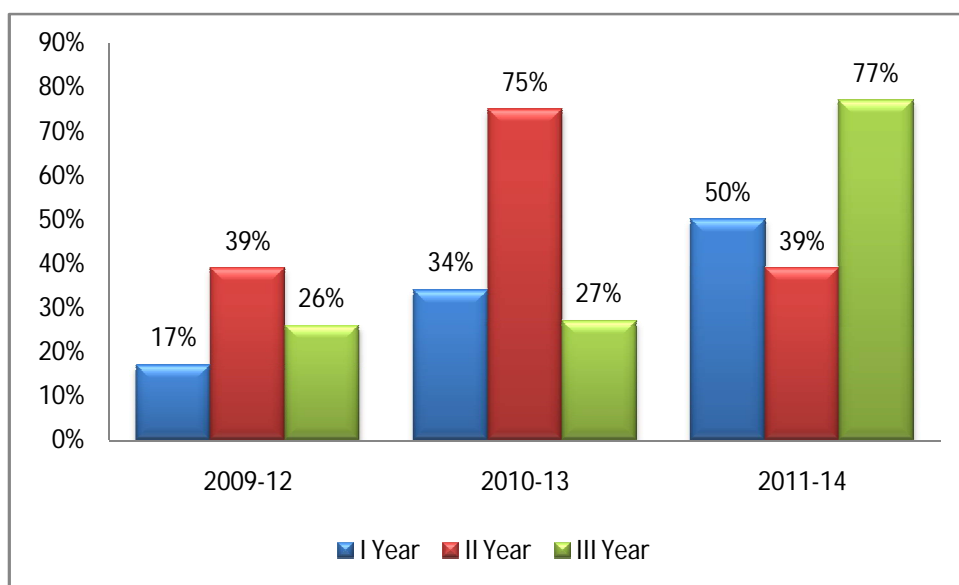


Figure 2.2.5: RESULT ANALYSIS - DEPARTMENT OF COMPUTER SCIENCE

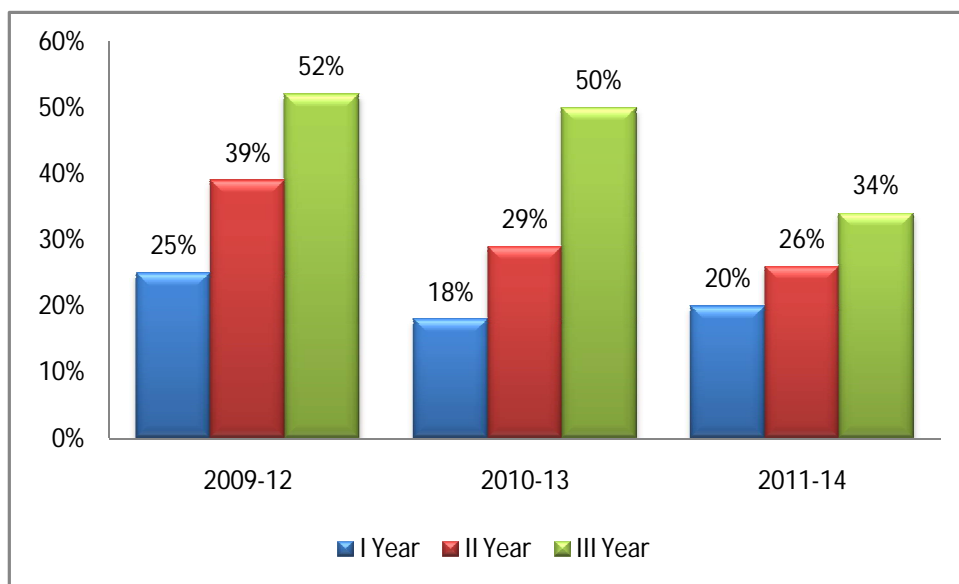




Figure 2.2.6: RESULT ANALYSIS - DEPARTMENT OF MICROBIOLOGY

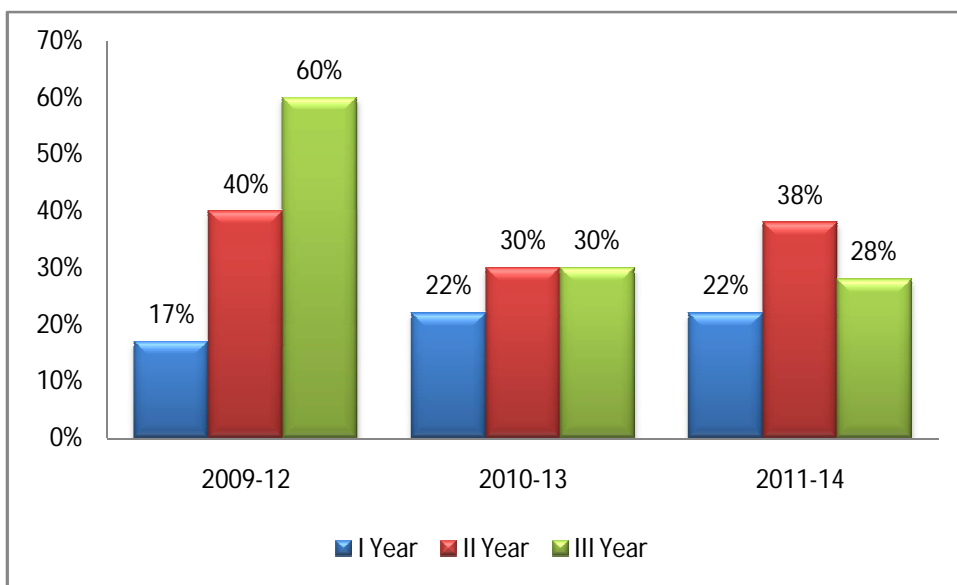
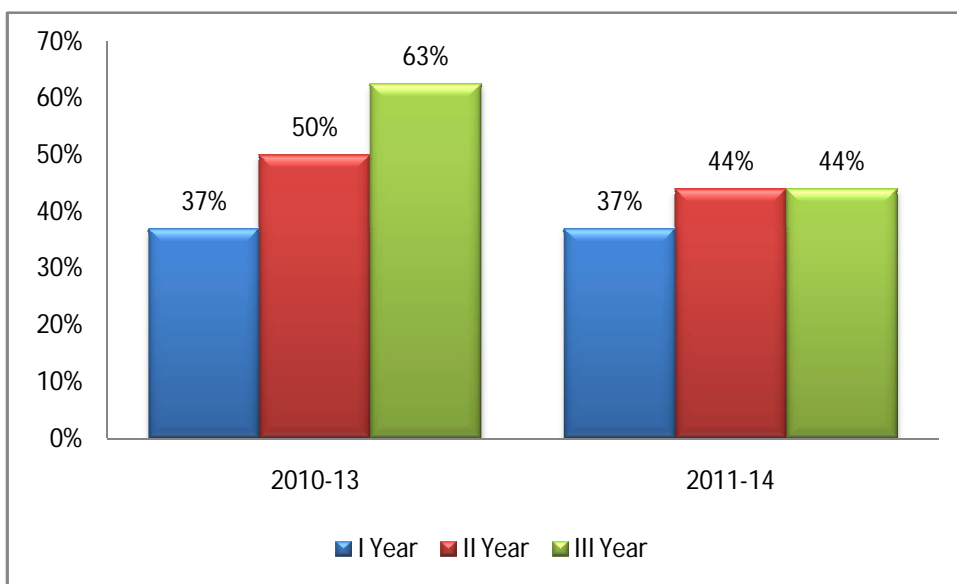
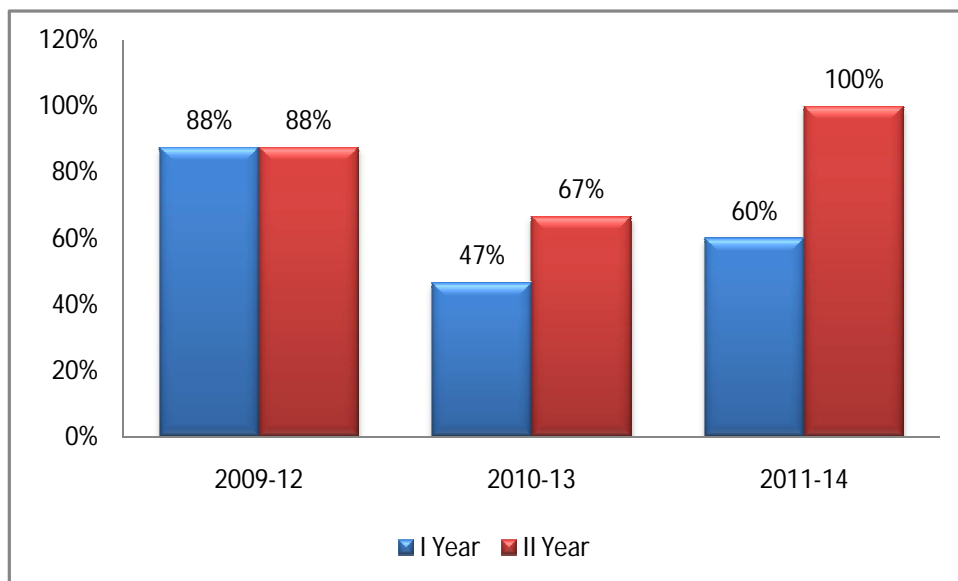


Figure :2.2.7 : RESULT ANALYSIS - DEPARTMENT OF ENGLISH



**Figure 2.2.8 : RESULT ANALYSIS - MASTER OF COMMRECE****2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?**

The teaching, learning and assessment strategies of the institution are structured to facilitate the achievement of the intended learning outcomes through:

- Academic calendar
- Lesson plan
- Well-equipped laboratories
- Well-equipped library
- Classrooms
- Audio-visual equipment
- Class tests, written assignments, oral tests, group discussions & interactive sessions

All these help in bringing out the best learning outcomes



2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

The college takes up the following measures and initiatives to enhance the social and economic relevance of the courses.

- Admission committee counsels the students on the social and economic relevance of each program. The various job opportunities and research prospects are briefed.
- An expert from the industry and academia visits the institution to give awareness on social and economic relevance and other opportunities of the programs.
- The college organizes industrial visits and interactive talks delivered by industrial executives to instill entrepreneurship among the students.
- The college faculty instills research aptitude in the students by giving them minor projects. Students of Commerce and Computer Science Departments are assigned such projects.
- The college NSS unit regularly organizes programmes to enhance the social relevance of the courses.

2.6.5 How does the institution collect and analyse data on student learning outcomes and use it for planning and overcoming barriers of learning?

The college assesses the student's performance consistently by conducting test, seminars, assignment and result analysis. Based on these, the institution plans for remedial, tutorial and additional classes, counseling, special coaching classes, additional training, etc. to overcome the barriers of learning.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

The institution has a clearly defined, set mechanism to monitor the learning outcomes. Lecture and laboratory hours are fixed. The assignments are corrected within a short duration and the marks are entered in mark register, which acts as a ready reckoner for the academic progress of the students. Based on the participation in the class and the marks scored in the unit tests, CIA and assignments, the student level is judged by the staff member and appropriate action is taken if necessary. At the end of each periodical test, mark register which consist of unit test results and attendance status are submitted to the office for further scrutiny.



Counseling is given to slow learners. Parents of such students are called to meet their respective faculty member, if required. The faculty members are encouraged to conduct surprise tests, quiz etc. to monitor the academic progress of each student.

2.6.7 Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

Yes, the institution and individual teachers use the following assessment / evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning:

- Marks in internal exam
- Classroom performance
- Behavioral aspects
- Communication skills
- Activities and performance in NCC, NSS, Sports, Cultural activities
- Certificate & cash/kind reward received by students for good performance

Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

- A very conducive environment is created for all students to monitor the progress of slow as well as advanced learners.
- To make teaching / learning effective and enjoyable, a combination of traditional and innovative methods is practised, depending on the requirement of the subject and the mental ability of the learners and making changes according to the latest developments in all the subjects.



- To make learning student centric, a number of clubs and committees have been constituted so that the students realize their fullest potential to achieve their targets.
- Through lectures, workshops, seminars, conferences, character building camps, students become independent and lifelong learner.
- The evaluation processes are student- friendly and transparent.

A number of effective measures have been adopted to nurture critical thinking, quality of teaching and thereby prevent faculty stagnation and complacency.



Criterion III - Research, Consultancy and Evaluation



Criterion III Research, Consultancy & Evaluation

3.1 Promotion of Research

3.1.1 Does the institution have recognized research centers of the affiliating University or any other agency-organization?

No. The institution does not have any recognized research centers of the affiliating university or any other agency/organization.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

The institution has constituted a research committee, which monitors and support student projects and encourages various other research activities of the faculty members. The committee comprises of the Principal and seven senior faculty members.

The recommendations of the committee are:

- To encourage faculty members to pursue research (Ph.D programs).
- To present research papers and publish research articles in various seminar / workshop / conferences & journals.
- To provide seed money to meet the registration charges to participate in seminar / workshop / conferences.
- To introduce the student project cell under the purview of research committee.
- Plan to start research oriented course M.Phil. Application already submitted to University of Madras.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes-projects?

The institute has provided high end computers in LAB with internet access for staff and students. The library is equipped with Infilbnet and research journals. The research committee coordinates all the activities of student research project.



- To kindle interest among students and teachers. The college has procured the latest equipments, updated the library facility and subscribed to the research journals. Currently there is no research project as such being implemented. M.Com/M.SC (CS)/M.Sc (BC) have the freedom to choose their research topics.
- The staff members are provided with On-Duty leave to participate in seminars/workshops/conferences.
- Time-off, reduced teaching load, special leave etc. to teachers: These facilities are available to teachers who are in the final stages of submission of their Ph.D thesis.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

The institute motivates the students for higher education,

- By holding intra-college, inter-college and inter - school competitions based on various latest research topics.
- By arranging seminars and science exhibition whereby students have ample opportunities to interact with resource persons.
- By providing books, journals, magazines of research importance in library and modern equipments in laboratories.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual-collaborative research activity, etc.)

Some of the faculty members are involved in research activity at their own level.

The following students of the institute are involved in individual projects.

**Table-3.1.1 PROJECT DETAILS OF M.SC BIO CHEMISTRY**

S. No	Batch	Name of the Students	Title	Under the supervision
1	2008-09	K. Singaravelu	Evaluation of Biochemical studies on Tobacco chewers in different age related groups.	Mrs.P. Geetha
2	2008-09	P. Arunthathi	Comparison of biochemical parameters between normal and Leukemic subjects in different age related groups.	Ms.M.k.Vanitha
3	2008-09	B. Lavanya	Analogy of Biochemical parameters in discrepant age group with diabetic nephropathy.	Mrs.R.Thamarai Selvi
4	2008-09	S.Thanga Malathi	Study of changes in Serum biochemical parameters in Channa punctatus following prolonged hexavalent chromium exposure.	Mrs. P.Sreedevi
5	2009-10	S.Dhanasekar	Study of Biochemical parameters in Diabetic nephropathy of different age group.	Mrs.D.Suja
6	2009-10	V.Subramani	The study of risk factor coronary heart disease in type II diabetes mellitus	Mrs.P.Sreedevi
7	2009-10	D.Sangeetha	Effect of hyperglycemia on osteophoresis in post menopause in women when compared with normal post menopausal women	Ms.M.K. Vanitha
8	2009-10	D.Usha	Evaluation of Glucose tolerance test between Healthy deliveries (Vs) Gestational diabetes.	Mrs.K.Meena
9	2010-11	V.Pargunan	A clinical study of alcoholic liver disease based on duration of consumption.	Mrs.D.Suja
10	2010-11	A.Kavipriya	Biochemical analysis of anaemic patients with renal failure between male and female.	Mrs.K.Meena
11	2011-12	A.Amutha	Antifungal lectin isolation and physiochemical character from Mucuna pruriens	Mrs.S.Jeba sheeja



12	2011-12	K.Bhuvaneswari	Inhibition of B.lactamase produced by multidrug resistance bacteria by terpenoid extract of <i>Toddalia asiatica</i> .	Mrs.D.Suja
13	2011-12	J.Jayakodi	Pharmaceutical importance of glucose oxidase production from <i>Aspergillus oryzae</i> .	Mrs.K.Meena
14	2011-12	A.Kanimozhi	The study of antioxidant activity of flavanoid from petals of <i>Nymphaea stellata</i>	Mrs.P.Sreedevi
15	2011-12	S.Latha	Screening of Tannase and its Biochemical Characterization from <i>Aspergillus niger</i> under solid state fermentation.	Mrs.B.Lavanya
16	2011-12	G.Malathi	Correlation between citric acid cycle and glyoxalate metabolite antibiotic production of streptomyces species in glucose and starch medium.	Mrs.D.Suja
17	2011-12	D.Marudevi	Isolation and physiochemical characterization of Trypsin inhibitor from the fruits of <i>Embolia officinalis</i> .	Mrs.P.Sreedevi
18	2011-12	R.Sarathi	Reduction of Xenobiotic toxicity by lactase enzyme from <i>Pleurotus fungi</i>	Mrs.D.Suja
19	2011-12	S.Sridevi	Inhibition of Xanthine oxidase and lipid peroxidase by terpenoid extract of <i>Glycyrrhiza glabra</i> Linn	Mrs.S.Jeba sheeja
20	2012-13	M.Murugan	Studies on Phytochemical screening and antioxidant activity	Mrs.D.Suja
21	2012-13	V.Meenakshi	Studies on antioxidant and antibacterial activity of <i>Enicostemma littorale</i> .	Mrs.K.Meena
22	2012-13	R.Indirakumari	Phytochemical analysis ,`Antioxidant activity and antimicrobial activity of <i>Psidium guajava</i>	Dr.Deepa.C.Philip
23	2012-13	M.Santhi	Antioxidant and antidiabetic activity of <i>Musa acuminata</i> , <i>Citrus sinensis</i> , <i>Phyllanthus emblica</i> .	Dr.Deepa.C.Philip

**Table-3.1.2 PROJECT DETAILS OF M.COM****Under the supervision of Dr.Kamala Balakrishnan**

S.No	Batch	Name of the Students	Title
1	2011 -2012	S. Palraj	A Study on employee motivation at Susira Industries Pvt Ltd
2	2011 -2012	V. Kumudha	A Study on Stress Management in TVS Lucas in Chennai
3	2011 -2012	R. Nishayini	A Study of Banking services in India
4	2011 -2012	K. Varnamuthu	A study on rural finance in an Indian Economy
5	2011 -2012	R. Sudhan	A Study on Working Capital Management in TTK Health care Ltd
6	2011 -2012	M. Asha	A Study of Labour Safety and Welfare Policies
7	2011 -2012	E. Sreenivasan	A Study of Ratio analysis on Tamilnadu Cement Corporation in Ariyalur
8	2011 -2012	S. Sivakumar	A Study on Investment in Mutual Funds at India
9	2012-2013	V. Darlin Angel	A Study on Stress Management
10	2012-2013	T. Bharanidharan	A Study on Employee responsibility small group activities
11	2012-2013	R. Elumalai	A Study based on Banking services in India
12	2012-2013	P. Sivaramakrishnan	A Study on Working Capital Management
13	2012-2013	CH. Suhasini	A Study based on customer satisfaction in TATA Sky DTH in Chennai Tamilnadu
14	2012-2013	D.Manjula	A Study on Man Power planning for production
15	2012-2013	B. Jayarekha	A Study on Ration Analysis



16	2012-2013	K. Vinoth Kumar	A Study on Nokia mobile phone uses with special reference to Gingee Town
17	2013-2014	S. Brindha	A Study on Employee Engagement with reference to Carborundum Universal Ltd
18	2013-2014	V. Tamailarasi	A Study on Stress Management with reference to Vijay Enterprises
19	2013-2014	Tamailaran K	A Study based on Ratio Analysis of Madras Fertilizer
20	2013-2014	S.Powiln Mary	A Study Budgeting & Budgetary control with reference to integral Coach Factory

Table-3.1.3 PROJECT DETAILS OF M.SC COMPUTER SCIENCE

Under the supervision of Mrs.S.Meenakshi

S.No	Batch	Name of the Students	Title
1	2013-2014	L.S.Prem Kumar	E-Pay
2	2013-2014	V.Arul	Web Based Application For Multilingual Translation
3	2013-2014	J. Udhaya Shankar	Utility Bill Payment
4	2013-2014	P. Mahalakshmi	E-Mail Spam Blocking System



5	2013-2014	R. Jayashree	Secure Log Management For Internet Banking In Cloud
6	2013-2014	P.Priyanka	Qos Ranking Prediction For Cloud Services
7	2013-2014	A. Angel prabha	Mobile Comparing System Suggesting Best One

Table-3.2 Faculties pursuing research in Ph.D

S.No	Name Of The Faculty	Department	Area of research
1	S.Umasarulatha	Commerce	Consumer behavior
2	S.Meenakshi	Computer Science	Image processing
3	Prema Kirubakaran	Computer Application	Image processing
4	A.Vinoth	Computer Science	Bio metrics
5	C.Balalrishnan	Business Administration	Cross Culture and diversity on Indian organization
6	V.Raji	Commerce	Consumption pattern of women in the FMCG Sector.
7	Y.Aqther Begam	Commerce	Consumer behavior
8	T.Deepa Augustine	Commerce	Impact of work culture and communication in work engagement.



9	T.Banu	Tamil	Vallalarin seer thiruthiritharin kotpadugal –oru ayivu.
10	S.Shanmugam	Commerce	Consumer behavior with respect to soaps
11	V.Anbarasu	Commerce	Performance of public sector enterprises-ONGC
12	B.Savithri	Tamil	Ezhuthu sollilakkana kothatukal varalatra nookku
13	R.Santhanakrishnan	Tamil	Thirukkural Panmuga Aivu
14	M.Vanisree	Management	Job stress
15	R.Balakrishnan	Commerce	An empirical study on housing finance and perception of borrowers on housing finance schemes.
16	K.Banulatha	Commerce	Effect of branding on consumer buying behavior with spl reference to L.G.Durable goods.

3.1.6 Give details of workshops/training programmes/sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staffs and students.

The following workshops/ training programmes / sensitization programmes were conducted / organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students:

**Table-3.3 List of seminar /Training programmes conducted.**

S.No	Name of the resource person	Topic	Date
1.	Dr.Joseph K. David, Scientist C, National institute of epidemiology(ICMR) Ayyappakkam,Chennai.	Good Laboratory practices	Aug 2013
2.	Dr.H.SekarBabu,Professor,vel tech -Avadi	Role of Biochemist in Drug Discovery	July 2012
3.	Dr. D.Saravanan,Asst ,Prof. PG.dept of Biochemistry D.G.Vaishnava college Arumbakkam	Life science a ladder of life	March 2012
4.	Dr. P. Anandakumar Asst. Prof, Biochemistry , Sri Muthukumaran medical college hospital and R I, CH-69	Benzo(a) Pyrene induced experimental lung carcinogenesis and its assessment on overview	June 2011
5.	Dr. Balu, Asst, Prof, Asan memorial college	Motivation for research	Aug 2012
6.	Dr. Sampath Samraj, prof, P.G and research dept , pachayappa college	Behavioral approach to management training in Indian corporate sector	Aug 2012
7.	Dr. Harihara puthiran, Prof and Head Dept of management studies Indira Institute Engg & tech	Current trends in E. commerce	June 2011
8.	Dr. Subulakshmi,Prof ,St. Thomas College of Arts and Science	How to become an entrepreneur	Oct 2011

3.1.7 Provide details of prioritised research areas and the expertise available with the institution.

We do not have any research centre but our faculty members are involved in the research at individual/collaborative level.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The Management insists on bringing eminent researchers to the college and invites research persons to address and interact with our faculty and students. The list of researchers of eminence who visited the campus is listed in Table 3.4

**Table-3.4 List of Eminent Research persons visited our Campus**

S.No	Department	Date & year	Topic	Name, designation and address of the scholars
1	Biochemistry/ MicroBiology	3 rd Aug 2013	Good Laboratory Practices	Dr. Joseph K David, Scientist C, National Institute of epidemiology (ICMR), Ayapakkam, Chennai.
2	Biochemistry/ MicroBiology	3 rd Aug 2013	Modern techniques in diseases and treatment	Dr. Joseph K David, Scientist C, National Institute of epidemiology (ICMR), Ayapakkam, Chennai.
3	Biochemistry/ MicroBiology	21 st July 2012	Role of Biochemist in Drug Discovery	Prof. Dr. H Sekar Babu Professor, Vel Tech High Tech Dr Rangarajan Dr Sakunthala Engineering college, Avadi.
4	Biochemistry/ MicroBiology	2 nd Mar 2012	Life Science- a ladder of life	Dr. D. Saravannan Assistant Professor PG Department of Biochemistry DG Vaishnava College Arumbakkam.



5	Biochemistry/ MicroBiology	24 th June 2011	Benzo(a)pyrene induced experimental lung carcinogenesis and its assessment on overview	Dr. P. Anadakumar Assistant Professor in Biochemistry Sri Muthukumaran Medical College Hospital and Research Institute Chennai 69.
6	Biochemistry/ MicroBiology	20 th July 2012	Recent Trends in Biotechnology	Dr. Mrs. J. Jelin Senior Professor Department of Microbiology Jaya College of Arts and Science Chennai.
7	Biochemistry/ MicroBiology	31 st July 2010	Microbes in Life	Dr. Mrs. J. Jelin Senior Professor Department of Microbiology Jaya College of Arts and Science Chennai.
8.	B.Com .A&F.	14/8/2012	Motivation	Dr.Balu, Assistant Professor, ASAN Memorial College, Jaladampet.
9.	B.Com .A&F.	15/9/2014	Emerging trends in E- commerce	Dr. Hema Joe , Assistant Professor, Bakthavachchalam college Korattur
10.	B.A English	14/10/2009	Do we need English	Dr. S. Sridevi, Dean of students, CTTE College for Women



11.	BSC(CS)/BCA	11/08/2014	Mobile APP Development	Mr. PariRamalingam, Senior Technical Manager –RBS
12.	BSC(CS)/BCA	19/7/2011	Current Trends in Computer Technology	Ms. R. Jeeva, M.E (Ph.D) Professor, Loyola Institution Of Technology , Department Of Science- Sriperambadur
13.	BBA/B.Com/ B.Com(CS)	June -2013	E-Commerce - Recent trends	Mr. S.Krishna murthy , Visiting professor, BITS Pilani
14.	BBA/B.Com	Aug-2012	Interviewing skills	Dr.Sampath Samraj, Professor PG and Research Department, Pachayappa college, Chennai
15	BBA/B.Com	August,2012	Motivation	Dr. S.Balakrishnan, Professor, Asan memorial College , Tambaram, Velachery, Chennai
16	BBA	August ,2012	Behavioral Approach to Management training in Indian corporate sector	Dr.Sampath Samraj, Professor, PG and Research Department Pachayappa college, chennai.
17	BBA/B.Com	June,2011	Current trends in E-commerce	Dr.Hariharaputhiran, professor and Head, Department of Management studies ,Indira institute Engineering and technology
18	BBA/B.Com	July2011	Leadership qualities	Dr. Viji Rajesh, Professor in S.A Engineering college. Avadi,Chennai



19	BBA/B.Com	Oct.2011	How to become an Entrepreneur?	Dr.Subulakshmi ,professor, St.Thomas college of Arts and Science college
20	BBA/B.com	Aug-2012	Interviewing skills	Dr.Sampath Samraj, Professor PG and Research Department, Pachayappa college, Chennai
21	BBA	Oct2012	Latest dimensions of management	Mr. George Fernandaz Assistant professor in Loyola college

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

9% of staff members have availed sabbatical leave. The motivation to pursue research has improved recently, hence more staff members are pursuing research, thereby promoting a research culture on the campus.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness advocating-transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).

The College encourages teachers to organize and to attend seminars and conferences to promote knowledge sharing. The research work of teachers is published in various journals and also as proceedings of conferences. These two activities lead to the generation of awareness and transfer of research findings to the students and community. M.Sc students present their project work to other students through PPT, and thus communicate their work to other students and faculty. Students are encouraged to read journals which results in new research activities.



3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

Though there is no exclusive provision for research and development, The College has provided the infrastructural requirements and learning facilities for supporting research. These facilities include books and journals, computers, printers, science laboratories, internet facility, INFLIBNET and a language laboratory.

3.2.2 Is there provision in the institution to provide seed money to the faculty for research? If so, Specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

There is no such provision in the institution.

3.2.3 What are the financial provisions made available to support student research projects by students?

There are no financial provisions but all other academic support is made available for P.G students to do their research projects. Certain other facilities like infrastructure, equipments, books, internet, e – journals etc. are made available to support student research projects from the management.

3.2.4 How does the various departments/ units/staff of the institution interacting undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing inter disciplinary research.

Presently there is no interdisciplinary research project running in the institution. However for inculcation of research aptitude in the students, the institution takes several initiatives like interdisciplinary seminars on the current, relative and very strong issues. Since environmental science and computer education are the top priorities of the global concern more emphasis is imparted for interaction amongst the students so as to generate a common thinking from every angle for interdisciplinary research.

**3.2.5 How does the institution ensure optimal use of various equipments and research facilities of the institution by its staff and students?**

The library with internet facility is provided from 8.30 am to 4.30 pm every working day. Students and staff are encouraged to use library and Infilbnet as required. Computers with internet facility in all departments, Wi-Fi facility, a well-stocked library, with national and international research journals and INFLIBNET enable faculty and students to keep up to date in their respective fields. Basic research facilities are available in science departments that are utilized by the PG students for their project work.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If yes give details.

No special grants were received from industry or other beneficiary agencies.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organisations. Provide details of ongoing and completed projects and grants received during the last four years.

The institution has not received any funds from any funding agencies. All projects and entrepreneurial development programs are funded by the institution itself.

3.3 Research Facilities**3.3.1 What are the research facilities available to the students and research scholars within the campus?**

As mentioned earlier, we are at the under graduate and post graduate level and curriculum of the courses available in the college does not carry any research component other than PG projects. But in spite of this, the basic research facilities are available for the faculty. Internet connectivity has also been provided to all departments to enable the faculty and students to review and get motivated in their academic as well as research.

The existing facilities for research on the campus are.



- Well stocked library, INFLIBNET and Wi-Fi facilities.
- Computer, printers, scanners, laboratories, reprographic facility.
- English Language Laboratory with internet facilities
- National and International journals in different disciplines

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

Necessary infrastructure facilities are created as per the need of the researchers. The institute strategically plans the need of the infrastructural facilities like hardware, software to match the requirements of the projects. The existing facilities are upgraded time-to-time to cope with the latest technology. The college progressively adds the latest research journals and publications to its library. As the strength of students increases in the institution, Management itself procures new equipments as per the requirements.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments facilities created during the last four years.

We have not applied for any special grants to develop research facilities. The institution has plans of Collaboration with industries in the years to come.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus - other research laboratories?

Faculty members pursue doctoral degrees outside the campus in various institutions. The staff members are provided with Inflibnet access, which can be used by them both within and outside the campus. Students of Biochemistry undergo training from Stannis Institute of Paramedical Sciences, Porur, Chennai for further research opportunities.



3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

Inflibnet Services and Wi-Fi connectivity are made available in the campus for the use of faculties. Each staff member is given a user name and password for Inflibnet for pursuing their research work. The college library is well stocked with many research journals

- **Indian Journal of Marketing** ISSN.No.0973-8703
- **Indian Journal of Management** ISSN.No.0975-2854
- **Indian Journal of Finance** ISSN.No.0973-8711
- **ICTACT**
- **Journal of communication Technology** 0976 – 0091
- **ICTACT**
- **Journal on Image and video Processing** 0976 – 9099
- **ICTACT**
- **Journal on Soft Computing** 0976 – 6561

3.3.6 What are the collaborative research facilities developed / created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

The technology, equipment and infrastructure of the College is procured with the existing requirements of the curriculum in mind.

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

- Patents obtained and filed (process and product) - Nil
- Original research contributing to product improvement - Nil
- Research studies or surveys benefiting the community or improving the services – one survey is conducted by the NSS unit of the college to find out the literacy ratio in the neighbouring village.
- Research inputs contributing to new initiatives and social development - Nil



3.4.2 Does the Institute publish or partner in publication of research journal(s)? If ‘yes’, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

We do not publish any research journal currently.

3.4.3 Give details of publications by the faculty and students:

- **Publication per faculty**
- **Number of papers published by faculty and students in peer reviewed journals (national / international)**
- **Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)**
- **Monographs**
- **Chapter in Books**
- **Books Edited**
- **Books with ISBN/ISSN numbers with details of publishers**
- **Citation Index**
- **SNIP**
- **SJR**
- **Impact factor**
- **h-index**

**Table-3.5 Details of Publications**

S.No	Name of the Faculty	Details of Publication
1	Dr. Kamala Balakrishnan	SHRM – competency mapping ISBN/ISSN 978-81-925376-8-9 Sai publications (Dec 2013)
2	Dr. Kamala Balakrishnan	Consumerism in the Global Economy 978-81-925376-0-1 Sai Publications (Dec 2013)
3	Dr. L. Parimala	Advanced Material Research Volume 584(2012) Page 267-271 www.scientific.net doi:10.4028 AMR.584.267 Topic: Oxidative degradation of Rhodamine B catalysed by copper oxide nanoparticles in aqueous medium
4	Dr. L. Parimala	J Nanopart Res (2012) 14:1090 DOI 10.1007/s 11051-012-1090-3 Topic: Copper Nanoparticles catalysed reduction of substituted nitrobenzenes:effect of nanoparticle stabilizers Impact factor: 3.2 (Thomson and Reuters 2012)
5	Dr. L. Parimala	www.urpjournals.com ISSN : 2278 – 1374 Nanoscience and Nanotechnology: An International



		<p>Journal 2013; 3(1): 4-11</p> <p>Topic: Studies on Oxidation of α- Amino acids by Peroxomonosulphate catalysed by Biopolymers stabilized Copper Nanoparticles – Effect of Stabilizers</p>
6	Dr. L. Parimala	<p>Reac Kinet Mech Cat (2014) 111:621-632</p> <p>DOI 10.1007/s11144 – 013 – 0669 -8</p> <p>Synthesis size characterization and catalytic activities of transition metal oxide nanoparticles towards degradation of norfloxacin, oxytetracycline and lincomycin drugs based on H₂O₂ in aqueous medium.</p> <p>Impact factor: 1.1 (Thomson and Reuters 2013)</p>
7	Dr. L . Parimala	<p>Reac Kinet Mech Cat (2013) 109:393-403</p> <p>DOI 10.1007/s11144 – 013 – 0556 -3</p> <p>Topic : CuO nanoparticles with biostabilizers for the catalytic decolorization of bromocresol green, crystal violet, methyl red dyes based on H₂O₂ in aqueous medium</p> <p>Impact factor: 1.1 (Thomson and Reuters 2013)</p>
8	Dr. L. Parimala	<p>Hindawi Publishing corporation</p> <p>Journal of nanoparticles</p> <p>Volume 2014, Article ID 156868, 10 pages</p> <p>dx.doi.org/10.1155/2014/156868</p> <p>Topic: Studies on the Iron Nanoparticles catalysed reduction of substituted Aromatic Ketones to Alcohols</p>



	Dr. L. Parimala	Total number of Citations : 6 h index : 1
9	Dr. Deepa Philip	Published a paper in International journal on Invitro cytotoxicity and anti cancer activity of S.roxburghiana ISSN No. 0975-7066 volume 3 (issue 3) may 2011
10	Dr. Deepa Philip	Published a paper in Asian journal of pharmaceutical and clinical research on GC-MS analysis and anti bacterial activity of chromatographically separated pure fractions of leaves SANSEVIERIA ROXBURGHIANA ISSN No. 0974-2441 volume 4 (issue 4) Sep. 2011
11	Dr. Deepa Philip	Published a paper in middle – east journal of scientific research on Phytochemical screening and anti microbial activity of SANSEVIERIA ROXBURGHIANA schult and schult.F ISSN No. 1990 -9233, year- 2011
12	Dr. Deepa Philip	Publised a paper in Asian journal of pharmaceutical and clinical research on Anti oxidant potential of SANSEVIERIA ROXBURGHIANA schult and schult.F ISSN No. 0974 – 2441 volume 5 (issue 3) 2012
13	Dr. M.R. Sasikala	Published a paper in Indian journal of human rights and social justice vol 3, Nos.1-2, (2008) 327-346 Topic : Women Environment and energy ISSN No.0973 – 5232
14	Dr. M.R. Sasikala	Published a paper in Serials Publications Topic : Women Empowerment through Education in India



15	Dr. M.R. Sasikala	Published a Journal in South Asian journal of human rights volume 4, Number 1-2, 2008 Topic : Empowerment of disabled and education ISSN No. 0973 – 2489
16	Dr.S.Radha	Consumer Behaviour of young persons in the Textile industry on Oct 2013.Asia Pacific journal of Reasearch,ISSN:23205504,VOL.II,Issue :X,P.No.112-120
17	Dr.S.Radha	Consumer behaviour in textile and apparel products. Commerce time,ISSNs :2320-9461,P.NO.15-22.Dec 2013.
18	Dr.S.Radha	Post Purchase Behaviour In Textile And Apparel Products. International Journal Of Research & Business Innovation, Issn: 2321-5615, Vol, No.4, P.No.384-393.Dec 2013.
19	Dr.S. Radha	Changing taste & preference of the consumers in the consumers in textile & apparel products. Sai publication, ISBN :978-81-9253760-0-1,p.No .73-76.Dec 2013
20	Dr.S. Radha	Wool and wollen textile industry. Scholars World ,ISSN :2320-3145,VOL.II,ISSUE 1,9 P.NO.113-117.Jan 2014
21	Dr.S.Radha	Export-Import Scenario HRD Times, ISSN NO 0976-7401,VOL.16,NO.2,P.NO.17-18 .FEB 2014.
22	Dr.L.N. Jayanthi	Published International Research journal of commerce Topic A study on Life Insurance Corporation of India ISSN No. 2320-9461 on Feb 2014
23	Dr.L.N. Jayanthi	Published International journal on commerce and management research on Assessment of the consumer satisfaction of LIC policy holders – A study on the service quality ISSN No. 2321-3604 on oct-Dec 2013



24	Dr.L.N. Jayanthi	Published journal of Business research on Analysis of the Insurance companies service performance ISSN 2248-9711 on July – September 2013
25	Dr.L.N. Jayanthi	Published journal HRD times on Consumer satisfaction with the quality of service ISSN No 0976-7401
26	Mr.R.Balakrishnan	Information Technology in banking services-Trends, issues and challenges-ISSN No 0973-7197-International conference
27	Mr.R.Balakrishnan	Foreign direct investment in life insurance companies-ISBN No 978-93-81992-78-4-National conference
28	Mr.R.Balakrishnan	Cost efficiency of the life insurance companies operating in india-ISBN No 978-81-909199-2-8-National Seminar

3.4.4 Provide details (if any) of

- Research awards received by the faculty - Nil
- Recognition received by the faculty from reputed professional Bodies and agencies, nationally and internationally - Nil
- Incentives given to faculty for receiving state, national and international recognitions for research contributions. - Nil



3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute industry interface?

Our college has a positive interface with the industry for the following purposes:

1. Placement
2. Guest Lectures
3. Industrial Visit
4. Internship and Institutional training
5. Advisory board

We have appointed a placement officer who finds out the requirements of the industry and then provides intensive training to students in industry needs. Representatives from the industry are invited to make presentations to our students who register for placement. Many companies visit the college every year for recruitment. The placement cell takes the students to the job fairs where different companies come and select the students according to their requirements. The institute keeps in touch with the passed out students of the college who are presently working in the companies, these students are also very helpful in arranging the visits of the companies for placements.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The institution promotes and encourages consultancy services among the staff. It is publicized through circular and notice board.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

Staff members have not served as consultants so far, but the institution encourages them to utilize their services outside by granting them permissions and leave.

**3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.**

Consultancy services have not been provided by the institution so far.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

Consultancy services have not been provided by the institution so far.

3.6 Extension Activities and Institutional Social Responsibility (ISR)**3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?**

The institution has created a strong neighborhood community relationship by providing various activities through NSS, RRC, YRC and ISR (Institutional Social Responsibility). The institution has two units of NSS, where the students engage themselves in every activity to serve the society.

- NSS activities – free dental checkup in nearby schools, campaign against alcoholism, Campaign for Literacy Development, Go Green – Tree plantation, Cancer awareness program, diabetic awareness program
- RRC activities – blood donation camps, AIDS awareness
- YRC activities – regulating traffic, rally on road safety program, rally on sexual harassment and women protection.
- ISR activities – two Guinness records were created, first record – worlds longest fresh flower garland was created with the theme ‘World Peace’. The second world record – longest chain of used plastic bottles, to create an awareness with the theme ‘Say no to Plastics’.



3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

The students are encouraged to involve themselves in various social activities. The participation of students in extension activities and field trips are assessed by NSS programme officers, marks are given and credits are awarded at the end of the semester.

First and second year students enroll themselves in NSS, YRC, RRC and Eco Club.

- Two NSS units work together plan and perform regular activities within the budget.
- Involvement of students in extension activities is tracked by the activities and performance.
- The NSS volunteers devote 120hrs every year for extension activities.

NSS programme officers track student involvement consistently and keep a record of their involvement in programmes like Health check up campaign, EVS awareness campaign, Yoga and meditation campaign, Health and Hygiene campaign.

These programme track students participation and involvement in various activities to promote their citizenship role.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The institution conducts various evaluation programmes like student feedback, parent feedback, staff feedback etc., to solicit information on the quality of the institution. The college has various cell activities like Grievance cell, Women cell, Counseling Cell through which additional information is solicited. The student representatives' meeting is conducted every month regularly to get the feedback on academic and infrastructural facilities.

- Admission committee briefs the students and parents about the performance and quality of the institution.
- During the Alumni meet, achievements and performances of the institution are highlighted.
- College magazine gives the complete report on annual achievement.



- Parent Teacher Meeting (PTM) meetings are organized regularly to take feedback of the parents.
- Regular meetings with staff, Heads of Department and Advisory Board are conducted in order to keep every member updated about changes and developments in the college. The decisions taken are implemented after discussion.
- Inter and Intra departmental meetings are regular feature to monitor the progress of student, and the performance of the student is communicated to parents through phone or during PTM.
- Parents/Guardians have frequent interaction with the H.O.D. Opinion of parents is considered with respect.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The institution plans its extension and outreach programmes as per the need of the neighbourhood and based on the programmes listed by the University of Madras. However, all the activities are focused to sensitize the students to impact the society. The college has NSS (2 units), RRC, YRC. One of the major extension activities of NSS is our Institutional Social Responsibility (ISR) where free tuition is provided for school children in our neighborhood. Free dental camp and blood donation by the students have brought huge impact on the student community. Visit to Anna annathai illam and Shore home, a home for the needy and under privileged brings meaning into students' lives. The college is incessantly organizing a number of outreach activities and two Guinness records, first record – world longest fresh flower garland was created with the theme 'World Peace', the second world record – longest chain of used plastic bottles with the theme 'Say no to Plastics' which relate to academic, social, cultural, community service, adventure etc and all culminating in building a healthy society contributing to nation building. The details of the budget are given below NSS

NATIONAL SERVICE SCHEME, RED RIBBON CLUB & YOUTH RED CROSS

We have two NSS, RRC & YRC along with NSS units functioning under the guidance two program officers who are the Assistant Professors of this college. The membership is voluntary. Student members are drawn from almost all departments.



The students are briefed about the yearlong activities of NSS and RRC at the fresher's day –i.e. the day on which the first year students come to the college. A schedule of activities for the year is planned in advance and they are executed with all sincerity.

The camps are held in the nearby adopted villages where students stay in the village and carry out the programs by securing cooperation from the local leaders. Through these camps students benefit in developing their skills in various areas like skills in the personality development, consumer awareness, environment cleanliness and health awareness through special camps. These camps provide an opportunity to understand the rural people, their way of life and living conditions, their culture and habits, institutional and infrastructural facilities available for their requirements. This may pave the way to build a strong social relationship with the other members of the society.

Creating awareness about the need to understand the problem and ways and means of securing solutions to the day to day problems is the main underlying aim of the NSS activities.

NSS REGULAR ACTIVITIES

S.No	DATE	EVENTS	ORGANIZERS
1	05.10.2010	Dental Camp	Meenakshi Dental College
2	07.10.2010	Diabetic Awareness and Screening Programme	Mrs. P.Sreedevi, Assistant professor Annai Violet College
3	07.01.2011	Kaithariku kaikuduppom	University of Madras
4	16.07.2011	Blood Grouping & Eye Screening	Meenakshi College



5	08.08.2011	Human Chain	Chev.Dr.N.R.Dhanapalan Chairman, Annai Violet College
6	12.09.2011	Tree Plantation Programme	Dr.P.E.R.Premchand, Joint Secretary, Annai Violet College
7	30.01.2012	Cancer Awareness Programme	Adayar Cancer Institute
8	13.02.2012	Blood Donation Camp	Lion's Club Chetpet
9	27.08.2012	Tree Plantation Programme	Lions Club- Chetpet
10	22.09.2012	Seminar On Awareness Of Adulteration in Consumer Products	Consumer Club
11	14.09.2012	Cancer Awareness Programme	Adayar Cancer Institute
12	23.01.2013	Seminar on Development of Various Units-Personality Skills	Dr. Sampath Samraj Assistant Professor, Pachaiyappa college
13	04.02.2013	Women Trafficking	Matram Group
14	20.11.2013	Cancer Awareness Programme	Adayar Cancer Institute



15	16.12.2013	Say No To Plastic(Guinness World Record)	Honourable Justice Dr.P.Jothimani (Judicial Member, National Green Tribunal, New Delhi
16	29.01.2014	Burial of Unclaimed Bodies	Govt. Hospital
17	22.02.2014	Personality & Communication Skills	Mr.Karthick, Times of India & Mr.Subhash HCL Technologies

RED RIBBON CLUB CONDUCTED PROGRAM 2010 TO 2013

S.No	DATE	EVENTS	CHIEF GUEST
1	15.07.2010	Blood Donation Camp	Lions Club-Chetpet
2	26.02.2011	AIDS Awareness Programme	Mr.M.S.Dhandapani,RRC Dist.Manager
3	15.07.2011	Mega Blood donation Camp-Perunthalaivar Kamarajar ' s 108 th birthday	Lions Club-Chetpet
4	18.02.2012	AIDS Awareness Programme	Mr.M.S.Dhandapani,RRC Dist.Manager



5	15.07.2012	Mega Blood donation Camp- Perunthalaivar Kamarajar 's 109 th birthday	Lions Club-Chetpet
6	24.07.2012	Prevention of AIDS Awareness Programme	IAPA- Arizona University
7	23.07.2013	Prevention of AIDS Awareness Programme	IAPA- Arizona University
8	11.10.2013	Mega Blood donation Camp	Lions Club-Chetpet

YOUTH RED CROSS CONDUCTED PROGRAMME-2010-2013

S.No	DATE	EVENTS	CHIEF GUEST
1	25.11.2010	Road Safety Programme	Chev.Dr.N.R.Dhanapalan Chairman, Annai Violet College
2	02.12.2010	Tree Plantation Programme	Mr.N.R.D.Prem Kumar Secretary, Annai Violet College
3	25.01.2012	National Voter's Day	Electoral Camp
4	02.03.2012	Road Safety Programme	Chev.Dr.N.R.Dhanapalan Chairman, Annai Violet College



5	05.10.2012	Road Safety Programme	Chev.Dr.N.R.Dhanapalan Chairman, Annai Violet College
6	23.02.2013	Rally on Sexual Harassments & Woman Protection	Dr.Kamala Bala Krishnan Principal, Annai Violet college
7	27.08.2013	Tree Plantation Programme	Lions Club & Leo Club

NSS SPECIAL CAMP

PLACE	DATE	PROGRAMMES	ORGANIZERS
Venkatapuram, Ambattur	2/12/2010 to 8/12/2010	Cleaning the Temple Around the community hall.	Mrs.Vanisree NSS program officer Annai violet college
		Planted 75 Sapling	Mr.N.R.D.Prem Kumar Secretary, Annai Violet College
		Blood Donation camp for public	Jeevan Blood Bank
		Awareness on Global Warming	Mrs.Vanisree
		CANCER Awareness Programme	Dr.Mohan, Prof. M.G.R.Medical University
		Inauguration & Road Safety	Ambattur Municipal Chairman



Venkatapuram, Ambattur	04/02/2011 to 10/02/2011	Programme	Mr.K.N.Sekar & Mr.M.Kumaravelu, Asst.Commissioner
		Tree Plantation	Pasumaithayakam
		Cleaning the Temple	Venkatapuram
		Blood Donation Camp for Public	Govt.Hospital
		Street Play on Various social Issues	Mrs.Kamala Balakrishnan,Principal, Annai Violet Arts & Science College
		CANCER Awareness Programme	Dr.Mohan, Prof. M.G.R.Medical University
Thirumullaivoyal, Avadi	03.12.2012 to 09.12.2012	Cancer awareness Enhancing personality skills	Ms.D.Gomathi Selvi NSS program officer Annai Violet College Dr.Sampath Samraj
		HIV awareness	Mrs.Bhagayalakshmi, RRC Officer
		Awareness on Diabetics	Dr.A.V.Balachander, Scientist, Medical Diabetic Research foundation
		Blood Grouping for Public	Mrs.D.Suja, Asst.Prof.Dept.of Bio- Chemistry



		Disaster Management	Mrs.Kamala Balakrishnan,Principa, Annai Violet Arts & Science College
Tonakela,Ayyappakkam	29.06.2013 to 05.07.2013	Inauguration & Event Management	Director E.D.Chandrasekar Mr.Subash, Standard Chartered Bank
		Sevalaya Programme for School Students & Managerial skills	Mr.Karthick, Times of India.
		Personality Skills	Mr.Krishnakumar, 6 th sense Institute
		Seminar on Infection & Anti Infectives. Interviewing skills	Mr.Harish Mr.SampathSamraj, Pachiyappa College
		Blood Sugar Testing for Public & Nutrition and Diet.	Mrs.D.Suja, Asst.Prof.Dept.of Bio-Chemistry
		Painting Activities & Global Warming-Play	NSS Volunteers
		Tree Plantation & Valedictory Function	Ms.Rani, Lion's Club 324A, Chetpet

**Table 3.5 Expenditure Incurred for NSS.****NATIONAL SERVICE SCHEME STATEMENT OF ACCOUNT FOR REGULAR ACTIVITIES****YEAR 2010 – 2011**

RECEIPTS	RS.
1. Opening Balance as on April 2010	0.00
2. Grants Receive from Madras University	30,000.00
3. Grants yet to receive from Madras University	14,000.00
Total	<u>44,000.00</u>
PAYMENT	RS.
Out Of Pocket Allowance to Programme Officer	9,600.00
2. Clerical Assistance	2,400.00
3. For Program Development of refreshment to NSS Volunteers	20,000.00
4. Purchases Of Equipments / Utensils	3,000.00
5. TA to Programme Officers & Volunteers	5,000.00
6. Contingencies	4,000.00
Total	<u>44,000.00</u>
Closing Balance as on March 2011	0.00

**NATIONAL SERVICE SCHEME STATEMENT OF ACCOUNT FOR REGULAR ACTIVITIES****YEAR 2011 – 2012**

RECEIPTS	RS.
1. Opening Balance as on April 2011	0.00
2. Grants Receive from Madras University	8,000.00
3. Grants Received from Madras University	14,000.00
Total	44,000.00
PAYMENT	RS.
Out Of Pocket Allowance to Programme Officer	9,600.00
2. Clerical Assistance	2,400.00
3. For Program Development of refreshment to NSS Volunteers	24,000.00
4. Purchases Of Equipments / Utensils	1,200.00
5. TA to Programme Officers & Volunteers	300.00
6. Contingencies (Auditor Fee, Photo Charge & Pamphlets)	6,500.00
Total	44,000.00
Closing Balance as on March 2012	0.00

**NATIONAL SERVICE SCHEME STATEMENT OF ACCOUNT FOR REGULAR ACTIVITIES****YEAR 2012 – 2013**

RECEIPTS	RS.
1. Opening Balance as on April 2012	0.00
2. Grants Receive from Madras University – Advance	18,000.00
3. Grants yet to receive from Madras University	17,200.00
Total	35,200.00
PAYMENT	RS.
Out Of Pocket Allowance to Programme Officer	9,600.00
2. Clerical Assistance	2,400.00
3. For Program Development of refreshment to NSS Volunteers	15,040.00
4. Purchases Of Equipments / Utensils	2,360.00
5. TA to Programme Officers & Volunteers	300.00
6. Contingencies (Auditor Fee , Photo Printing Charge & Pamphlets)	5,500.00
Total	35,200.00
Closing Balance as on March 2013	0.00

**NATIONAL SERVICE SCHEME STATEMENT OF ACCOUNT FOR REGULAR ACTIVITIES****YEAR 2013 – 2014**

RECEIPTS	RS.
1. Opening Balance as on April 2013	0.00
2. Grants Receive from Madras University – Advance	22,000.00
3. Grants yet to receive from Madras University	4,576.00
Total	26,576.00
PAYMENT	RS.
Out Of Pocket Allowance to Programme Officer	9,600.00
2. Clerical Assistance	2,400.00
3. For Program Development of refreshment to NSS Volunteers	8,240.00
4. Purchases Of Equipments / Utensils	706.00
5. TA to Programme Officers & Volunteers	300.00
6. Contingencies (Auditor Fee , Photo Printing Charge & Pamphlets)	5,330.00
Total	26,576.00
Closing Balance as on March 2014	0.00



3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/International agencies?

The institution encourages all the faculties and students to participate in the extension activities of the college. The faculty members are designated as program coordinators. The head of the institution with the help of program coordinators plans the number of activities to be carried out at the beginning of the academic year and ensures successful completion of the same within the time frame. Contributions of the faculty and students who are actively involved in extension programmes are adequately recognised and considered for awards. These provisions help to motivate students to participate in these programmes. Special prizes and awards are given to students for their outstanding contribution to extension programmes with certificate of merit. The college encourages students to take part in NSS, RRC, YRC, Eco Club and other extension activities through:

- Advertisement on the notice boards
- Announcements about the upcoming events in the college assembly
- Honoring the Student Achievers of NSS and other extension activities in the College Assembly.
- Awarding Certificate of Merit to Student Volunteers in recognition of the services rendered.
- By inviting eminent social workers, representatives of NGOs, and NSS Officers for discourses / interactive sessions with students.

NSS programme officers track student involvement consistently and keep a record of their involvement in programmes.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

The institution strives to uplift the underprivileged through education. The mission of the college is to empower the marginalized students towards the better citizen of tomorrow. The college had undertaken a survey in the neighbourhood to analyze the social need.



- NSS wing conducts free tuition classes for the school students of the neighbourhood. This acts as an empowerment to the weaker and vulnerable sections of the society.
- There is also a demand for adult education in the neighborhood. The institution is drafting a plan to do the same.
- Students created awareness about medical facilities given by the government to the people of Ambattur.
- Visit to old age homes and orphanages.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

The exposure in various extension activities helps the students to relate themselves to the society and have a holistic education, transforming them into a socially responsible citizen. Free tuition scheme under NSS gives the students a platform to project their teaching skills by rendering classes to the neighboring school students. Other activities like community services, all types of medical camp, blood & dental camp, burial of unclaimed bodies etc. makes the student more socially responsible. All these activities help students understand care and concern for the underprivileged, values of sharing, respect, awareness for the right to live in dignity.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The institution is concerned with communities to actively participate in many of the extension activities. This has contributed to both community- institution networking and development of institutions.

- The local villagers are initially consulted and the youth of the village are called to involve in the NSS activities.



- The NSS students have so far organized various programmes like cleaning the neighbouring schools, white washing & painting the Government schools, Plantation of sapling in the neighbourhood, visiting old age homes and orphanages, aids awareness campaign, anti-tobacco campaign, traffic control etc.
- The institution has taken the initiative to create awareness in the society about social and health problems like female foeticide, dowry system, environment protection, consumer protection, anti corruption, HIV awareness, anti tobacco and cleanliness awareness etc.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The institution has constructive relationships with other institutions of the locality.

- For seminars and workshops faculty members and students from neighboring institutions are invited.
- Student empowerment programmes are conducted in collaboration with other institutions.
- Blood donation camps and burial of unclaimed bodies are organized with the help of Lions club and Leo club.
- Organizing tree plantation, village cleanliness, Awareness activities like, Environment Pollution, Effects of pesticides on human life with the help of NGOs.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

The institution has received an award of appreciation for the extension activity “Kaitharikku kai kodupom” organized by the University of Madras.



3.7 Collaborations

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The institute has not collaborated with research institutes so far.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

Collaborative arrangements with industries have brought more placements to our students.

- Our parent University, University of Madras has signed an MOU with HCL on behalf of all colleges.
- Department of Biochemistry has signed MOU with Stannis Institute of Paramedical Sciences, through which most of our life science students are placed in different renowned hospitals in Chennai.
- Department of English has collaborative arrangement with Skill Enhancement Academy (SEA), for training on Interview skills, aptitude and logical thinking, mock interviews, resume building, personality enrichment.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

Interaction with eminent personalities from reputed universities and industries is very useful for the creation of establishing better academic facilities for staff and students. Many reputed firms like TATA consultancy services, Wipro, Sutherland etc visit the institution for the placements. The labs are being upgraded for the upkeep of latest electronic equipments, computers etc. The placements process got a boost by such interactions.



3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

The college is yet to conduct National and International Seminars, however the Department of Commerce and Computer Science has planned to conduct National Conference during the month of February 2015. The Department of BioChemistry, Commerce, Business Administration, Computer Science & Application plans to conduct various intercollegiate seminars / paper presentation every year.

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements ? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated –

- a) Curriculum development/enrichment
- b) Internship/ On-the-job training
- c) Summer placement
- d) Faculty exchange and professional development
- e) Research
- f) Consultancy
- g) Extension
- h) Publication
- i) Student Placement
- j) Twinning programmes
- k) Introduction of new courses
- l) Student exchange
- m) Any other

**Table 3.6 : List of Activities and Beneficiaries**

Category	Details
Curriculum development/enrichment	Certificate courses like DMLT, E-commerce, Entrepreneurship, ELT – language skills, Personality enrichment and French are conducted.
Internship/On-the-job training	PG department students and Final year students of U G course do their projects in different industries and firms.
Summer placement	NA
Faculty exchange and professional development	Our faculty take part in workshops and present papers which share their specialized knowledge with other participants
Research	Collaboration with research bodies, industries and Institution have benefitted students and faculty members since they could collect data and relevant information for the benefit of their research projects. Our faculty is engaged in research in collaboration with different universities or research centre
Consultancy	The Consultancy is provided by the college faculty only on the gratuitous basis.
Extension	NSS, YRC, RRC and ECO clubs perform extension activities.



Publication	Our faculty published many papers in peer reviewed journals in collaboration with experts of research institutions.
Student Placement	The college has a vibrant career guidance and placement cell which interacts with industries and research bodies. Placement cell regularly organizes seminars, workshops and job drives.
Twinning programmes	College has planned to introduce twinning program in the college premises at UG and PG level from the next academic year. LOI is submitted with University of Madras on 16/09/2014
Introduction of new courses	Certificate courses like E-Commerce, DMLT and Entrepreneurship were introduced as curriculum enrichment programme.
Student exchange	NA

3.7.6 Details on systemic efforts of the institution in planning establishing and implementing the initiatives of the linkages/collaborations.

The College has not yet done such systematic planning on linkages and collaboration.



CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES



CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1-Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

Infrastructure

- A well stocked library to pursue knowledge, share resources and for relaxed reading.
- A spacious seminar hall with all amenities to conduct curricular, co curricular activities & other academic programs.
- 35 classrooms for the smooth conduct of the various programs, pedagogy & learning.
- WiFi enabled campus with NME,ICT to strengthen the teaching learning process
- Language laboratory is provided to improve their communication skills.

Existing Infrastructure facilities

The institution takes special initiatives to provide the best infrastructure and also add on to the facilities based on the needs of the staff and students to improve quality and thereby promote excellence. It includes central administrative block with Principal's room, Vice-Principal's room, Conference room, Office room, Exam Cell and a General Library. There are a total of 35 class rooms apart from Bio-Chemistry, Microbiology laboratories, Library and Computer labs. Other physical infrastructural facilities of the college include Seminar Hall, rooms for Women's cell, Counselor's room, NSS, YRC and Sports amenities room. Students amenities include a canteen, ladies common room, sick room, gym, playground, fire extinguishers, CCTV and toilets.

Projected future expansion

The College has plans to construct a 1000 capacity auditorium and Annai Violet Institute of Business Administration block



4.1.2 Detail the facilities available for

a) Curricular and Co-curricular activities

- **Class Rooms** - 35 (Main Campus) well - ventilated classrooms with lights and fans with seating Capacity 70 that are used for regular classes, Remedial Classes, Certificate courses etc.
- **Drinking Water** - RO purified water is provided.
- **Staff Room** - 7 Staff Rooms – with basic facilities.
- **Seminar Hall** - A Spacious hall with a seating Capacity of 200 with - LCD, Computer with Internet and advanced software, lights, fans, and a projector that is used for academic, Soft skill training, Placement training and other co-curricular activities .
- **Conference Hall** - 1 Conference Room (Ground Floor) air conditioned, lights, fans , Conference Table with a seating capacity of 20 and projector
- **Library** - Library with Autolib Library management system , hard copies, journals, magazines, newspapers, E-resources (INFLIBNET) 4 Computers with internet, Multi-function copier / printer / scanner
- **Micro Biology Lab** - a first aid kit and a fire extinguisher. It has 6 working tables with gas supply and running water supply fitted with sink. It has the capacity to accommodate 30 students with required space and ventilation
- **Bio-Chemistry Lab** - One spacious lab with the entire required organic & Inorganic chemical and apparatus (burette, pipette etc), an electronic balance of 0.1 mg accuracy to conduct practical's at the allied level, a first aid kit and a fire extinguisher. It has 6 working tables with gas supply and running water supply fitted with sink. It has the capacity to accommodate 32 students with required space and ventilation
- **Computer Science Lab** - A lab with 30 Computers with LAN , 5 Computer with LAN & Internet facility, Laser Printer



- **BCA Lab** - A lab with 30 Computer with LAN , 5 Computer with LAN & Internet facility, Laser Printer
- **Language Lab** - Lab with 10 computers with LAN, One computer with LAN and Internet facility. Portable TV, DVD Player and MP3 Player, CD's & Head phones with mike facility are available in the lab.
- **Musical Aids** - keyboard, Guitar, Mikes, Speakers with audio visual aids - for all the co-curricular activities and also for the students learning music in the college.
- **Teaching Aids** - LCD Projectors, Laptop , OHP are available to help integrate technology in the classroom
- **Different cubicles** - placement, training, YRC, NSS, Women's cell, student forum, counselor and etc
- **Gymnasium** -The College has a gym for students to work on the fitness exercise and to create awareness on health issues
- **Placement cell Office** - A separate room for the functioning of the placement activities like training, interviews, group discussions and special drives.

b) Extra-curricular activities and sports

The College has facilities for sports and physical education. It has courts for basketball, volleyball, throw ball and cricket

Table : 4.1 Extra-curricular and sports facilities available

Sports	Indoor	Carom, Chess, Table Tennis etc.	➤ Sports Room
	Outdoor	Cricket	➤ Cricket Pitch ➤ Net Practice
		Volley Ball	➤ 2 Volley Ball Court
		Basket Ball	➤ Basket Ball Court



		Throwing Events	➤ Shot Put
		Kho-Kho	➤ Kho-Kho court
		Aerobics	➤ Auditorium
		Silambam	➤ Play Ground
<ul style="list-style-type: none">• NSS / RRC / YRC - Separate cells to plan and conduct activities like awareness programmes, social service and health & hygiene, orientation programmes, demo programmes, meeting before & after activities with volunteers, projects activities, competitions, blood test camps, blood donation camps, AIDS awareness programmes, cultural programmes etc., awareness programmes , health camps (Eye, Dental, etc.) Competitions and prize distributions .			
<ul style="list-style-type: none">• Citizen Consumer Club –Separate cell to organise awareness programmes, Orientation and Training Programmes , Celebration of important Day, etc.			
<ul style="list-style-type: none">• Soft skills Development - Seminar Hall to conduct communication skills, soft skill training etc., computing skills and French Language			
<ul style="list-style-type: none">• Fine arts and cultural Activities - Seminar Hall to conduct clubs for Songs, Dance and Music Competitions – intra & Inter Collegiate			
<ul style="list-style-type: none">• Entrepreneurship Development Club - Class rooms allotted to conduct seminars, workshops and vocational training			
<ul style="list-style-type: none">• Leo Club - 10 Leo club (Member of Lions club of international 324A chetpet) is functioning in the college .Various programmes organized in the Seminar Hall.			



4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).

The College is situated at Menambedu, Ambattur, in North Madras and classified as 'Urban' by the Chennai Corporation. The campus is around 5.25 acres consisting of the Main Building, canteen and playground. The Main Building has a closed seminar hall with a seating capacity of 200, Conference Hall, Biochemistry laboratory, Microbiology Laboratory, Computer Science Laboratory, Library, staff rooms and 35 classrooms. Language Lab, Computer Lab are equipped with the latest configuration and have NME (National Mission on Education) ICT Broad Band Connection. All departments, library and the office are computerized with access to the internet through NME ICT. Our IT infrastructure fulfills the academic needs of staff and students.

We have a campus supervisor and a caretaker to oversee the campus facilities. Our library is well equipped with Print Resources, E- Resources through the N- LIST Programme of INFLIBNET, and browsing facilities. We believe in maintaining and improving the green cover in the campus and every year, steps are taken to make it green through the activities of the Eco Club and NSS. Second year students study EVS as a subject and are given the practical exposure of maintaining garden.

Projected future expansion

The College has plans to construct a 1000 capacity auditorium and Annai Violet Institute of Business Administration block

The management plans and provides infrastructural facilities required for the development of Institution. The institution has built its existing infrastructure in a phased manner from 1997. The addition of classrooms / staff rooms is made available as per the need. A computer lab was constructed in 2009 to meet the growth of Computer Science department. An examination room was added in the year 2010.

A master plan showing the infrastructural facilities is enclosed.

**OPTIMUM UTILIZATION OF EXISTING FACILITIES:**

- The College provides the existing infrastructure to the academic needs and other curricular activities during college hours from 9.00 am to 3.10 pm. These facilities are also used by Institute of Distance Education (IDE), University of Madras for conducting the Examinations during holidays. Placement drives held in the college.
- Computers labs is used for running certificate courses like TALLY, Photo Shop after college hours
- Bio-science lab is used for DMLT course.
- The College playground is optimally used for conducting sports day functions, outdoor games and tournaments. The playground is also used by Annai Violet Cricket Academy for cricket coaching to other school students as well as our college students.
- The Seminar hall is better utilized for conducting small programmes like departmental functions, faculty development programs, campus recruitment, training program co-curricular and extra curricular activities.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

For differently-abled students, it is ensured that they are provided a comfortable ambience inside the campus. They are provided with ground floor rooms especially front seating arrangement, comfortable furniture and an attendant facility.

- A ramp has been provided on the ground floor.
- Scribe facility for writing the university examination.

4.1.5 Give details on the residential facility and various provisions available within them

- **Hostel Facility – Accommodation available**
- **Recreational facilities, gymnasium, yoga center, etc.**
- **Computer facility including access to internet in hostel.**
- **Facilities for medical emergencies**
- **Library facility in the hostels**
- **Internet and Wi-Fi facility**
- **Recreational facility-common room with audio-visual equipments**

No residential facility available



4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

- Kumaran hospital is nearby all medical emergencies are referred to the hospital
- Separate sick room is provided for boys and girls
- Fully qualified Counselor is appointed for staff & students to case out psychological problems to beat stress and family issues and address students with adolescent problems
- Posters are put up in all the wash rooms to maintain cleanliness.
- College Council creates awareness on hygiene in the morning assembly.
- NSS & YRC also takes up the responsibility of creating awareness on health and hygiene by regularly conducting health camps.

4.1.7 Give details of the Common Facilities available on the campus spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

1. **IQAC:** A separate room is provided with access from the Principal's room and the College Office for the functioning of the IQAC. Two Computers with NME ICT connectivity and a laser printer are provided.
2. **Grievance Redressal unit:** We have a grievance box painted in green as per the University instruction and a cubicle for the functioning of the Grievance Redressal Unit. The suggestions addressed are read by the Principal and Vice Principal periodically and steps are taken for redressal of grievances.
3. **Women's Cell:** A separate cubicle is provided for the functioning of the cell. Automatic Sanitary Napkin Vending Machines and Napkin Disposers are provided as one of the main initiatives by the women cell.



4. **Counseling:** A separate cubicle is provided and fully qualified counselor is appointed who is available between 1.30 p.m. and 3.30p.m, once in a week for both individual and group counseling. The Counselor counsels students and staff in the privacy of the room.
5. **Placement and career Guidance Cell:** A separate room is provided with all the necessary amenities for the functioning of the cell.
6. **Sick Room:** A separate sick room for boys and girls is provided in the Ground Floor.
7. **Canteen:** The canteen functions separately away from the main building and is given on contract basis for subsidized and quality food.
8. **Recreational spaces for staff and students:** A spacious and eco friendly campus, relaxed reading space in the library and indoor games facility.
9. **Safe drinking water facility through Reverse Osmosis:** There is a Drinking Water Dispensing Room with water coolers which is accessible from the Main Campus. A water cooler is available on each floor. These water coolers are fed by the Reverse Osmosis Plant.
10. **Seminar Hall:** A spacious and all amenities provided seminar hall with a seating capacity of 200 in the first floor of the main building.

4.2 Library as a learning resource.

4.2.1 Does the library have an Advisory Committee?

Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student / User friendly?

Yes, the Library Advisory Committee is constituted in our college. It covers all the Heads of the department, Librarian and a student as representatives. The Advisory Committee discusses and finalizes the infrastructural and academic requirement of the library & chalks out the strategy regarding the working hours of the library so that the facility can be utilized to the maximum extent by the staff and the students.

**Table : 4.2 Librarian adversary committee**

S.No	MEMBERS	DESIGNATION
1	Principal	Chairperson
2	Librarian	Co - Ordinator
3	All heads of the department	Members
4	Student representative	Members

Initiatives implemented by the college Library Advisory Committee.

- OPAC (Online Public Access Catalogue) facility.
- Students to avail books even during the examination period.
- Reprographic facility.
- Medals and certificates to be given for the best student user of the library.
- Semester wise question papers to be made available.
- Information regarding new arrivals given through the library notice board.
- Book bank facility.
- News paper clippings notice board .

4.2.2 Provide details of the following

Table 4.3 Physical Infrastructure of the Library

Category	Details
Total area of the library (in sq.mts)	1250 Sq.ft
Total seating capacity	60
Working hours (on working days, on holidays, before examination days, during examination days, during vacation)	9.00 am - 5.00 pm (working days) 9.00 am - 3.00 pm (Saturdays) 9.00 am - 5.00 pm (Examination days)



- Library has open space for the student in front of the circulation counter. The library has one big room which is divided into two sections; one is reserved for students as a reading room and another for the staff.
- Notice board to display information regarding course, career & newspaper clippings, new arrival of books etc is allotted for Library exclusively.
- One main circulation counter consisting of the racks for the books to be issued and returned subject wise.
 - a) Reading space for students with three tables.
 - b) Reading space for teachers with one table.
 - c) 2 almira containing reference books.
 - d) 1 periodical rack for journals & magazines.
 - e) 2 computers were used. Autolib library management software is uploaded with OPAC connectivity.
 - f) Separate area for I.T zone accessing e-resources & browsing.

4.2.3 How does the library ensure purchase and use of current titles, print, E-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

Books & journals are generally purchased from the enlisted vendors & publishers. The librarian requests for details regarding the requirement of books from all the heads of the department. After getting approval from the Principal, books / magazine / journals are procured keeping in mind the budgetary allocation for the library.

After acquisition of the books, accession categorization of the books is done. Thereafter the books are available to the user.

**Table 4.4 Library Expenditure and Additional books procured every year**

Library Holdings	2010-2011		2011-2012		2012-2013		2013-2014		2014-2015	
	No.	Cost (in Rs)	No.	Cost (in Rs)	No.	Cost (in Rs)	No.	Cost (in Rs)	No.	Cost (in Rs)
Text books	155	41,015	131	32,823	258	48,597	791	1,45,795	887	1,61,738
Ref.books	8	4218	5	2535	2	1131	20	18,000	28	32,545
Journals	7	7000	4	3400	6	10500	2	3200	6	4800
Periodicals	2	690	3	1195	3	1890	2	1025	2	1010
E-Resource	-	-	-	-	-	-	-	-	N-list	5000

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

Table 4.5 Library Tools

1. OPAC	The library has online public access catalogue (OPAC) through which users can search documents by author, title, accession number and keyword.
2. Electronic resource management package for e-journals.	We have subscribed to e-journals through NLIST INFLIBNET Programme



3. Federated searching tools to search articles in multiple database.	Various type of search available in the library like title of the books, author of books, subject of books.
4. Library website.	A link is provided on the main website of the college. violetcollege.in
5. In house / remote access to e-publications.	Yes.
6. Library automation.	AutoLib Library Management Software installed.
7. Total no.of computers for public access.	3 computers are used for public access.
8. Total no.of printers for public access.	1 number is available for public access.
9. Internet band width / speed 2 mbps 10 mbps / gb (GB)	2 mbps DSL
10. Institution repository.	NA
11. Content management system for e-learning	NA
12. Participation in resource sharing network / consortia like Inlibnet.	1.INFLIBNET 2. Membership with Madras University Library, American Information Centre & British Council Library.

**4.2.5 Provide details on the following items.**

- Average number of walk- ins - 50 persons per day.
- Average numbers of books issue/returned - 30-40 per day.
- Ratio of library books to students enrolled. - 5 : 1
- Average number of books added during last three years - 661
- Average number of login to OPAC - 10-15
- Average number of e-resources downloaded / printed - 5
- Number of information literacy trainings organized - 1
- Details of “weeding out “of books & other materials - Damaged books which needed binding done and replaced.

4.2.6 Give details of the specialized services provided by the library.**Table : 4.6 Specialized Services**

1.	Manuscripts	NO
2.	Reference	YES
3.	Reprography	YES
4.	ILL (Inter Library Loan Service)	YES
5.	Information deployment and notification (Information Deployment and Notification)	YES
6.	Download	YES
7.	Printing	YES



8.	Reading list/ Bibliography compilation	YES
9.	In-house/remote access to e-resources	YES
10.	User Orientation and awareness	YES
11.	Assistance in searching Databases	NO
12.	INFLIBNET	YES

4.2.7 Enumerate on the support provided by the library staff to the students & teachers of the college.

Library staff assists students and teachers in finding the books. They ensure the library is noise free so that serious studies could be carried out in the library. Librarian reserves books on circulation for the next member in need.

- Reference service is given.
- Reprography service is provided.
- Online access to journals is provided through INFLIBNET for staff.
- Information about job opportunities and higher studies.
- Question bank (semester wise) provided.
- Medals / certificate given to the best student user of the library.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged person? Give details.

The physically challenged students are given priority for issuing the books. There are no visually challenged students in the institution. They are assisted by the library staff in access, search and borrowing of books.



4.2.9 Does the library get the feedback from its users? If yes, is it analyzed and used for improving the library services (what strategies are deployed by the library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

The library has installed a suggestion Box. The library also takes feedback from its users (verbally). Every semester an interactive session is held by the Advisory committee with students to get feedback for improving the library services. The suggestions are analysed & discussed by the Library Advisory Committee and the necessary follow up is done.

4.3 IT INFRASTRUCTURE

4.3.1 Give Details on the computing facility available (hardware and software) at the institution.

- Number of computers with Configuration (provide actual number with exact configuration of each available system)
- Computer-student ratio
- Stand alone facility
- LAN facility
- Licensed software
- Number of nodes/ computers with Internet facility
- Any other

Table 4.7 list of Available Computer Facility

1.	Number of computers with Configuration (provide actual number with exact configuration of each available system)	Lab I (VIO BITS I)-30 computers Lab II (VIO BITS II)-30 Computers Lab III (VIO BYTES)-10 Computers Configuration–List Attached in Annexure.
2.	Computer – Student Ratio	1:2
3.	Stand Alone facility	All Computers act as a standalone system also



4.	LAN Facility	Available
5.	WI-FI Facility	Available within the campus
6.	Licensed Software	Yes
7.	Number of Nodes / Computers with Internet Connection	6 nos

VIO Software Research Lab is provided to facilitate post Graduate students with their research projects and Training.

4.3.2 Details on the Computers and the internet facility made available to the faculty and students on the campus and off – campus?

Wi-Fi internet connectivity is provided for staff and students as there is no hostel facilities, off campus computer and internet facility is not available.

COMPUTER DETAILS

- Staff room: 6
- Library: 4
- Labs: 2
- Seminar Hall: 1
- Conference Hall: 1

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The college has three computer labs (BCA, B.Sc Computer Science, M.Sc Lab) with required number of computers for student access. Every year the college ensures that additional facilities are made available as per the requirement of the IT Department. The software is updated as per the new versions introduced. The college has also planned to integrate the website and emails through web logins, thus enabling lesson-plan access from home by the staff and students. The management in the near future is optimistic as far as the infrastructural upgradation is concerned.



4.3.4 Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computer and their accessories in the institution (year wise for last four years)

College has allocated 7 to 8 % of the total budget for the purchase of new computers / upgradation / maintenance of computers every year. The college enables all necessary facilities based on the requirement of the IT departments. In the year 2010 an additional hi – end computer lab was created as per the requirement.

Table 4.8 Annual Budget for procurement & upgradation

Expenditure	2011-2012	2012-2013	2013-2014	2014-2015
Computer	49,850.00	2,34,250.00	2,32,000.00	2,66,350.00
Maintenance	85,341.00	44,803.00	45,870.00	61,063.00
Annual Maintenance Charge	30,000.00	34,200.00	34,500.00	40,000.00
Up Gradation of software	-	-	-	5,00,000.00
Total	1,65,191.00	3,13,253.00	3,12,370.00	8,67,413.00



4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

The institution has made adequate arrangements for the maintenance and upkeep of the college infrastructure. The management ensures that enough funds are allocated and utilized for the maintenance.

Table 4.9 Budget allocated during the last four years

S.No	Infrastructure	2010-11	2011-12	2012-13	2013-2014
1	Building	33,12,68,304.00	24,60,770.00	55,84,472.00	46,56,060.00
2	Furniture	3,26,600.00	99,050.00	6,70,600.00	3,60,000.00
3	Equipment	26,382.00	25,000.00	31,750.00	2,42,401.00
4	Computers	14,800.00	49,850.00	2,34,250.00	3,20,000.00
5	Vehicles	8,30,000.00	-	3,57,579.00	14,51,500.00
6	Any other	13,088.00	1,27,900.00	1,54,761.00	1,13,195.00

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

We have one in house electrician to do the electrical works. We maintain Annual Maintenance Contract (AMC) for computers through private firms. Repairs and Renovation works done by the contractors. The Principal, on the basis of the perspective development plan, proposes the infrastructural expansion needs to the concerned authorities. The college facilitates funds for maintenance and minor repairs of furniture and equipments.



4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

Annual maintenance and repair of the infrastructure is taken care, by the college in a systematic manner. As and when required biochemistry laboratory equipments are serviced by Premiere Enterprises and Micro biology laboratory are serviced by Sudhagar biological Enterprises.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

Day to day maintenance is carried out by the house keepers appointed for cleaning and maintenance of the building. We have a Campus Supervisor (Infrastructure maintenance Department) for the maintenance of the entire campus and the following departments supervised by him.

Table 4.10 Maintenance of Sensitive Equipments

Category	Maintenance of Sensitive Equipments
Voltage fluctuations	<ul style="list-style-type: none">• To ensure uninterrupted power supply we have a few microcontroller based invertors to protect from electronic overload - short circuit problems. The computer labs are given UPS backup.• Principal's Room and the Office are given invertor support.• We have one generator that is used in the Auditorium whenever there is a power failure during programs.
constant supply of water	R.O system is installed in the campus to provide quality drinking water to all students and staff. The care taker makes sure the water tanks are filled every morning for the continous supply of water.



4.4.5 Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

Other relevant information.

- The College premises and classrooms are given on Saturdays and Sundays for conducting IDE Examination by the University of Madras.
- We conduct FDP's, ICTACT training programs for the benefit of faculty and students, when there are no regular classes days or hours.



CRITERIA V - STUDENT SUPPORT AND PROGRESSION



CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support:

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

The institution publishes its updated prospectus every year .

The prospectus contains information regarding the vision, mission, facilities, infrastructure, rules and regulations of the college and academic programs of the institution. It is a comprehensive document that covers the course content and fee structure of various courses, their salient features, subject combinations, and the scope of all the courses. Eligibility criteria for admission according to the University of Madras are given. The details of curricular, co-curricular and extracurricular activities and Students Support Services available are mentioned (Co-curricular activities like YRC, NSS, RRC and Physical education) It also includes the details of placement, career guidance, and University ranks secured by the students.

Handbook:

- The handbook gives details of the courses offered, rules and regulations relating to admission, attendance, general discipline, working hours, list of holidays etc.
- A detailed calendar of the college activities , exams and other programs are clearly mentioned.
- Examination, distribution of marks for Continuous Internal Assessment and details of practical examination are also mentioned.
- Tentative commencement of University examination dates are given.
- It also provides the name list of the teaching and non-teaching staff.

Commitment and accountability:

- The college ensures its commitment and accountability through implementation of the details given in the handbook and prospectus.
- Marked Working days are strictly adhered to.
- There is no deviation on Continuous Internal Assessment CIA exams unless warranted

**5.1.2 Specify the type, number and amount of institutional scholarships - freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?**

The college provides scholarship for students who are outstanding in academic and sports. The institution obtains government scholarships as per the government norms and the same are distributed to the students. Free education is given to deserving candidates as per the university guidelines every year. Fee concession is given to women candidates to encourage women education.

5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

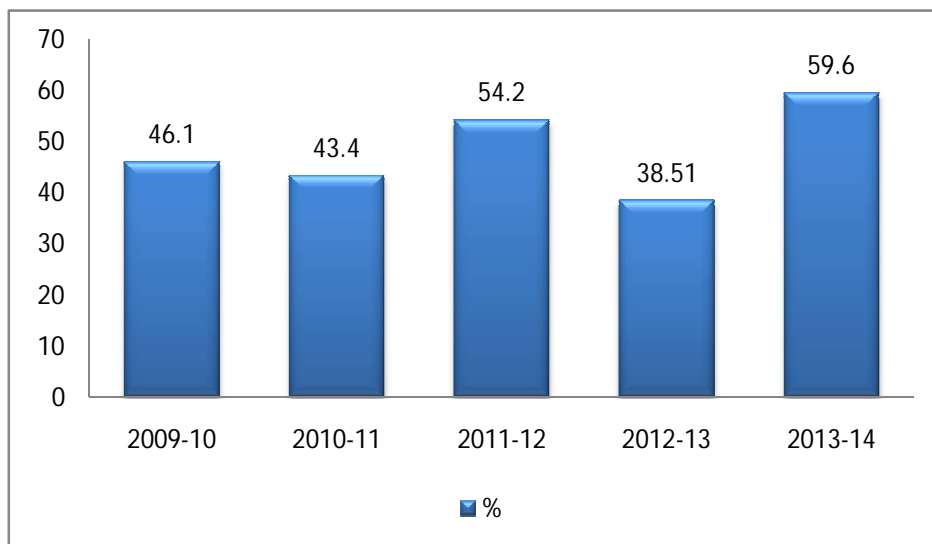
The college receives and disburses the financial assistance from state government and other national agencies to the students every year.

Table 5.1 Percentage of scholarship received by students from State Government.

S.No	Academic year	Total no:of students	Scholarship received by students(state govt)	Percentage
1.	2009-10	262	121	46.1
2.	2010-11	382	166	43.4
3.	2011-12	439	238	54.2
4.	2012-13	586	226	38.51
5.	2013-14	563	336	59.6



Figure 5.1 Graph representing scholarship received by students



5.1.4 What are the specific support services / facilities available for

Students from SC/ST, OBC and economically weaker sections

The institution supports the SC/ST students in obtaining the scholarships provided by the state government. Besides this the University sponsored scholarships and concessions are also given to such students. In the first year of admission the management provides fee concession to girl students. As most of the students are first generation learners, Remedial coaching is provided. Peer learning is provided.

Students with physical disabilities

- Classes are provided in the ground floor.
- A ramp facility is provided.
- The students are given extra time during internal tests and in the university examination.
- Scribes are arranged to write university examination.

Overseas students

The institution does not have any overseas students.

**Students to participate in various competitions/National and International**

The students are encouraged to participate in various curricular and co-curricular programs conducted by the institution and other colleges / universities. They are provided with on duty attendance certificate to participate in the same. They are reimbursed on their conveyance when they participate in these programs. Moreover the college organizes various cultural programs that help the students to showcase their talents. The college supports sports & games equally. Few students have achieved district / state / national level / university position in various sports & games.

Table 5.2 List of Students participated in various extracurricular activities

S.No	Name of the student	Year	Class	Event/Game	Level	Position
1	Kamalakannan	2007-08	B.Com	100m	Zone	First
2	Rathiraja	2007-08	B. Sc(CS)	Silambam	State	First
3	Gopalakrishnan	2008-09	B.Com	Chess	State	Third
4	Manikandan	2008-09	B. Sc(CS)	Chess	Zone	Third
5	Gowthaman	2008-09	B.C.A	Cricket	Inter Zone	Participated
6	Selvakumar	2008-09	B.C.A	Chess	State	Second
7	Ramamoorthy	2009-10	B.B.A	Basketball	Inter Zone	Third
8	Deepak	2009-10	B.B.A	Basketball	Inter Zone	Third
9	Greatson	2009-10	B.B.A	Basketball	Inter Zone	Third
10	Arun	2009-10	B.B.A	Basketball	Inter Zone	Third
11	Vivek	2009-10	B.B.A	Basketball	Inter Zone	Third
12	Gowtham	2011-12	B.Com	Silambam	State	Second
13	Gowtham	2012-13	B.Com	Silambam	State	Second
14	Sathish	2013-14	B.C.A	4*400m relay	National	Third
15	Sathish	2013-14	B.C.A	400m hurdle	South zone	Second



16	Sathish	2013-14	B.C.A	4*400m relay	South zone	Second
17	Sathish	2013-14	B.C.A	400m hurdle	State	Second
18	Sathish	2013-14	B.C.A	400m hurdle	Inter zone	Second
19	Gowtham	2013-14	B.Com	Silambam	District	First
20	Muthuramlingam	2014-15	B.A English	Yoga	National	First
21	Muthuramlingam	2014-15	B.A English	Yoga	National	First
22	Muthuramlingam	2014-15	B.A English	Yoga	State	First
23	Muthuramlingam	2014-15	B.A English	Yoga	State	First
24	K.Sathish	2013-14	B.C.A	400 m	National	Participated
25	K.Sathish	2013-14	B.C.A	400 m Hurdle	Inter zone	Second
26	K.Sathish	2013-14	B.C.A	4*400m Relay	South zone	Second
27	K.Sathish	2013-14	B.C.A	400 m Hurdle	State	Gold
28	K.Sathish	2013-14	B.C.A	400 m	Inter	Second

Medical assistance to students: health centre, health insurance etc.

- All students are covered under the health insurance scheme of the Parent University.
- Sick room facility is provided in the college campus with medical aid (First aid).
- There is a tie-up with the Kumaran 24 hours Hospital in case of emergencies
- Health Camps are organized for health checkups for students.
- Counselor visits the college twice a month.

Organizing coaching classes for competitive exams

The students are motivated and helped by faculty members to appear for the Competitive exams. Even though the coaching classes for competitive exams are not explicitly conducted, various forms of coaching like communication skills, online materials, multimedia based learning, and solved question bank with keys etc. are provided by the faculty of Business English Certificate (BEC). Training and tests are conducted by the college. Question Bank for government exams is made available in the library.



Skill development (spoken english, computer literacy, etc.)

- For soft skill development soft skill programme is included in the curriculum for both UG and PG students.
- Personality enrichment programme is conducted in collaboration with SEA for all second year students.
- BEC training is conducted for all third year students, English Language Training (ELT) is offered for all first year students to bridge the gap.
- Under Graduate students are given training on computer skill through their Academic curriculum.
- DMLT course is conducted by the college in association with Stannis institution of Paramedical Sciences for Bio-Chemistry and Micro Biology students.
- Computing skills for non computer students are conducted.
- French course is also offered.

Support for slow learners:

- Peer learning-Meritorious students volunteer to help the slow learners on a regular basis.
- Remedial classes are organized for slow learners.
- They are also provided counseling whenever necessary in cases of stress, depression, low self-esteem etc.
- Simplified hand written notes are prepared and given to students.
- Staff members spend extra time after the working hours to help students understand the subject better.
- Their daily work is checked to monitor their progress.

Exposures of students to other institution of higher learning / corporate / business house etc.

- B.Com Corporate Secretaryship/ Business Administration and PG Departments are sent to corporate/ Business house for training and Internship
- M.Sc Biochemistry students are sent to Hospitals and Diagnostic Laboratory to gain hands on experience.
- PG and UG Students are accompanied to Industrial visits to provide practical knowledge
- Students are sent for Seminars / Workshops organized by other colleges and Institutions and University.

Publication of student magazines

- The College publishes the annual magazine - **Direction** for students annually. It is an ideal platform for students to realize their creative potential and hone their writing skills.
- The English department releases newsletter every semester which comprises general as well as articles relating to the subject.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The college has various clubs and department associations to promote entrepreneur skills among students. There is an active Entrepreneurial Development Cell (EDC) functioning in our college. It facilitates entrepreneurial skills among students by conducting workshop organizing bazaar and certificate courses. Special manufacturing and managerial skills are developed to foster entrepreneurship skills among students. The cell creates awareness on entrepreneurship and self employment among students by inviting successful Entrepreneurs to share their views and motivate the students.

Hand Printing, artificial jewellery making, gift items are conducted regularly in our college, Certificate courses like Entrepreneurial Development and E-Commerce are conducted to inculcate entrepreneurial skills in budding entrepreneurs.

Table 5.3 Workshops conducted by EDC

S.NO	WORKSHOP ON	MONTH/YEAR	CONDUCTED BY	NO OF STUDENTS
1.	Paper Quilling jewelry making	September 2014	Ms.N.Banupriya -college alumnae	40
2.	Nylon thread bags and fancy pillows making	December 2014	Mrs.Kanimozhi -self help group	44



Pongal & Onam Festival is celebrated every year in our college in a grand manner. Pongal Bazaar is part of the festival and Stalls are set up for the benefit of staff and students.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co- curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

- additional academic support, flexibility in examinations
- special dietary requirements, sports uniform and materials
- Any other

Additional academic support:

Faculty members are giving mentor counseling to students for teaching and learning. The additional academic support

- Special Coaching Classes
- Counseling and guidance
- Remedial Classes
- Book Bank and Question Bank

Special dietary requirements, sports uniform and materials.

The institution provides all necessary sports kit to the players of all games. Professional trainers are engaged for Basketball and Cricket to prepare students for various competitions in games and sports at Zonal, State and National level

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET, UGC-NET, SLET, ATE/CAT/GRE/TOEFL/GMAT/ CENTRAL / STATE SERVICES, Defense, Civil Services, etc.,

The students are given guidance to prepare for the competitive examinations. We conduct classes on Aptitude, Mental Ability, Reasoning etc; Coaching classes are conducted to improve the communication skills, interview skills and soft skills. Some of our students appeared for TNPSC, Bank and other competitive exams. The Department of English takes the effort for coaching in Communication skills. The Mathematics Department also takes coaching classes for analytical and logical reasoning skills.



5.1.8 What type of counseling services are made available to the students (academic, personal, Career, psycho-social etc.)

Academic:

Students are counseled at the academic level during the time of admission itself. After admission the students come under tutor ward system where the respective tutors give all type of academic counseling and support.

Personal:

The tutors offer counseling to the students through mentoring system. The mentors collect the personal details of all students and offer counseling wherever necessary. Our Professional Counselor also meets and guides those who seek personal counseling.

Career:

Our Placement Cell takes care of career guidance, at all levels. The placement cell prepares them to come out of the comfort zone of the class room and face the realities of a career. One-to-one meeting is conducted by the Placement Officer and students are guided step by step into their career choice. They are counseled about various companies, the kind of work, the expectations of the employers, the behavioral changes that are necessary to be employed in a globalised society etc. Department wise career guidance is given.

Psycho- Social counseling:

Counselor visits the college twice a month. Those who requires medical counseling are referred for guidance and help.

5.1.9 Does the institution have structured mechanism for career guidance and placement of its students? If yes detail on the services provided to help students identify job opportunities and prepare them for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes)

Career guidance and Placement cell guides the students in choosing their career and provides information on the opportunities available for higher studies. This cell organizes seminars on higher education in India and overseas. The college placement cell assists all the students in getting employed by providing placement opportunities. This cell organizes campus interviews and pooled events for placements. It equips the students to get placements in companies by giving training on aptitude test, interviews, group discussion etc.



Table 5.4 Percentage of Student's selected through placement cell

Recruitment				
Name of the company	Year	Number of students participated	Number of students selected	% of students selected
HDFC	2009-10	15	2	13.33
TECHRUIT LTD		25	3	12
GENESIS		30	4	13.33
Indian institute of hard work technology		5	2	40
JET KING		30	2	6.7
HCL	2010-11	30	3	10
WIPRO		30	6	20
TCS		20	2	10
INA AIR FORCE		40	2	5
TCS		40	3	7.5
INFOSYS	2011-12	30	1	3.33



HCL		80	4	20
DELL		60	4	20
CAMPCO corporate service	2012-13	25	5	20
NIIT for computer application		20	5	25
IITB business school		20	5	25
Infosys		25	1	4
HDB financial services	2013- 14	70	5	7.1
Swiss leprosy foundation		9	1	11.1
ICICI bank		150	58	38.7

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Yes, Our institution has a Grievance Redressal Cell. It consists of the Principal and four senior members. Students report their grievances on various issues like course content, teaching methodology, infrastructure facilities, working hours, canteen etc., and the students can drop their grievances in the suggestion box. Oral complaints can be given to their class teachers. The issues are discussed in the Cell and matters sought out.

**Table 5.5 : Details of redressal**

Year	ISSUES	REDRESSAL
2013-14	Students reported about pure drinking water facility	RO plant installed at all floors and issue was solved
2013-14	Students expected more toilet facilities	Grievance was immediately noted and new clean toilets were built in first floor.
2013-14	Students preferred to have an internet connection in the library	The library is renovated with internet facilities to enrich students knowledge.
2012-13	Students requested more fans in all class rooms	Management took action and provided extra fans in all class rooms
2012-13	Students raised a request to issue of train pass through college itself for receiving pass conveniently.	Management took action and helped students to receive train pass from college itself.
2011-12	Sports students wanted to have special coaches to train them.	Issue was solved by appointing two coaches to train them on Saturdays, Sundays.
2010-11	Students wanted to have a full fledged canteen facility	A good canteen is in function.

To solve the grievances, the institution conducts meeting with the student forum twice in a Semester to know their grievances on matters related to curricular, co curricular and extracurricular aspects. The grievances are submitted to the Principal, discussed in the college Council and arrangements are made for their redressal.

**5.1.11 what are the institutional provisions for resolving issues pertaining to sexual harassment?**

Women's Cell was constituted to take all necessary measures to ensure the safety and the dignity of the female students. The cell comprises of a Lady Tutor, counselors and student members. Grievances are registered in women cell register and necessary action is taken. No such incidents have been reported till date.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Yes, there is an anti ragging committee. The principal communicates to the seniors about the consequence of ragging as per the government instruction and sensitize them on student harmony. The college also displays the government notice on ragging at the college notice board for Strict compliance of the same. No such incidents have been reported till date.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

The college ensures social justice through various welfare schemes made available to the students. Details about the welfare schemes are announced in the Morning Assembly and displayed on the notice board of the institution. The student welfare officer addresses and responds to all the queries both (academic and non academic) of the students and also guides the students to avail the various welfare schemes. Prominent among them are:

Scholarship facilities made available. Canteen, Ro water, placement opportunities, counseling are available. Remedial Classes are taken for slow learners. Book Bank is there for meritorious and needy students. Placements and Counselling by organizing lectures concerning career planning and inviting companies for campus recruitment. Personality Development Programme, Spoken English Classes, Career guidance and Counseling, transport facility is available. Extra disciplinary courses (DMLT, E-Commerce, Entrepreneurship & ICT) are conducted.

Students on duty and members of Students' Council given free access to the canteen during functions, freeships. Special diet is provided for participants of Inter College Sports activities. NSS volunteers are also given the same facilities.

Women's Cell sensitizes the students to develop a healthy relationship with the opposite gender.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

The college has an alumni association, and the registration of the association is in process. The college has conducted the first alumni meet and installed the office bearers during 2012. The college has suggested to the office bearers of alumni to meet every year to strengthen the institution and support the students by sharing the job opportunities, providing guest lectures, project and financial support.

**2. STUDENT PROGRESSION:****5.2.1. Providing the percentage of students progressing to higher education or Employment (for the last 4 batches) highlights the trends observed.**

Given below is the percentage of students progressing to higher education or employment (for the last 4 batches).

TABLE 5.6 PERCENTAGE OF STUDENTS PROGRESSION

Department	UG to PG	Campus recruitment	Off campus recruitment	Self employment
B.A English	30%	-	20%	-
B.Sc Mathematics	10%	-	10%	-
B.Sc Biochemistry	NIL	-	77.7%	-
B.Sc Microbiology	25%	10%	38%	-
B.Sc Computer Science	17%	-	11%	-
B.C.A	33%	-	10%	-
B.com	13%	6%	40%	10%
B.com CS	22%	-	60%	-
B.B.A	8%	-	60%	10%

**PG - PERCENTAGE OF STUDENTS PROGRESSION**

Department	PG to M.PHIL	Campus recruitment	Off campus recruitment	Self employment
M.Sc CS	NIL	NIL	80%	NIL
M.com	NIL	NIL	70%	NIL
M.sc(BC)	NIL	NIL	50%	NIL

5.2.2. Provide details of the programme wise pass percentage and completion rate for the last 4 years (cohort wise/ batch wise as stipulated by the university)? Furnish programme, wise details in comparison with that of the previous performance of the same institution and that of the colleges of the affiliated university within the city/district.

Table 5.7 : PERCENTAGE OF COMPLETION RATE

DEPARTMENT	YEAR	COMPLETION PERCENTAGE	PASS PERCENTAGE
B.A - English Established 2010	2009-12	NA	NA
	2010-13	100	50
	2011-14	100	48



B.Sc - Computer science)	2009-12	100	60
	2010-13	95	52
	2011-14	82	50
B.C.A	2009-12	96	26
	2010-13	100	27
	2011-14	100	77
B.Sc -Biochemistry	2009-12	100	100
	2010-13	100	25
	2011-14	100	22.2
B.Sc -Microbiology	2009-12	100	60
	2010-13	100	30
	2011-14	88	38



B.COM	2009-12	100	52
	2010-13	88	63
	2011-14	100	65
B.COM -CS	2009-12	93	54
	2010-13	100	46
	2011-14	97	50
B.B.A	2009-12	100	54
	2010-13	100	56
	2011-14	81	75
B.Sc -Mathematics	2010-13	100	25
	2011-14	100	10

**PG - PERCENTAGE OF STUDENTS PROGRESSION**

DEPARTMENT	YEAR	COMPLETION PERCENTAGE	PASSPERCENTAGE
M.COM	2010-12	100	87.5
	2011-13	100	66.6
	2012-14	100	100
M.SC -Biochemistry	2010-12	100	88.8
	2011-13	100	50
M.Sc - computer science Established 2012			
	2012-14	100	90



5.2.3 How does the institution facilitate student progressive to higher level of education and / or towards employment?

The institution facilitates student progression to higher level of education or towards employment through the proper placements in all the fields so that the students get the job as well as the chance of higher education. The institute from time to time makes arrangement for guest lectures. Personalities from diverse field of education are invited to interact with the students. This step has facilitated the students in securing better job opportunities. Personality development programmes are also available for the student progression to higher level of education or employment.

The institution is encouraging the students towards successful completion of their courses and progression to higher level of education. The college takes the following steps:

- Fee concessions are offered as an incentive to meritorious and deserving economically poor students
- The data base of the students is given to the prospective employers.
- Qualified students are absorbed in departments to hold the post as Assistant Professors.
- PG research course has been applied based on the demand feedback received from students.
- The college also conducts value added courses in communication skills, Personality Development, Diploma in Medical Lab Technology (DMLT), Enterpreneurial development, E- Commerce and BEC etc. to make our students employable.
- Information regarding employment opportunities, entrance tests and higher studies are displayed on the general notice board and in the library.

5.2.4. Enumerate the special support provided to students who are at risk of failure and drop out?

The institution is committed to bringing down the dropout rate of the students. The socio economic, cultural and psychological issues contribute to the drop out factor. To deal with the socio cultural problems, the counseling cell and grievance cell address the problems of the students and sometimes parents too.

- The Department of English arranges special lectures on their spoken English to encourage and motivate, so as to reduce fear of communication and self confidence.



- The students who are weak or seem to fail in the exams are provided coaching through extra classes in the college. The college also arranges remedial classes for the weak students.
- Financial assistance is given to them through our Nesarathinam Educational Trust, faculty and Alumni Association.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

SPORTS & GAMES COACHING AT COLLEGE CAMPUS

Table 5.8 : SPORTS & GAMES

GAMES	TIMINGS	COACH
BASKETBALL	Evening 3-6pm	Mr.Nadimuthu,P.E.D, sethubaskara school
CRICKET	Everyday Morning & Evening	Mr. Srikanth – Violet Cricket Academy.
VOLLEYBALL	Everyday Morning & Evening	Mr. Ramkumaran – P.E.D

Table 5.9 CLUB ACTIVITIES

CLUBS	STAFF/DEPT INCHARGE	ACTIVITIES	STUDENT REPRESENTATIVE
Expo club (Exhibition-fair club)	Dr.S. Radha	Club helps to arrange for exhibitions& fairs	Gomathi
			Kishore
Fine arts club	Mrs. Rincy	Encourages students to participate in inter and intra college competitions.	M.Arunkumar
			Preethi

**VIO FEST CELEBRATIONS-OFF STAGE EVENTS&ON STAGE EVENTS**

Our college celebrates “VIO-FEST”, every year to provide platform for our college students to exhibit their talents. Events will be conducted for two days as “off stage and on stage events”.

DANCE COMPETITIONS:

Our college conducts inter college dance competitions regularly every year in a grand manner which stands as a grand talent show for both the participants & audience.

Regular Christmas-day celebrations and pongal & Onam celebrations also serve as a platform for students to show their talents.

Table 5.10 INTERCOLLEGIATE PROGRAMMES

YEAR	NAME OF THE EVENT	TEAMS	PRIZE	WINNERS
2013-14	Vio-westo (western dance competition)	17	I	Anna Adarsh College
			II	St.Thomas College
			III	Ethiraj women's College
2012-13	Vio-michael Jackson show	15	I	Mar Gregorious Arts & Science College
			II	Sri Krishnaswamy College
			III	St.Thomas Arts & Science College
2011-12	Vio-folk show	12	I	Hindu College
			II	Nazareth College



5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

Table 5.11 SPORTS ACTIVITIES:

STUDENTS ACHIEVEMENTS (2009 - 2010)					
S.No	Department	Student Name	Event	Prize Won	Venue
1	II B.Com	Jegan. D	Cricket	Man of the Match	Mar Gregorious College
2	II BCA	Gouthaman. J	Cricket	Man of the Match	Mar Gregorious College
3	I B.Com	Gopalakrishnan	Chess	III	Alpha College of Arts & Science, Tamilnadu, State level
4	II B.Sc CS	Manikandan. B	Chess	III	Alpha College of Arts & Science, Tamilnadu, State level Saraswathy Teachers Training Institute Ponneri
5	III BCA	Selvakumar. D	Chess	II V VIII Rating 1372 Current XVII Place	Alpha College of Arts & Science, Tamilnadu, State level Championship Rotary Club of Madras Inter Collegiate chess Championship Kavi Bharathi Vidyalaya, Bloom Chess Academy King Chess Foundation Don Bosco School
6	I B.Com CS	Harivaradhan. S	Parade		Republic Day, Govt. Of Tamilnadu

**Student Achievements Culturals (2009-2010)**

S.No	Department	Student name	Event	Prize won	Venue
1	IIIB.Sc (M.B)	S.Jagadeesh Kumar	Drawing	I	Hindu College, Pattabiram
2	II B.com	D.Jegan	Group dance	I	Sriram Arts & Science College
		S.Anand Prakash			
		R.Ravichandran			
		A.Dinesh kumar			
		P.Suresh			
		S.Prakash			
3	II B.com	D.Jegan	Group dance	Best dancers title	Anna Adarsh College for Women
		S.Anand Prakash			
		R.Ravichandran			
		A.Dinesh kumar			
		P.Suresh			
		M. Nelson Dharmaraj			
		P. Prabhu			
		A. Vincent Lawrence			
4	II B.sc(BC)	S.Lalitha	Group dance (Folk)	Special Prize	National Youth Festival Bhubaneswar, Orissa
5	I BC	Preeti. M Renupriya. S	Rangoli	III	Madras Veterinary College
6	II B.Sc (CS)	Arun Kumar. S Edwin. S	Wireless Fireless Cooking	III	Anna Adarsh College for Women
7	I & II M.Sc (BC)	Pargunan. V	Quiz	II	D.G. Vaishnav College Arumbakkam
		Subramani. V			
8	I BC	Mahesh	Adzap	II	Hindu College
	II BBA	Chandrakala			

**Table 5.12 Students Achievements in Inter College Competition - 2012-13****Department of Commerce**

S. No	Month / Year	Event	College Participated	Name of the Student	Year	Prize
1	2012-2013	Dance	Hindu College of Arts & Science	T. Suresh Kumar A. Prabhakaran S. Thamizhan	II	II
2	Mar-13	Photography	Saveetha Engineering College	P. Balamurugan	III	I
3	Mar-13	Talent Show	Saveetha Engineering College	G. Gowthaman	III	II

Department of Mathematics

S. No	Month / Year	Event	College Participated	Name of the Student	Year	Prize
1	2012-2013	Rangoli	Mar Gregorious College	S. Shamli C. Priya	III	III

Department of Business Administration

S. No	Month / Year	Event	College Participated	Name of the Student	Year	Prize
1	Dec-13	Variety Event	Hindu College	Nandha Kumar. A Prasath. B	III	II
2	Dec-13	Group Dance	Hindu College	Jagadhish. M Ramesh. S	III	II

**INTER COLLEGIATE COMPETITIONS 2013-14**

S.No	Name of the Student	Year/ Dept	Name of College	Event	Place
1	K. Mahesh	II B.Sc Bio Chem	D.R. B.C.C Hindu College	Adzap	III Place
2	J. Flora Kamalaraji	II BBA	Anna Adarsh College	Folk Dance	III Place
3	Ezhilarasi	II B.Com	Anna Adarsh College	Folk Dance	III Place
4	K. Mahesh	II B.Sc Biochem	D.R. B.C.C Hindu College	Challenge Round	III Place
5	Alluri Eswar	II B.Sc Bio Chem	D.R. B.C.C Hindu College	Oratorical	III Place
6	Divya. V	II B.Com (CS)	D.R. B.C.C Hindu College	Oratorical	III Place
7	K. Mahesh	II B.SC	D.R. B.C.C Hindu College	Oratorical	III Place
8	N. Ramamurthy E. Deepak F. Greatson M. Arun S. Vivek	II BBA	Hindu College	Basket Ball	Consolation Prize
9	K. Mahesh	II B. Sc	Hindu College	Rangoli	II Place

Department of Commerce

S. No	Month / Year	Event	College Participated	Name of the Student	Year	Prize
1	Feb-13	Photography	Hindu College of Art & Science	P. Balamurugan	III	I
2	Feb-13	RJ	Hindu College of Art & Science	M. Hari Priya	II	II

**DEPARTMENT OF BUSINESS ADMINISTRATION**

S. No	Month / Year	Event	College Participated	Name of the Student	Year	Prize
1	Dec-13	Variety Event	Hindu College	Nandha Kumar. A Prasath. B	III	II
2	Dec-13	Group Dance	Hindu College	Jagadhis. M Ramesh. S	III	II

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The institute has a clearly set and defined mechanism of obtaining the feedback from the students to improve the performance and quality of the institutional provisions. The advisory committee consisting of the senior teachers collects the exit level feedback from the graduates regarding learning processes. The PG departments have developed a format to obtain the feedback of its students, who are employed in various organizations. The inputs are obtained from them and further used to improvise the overall competency of the students for employability.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/materials brought out by the students during the previous four academic sessions.

The college encourages its students in publishing the college magazine-Direction and newsletter. The students are motivated to showcase their talent through articles, paintings, designing and layout. The Editorial Board in the beginning meets and decides the lay out plan for the rolling out of the latest issue of the college magazine. The applications for the student editor are invited. The teachers motivate the students to bring out the creative quality in them.

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

Yes, The College has a Student Council which consists of President, Secretary, Cultural secretary, Placement Secretary, Sports Secretary and representatives of various departments. Its main objective is to act as a liaison between the management, staff and students. The students file nomination for various posts and they are nominated by teachers based on their merit.

**MAJOR ACTIVITIES OF THE STUDENT COUNCIL**

- To organize functions like Talent Hunt and Farewell party.
- To conduct the assembly, maintain discipline and cleanliness in the institution.
- To bring forward the grievances of the students to the notice of the authorities.
- To create a link between administration & students.

FUNDING OF THIS COUNCIL

Most of the financial requirements of the student council are met by the college Management.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

CLUBS	STAFF/DEPT INCHARGE	ACTIVITIES	Post	Student name
Students forum	Mrs.Uma sarulatha	Active participation in all college events	Co-ordinator	George
			Representative	C.Sugumar
NSS	Mrs.sathy& Mrs.suja	All national services activities	Co-ordinator	Yusuf mohammed
			Representative	Haripriya
RRC	Mrs.suja	All national services activities	Co-ordinator	Kishore kumar
			Representative	Aaron dinesh
YRC	Mr.Santhana krishnan	All national services activities	Co-ordinator	Kishore kumar
			Representative	Aaron dinesh
Cellusions	Bio chemistry& Micro biology	All life science seminars, discussion carried to update students	Co-ordinator	M.kavitha
			Representative	Geetha



Entrepreneur development club	commerce	Teaching jewellery making, fancy items designing aiming to help the students to earn a part time income.	Co-ordinator	Muthu guru Nathan
			Representative	Meena
<u>Narumugai</u>	Tamil	Conducts seminars, debates, elocutions to create interest for students in mother tongue.	Co-ordinator	Alagurajan
			Representative	Vanishwari
Literaria club	English	Conducts seminars, debates, issues college magazine” direction”, issues newsletter everymonth.	Co-ordinator	Gayathri
			Representative	Aravind
Cluster	Computer science	Aims to update the students about the latest field informations, conducts seminars.	Co-ordinator	Arjun
			Representative	Devakar
Expo club(Exhibition-fair club)	In general	Club helps to arrange for exhibitions& fairs	Co-ordinator	Gomathi
			Representative	Kishore
Fine arts club	In general	Encourages students to participate in inter college competitions, celebrates onam ,teachers days, pongal events, vio –fest functions.	Co-ordinator	M.Arunkumar
			Representative	Preethi
Wiscom	B.Com	Conducts all commerce seminars and functions	Co-ordinator	J.Vignesh
			Representative	Sharmila
Conquer	B.com(cs)	Conducts all commerce seminars and functions	Co-ordinator	D.Rajesh
			Representative	R.Yoganath
Fino club	B.com(A/F)	Conducts all commerce seminars and functions	Co-ordinator	M.Arunkumar
			Representative	Preethi



Explorer	BBA	Conducts all commerce seminars and functions	Co-ordinator	Abu Bakkar Siddhiq
			Representative	Abilasha
π rates	Maths	Conducts all mathematical seminars and dept activities	Co-ordinator	Aishwarya
			Representative	Kavitha.m
IQAC	MrJaphia Solomon	Providing guidance to NAAC	Members	
Library committee	Mrs.Prema-Librarian	Equipping library with recent book editions,encourages students to utilize library well.	Member	Bruselee
Women cell	Mrs.Vanishree	Ensures safe and secured college atmosphere to woment students ,redress all grievances of women students	Co-ordinator	Mahalakshmi
			Representative	Devika
College magazine	Mrs.Japhia salomon	Provides guidance in publication of college magazine	Members	English department staff
Newsletter	Mrs.Japhia salomon	Provides guidance in publication of college newsletter	Members	English department staff

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

We have started Alumnae Association in the year 2012. We keep in touch with them by e-mail, phones, sms, facebook etc. The faculty members who have worked in the institution in the past visit the college often to interact with management and give valuable suggestions for improvement. They also commend the system, work ethics, job satisfaction, quality and discipline maintained in our college.



Other relevant matters

- The Police Patrol comes regularly to have a vigil in the area for eve teasing.
- The Police are informed about inter-collegiate activities and are present in service during all important functions and rallies.
- The College sends electronic messages (SMS) via 'way2sms' to parents regarding their wards' activities and absence.
- When Special Classes for remedial purposes are arranged on holidays, Faculty Members are asked to record the date and time in a Register maintained by the College Office. When parents call, they are given information about their wards after referring to this Register.



CRITERIA VI - GOVERNANCE AND LEADERSHIP AND MANAGEMENT



Criterion VI: Governance and Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

Vision:

To mould and empower students in the pursuit of knowledge, values and social responsibility and help they achieve excellence in various fields thereby 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 challenges

Translates its vision statement into its activities?

All activities organized by the college reflect its Vision statement and are oriented towards the fulfillment of the same.

To pursue values

The college attempts to instill core human values [Moral, Spiritual, Ethical and Professional] in its students. This is realized through activities/ programmes such as Morning Assembly Bible Reading, Prayer, news reading, recent facts, thought for the day, Thirukkural, Principal's message, value education programs.

**To impart Holistic Education, to achieve excellence.**

The college imparts holistic and quality education by focusing on academics as well as grooming the students in other aspects also. This is accomplished through initiatives, activities or programmes such as:

- Certificate Courses
- Soft Skills
- Placement Training and opportunities
- Co-curricular and extra-curricular activities
- Participation in regional, national competitions

To encourage creativity and innovation

The institution provides ample opportunities to its students for self development through programmes/ activities such as:

- Entrepreneurial Development Cell [EDC]
- Department Programmes and News letters
- College Magazine
- Sports and other extra-curricular activities in [intra-collegiate, regional, national]

Service to humanity and social responsibility

Students in the college imbibe the spirit of service to humanity and the society through the following programmes:

- NSS
- YRC
- RRC
- ISR

Institutional Social Responsibility has created two Guinness records to get in touch with the society on highlighting the need of World Peace and hazards of using plastics. Students in collaboration with the Lions Club and Leo Club have taken the responsibility of performing the last rights to the unclaimed bodies in the morgue. The institution ensures that its vision is achieved through its programmes, activities and initiatives. It takes care to monitor the same and makes value additions wherever necessary.



6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The Management has approved of the quality policy designed by the Principal and senior faculty after scrutinizing and studying its feasibility. It oversees the functioning of the institution, subsequent to the implementation of the quality policy and plans the finance, development, expansions and expenditure in keeping with the Quality Policy.

The Management organizes the following to enhance teacher potential and ensure enhanced learning atmosphere:

- Staff Orientation Programmes are conducted at the commencement of the academic year to renew staff commitment to teaching-learning.
- Faculty Development Programmes
- Training Programmes [Ex: Personality Development, Career Counseling, Counseling]
- The Management upgrades and makes new additions to existing infrastructure whenever necessary to complement the teaching-learning process.
- The Management makes a detailed study of new courses in the academic scenario and introduces them in the college.

The Principal plays a very important role in designing and implementing the Quality Policy by communicating the policies/plans to all the faculty members through staff meetings/circulars and periodical discussions with IQAC members and HODs, after the approval of top management. She reviews the quality policy periodically and appraises the top management about the quality plans implemented in the Institution and the results. Quantifying the changes following the implementation of new quality system and informing stake holders of the quality improvement achieved by students are also done by the principal.

6.1.3 What is the involvement of the leadership in ensuring:

- The policy statements and action plans for fulfillment of the stated mission
- Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan
- Interaction with stakeholders



- Proper support for policy and planning through need analysis ,research inputs and consultations with the stakeholders
- Reinforcing the culture of excellence
- Champion organizational change

- **The policy statements and action plans for fulfillment of the stated mission :-**

The management follows democratic leadership procedures to ensure that policies and guidelines are framed for all academic matters in accordance with the mission of the institution. These policies are communicated through Staff meetings, practiced in teaching – learning process of the college and in the day-to-day governance and administration. The college follows decentralized governance, enabling leadership and responsibilities even at micro levels, which helps to accomplish the vision and mission.

- **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan :-**

The principal of the institution prepares the action plan in consultation with the respective Head of the Departments, which are then followed by all the faculties. The management also checks if the action plans fall in line with the institutional mission and institutional strategic policies. The management also ensures flexibility in the strategic plans in order to incorporate innovative and practical ideas.

- **Interaction with stakeholders :-**

The college interacts with its students through a feedback mechanism. The faculties meet the parents through parent-teachers meeting. The extension activities of the college connect the institution with the society. It also ensures to avail proper feedback from these stakeholders and augments the academic policies through staff council meetings & management council. The management ensures an open door policy for interacting with the various stakeholders as they can freely communicate their ideas, suggestions or grievances to the management.



- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders :-**

The management interacts with its various stakeholders on a regular basis to understand their needs and ensures that the academic policies are clearly stated and communicated at all levels. A feedback mechanism is put in place to understand the quality of education delivered to all the stakeholders. The feedback received at every level is shared with the management in order to ascertain a check on the quality of education. The management implements the suggestions based on its need and priority. The college has introduced Student Follow-up programme (Tutor-Ward system) where all students' details like attendance percentage, monthly test marks, feedback etc. are recorded. This also facilitates to record the students progress for further action.

- **Reinforcing the culture of excellence:-**

The institution has been striving for excellence right from its inception. Having started in the year 1997 with just 32 students; the college has strived hard to inculcate the culture of excellence thereby achieving at present the strength of about 1500 students. The management closely works with its faculty members in order to bring in the spirit of excellence in staff and students. The management has created strong work ethics and supports every faculty in building self confidence and contributes to their professional growth. The management also provides all necessary infrastructures to help the faculties explore their innovative methods of teaching and ICT tools to achieve excellence.

- **Champion organizational change :-**

The management takes lead to champion organization change. Every feedback is reviewed and analyzed to institute change for good. The management also encourages every faculty member to help every student to become better person through student mentoring system

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time

The Institution's policies are monitored and evaluated through :

i) **NET Trust Board meetings:** The meetings are usually conducted once a month where policies for the College are ratified, existing issues and needs are analyzed, reviewed and changes suggested by the Board members are communicated through circulars to the College.



ii) Governing Council Meetings: The meetings of the Governing Council with the University representative are conducted once or twice a year, to discuss issues related to approval of the staff, starting new courses, free seats sanctioned and other matters.

iii) The IQAC: The IQAC meets regularly and monitors the quality parameters and ensures that the standards of excellence reflected in the vision and mission of the college are met with.

iv) Staff Meetings: Principal meets the HODs and the senior faculty and communicates the new action plans that are framed / suggested by the Management. General staff meetings are conducted twice every semester to discuss the decisions of the Top Management and other matters. The faculty under the supervision and guidance of the HODs /Science coordinator executes these decisions, and the results of these policies-plans are reported to the Principal. The scope for improvements that can be brought in to the concerned work are evaluated by the Principal and reported to Management.

v) Committee Meeting: The Principal meets the Heads of the various committees and discusses policy issues related to University examinations, development of sports and games, conducting cultural programmes, community services, Scholarship disbursement, redresses of grievances of the students etc.

vi) Supporting Staff Meeting: The non-teaching staff are involved in the implementation process and meetings are conducted to apprise them of Management policies as and when required.

All decisions taken at different levels are communicated to the entire faculty through circulars.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The Academic leaderships provided to the faculty by the Management in various ways:

- Governing council meeting is conducted once in every year with staff representative
- College Development Council (CDC) conducts meeting with HOD's every semester
- Department functioning by the leadership of Heads of the Department.
- Arrangement of programs and activities under the leadership of various committees



The Management of the college is in constant touch with Head of the Institution. In the institution the members of the Management meets frequently and the problems and issues related to college development, administration, appointment and infrastructural needs and student disciplines are discussed.

6.1.6 How does the college groom leadership at various levels ?

Meeting with the Management is regularly conducted every semester with the Head of the institute and few staff members nominated by the management. The members present provide information and suggestions if any. In the meetings responsibilities are defined and communicated to the staff through the head of the institution. If the situation demands, the President of the Management Committee holds meeting with the teachers to communicate directly and bestows the responsibilities.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments - units of the institution and work towards decentralized governance system?

A. The Management has given full authority in academic matters and other activities of the college to the Principal.

B. Principal delegates roles and authority to HODs/ Co-ordinator.

1. The HOD monitors innovative teaching-learning and evaluation methods, completion of the syllabus, correction, submission of marks and other duties allotted to the Department staff.
2. HOD's prepare an action plan – workshops, seminars, competitions, inviting resource persons, establishing industry-department link, etc. and decide on a staff coordinator for the department's association who executes the action plan with the help of other faculty and students.
3. HODs are given full power to prepare the confidential report of their faculty based on their performance, which is scrutinized by the Principal and later by the Management.

C. Principal coordinates with various committees like College Exam, NME, IQAC, NSS, RRC, YRC, CCC, Sports, Placement etc and the Head of the committee is given full freedom to execute the work and then report to the Principal.



6.1.8 Does the college promote a culture of participative management? If ‘yes’, indicate the levels of participative management.

Yes, the rules and regulations of the college are framed in consultation with Principal and HODs by the Management. After implementation of the same, if any problem is encountered, it is represented to the Principal. Staff members are encouraged to express their views on any matter relevant to developmental activities of the college.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes, the institution has the quality policy, based on the vision, mission and the ideologies on which this institution was established. The quality policy is clearly defined and communicated to all the stakeholders through handbook, student council and staff council meetings. It also ensures that the institutional policies, procedures and guidelines help in fulfilling the quality policy statement. This policy is reviewed from time to time in order to achieve the objectives of the institution.

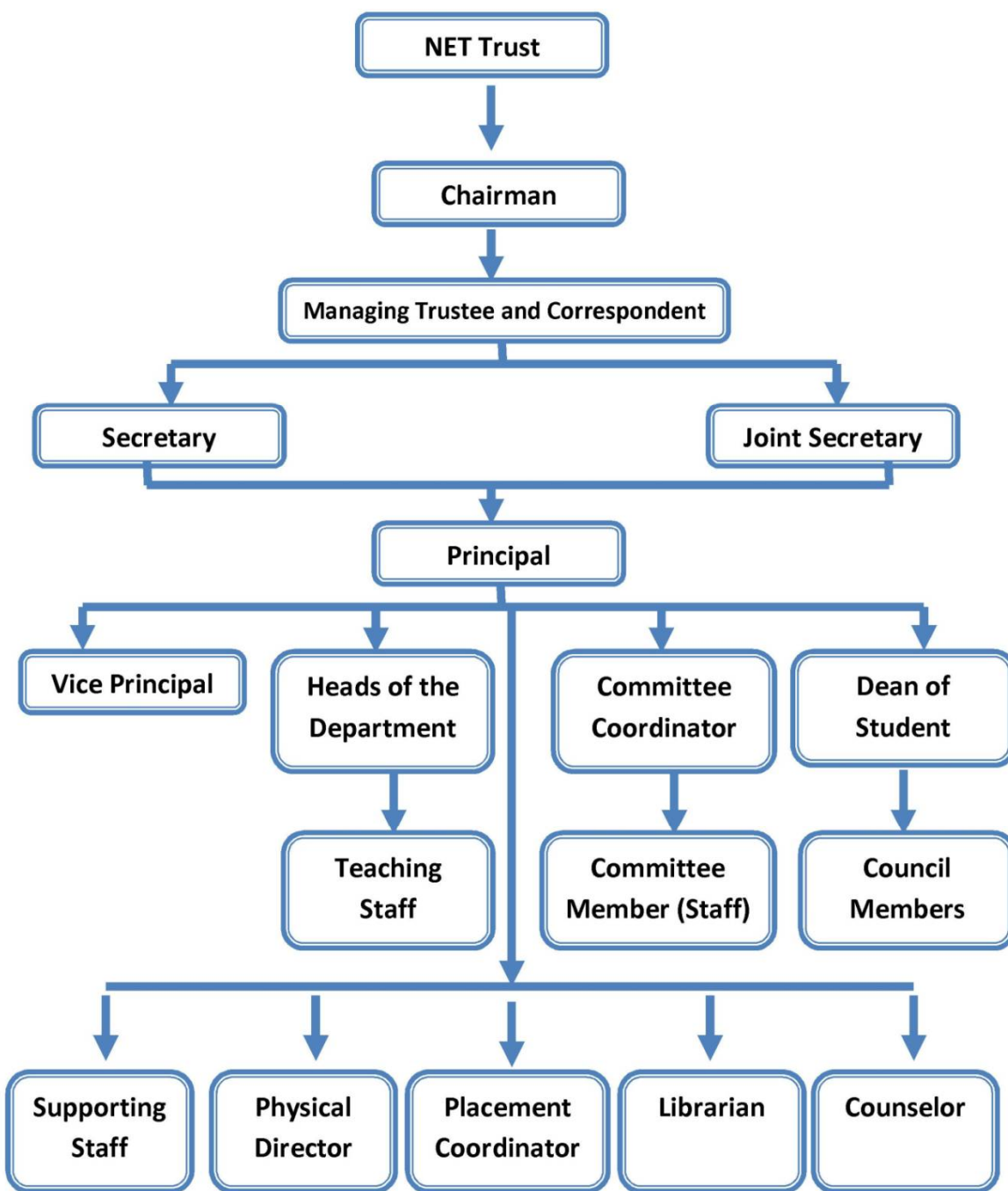
6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes. The following aspects have been considered for inclusion in the plan.

- To get NAAC Accreditation
- Permanent affiliation of the college to the University of Madras
- To bring in more UG courses
- To upgrade the UG Departments to PG and Research Departments

6.2.3 Describe the internal organizational structure and decision making processes.

The Principal discusses important issues with the Vice-Principal, Dean of Students, Coordinator and HODs. Then the matter is represented to the Managing Trustee after which a final decision is taken. When funds are involved, the Managing Trustee consults the Chairman and places the matter before the Trust Board for ratification.





6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

- Teaching & Learning
- Research & Development
- Community engagement
- Human resource management
- Industry interaction

Teaching & Learning

- The use of ICT in the enhancement of the teaching process. All the labs have LAN connectivity, which helps interactive teaching & learning.
- Access to internet and e-resources, library with INFLIBNET membership, access to e-journals-magazines and e-books, NME-ICT Broadband Connectivity.
- Remedial classes for slow learners, interactive classroom sessions, and student centric teaching
- The Institution is a member of ICTACT and sends faculty regularly for training in the use of technology.
- The library is upgraded regularly in terms of books, journals and other learning materials, which enable staff to acquire information, knowledge and skills required for their progress.
- Group Discussion, Paper Presentation, Assignment, Seminar are some of the interactive methodologies adopted.
- Faculty Development Programmes are conducted to develop teaching skills.

Research & Development

- The institution encourages faculty members to
 - i) Register for M.Phil/Ph.D programmes.
 - ii) Publish papers in academic journals.



iii) Participate in academic programmes like Orientation and Refresher programmes, workshops, seminars, symposia and National/ International Conferences. (On Duty Leave is sanctioned for the same).

iv) Act as resource persons/ invited speakers at various forums.

- Accumulated Earned Leave is sanctioned to staff for research work.
- Faculty is encouraged to conduct National / International Conferences in the college.

Community Engagement

- Active involvement of students in NSS, RRC, YRC & CCC has inculcated values and social responsibility and shapes their all-round personality.
- Conducting Rallies on issues where awareness is required by public and blood donation camps.
- NSS camps are organized every year to help villages.
- Donating money/ provision/clothes to orphanages and old age homes.
- The Citizen Consumer Club conducts orientation programmes for schools and colleges to create awareness and distributes pamphlets on consumer rights and related issues to the public.

Human Resource Management

1. All vacancies are filled up as and when they arise by recruiting qualified teachers and non-teaching staff through open advertisements in dailies. Selection is based on merit only.
2. Apart from academic work, staff are given responsibilities keeping in mind their interests and talents. For example, staff who have excelled in sports in their college days are put in the sports committee along with the Physical Director.

Industry Interaction

The Placement Cell interacts with the industry through collaborations with companies like Sutherland , ICTACT Academy of India, Internal Institute of Advanced Management Skills (IIAMS) , HCL (through the University of Madras) and also through Placement Collaboration. So far the college has tied up with three companies for placements.



6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The Head of the Institution and the Management meet to discuss various problems and requirements needed to be tackled for smooth functioning of the College. These problems and requirements are received from various stakeholders such as faculty members, students, community, relating to teaching quality, curriculum, curricular, co-curricular and Extra-curricular activities, besides various infrastructural requirements. All these requirements and the problems are discussed at length in the meeting with the Management.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

Management encourages staff involvement

- i). By acknowledging their contribution in meetings
- ii) By providing incentives.
- iii) By helping them gain greater exposure through attending workshops, conferences, symposia for which OD is granted.
- iv). By giving them functional autonomy in their departments

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The management council during the academic year 2012-2013 resolved to do the following activities

- a) Construct a seminar hall / auditorium
- b) Provide gymnasium for boys



6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If ‘yes’, what are the efforts made by the institution in obtaining autonomy?

Yes, the affiliating university (University of Madras) has a provision to accord the status of autonomy to its affiliated institution. The college has not applied for autonomy as autonomous status is granted only after permanent affiliation and accreditation by any accrediting body. The institution has applied for NAAC accreditation and it is proposed to apply for permanent affiliation once the institution is accredited by NAAC.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

The college has grievance redressal system, which addresses the grievances of the students. A suggestion box / complaint box is also kept near Principal’s room for the students to drop their grievances whenever the need arises. Moreover suggestion boxes are kept in each floor of the college. The grievance cell committee looks into these every week and provides the necessary action. Additionally feedback from students representative meeting, parent teacher meeting etc., also act as a redressal system.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No instances of court cases have been filed against the institute.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If ‘yes’, what was the outcome and response of the institution to such an effort?

The feedback from the students provide a strong tool to analyse the quality of teaching-learning process, which in turn determines the institutional performance. A strong encouragement provided to the students in sports and games has yielded positive outcome in terms of good achievement at district / state / national / university level. The feedback of students has resulted in addition of 2nd unit in NSS, formation of Eco **club** etc. contributing to nation building



6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

Staff are encouraged to register for Ph.D., and are encouraged to participate in seminars, workshops etc.

Some of our non-teaching staff members have been permitted to pursue higher education through Distance Education mode, as a development process.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

The institution encourages faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform

Table 6.1: seminar and workshop done for Faculty in the last four years.

DATE	FACULTY EMPOWERMENT PROGRAMME	NO.OF STAFF ATTENDED
June 2011	Prof. Dr.P.Ponnuswamy, Director, Prajyoth Language Academy,	43
June 2012	Dr.Krishnamurthy, Educationalist,Guest Faculty, BITS Pilani	52
June 2013	Rev. Paul Dhinakaran, Pastor for ECI Churches	58
June 2014	Dr. Sampath Samraj, Professor, Dept of Commerce, Pachayappas College, Chennai - 600005	62
December 2014	Mr. Vishal, Skill Enhancement Academy, Chennai -600040	64



6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

1. HOD's maintain confidential records of multiple activities and other information regarding faculty members to be submitted to the Principal at the end of the year.
2. Feedback obtained from students and alumni are considered for appraisal.
3. SAR(Self Appraisal Report) is obtained from the Staff/ Committee Coordinators and recorded in the Annual Report.
4. External appraisal is conducted for staff members

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The management every year reviews the outcome of the performance appraisal. The same is also communicated to the respective staff members and any gap identified is brought to the notice of the staff for immediate rectification. The management also ensures that these gaps are narrowed down through faculty development activities and other orientation programs. Faculty members are also counseled if required.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The College has many welfare schemes in place for both teaching and non-teaching faculty members.

1. Staff who have completed 9 months of service are eligible for vacation salary (for the months of April & May)
2. Maternity / Medical are sanctioned for staff with continuous 3 years of service.
3. P.F for all teaching / non-teaching staff with Employer's Contribution
4. E.S.I for Staff with income below Rs. 15,000/-



5. Free transport facilities to all the staff.
6. Permission for Sabbatical leave
7. Management Loan (interest free) given only for Education & Medical Expenses
8. Children of staff members receive 50 % tuition fee waiver for education at Annai violet group of institutions
9. Non-teaching staff members like drivers / cleaners are provided free lunch on every working day.
10. Gratuity: For retired staff of the college, a lump sum amount is paid by the Trust Board.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

The college adopts the following measures to retain efficient faculty

- The Management gives a competitive salary for eligible faculty members.
- The management offers reasonable salary with an increment every year.
- The management provides a healthy working atmosphere. Encourage them for career development to pursue Ph.D.
- Flexible working hours for paper presentation, seminars etc.
- Incentives for excellence of their wards.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The budget planning and allocation of financial resources is put in practice by the management to monitor the financial budget month wise. The administrative staff of the college submits a proposed expenditure statement of the succeeding month, on every last working day of the preceding month. The same is submitted to the management for its approval and disbursement of funds. The college has also drafted a system for the disbursement of the same through a notepad approval system.



6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The institution has a mechanism of external audit done by a third party. P.V.S.H KISHORE BABU , F.C.A., Membership No-026488 26, Chari street, T.Nager, Chennai-600 017. The financial audit is carried out every year by them. The last audit was done for the assessment year 2012-13. No major audit objections were raised.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The only source of institutional fund is fee receipts. In case of any deficit the trust meets the same through its corpus fund.

Audited Balance sheet is enclosed

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

The college is a self financed private institution and has not applied for funding from any Government/ private agencies for its academic activities.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If ‘yes’, what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

Yes, the institution has established an Internal Quality Assurance cell on 06.02.2014. The institution imbibes quality standards in all its academic activities. The IQAC takes feedback from all the stakeholders, analyses the same to identify the gaps and formulates necessary action plan. It also conducts various faculty development programs as required. It consistently helps the management to sustain and enhance the quality of the institution.



b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?

The IQAC has been very active from its inception. The cell has suggested various development strategies in terms of academic quality and the following measures are implemented in the college.

1. Membership with Inflibnet and Madras Management Association.
2. Subscription of many management / commerce journals.

The following are the perspective plan for the future suggested by IQAC.

1. A post graduate block in the campus
2. To build a hostel for girls
3. To add more sections to B.Com / BBA
4. To start Post Graduate program in English Literature.
5. To introduce new course B.Sc Visual Communication
6. To construct a fully equipped Auditorium.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

The IQAC has two external members. Valuable suggestions like improving the library resources, additional programs and innovative teaching and learning methods were given by them.

d. How do students and alumni contribute to the effective functioning of the IQAC?

Feedback and suggestions from students and Alumni on the institution are taken up for the discussion during the IQAC meeting-both internal and external. After discussions with committee members suggestions are taken forward and drawbacks are checked into.



e. How does the IQAC communicate and engage staff from different constituents of the institution?

The IQAC consists of Principal and seven members who are faculty members from each discipline. The IQAC Co-ordinator communicates through notices, circulars to the members with regard to all the activities of the cell.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

- The vision of the institution clearly brings out the intended quality of education. The same is also translated into academic policies and communicated to both academic and administrative staff. The academic quality is ensured by focused teaching-learning process.
- The institution has built in an integrated support system where the administrative staff contributes substantially to achieve academic quality.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

The college organizes orientation programs to enhance teacher quality. It is also supported in and through faculty development programs. It helps faculty members in understanding and to implement academic policies effectively. Moreover, the college has adopted a participative decision making process wherein the faculty members contribute effectively towards the development of the institution.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

Internal academic audit is conducted every semester, every year ISO conducts external review and audit to review the ISO status. The institution reviews all of its activities in a comprehensive and continuous manner. It collects feedback from the students through the student representatives to analyze the quality of teaching and teaching methodologies adopted by the faculty members. It also conducts performance appraisal to evaluate the performance of the faculty.



Both the Principal and the management monitor the curriculum delivery through the College Management Software. This software helps the teachers to execute a proper planning in teaching-learning process. Every semester result review analysis is conducted to further enhance the teaching-learning process.

The Online lesson plan management system acts as an internal auditor in ensuring the completion of the syllabus by the staff members. All the association activities submit a report every year on the activities organized during that academic year.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

- Our Internal Quality Assurance mechanisms are aligned with the requirements of our University, UGC, and NAAC. All rules and regulations are followed assiduously. Our College Calendar is based on the University Calendar.
- Recruitment of staff is also according to the criteria specified by the University and the UGC.
- Staff Selection Committee is formed as instructed by the University and staff are approved by the University.
- Attendance is strictly maintained and condonation paid for students who come within the condonation limit. Students without the requisite attendance are made to repeat the semester.
- Continuous Internal Assessment Test are conducted very seriously.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The institution has implemented an online lesson plan management system, which helps all the faculty members to plan the delivery of the curriculum. As this software is online, the staff members enjoy the advantage of using the same even outside the college campus. The management and the Principal have access to monitor the planned delivery of curriculum and its completion status.



The student follow up program (tutor-ward system) is very effective in bringing feedback from the students with regard to their learning. The faculty in charge meets the students on a regular interval (once in a week) for the tutor-ward system to understand the students' performance both in academic and non-academic, which makes the teaching learning process very effective. The Principal also meets the student representatives once a month to further reinforce the effectiveness of student learning process.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The institution provides orientation to all the faculty members with regard to the procedure to follow online lesson plan management. Besides, every quality assurance policy is well communicated to the faculty members through staff meeting and staff council.

The vision and the mission of the institution are well displayed at various places within the campus. The college has also displays the achievements roll of honor in academic and sports & games for all other stakeholders view. Additionally placement notice board provides the details of companies, which have visited the campus for recruitment, and the list of the selected students both on and off-campus.

The college website also provides details on the institutional quality and its achievements.



CRITERIA VII- INNOVATIONS AND BEST PRACTICES



CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

No. The College does not conduct a Green Audit of its campus and facilities.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

The following are the major environmental initiatives undertaken by the College.

Energy Conservation

Implementing energy saving techniques is ensured lights and fans are switched off by floor attendees and staff after completion of the last lecture of the day. Air-conditioners in various rooms are switched on at 08.45 a.m. and switched off when there is no requirement. Further, all the A.C.s are with Five star rating in Power saving. Classrooms are built with sufficient cross ventilation and light so that the use of electricity can be minimized.

Use of Renewable Energy

The College is planning to install solar panel. The College has a generator of 3 phase, 30 kva, 415 volts to manage during current failures and current fluctuations in the campus.

Water Harvesting

The College is contemplating installing the water harvesting. Rain water harvesting is installed in the campus.

Check Dam Construction

Not Applicable



Efforts for Carbon neutrality

The College makes the student aware of the Carbon Credits through the eco club.

Plantation

Various trees are planted and maintained to keep the campus green and the students are encouraged to water the plants every day. Eco Club encourages students to maintain their own garden and learn life skills. Each class is allotted a small area of land to create their own garden.

Hazardous waste management

There are no hazardous chemicals and micro-organisms used in the college laboratory. The minimal wastage is drained after reasonable treatment so as to make it non hazardous.

E-Waste management

Non-working computers, monitors and printers are discarded and scrapped on a systematic basis to Raj Computers for recycling purposes if some parts are useful, in other systems they are kept aside for future use.

7.2. Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

TEACHING – LEARNING

Lectures are given with ICT enabled teaching in the college. Students are motivated to present their papers with ICT tools. Course files are prepared well in advance to equip the Teachers with a sound knowledge of the subject content and it is effectively followed. Best Reader award is instituted to encourage reading and better usage of library.



OUTREACH PROGRAMS

Helping Hands always play an important role in everyone's life. Through NSS, YRC and RRC students are prepared to get involved in various aspects to help the society in a variety of ways.

Every year as part of Christmas programme unused clothes are collected and donated to various orphanages. As a part of student to student donation-stationary items and basic food ingredients are collected through "donate for a cause" and it is distributed to the needy children. To improve the students the habit of reading, students are encouraged to donate books on their birthdays to the Department Library.

SPIRIT OF TOGETHERNESS

Pongal Celebrations and other festivals are celebrated to give a festive and joyous spirit among students in the college.

GUINNESS WORLD RECORD

To impart the importance of time management, team work and social awareness two Guinness world records were conducted with the participation of students.

7.3 Best Practices

7.3.1 Elaborate on any two best practices which have contributed to the achievement of the Institutional objectives and /or contributed to the quality improvement of the core activities of the College

PRACTICE I:

1. Title of the Practice:

Best Reader

**2. Goal:**

- To develop the reading habit.
- To make best use of library and its facilities.
- To provide the opportunity for continuous self-education of students and staff.

3. The Context:

Monitoring the usage of library in by students and staff in the best way

4. The Practice:

The college consists of 1500 students. Around 55% to 60% of our students' use the library frequently. The librarian monitors the students' usage of the library resource in a systematic manner. It makes keen note of the students by judging their regularity, sincerity and honesty (returning books on time) and recommends the student's name to the advisory committee. The nominated student for the **"Best Reader Award"** receives his/her award from the College Chairman, Chev. Dr. N. R. Dhanapalan. This instills a healthy competition among the students to effectively use the library.

5. Evidence of Success:

Our library witnessed a steady growth in the usage books used by the students. As per our target this year, automation, infolibnet, E-Resources, NPTEC are implemented and our students are greatly benefited by it.

6. Problems Encountered and Recourses Required:

- Students' unfamiliarity with library services and ICT facilities.
- Time constraints as many students are taking up part time jobs.
- At the initial stage students find difficult to get familiar with the reading habit.



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PRACTICE II:

1. Title of the Practice:

Say No to Plastics.

2. Goal:

- To create an awareness of the harmful impact of plastics on the environment and health.
- To educate the process of recycling plastics.
- To advocate reduction in the use of plastics.

3. The Context:

Plastics pose a significant threat to our planet. The very qualities that make it an adaptable and durable product to use also make plastic an environmental nightmare. Plastics do not biodegrade. They are buried deep in landfills and leak harmful chemicals that spread into groundwater. [Floating plastic waste](#), which can survive for thousands of years in water, serves as mini transportation devices for invasive species, disrupting habitats. Chemicals added to plastics are absorbed by human bodies. Some of these compounds have been found to alter hormones or have other potential human health effects.

4. Practice:

As a part of social responsibility, an awareness programme on “Say No to Plastic Bottles” was conducted. Staff and Students of the College went on an anti-plastic campaign through the streets of Ambattur, sensitizing people about the ill-effects of plastics. The group issued pamphlets detailing the hazards. They also collected plastic bottles for creating the longest chain of plastic bottles which entered the Guinness World Records. A chain was created by 60 members using 18,843 bottles within 4 hours measuring 5.14 km. The team went on to explain why plastic causes contamination and is non-ecological. They urged residents to avoid using plastic bottles. Banners with slogans and pictures, pamphlets addressing the need to act with social and moral responsibility were displayed around the area. The success of our first Guinness Record motivated our institution to pursue new vision and Challenges on Social awareness and lead us to the second Record. This awareness was created not only within the campus but has reached a large audience.

**6. Problems Encountered and Resources Required:**

The awareness program, 'Say No to Plastics' had a lot of hurdles to go through. In order to coordinate such a mass event with available resource was challenging as well a grueling process. The group of 60 students did a commendable job by creating chain of bottles. The NSS students played a significant role, who voluntarily went to the each inhabitant of Ambattur, Hotels, Railway Stations and all the public areas and did a cleanliness drive through out Ambattur, which resulted in good collection of Bottles needed for the awareness program.

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PRACTICE III:

1. Title of the Practice:

A Human Touch to the Dead

2. Goal:

- To create a sense of responsibility towards humanity.
- To perform the last rites to the unclaimed bodies and give them a dignified burial.
- To perform the funeral rites as an act of service to the nation and humanity at large.

3. The Context:

The memorial service at Annai Violet College was started for the dead that lie unclaimed bodies in the Government Hospitals. These bodies stored in its morgue remain unidentified and unquestioned. Some of them have been lying there for many months, decomposing, since the freezers don't work and rats have a free run on the place. Though they are stored in different chambers, one decomposed body can lead to decomposition of all the bodies. There are more than 100 unclaimed bodies waiting to be cremated every six months.

4. The Practice:

College Founder and Chairman Chev. Dr. N. R. Dhanapalan launched an effort by starting a mission with an idea to help the dead by burying the unclaimed bodies. It's a noble act to put these bodies into the ground. According to him, "Each individual has a sacred dignity and when they die, they deserve a decent burial. It's not a social service, but God's work." It is the generosity of the students who showed their willingness and came forward to form a students' community to undergo his mission. By standing up for the community who can't stand up for themselves, the students volunteered themselves to give them the last funeral rites. Over the past years, the students have disposed of hundreds of unclaimed bodies lying in hospitals and morgues.

5. Evidence of Success:

Every six months students' representatives perform the last rites in collaboration with Lions' Club and Government General Hospital.

**6. Problems Encountered and Resources Required:**

Decomposed bodies, huge number of unclaimed bodies, foul smell are some of the problems faced during the procedures. Strong mind and the right attitude are the resources required to carry it forward.

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