

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality Assurance**  
**Report (AQAR) in Accredited Institutions**  
*(Revised in October 2013)*



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

# NAAC

## VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

## MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

## Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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*Document revised by: Dr. Ganesh Hegde, Deputy Adviser and B. S. Ponmudiraj, Deputy Adviser, NAAC*

# ***Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions***

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## **Objective**

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

*IQAC shall evolve mechanisms and procedures for*

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## **Functions**

*Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## **Benefits**

*IQAC will facilitate / contribute*

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

### **Composition of the IQAC**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ▶ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

### **The role of coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

### **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

### **Monitoring Mechanism**

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail ([capuaqar@gmail.com](mailto:capuaqar@gmail.com)). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC\_32\_A&A\_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

### **Mandatory Submission of AQAR by IQAC**

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2<sup>nd</sup> and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2<sup>nd</sup> and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2<sup>nd</sup> and subsequent cycles of A& A **with effect from 16<sup>th</sup> September 2016:**

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.



# The Annual Quality Assurance Report (AQAR) of the IQAC

**2017-18**

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution

**Dhanraj Baid Jain College**

1.2 Address Line 1

Address Line 2

Jothi Nagar ,Rajiv Gandhi Salai

City/Town

Thoraipakkam

State

Chennai

Pin Code

600097

Institution e-mail address

dbjainmca@yahoo.co.in

Contact Nos.

044 - 65871798

Name of the Head of the Institution:

**Dr.R.P.PANKAJA**

Tel. No. with STD Code:

044 - 24960889

Mobile:

**7200071798**

Name of the IQAC Co-ordinator:

**Dr.M.SAKTHIVEL MURUGAN**

Mobile:

9841373433

IQAC e-mail address:

Murugan\_57@yahoo.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

RAR 12461

1.4 NAAC Executive Committee No. & Date:

RAR12461-D.B.JAINCOLLEGE-CHENNAI-15-16

Dated :-21 -10-2016

1.5 Website address:

www.dbjainCollege.org

Web-link of the AQAR:

www.dbjaincollege.org/AQAR2017\_18.doc

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++		2005	2008
2	2 <sup>nd</sup> Cycle	A	3.11	2013	2018

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

07-July-2006

1.8 AQAR for the year

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR : 10-05-2014
- ii. AQAR: 30-06-2015
- iii. AQAR : 21-10-2016
- iv. AQAR: 19-09-2017

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

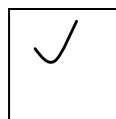
TEI (Edu)  Engineering  Health Science  Management

**University of Madras**

1.12 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University



University with Potential for Excellence

N.A

UGC-CPE

N.A

DST Star Scheme

N.A

UGC-CE

N.A

UGC-Special Assistance Programme

N.A

DST-FIST

N.A

UGC-Innovative PG programmes

N.A

Any other (*Specify*)

N.A

UGC-COP Programmes

N.A

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

3

2.3 No. of students

2

2.4 No. of Management representatives

2

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and  
community representatives

1

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

02

2.9 Total No. of members

20

2.10 No. of IQAC meetings held

Five

2.11 No. of meetings with various stakeholders:

No.

Faculty

Non-Teaching Staff

3

Alumni

5

2

Others

5

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

If yes, mention the amount

Autonomous Grant-20-Lakhs

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

Innovative Practices in Teaching and Learning  
Quality in Higher Education,  
Teaching methodology, ICT in Education,

2.14 Significant Activities and contributions made by IQAC

- Regular Yoga classes for the students.
- Facilitate planning and development of job oriented curriculum.
- Constant encouragement and support for faculty participation in Quality improvement programs.
- Capacity building workshops, seminars, conferences and teacher competence enhancement programmes.
- Psychological training for teacher effectiveness.
- Innovative practices combining traditional, modern teaching methodologies.
- Specific ICT Training programmes for effective communication
- Newspaper reading Practice sessions during English class hours.

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<p>Proposal and plan to conduct National Level seminars, workshops, symposiums, FDP etc.,</p>	<p>On 23<sup>rd</sup> January 2018, IQAC of our college organized a faculty Development Program on “Outcome Based Education” by Prof.I.R.Praveen Joe, Associate Professor, Department of Computer Science and Engineering, KCG College of Technology, Chennai.</p> <p>One day National Business Research Conference on “Emerging Trends in Commerce and Management in the present Decade(ETCM’18)”organized by Department of Management Studies on 24<sup>th</sup> February 2018 in which many eminent scholars participated. More than 100 papers were presented and published in DBJC Journal of Business Research with ISSN: 2248-9711</p> <p>On 8<sup>th</sup> February 2018, and from 12<sup>th</sup> to 13<sup>th</sup> February 2018 IQAC of our college organized an Awareness Session on “Solid WasteManagement” by ITC , Chennai for both teaching and non teaching staff of the college</p> <p>On 12<sup>th</sup> February 2018, IQAC of our college organized a Faculty Development Program on “Modern Teaching Methodologies” by Dr. Desti Kannaiah, Senior lecturer , School of Business, James Cook University, Singapore</p> <p>On 25.01.2018, the Department of English Inaugurated the Literary Club. Dr.Amstrong, Head, Department of English, University of Madras, Chennai delivered a lecture on “English as a Global Language”</p> <p>On 18<sup>th</sup> December 2017, the Department of Management Studies organized an awareness session on Intellectual Property Rights. Dr. L.Vijay, Certified IPR Professional, COE, S.A. Engineering College Chennai was the</p>

	<p>Resource Person.</p> <p>□ On 20<sup>th</sup> December 2017, the Department of Management Studies inaugurated the Business Park by Mr. S.Pandian, Founder, Kathir Sudhir Automatic Solutions, Chennai. It was fully arranged by the students and for the students.</p> <p>On 02.01.2018, the department of Management Studies organized an International Guest Lecture on “ Business Idea Generation” by Dr.B.Nimalathasan, Professor&amp; Head, Department of Accounting, Faculty of Management studies &amp;, University of Jaffna, Jaffna, Srilanka</p> <p>□ On 03.01.2018, the Department of Management Studies organised a Guest Lecture on “Interviewing Skills”by Prof.M.Gurubakkiam, Head of the Department, Versatile Business School, Chennai.</p> <p>On 05.01.2018, the Department of Corporate Secretaryship (Shift-II) organized a Guest Lecture on “How to Overcome Failure in Life” in which Ms.Divya, Eva Stalin IAS Academy Chennai enlightened the students the ways and means to cope stress.</p> <p>□ On 14<sup>th</sup> February 2018, Department of Tamil organized Inter Collegiate competitions, in which 16 colleges participated.</p> <p>□ On 17<sup>th</sup> February 2018, the Department of Visual Communication conducted a program on “History of Photography”. Mr Arun, Freelance Photographer and Editor, Kovalam, Chennai was the resource Person.</p> <p>□ On 23<sup>rd</sup> February 2018, the department of English Conducted Fest on FEST “IGNITE - 2018”.</p> <p>□ Department of Tamil observed Muthamizh vizha from 27<sup>th</sup> Feb to 28<sup>th</sup> Feb 2018.</p> <p>□ On 28<sup>th</sup> February 2018, the Department of Commerce conducted “Comfest” Competitions like article writing, paper presentation etc. for the students.</p> <p>□ On 01.03.2018, the Department of Commerce conducted a Workshop on “New age career on Business Analytics” by Mr.</p>
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	<p>Kamalnathan Sethu and Mr. Mani Balan, Executive, iNature Education Solutions Pvt Ltd, Chennai</p> <p>On 02.03.2018, the Department of Tamil organised Tamil Mandra Niraiivu Vizha in which Mr.Bala Ramani, First Recipient of Kamban Award by Govt. of Tamil Nadu Former Director- Programmes, Door darshan Kendra – Podhigai, Chennai.</p> <p>□ On 09.03.2018, the Department of Computer Science organized a Jain IT Vista’s 2018” by Mr.R.S.Arunkumar, Senior Technical Leader, Tech Mahindra.</p>
<p>Practices to reform and improve the student’s success rate.</p>	<p>Various practices such as Centralised Continous Internal Assessment, remedial classes for slow learners and advanced learners.</p> <p>Question bank for subject-wise and case studies on subjects.</p>
<p>More participation of students for Sports Activities</p>	<p>Inter - Departmental Sports activities for the Academic year 2017-18 were commenced from 4<sup>th</sup> December 2018</p> <p>□ Republic Day Cup-2018, Inter-Collegiate Football and Cricket Tournament were organised, 22<sup>nd</sup> &amp; 23<sup>rd</sup> January 2018, DBJC Cricket team secured second place.</p> <p>□ Our Kabaddi team Secured Second place in the State Level Open Champion, organized by Tuticorin District Kabaddi Association from 26<sup>th</sup> to 28<sup>th</sup> January 2018.</p> <p>Our Volleyball team secured Third Place in the VIE-2018, National level Inter-Collegiate Volleyball tournament, organized by Jain University , Bangalore from 23<sup>rd</sup> to 25<sup>th</sup> January 2018.</p> <p>□ The Valedictory function of the Republic Day Cup 2018 presided over by Dr.S.Kamalakaran, Principal, Annai Theresa Arts &amp; Science College Thirukazhukundram on 23.01.2018</p>



	<p>46<sup>th</sup> Annual Sports day was celebrated on 22<sup>nd</sup> February 2018, in which Mr.K.Baskaran, International Kabaddi Player, Asian &amp; SAF Games gold medalist addressed the students and distributed the medals and certificates to the sport winners.</p> <p>Beach Volleyball Secured Third place in the Tamilnadu Senior State Beach Volleyball Championship on 10.02.2018 to 11.02.2018.</p> <p>□ Kabaddi Secured First Place in the PSN Trophy-2018, National level Inter Collegiate kabaddi tournament on 15.02.2018 and 17.02.2018.</p> <p>□ Volley ball Secured Second Place in the Asan Memorial State level Inter Collegiate Volleyball Tournament on 19.02.2018 to 20.02.2018.</p>
Career oriented programmes	<p>To increase the employability of our students, several certificate and diploma courses are conducted throughout the year.</p> <p>For the first year students, certificate programmes on CRM,HRM , Hotel Management , Travel Tourism Communication and Public Speaking, Stock Market were some of the courses conducted. For the second year students certificate programmes,Retail marketing, Communication and Public Speaking, All third year students had Finishing School programmes on computer skills for the non-computer students, personality enrichment programmes. Life-coping skills were also conducted for the third students.</p> <p>On 15.09.17 &amp; 16.09.17 a Workshop for final year students on Interview Skills by Mrs. Jasha&amp; Mrs. S.Valli Trainer, RIPE Consulting Services Pvt Ltd, Chennai</p> <p>An induction Program was organized Exclusively for selected students by IDBI Federal by Ms.PunithaRajagopal, Sr.Team Leader, IDBI Federal Life Insurance Co.Ltd.,</p>

	<p>Erode, on 9<sup>th</sup> and 10<sup>th</sup> January 2018.</p> <p>On 12.03.2018, the Department of Corporate Secretaryship organized a Career Development Programme on “How to Prepare for Competitive Examination” by R.Ramya, HR Trainer, EVA Stalin Academy, Chennai.</p> <p>On 12<sup>th</sup> March 2018, an orientation session was conducted for the second year students on Interview Skills by Dr.Praveen Joe, Professor, KCG College of Technology, Chennai.</p> <p><input type="checkbox"/> Workshop on “Interview skills” was conducted by Mr.M.Kapilesh, Senior Executive , HR SDS Ramcides crop Science Pvt Ltd &amp; Mr.M.Srinivasan, HR officer, Cavinkare Pvt Ltd., on 17<sup>th</sup> March 2018.</p> <p><input type="checkbox"/> An aptitude test session was conducted for the students by our Placement officer Mrs.P Chandrakala on 21<sup>st</sup> March 2018.</p>
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2.15 Whether the AQAR was placed in statutory body

Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The College council and IQAC members approved the Annual Quality Assurance Report (AQAR) after a detailed discussion. They also suggested to strengthen quality aspects of teaching ,the placement and industry institution interaction . The follow-ups were done periodically through the HODs meeting and other department level meetings.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	03			
PG	02		04	
UG	04		07	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	8			
Others(M.phil)	2			
<b>Total</b>	19		10	
Interdisciplinary			1-BCOM ISM 1-BCOM Computer Applications	
Innovative				

##### 1.2 (i) Flexibility of the Curriculum: **CBCS**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	19

##### 1.3 Feedback from stakeholders\* (On all aspects)

Alumni  Parents  Employers  Students

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

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

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

YES-Regular and periodic updation of the syllabi with the support of board members of each discipline, industry nominees and Meritorius alumini.  
  
Board of studies of Language and major discipline held in May -2017.

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

YES-M.sc.Computer Science

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	110	105	5		

2.2 No. of permanent faculty with Ph.D. 20

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	10								10	

2.4 No. of Guest and Visiting faculty and Temporary faculty 02 02 NIL

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		02	09
Presented papers			88
Resource Persons			10

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

- The autonomous status has made it possible to introduce innovations experiment in syllabus design, methodology and testing. Socially relevant and job-oriented papers, field work and practical training are part of the curriculum.
- Students Assignments in CD-electronic form.
- Hands-on training through practical classes in laboratories.
- Daily English newspaper reading during english class hour
- Education through ICT (Information and Communication Technology)-Smart class facility.
- Chalk & Talk substituted by LCD Projector for Regular Class Room Teaching.
- Institution conducts remedial classes and diagnostic tests for slow learners based on that it adopts teaching strategies to improve the level of learning.

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

200

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

- Continuous Internal Assessment (CIA) as a part of CBCS pattern to both UG and PG levels.
- CIA components - 3 cycle tests, Assignments, Seminars and Pre semester exams.
- PG – Double valuation and UG – Internal & External valuation.
- Dummy number assigned for answer scripts of UG and P.G.scripts
- Question Paper Scrutiny by external subject expert
- Exclusive automated softwares for Hall ticket printing
- Computerized Internal and external marks entry and Mark sheet generation
- An immediate supplementary examination is conducted for the students who have failed in only one paper at the end of final semester for PG and UG.
- Mark Sheet & Consolidated mark sheet with security features.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

Two senior faculty from Each Dept is part Board of Studies for restructuring /reforms in the Syllabus.

2.10 Average percentage of attendance of students

70%

2.11 Course/Programme wise

distribution of pass percentage : 2017

Title of the Programme	Total no. of students appeared	Division (Shift I)				
		Distinction %	I %	II %	III %	Pass %
B.A Economics	34	-	10	79	11	56
B.Sc (Mathematics)	40	20	40	32	8	63
B.Com (Co-operation)	37	-	10	86	4	78
B.Com (Commerce)	121	3	43	51	3	77
B.Com (CS)	45	-	38	62	-	87
M.A Business Economics	07	-	100	-	-	43
M.Sc (Mathematics)	19	-	100	-	-	53
M.Com (Commerce)	09	13	62	25	-	89
M.C.A	17	37	63	-	-	94
Title of the Programme	Total no. of students appeared	Division (Shift II)				
		Distinction %	I %	II %	III %	Pass %
B.Com (Commerce)	191	-	26	71	3	75
B.Com (CS)	108	2	9	89	-	54
B.B.A	45	-	50	50	-	62
B.Sc ISM	42	4	78	18	-	55
B.Sc (CS)	89	12	70	18	-	74
B.C.A	86	14	68	18	--	74
B.Com (CA)	44	-	25	58	17	55
B.Com (AF)	56	3	20	77	-	54
B.Sc (Viscom)	23	20	53	27	-	65
M.Com (CS)	18	100	-	-	-	67
M.Sc (IT)	08	12	88	-	-	100
M.Phil.Commerce	12	--	82	18	-	92
M.Phil Computer	12	66	34	0	0	100

Science						
---------	--	--	--	--	--	--

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

**Through Students Performance analysis And appropriate remedial Mechanisms  
And Through Feedback System**

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	02
Staff training conducted by other institutions	10
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12			
Technical Staff	06			

## Criterion – III

### 3. Research, Consultancy and Extension

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

Motivation for the faculty members for Paper Publications and pursue research.

Motivation of the faculty to attend National and International academic events

Special leave is granted for attending conferences to present papers. participate in FDP conducted by other institution.

The library is equipped with a large number of research journals for the faculty. Library having Internet-browsing facility. and INFILIBNET-Account access for All faculty and research scholars. A digital library fully functional

Exclusive research and development cell monitors Phd.and Mphil research scholars to work towards their research programmes.

Periodic guest lecturers in research methodology and research paper writing by experts and eminent professors.

Research department expanded with new research guides with the approval from University of Madras.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01		999600	581600
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects- NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	08	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	--	15	

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

Range  Average  h-index  Nos. in SCOPUS



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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2	UGC	999600	999600
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify) Emitrus Fellow in Commerce	2			
<b>Total</b>	<b>4</b>	<b>UGC</b>	<b>999600</b>	<b>999600</b>

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

ii) Without ISBN No. (ISSN)

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		02			
Sponsoring agencies		NAAC ICSSR	<input type="text" value="04"/>		

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency

NIL

From Management of University/College

5 LAKHS

Total

FIVE LAKHS

3.16 No. of patents received this year:- NIL

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

Total	International	National	State	University	Dist	College
02			02			

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

4

8

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

3

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

JRF

1

SRF

Project Fellows

Any other

nil

3.21 No. of students Participated in NSS events:

University level

20

State level

20

National level

03

International level

3.22 No. of students participated in NCC events:

University level

14

State level

20

National level

International level

3.23 No. of Awards won in NSS:

University level

State level

01

National level

01

International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum	<input type="text" value="01"/>	College forum	<input type="text" value="05"/>	Value education Environment club ED Cell
NCC	<input type="text" value="05"/>	NSS	<input type="text" value="05"/>	
Any other				

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

- ❖ On 11.07.17 Awareness programme on Dengue/Malaria/Chikungunya was conducted by NSS wing of DBJC.
- ❖ The college promotes campus-cleanliness drive as “SWACH BHARATH” among students and neighborhood surveys are undertaken by the NSS. The entire campus is a ‘No Smoking’ and ‘No Plastic’ zone.
- ❖ On 15.07.17 Voters Day was celebrated with Awareness Camp hosted by **Mr.Ravi**, Election Monitor, Sholinganallur Division, Chennai.
- ❖ On 30.08.17 Awareness session on Eradication of Child Labour was conducted by NSS wing with the support of **Dr. Vijayabaskar**, Volunteer, The Foundation for the Protection of Child Rights, Chennai Chapter.
- ❖ IQAC conducted Health Awareness Programme on ‘Diabetes Mellitus’ with the support of **Apollo Shine Foundation**.
- ❖ Field Trips, Blood Donation Camps, make students aware of their social responsibility and commitment.
- ❖ IQAC conducted Knowledge Sharing Session on “**Gender Equity Promotion Programme**” on 05.12.17
- ❖ The College also runs an ‘Earn while you learn’ and ‘college to village and village to college’ programs
- ❖ Safety awareness rally conducted as a part of National safety week celebrations.

- ❖ The NSS and YRC units of the college have been involved in several activities inside and outside the college. Awareness campaigns were held during the Vigilance Awareness Week,
- ❖ Crackerless Diwali campaign. Health awareness camp, two Blood Donations camps were organised .320 units of bloods are collecting in these two camps. Two health check-up campaigns were organised with doctors from the Apollo Shine Foundations and Apollo Hospitals.
- ❖ Human chains were held at the Rajiv Gandhi Salai, OMR for ‘drug abuse and illicit trafficking of students’.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	49000-sqft			1.5-core
Class rooms	85	1000 Sqft -4-Class rooms -	Management- 5 Lakhs -	89
Laboratories	07	-		07
Seminar Halls	05			05
No. of important equipments purchased ( $\geq 1$ -0 lakh) during the current year.	25			25
Value of the equipment purchased during the year (Rs. in Lakhs)	10 Lakhs			10 Lakhs
Others				

#### 4.2 Computerization of administration and library

Books worth Rs. Two lakhs comprising reference books, text books and journals were added to the college library this year. The students are also provided with facilities to access the internet to prepare themselves for various competitive examinations and prepare for events at the inter-collegiate level. 56 National Journals and 21 International journals are available for the staff and students in the library. Reprographic facilities are provided for the students in the library. The library team proposes to extend their working hours to enable students avail the facility for a longer while from the year 2017-18.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	30605	3271545	1000	200000	31605	3873493
Reference Books	1820	287932			1820	287932
e-Books						
Journals	94	168325			94	168325
e-Journals	6000	9000			6000	9000
Digital Database						
CD & Video	184	28156			184	28156
Others (specify)	30605	3271545			30605	3673493

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	250	05	10 Mbps	01	01	04	08	
Added	25		2 Mbps					
Total	275		12 Mbps					

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

- Computer(s) with printer provided to every department and college office
- Free internet access provided to departments to aid Teaching & Researc
- 10 Mbps-dedicated Leased line –BSNL
- 10 Mbps-dedicated leased line-Aircel
- Internet connectivity for each department-computer
- Periodic workshops/faculty development programme on modern trends in teaching
- SMART-CLASS ROOM for interactive teaching-learning process
- Browsing center for students for e-book/e-resource access in Library

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	5-Lakhs
ii) Campus Infrastructure and facilities	2-Lakhs
iii) Equipments	10 lakhs
iv) Others	2 lakhs
<b>Total :</b>	<b>19 lakhs</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

<b>Placement cell</b>	The College has an active placement cell that has achieved successful placement record. Placement cell functions with a coordinator convenor and a Placement assistant.
<b>Mentoring service</b>	Ward system- for student - tutor
<b>Coaching classes</b>	Bridge Course classes –English speaking for First year students.
<b>Grievance cell</b>	With Senior staff member as Convener, Senior staff member, Staff Secretary, Council Secretary, Vice President as members
<b>Guidance &amp; Counseling</b>	The system helps students to alleviate their stress and aids students to inculcate a sense of morality and confidence in their life.
<b>Anti ragging cell</b>	Constituting Principal, Senior staff members, and Local Police Inspector
<b>Awareness program on sexual harassment</b>	Functions under the guidance of Ethics committee with 7 Senior staff members (both teaching and non-teaching) and 2 Student Union office bearers
<b>Community Service Schemes</b>	NSS, Youth Red cross, RRC, Eco-club.
<b>Others</b>	Students Safety Insurance, Free Books, Free Meals, Sports Kit
<b>The representative of the IQAC in each orient the student the facilities available in the campus like medical facility, placement, and skill training.</b>	
<b>A placement officer each semester class to orient the students on the training programmes.</b>	
<ul style="list-style-type: none"><li>▪ Meet-the-parent programme in each department</li><li>▪ <input type="checkbox"/> Class tests and internal assessment</li><li>▪ State of the art sports facilities with newly built in-door stadium, cricket grounds kabaddi ground and other court games.</li><li>▪ Boarding and lodging accommodation for sports students</li></ul>	

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

• Academic Performance of students is monitored through Continuous Internal Assessments. Weak students are given special attention apart from remedial coaching for students. Attendance details and marks in the two CA tests & model examinations are sent to the parents by post before the end semester examination begin.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3374	126	12	----

(b) No. of students outside the state

10

(c) No. of international students

NIL

Men

No	%
2222	63

Women

No	%
1290	37

Last Year						This Year					
General	SC	ST	OBC	Physical ly Challeng ed	Total	General	SC	ST	OBC	Physical ly Challeng ed	Total
190	1100	8	2099	03	3400	207	1200	10	2093	2	3512

Demand ratio 1:4

Dropout % 2

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

Efforts are made to collaborate with academics for IAS IPS aspirants and others.

No. of students beneficiaries

--

5.5 No. of students qualified in these examinations

NET

2

SET/SLET

GATE

CAT



IAS/IPS etc  State PSC  2 UPSC  Others

## 5.6 Details of student counselling and career guidance

- This academic year has seen several training programmes organised in our campus to develop in our students basic communication skills, interview skills and etiquette, preparation of CV etc. Mock interviews, Group Discussions, simulated situations etc., form an integral part of these training modules. Resource persons are drawn from the Industry.
- Special mention must be made of TCS-Industry-Academia programme that trains students to improve their communication skills and provide them with perspectives in what they do and what they want to do. 19 companies visited the campus that include prominent MNCs like Capgemini, First Source Solutions, Sutherland, Sundaram Business Services, and the Murugappa group.
- All final year undergraduate students attended a Career Oriented Training from 27<sup>th</sup> September 2016 to 1<sup>st</sup> October 2016 by Mrs. Uma Krishnamurthy, Freelance Trainer, Tata Consultancy Services (TCS)
- An awareness program on Competitive Exams were organized for our final year students on 17<sup>th</sup> August 2017 by Dr. Rajesh Nambiar, SMART Learning Centre.
- Workshop on “How to face challenges in Corporate World” HR Managers, Rexona Confidence Academy on 31st August 2017
- On 15.09.17 & 16.09.17 a Workshop for final year students on Interview Skills by Mrs. Jasha & Mrs. S.Valli Trainer, RIPE Consulting Services Pvt Ltd, Chennai
- Orientation on “Big Data Analytics by Mr.P.Arun, Manager, 361. Degree Minds Consulting Pvt Ltd, on 12th March 2018.
- On 12th March 2018, an orientation session was conducted for the second year students on Interview Skills by Dr.Praveen Joe, Professor, KCG College of Technology, Chennai.
- Workshop on “Interview skills” was conducted by Mr.M.Kapilesh, Senior Executive, HR SDS Ramcides crop Science Pvt Ltd & Mr.M.Srinivasan, HR officer, Cavinkare Pvt Ltd., on 17th March 2018.
- Six students of our college were placed in Sutherland Global Services through the campus drive held in our college on 07.12.2017
- On 8th December 2017, a team of final year students participated in an Industrial Visit to Barclays Bank, DLF, Chennai to get a practical exposure towards career.
- 68 students of our college were placed in CAMS through the campus drive held in our college on 11.12.2017
- 28 students of our college were placed in IPRIMED through the campus drive held in our college on 13.12.2017
- 58 students of our college were placed in IDBI Federal Life Insurance through the campus drive held in our college on 14.12.2017
- Final year students of our college attended the campus drive by Integra Software Services held in our college on 19.12.2017
- Mock interviews were conducted for final year students by Mrs. Radha and Mr.Prabhu, Mahindra Pride School, Chennai on 10th January 2018.
- Screening interviews were conducted for final year students by HR Managers of Mahindra Pride School, Chennai on 10th January 2018.

- 19 students of our college were Short Listed in ISON (Through M Power Young India) through the campus drive held in our college on 24.01.2018
- 77 final Year students attended off campus Drive organized by Mahindra Pride School held at SIET college, Chennai on 10.02.2018
- 163 final year Students were participated in On Campus Drive by Tidell Innovations Pvt Ltd held on 26.02.2018
- 200 final Year students were registered for the Campus Interview by IKYA GLOBAL SOLUTIONS held on 01.03.2018

(b) Through Skill Development Programs

- A orientation Program was organized for trained Students by Mrs. Radha and Mr.Prabhu, Mahindra Pride School, Chennai on 5th January 2018.
- An induction Program was organized Exclusively for selected students by IDBI Federal by Ms.PunithaRajagopal, Sr.Team Leader, IDBI Federal Life Insurance Co.Ltd., Erode, on 9th and 10th January 2018.
- An aptitude test session was conducted for the students by our Placement officer Mrs.P Chandrakala on 21st March 2018.

No. of students benefitted

425

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
19	500	413	50

5.8 Details of gender sensitization programmes

The woman empowerment Cell has conducted awareness programmes on health and hygiene. Interactive sessions have also been arranged with the clinical psychologist from the Apollo Shine Foundation, the healthcare partners of the college.

On 10th January 2018, IQAC and the Women's empowerment of the college of our college organized a Breast Cancer Awareness Programme. Dr.Neethu Sasikumar, Apollo Shine Foundation, Nungapakkam, Chennai-34 enlightened our Women faculty members on prevention, diagnosis and methods of treatment for the ailment.

On 8th March 2018, several events were organized for the students by the Women's Empowerment Cell of the college.

On 2nd April 2018, Women Empowerment Cell organized Women's Day Celebrations which presided over by Dr.K.Nirmala Prasad, Former Member – TANSCHS & Secretary Mary Clubwala School, Chennai.

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	1000	5,00,000
Financial support from government	300	5,80,000
Financial support from other sources		
Number of students who received International/ National recognitions	NIL	NIL

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed

Quality Pathway /Road facility from entrance to main block

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### Our Mission

To instill an everlasting urge in the students to learn and think clearly and objectively; to develop energy and vitality in them and to enable them to perform effectively to bring peace and prosperity in the society.

##### Our Vision

Transformation of Human mind and creation of a new culture that has a patience for rules, laws, code of conduct, moral values, natural courtesies and human dignity.

##### Our Goals

Life is a constant process of teaching and learning, so much emphasis is laid on the quality of education being imparted, the quality that shapes, persuades and patterns a person - a total human being vibrant with honesty, sincerity and truthfulness and is thus established in goodness both outwardly and inwardly.

##### Our Quality Policy

To create a powerful army of youth, knowledgeable, sensitive to nature, proactive with a spirit of adventure, scientific temper and a deep inner craving for structuring a Globe of concord and harmony.

#### 6.2 Does the Institution has a management Information System

- YES-Institution Student database and marks information system,accounting system,scholarship system are computerized and modules are part of ERP system..

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

##### 6.3.1 Curriculum Development

- Curriculum restructuring is a continuous process. While restructuring feedback from all stakeholders are analysed and appropriate actions are taken for improvement.
- Through consultations with academic and industry experts, curriculum and relevance of the programmes are ensured. Multiskill development programmes help in employability.
- Training through internship, projectwork, Career Oriented Programmes and participation in various activities help to develop leadership skill and competence.

### 6.3.2 Teaching and Learning

- ❖ The college stands committed to make teaching and learning “Student Centric” which makes the students to think, analyze, be independent, original and creative. Their individual needs are properly addressed.
- ❖ It promotes social awareness among students leading to commitment and action, and ensures a just and scientific evaluation process.
- ❖ Special considerations are given to the financially weak and disadvantaged students through fee concessions/scholarships, free hostel accommodation and free text books from the book bank.
- ❖ The teaching-learning process being student centric, the curriculum endeavours to integrate knowledge with skill which will sustain an environment of learning and creativity.
- ❖ Learning methods encourage students’ participation through project work, microteaching, internship, guided library work, training in relevant softwares and e-learning.
- ❖ Teaching innovations through modern teaching aids and ICT facilities make the learning process more student-friendly.
- ❖ The faculty is competent and dedicated. The College ensures the competency of staff and helps the faculty to develop continuously.

### 6.3.3 Examination and Evaluation

- ✓ Evaluation processes are clearly communicated to the newly admitted students during their orientation programmes.
- ✓ There is a system of internal and external evaluation.
- ✓ Redressal mechanism in the form of review of the answer script by a third examiner (if the candidate desires) ensures just and fair evaluation.
- ✓ The answer scripts are coded to keep the identity of the students confidential.
- ✓ The marking scheme is made jointly by the external and internal examiners for uniformity in evaluation.
- ✓ Supplementary (instant) Exams for Third Years or for Outgoing Students.
- ✓ Mark List & Consolidated Mark List with Security features.

### 6.3.4 Research and Development

- The college offers full time P.h.D in the disciplines of Commerce, Mathematics and Physical Education.
- Dr. M. Sakthivel Murugan published Four articles in the UGC listed Journals viz., Zenith Journal, International Journal of English Language, Literature in Humanities, International Journals of Multi-disciplinary Research Academy, Indian Journal of Commerce & Management Studies.
- Six Ph.ds have been awarded during the academic year 2017-18
- Prof. G. Purushothaman, Assistant Professor, Department of Management Studies was awarded Ph.D by the Thiruvalluvar University on 15th December 2017 and his thesis titled "Evaluation of Employee Engagement with reference to Chennai City" .
- Mr.N. Senthil Kumar and Mr.C. Raman were Part-time PhD holders from Physical education department under the guidance of Dr.R.Desingu Rajan ,Director,Physical education department.
- Dr. Pankaja R.P, Principal, presented her paper in the International Conference titled "Values for Life through English Language Learning", at Guru Nanak College, Chennai held on 11 & 12 December 2017.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

ICT facilities are adequately available in the institution for academic purposes.

Apart from computer facilities in PG departments, there are Five Computer Laboratories with 330 computers having internet connection facilities. 10 MBPS leased line (BSNL) for internet access is extended to the entire campus. 10 MBPS Leasedline from AIRCEL is also extended.

Support facilities like audio-visual equipments, smart class facility and reprographic facility is also available in the campus.

Library is automated with library management software.

Spacious reading room, free access to the stacks, reprographic/audio/video facilities, CD/DVD's, access to e-learning, INFLIBNET, DELNET, Foreign and Indian research journals/magazines and research cubicles with internet connections cater to the needs of students and staff

### 6.3.6 Human Resource Management

- Departmentalization helps to address performance monitoring measures
- Each Faculty is given portfolio for the academic year
- Care is taken to maintain congenial environment with the right spirit of work culture.
- As a part of Teachers' Day celebrations, a workshop on "work-life balance" was conducted on Sept.9, 2016 by Dr. Jayshree Suresh, Dean, Hand-in-Hand, Kanchipuram. Besides these, our faculty participates in workshops for organised by other Institutions too.
- To enable the staff with a set of skills that can be put for personal and institutional use, the IQA Cell of the College conducted a FDP workshop on 21st and 22nd September 2016, on "Time Management" in collaboration with our academic partner, The ICT Academy of Tamilnadu, an initiative of the Ministry of Information Technology, Government of India.

### 6.3.7 Faculty and Staff recruitment

Advertisement in leading news dailies followed by Interview by experts academics, Industry, expertise and the University nominees, followed by demo class.



### 6.3.8 Industry Interaction / Collaboration

- ✚ Institutional tie-up with TCS for FREE-SC/ST pre-placement training cum Placement process for final year students
- ✚ Support of Industry experts for periodic seminars/workshops for the students as the college is situated in IT-Coordior of Chennai. Resource persons are drawn from the Industry. TCS-Industry-Academia programme trains students to improve their communication skills and provide them with perspectives in what they do and what they want to do. Out of 500 students, 463 students were offered placements in prominent MNCs like Capgemini,First Source Solutions, Sutherland, Sundaram Business Services, and the Murugappa group.
- ✚ An awareness camp for the final year students was organized by IQAC cell and Department of Training and Placement from 16/06/2016 to 20/06/2016. The program was conducted with a notion to encourage the final year students to participate in campus interviews. Placement coordinator of the college addressed the final year students of various departments in batches and encouraged them to participate in the campus interviews.
- ✚ On 3rd August 2016 all the final year students of Commerce departments attended a lecture on“Career Opportunities in Tally” byMr.Fareed Ahmed, Edinbridge Skills Solutions Private Limited, Chennai.
- ✚ On 15th September 2016 final year students of various departments attended a lecture on “Career Opportunities in Insurance Industry”by Mr.Y.Idris, Development Officer, Mr.ChinnaRaju,Branch Manager, Life Insurance Corporation of India, Chennai.

### 6.3.9 Admission of Students

- ✓ As the college is an aided institution, admission of students is done as per Government norms.
- ✓ In addition to the management policy of NO-DONATION /NO CAPITATION.
- ✓ As for self-financing system ,merit based admission system is followed.
- ✓ The Management offers 50% fees concession for Jain-students

6.4 Welfare schemes for

Teaching	Management sponsored Mediclaim policy Free group Insurance for teaching staffs Morning and Afternoon tea refreshment
Non teaching	Free group Insurance for teaching staffs Morning and Afternoon tea refreshment Free Noon meal ESI –coverage
Students	Accident Insurance for students Subsidized canteen facility Fees concession for deserving students Fees concession for college/district/state/National level sports students Boarding and lodging facility to sports students

6.5 Total corpus fund generated

50 LAKHS

6.6 Whether annual financial audit has been done Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Yes	Yes	Principal, HEADS OF DEPT.
Administrative	YES		YES	PRINCIPAL, ADMINISTRATIVE OFFICER

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

For UG Programmes:- Yes

For PG Programmes Yes

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

University organized workshops for Principals, controller of examination to Train them about reforms in examination.

- ✓ The Office of the Controller of Examination has done computerization of the entire examination system.
- ✓ The mark statements, hall tickets, processing of examination application forms, allocation of register numbers and seating arrangement have been computerized.
- ✓ Dummy Numbering for confidentiality has been adopted to ensure confidentiality in valuation system since autonomy.
- ✓ Double valuation of PG answer scripts.
- ✓ Central valuation system is followed.
- ✓ Results are declared in the web-portal for instant access.
- ✓ The highest parameter of efficiency with regard to the evaluation process in the college is honesty and impartiality. The college enjoys the utmost credibility in this aspect.
- ✓ Both internal assessment and external assessment are carried out in a systematic manner with objectivity.
- ✓ The Chief Superintendent and Chairman of Boards of Examiners help the Controller of Examinations ensure security and confidentiality of the evaluation system.

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

University conducted workshops on highlighting the significance of autonomy in affiliated colleges and motivating the affiliated colleges to go for autonomy.

Autonomy to adopt latest trends and needs of the students in syllabi of various disciplines

- The college is represented in board of studies, and academic council
- Principal is a academic council member of University of Madras.

#### 6.11 Activities and support from the Alumni Association

- ❖ Alumni activities have been an integral part of the college. Prominent alumni, are now the resource persons for several events.
- ❖ They play a salient role in helping the young graduates with the initial footholds in their careers. Successful entrepreneurs guide the budding entrepreneurs in their start-ups.

#### 6.12 Activities and support from the Parent – Teacher Association

- Parent-Teacher Meetings help to communicate to parents the areas their children are excelling .
- The attendance status /percentage is being communicated to the parents periodically.
- The academic progress of their wards were being discussed during Parent-teachers meet.
- Suggestions and Feedbacks of Parents are tracked for the progress of the institution.

#### 6.13 Development programmes for support staff

- Group Insurance for support staffs.
- Free(Management sponsored) Refreshments in morning and afternoon.
- Free noon-meal for support staff.

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

- ✚ Eco-friendliness in the campus is the policy of the college
- ✚ Approach roads are lined with trees and shrubs.
- ✚ Exclusive parking area for staffs and students.
- ✚ R-O-treated drinking water for students

## Criterion – VII

### 7. Innovations and Best Practices

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

- ✚ The Biometric system for staff attendance tracking and payroll management has been made functional
- ✚ The ERP system is steadily coming to place, so much so the official functioning of the campus will soon be automated

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

- ✓ Academic alliance with Microsoft Academy for software infrastructure, the biometric system has been made functional, the ERP system is steadily coming to place, so much so the official functioning of the campus will be automated.
- ✓ A new RO-plant has been set up to facilitate clean drinking water to the Women's Hostel, Vis.Com., Block and the Comp.Science Block. Three classrooms have been added to the second floor of the Vis.com., block.
- ✓ The indoor stadium of the college has been provided with synthetic floor and LED floodlights for the badminton courts.
- ✓ Fifteen computers and accessories were purchased for the MCA Block.

7.3 Give two Best Practices of the institution

- Transparency in administration, without capitation or donation.
- Technology adoption for Teaching, learning and Research activities

#### 7.4 Contribution to environmental awareness / protection

- Planting Saplings in College Campus was held in our college campus on 27.10.17 & 28.10.17 in connection with the World Green Day
- On 11.07.2017 an awareness program on Dengue / Malaria / Chikungunya organized for the benefit of Non teaching staff of our college.
- Voters' Day Awareness Camp held in our college on 15.07.17 in which Mr. Ravi, Election Monitor, Sholinganallur Division was the resource person who oriented our students on voting and its importance..
- A tree plantation camp were hosted by our college NSS in the month of July. In which many saplings were planted in order to make our campus as Green campus.
- On 27th June 2017, an awareness rally were hosted by our college YRC in collaboration with NSS on "Say No to Drugs". Mr. Sunil Kumar, Additional Director General of Police, Crime Branch inaugurated and addressed our college students.

7.5 Whether environmental audit was conducted? Yes

7.6 Any other relevant information the institution wishes to add

With the increase in the number of departments, staff and students, the campus is proving to be specially insufficient for the introduction of more and newer courses.

- Fostering global competency among students
- Promoting the use of technologies
- Inculcating a value system among students
- Promotion of a transparent and participatory governance
- Ongoing promotion of new innovative practices to make the institution relevant in its mission as an agent of social transformation.

**8. Plans of institution for next year**

- ♦ To prepare for the submissions for the third cycle of NAAC Accreditation.
- ♦ To establish a full fledged state-of-the-art language laboratory.
- ♦ To revive the community college.
- ♦ To provide more modern teaching aids to the Staff.
- ♦ To introduce Postgraduate course-M.sc.Computer Science

Name **Dr.M.SAKTHIVEL MURUGAN**

Name **Dr.R.P.PANKAJA**

  
Signature of the Coordinator, IQAC

  
Signature of the Chairperson, IQAC

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