

The Annual Quality Assurance Report (AQAR) of the IQAC

The AQAR for the Academic Year 2013- 2014

Part – A

1. Details of the Institution

1.1 Name of the Institution

THE QUAIDE MILLETH COLLEGE FOR MEN

1.2 Address Line 1

TAMBARAM – VELACHERY MAIN ROAD

Address Line 2

MEDAVAKKAM,

City/Town

CHENNAI - 600100

State

TAMIL NADU

Pin Code

600 100

Institution e-mail address

daycollege@qmcmcn.com

Contact Nos.

044 22771819, 04422771202

Name of the Head of the Institution:

Dr. A. Rafi,

Tel. No. with STD Code:

044 24510368

Mobile:

9840205668

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2013-14.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.66	2008	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

1.8 AQAR for the year (for example 2010-11)

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))

- AQAR _____ 2010-11 _____ (Uploaded in the college website)
- AQAR _____ 2011-12 _____ (Submitted to NAAC on line in March 2013)
- AQAR _____ 2012-13 _____ (10/11/2014)
- AQAR _____ (DD/MM/YYYY)

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

(e.g. 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

Others (Specify)

Computer Application, Information System Management

1.12 Name of the Affiliating University (for the Colleges)

UNIVERSITY OF MADRAS

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 UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	10
2.2 No. of Administrative/Technical staff	2
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	2
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	2
2.9 Total No. of members	22
2.10 No. of IQAC meetings held:	2

2.11 No. of meetings with various stakeholders: Faculty Non- teaching staff

Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total no. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Students discipline, Student counselling, Value education, Spoken English, computing skill, Career guidance and placement.

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
<ul style="list-style-type: none"> • English Communication skill • Students involvement in learning process • Career counselling • Moral Instruction 	<ul style="list-style-type: none"> • Gained confidence to communicate in English • Regular attendance in classes improved. Involvement in test, assignment, and class seminars improved. • Training provided to face interview confidently and successfully • Weekly Moral instruction classes made compulsory and

<ul style="list-style-type: none"> • Special classes to assist the students clear arrears • Class advisors to act as mentors. 	<p>attendance was recorded.</p> <ul style="list-style-type: none"> • Students have less number of arrears. • In shift I and shift II class advisors nominated to monitor the progress of students
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* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body

Provide the details of the action taken

<ul style="list-style-type: none"> • The AQAR was placed before Management Committee. • The Management has accorded approval for IQAC plan of action and provided necessary support for implementation of the plan.

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
Ph.D.	1	--	1	--
M.Phil.	1	--	1	--
PG	1	--		--
UG	10	--	6	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	1	1
Diploma	--	--	1	1
Certificate	--	--	1	1
Others	--	--		--
Total	13	--	11	3

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

Pattern	Number of programmes
Semester	12
Trimester	--
Annual	1

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

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

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

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

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
18	03	15	-	-

2.2 No. of permanent faculty with Ph.D.

6

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
-	18	-	-	-	-	-	-	-	18

2.4 No. of Guest and Visiting faculty and Temporary faculty

-- -- 18

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	2	4
Presented	1	2	3
Resource Persons	-	-	1

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

a. Language lab to teach English communication skills

b. Smart board used for interactive learning

2.7 Total No. of actual teaching days

180

during this academic year

2.8 Examination/ Evaluation Reforms initiated by

the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

-

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

-

2

-

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

2.10 Average percentage of attendance of students

86

2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
B.Com. Coop	42	-	14	3	-	40.5
B.Com. C. S	48	-	5	4	-	19
B.Com. Gen.	86	3	37	22	-	72
B.Sc. Maths	31	-	2	-	-	0.6
M. Com.	21	-	15	-	-	71.4
B.Sc.Comp.Sc.	37	5	18	-	-	62
B. Com. ISM	39	1	-	1	19	54
BBA	32	-	10	5	-	47
BCA	44	2	16	4	-	50
B.Com Gen	65	-	16	13	1	46
B. Com. A &F	66	-	21	30	-	77

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

- **The IQAC members discuss the plan of action with other faculty members**
- **Class advisors are entrusted to monitor the students' performance and submit a report every month.**
- **The documentation of all the functions and events are entrusted to the administration staff to maintain records of all the functions and events organised by the college.**
- **The teaching and learning is evaluated with the help of results analysis of college tests and University Examinations.**

2.13 Initiatives undertaken towards faculty development Staff orientation programme and quality awareness programmes are conducted.

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	2
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	14	5	-	10
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

Awareness programmes were conducted to promote research climate in the institution.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	40	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		49	

3.5 Details on impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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: **NIL**

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	--	--	1	--	--	--

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

3

15

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

--

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

JRF --

SRF --

Project Fellows --

Any other --

3.21 No. of students participated in NSS events:

University level **50**

State level **50**

National level --

International level --

3.22 No. of students participated in NCC events:

University level **30**

State level **10**

National level **2**

International level --

3.23 No. of Awards won in NSS:

University level **1**

State level --

National level --

International level --

3.24 No. of Awards won in NCC:

University level --

State level --

National level --

International level --

3.25 No. of Extension activities organized

University forum	--	College forum	--	
NCC	2	NSS	2	Any other 1

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

- **Blood Donation camp, Health check up to the villagers.**
- **Anti-smoking Rally**
- **10 days NSS camp at the adopted village**

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	40 acres	--	Donation	--
Class rooms	15	5	Management	50 lakhs
Laboratories	1	1	Management	30 Lakhs
Seminar Halls	1	--	--	--
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

- **Administration is computer aided at all levels.**
- **Library accession and circulation is computerised.**

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18527	1395470	269	31305	18796	1426775
Reference Books	605	360844	60	27330	665	388174
e-Books						
Journals	78	30676	22	5400	100	36076
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Dept.	Others
Existing	104	75	2	7	-	8	8	4
Added	50	50						
Total	154	125	2	7	-	8	8	4

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

- **Network Resource Centre, internet browsing for staff and students**
- **ITC Training to staff and computing skill to students**
- **Interactive smart board and Language Lab facility provided.**

4.6 Amount spent on maintenance in lakhs:

i) ICT	Government Scheme
ii) Campus infrastructure and facilities	Rs. 50 Lakhs
iii) Equipments	Rs. 30 Lakhs (approx.)
iv) Others	10 Lakhs
Total:	90 Lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Spoken English classes arranged for Tamil medium students.
- Students support services were enhanced in the institution.
- Students were motivated to utilise the college library, reading room, Departmental library, e - resources, and Network Resource centre and sport facilities.

5.2 Efforts made by the institution for tracking the progression

- Department wise report is prepared to know the progression percentage of each class.
- The career guidance cell maintains the record of successful students in internal and external placement camps.

5.3 (a) Total Number of students

UG	PG	Ph. D.	M. Phil.,	Others
1653	47	12	12	--

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	837	49		876	51

Last Year 2012-13						This Year 2013-14					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
31	370	10	1356	3	1770	36	411	10	1253	3	1713

Demand ratio: **314%**

Dropout: **1.3%**

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

NIL

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- Student counselling and career guidance cell is functional in our institution.
- Mr. Ishthiyaq Hussain and Dr. Ayub Khan Dawood provided counselling and guidance to students
- Job Fair was organised for Campus Placement of our students.
- Training and counselling provided about interview skills to the final year students.

No. of students benefitted

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
20	500	160	350 (Approx.)

5.8 Details of gender sensitization programmes

- In the beginning of the academic year class wise orientation programmes are conducted for all the first year students
- Boys and girls are advised about their class room behaviour and dress code
- Girl students are separately advised by women professors about the women hygiene and other precautions to be taken while inside the college campus.
- Boys and girls are provided equal opportunities in achieving academic excellence.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	568	17,85,469
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs: State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **Not Applicable**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- *Vision: “The aim of the college is to foster in teachers and students and through them in society, the attitudes and values needed for developing good life in individuals and society with an enhanced focus on underprivileged and downtrodden communities.”*
- *Mission: Towards achievement of the goal we have taken up a mission to make women and the weaker sections of the society capable enough to contribute to the Nation building. Students from minority and backward communities are admitted in large numbers and prepare them to achieve academic excellence, along with social and national commitment and career competence.*

6.2 Does the Institution has a Management Information System

Yes, the college office prepares the Financial Reports, Admission Reports, Result Analysis Reports, and Performance Appraisal of Staff for the Management to take decisions.

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

6.3.1 Curriculum Development

University of Madras enriches the curriculum for all the affiliated courses periodically

- **Teaching staff are provided basic orientation about the teaching methods.**
- **Students are encouraged to practice self learning using modern technology**

6.3.3 Examination and Evaluation

- **Cycle tests, unit test, mid semester test and model exams are conducted to evaluate and award Internal Marks.**
- **The University examinations evaluate the performance of the students in each semester.**

6.3.4 Research and Development

- **The college offers research programme M. Phil and Ph. D in Commerce.**
- **The PG students and newly recruited teachers are encouraged to pursue research programme.**

6.3.5 Library, ICT and physical infrastructure / instrumentation

- **Central Library, Departmental Libraries, Shift II Library, Book banks.**
- **Network Resource Centre, Computer Labs, Language Lab, Web Lab.**

6.3.6 Human Resource Management

- **The teaching faculty is encouraged to obtain higher qualification**
- **Financial incentives are awarded for higher qualification.**
- **Promoted to higher scale for qualified staff**

6.3.7 Faculty and Staff recruitment

- **Advertisement given in news papers**
- **Interview Committee with subject experts selects the candidates**
- **Selected candidates are confirmed after satisfactory feed back**

6.3.8 Industry Interaction / Collaboration

- **The authorities from IT industry and BPO visit our college to provide job training to our students.**
- **Tally and professional institutions interact with our students to guide them for their future career.**

6.3.9 Admission of Students

- **Students are admitted according to the merit list with in the reservation quota**
- **Prescribed by the State Government for various communities.**
- **The selection list and waiting list in prepared and informed to the students.**
- **The students are selected on the basis of performance in the interview.**

6.4 Welfare schemes for Teaching	PF, Health Insurance, and Loan facility from teachers guild
Non teaching	PF, Health Insurance, and Loan facility from teachers guild
Students	Accident Insurance and Scholarships

6.5 Total corpus fund generated Rs. 33,51,500/-

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done? **Not Applicable**

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

6.8 Does the University/ Autonomous College declare results within 30 days? **Not Applicable**

For UG Programmes Yes No

For PG Programmes Yes No

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

- Examinations are conducted by the university
- Question papers are provided and answer scripts are sent for central valuation
- Final students are provided a chance to write the arrears instantly
- Revaluation facility and Xerox copy of the answer scripts are provided to the failed candidate who applies for revaluation
- For malpractice the students are punished by way of withholding the result and after enquiry permitted to appear in the next examination.

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

- The eligible college is permitted to become autonomous
- The affiliated colleges with required infrastructure are granted autonomy in framing the syllabus, conduct of examination, evaluation and declaration of result.
- The University issues the degree certificates

6.11 Activities and support from the Alumni Association

- **The Alumni association organises periodical meeting of the members in the campus**
- **Provide financial assistance to deserving students,**
- **Assistance in organising job fair.**

6.12 Activities and support from the Parent – Teacher Association

- **Parents are welcome to meet the teachers as and when they wish.**
- **The parents who frequently visit the college and attend functions have formed an informal group which supports the efforts of the teachers and the Management.**

6.13 Development programmes for support staff

The support staff such as computer programmers are also encouraged to gain higher qualification like M. Phil, NET eligibility etc.

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

- **The campus is surrounded by trees and green atmosphere**
- **Plastic free campus, as the volunteers of NSS and NCC clean the campus.**
- **Decaying garbage is stored in a compost pit to convert them into manure.**

Criterion – VII. 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.

- **Discipline drive for students: The Principal, Vice- Principal, Physical Director and Head of the Departments assemble at the portico of the college soon after the start of the college to prevent late coming of students.**
- **Repeated late comers were warned and their parents were informed about the attendance gained by the students.**
- **This brought down the number of absentees in the first period and thereby class attendance improved.**

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

The following actions were taken on the plan of action;

- **The staff members were instructed to be in the college before the start.**
- **The Head of the Departments went on rounds to send the students to their respective class.**
- **The Principal instructed the faculty members to obtain prior permission for applying leave to facilitate immediate adjustments.**
- **Monthly attendance report was displayed to inform the students.**

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

1. Enhancement of Access:

- The students from economically and socially backward communities, Tamil medium students, students with average performance in plus 2 examinations, who cannot imagine getting admission in any City College are considered sympathetically.
- Such students who exhibit basic knowledge of the subject and promise to develop themselves are given admission.
- Differently abled students are also given admission and facilities are provided

Result: *The sons and daughters of coolie workers, house maids, deserted women, and street hawkers are pursuing higher education.*

2. Equal Treatment:

- All the students are considered equal irrespective of their gender, religion, language, region, family background and political affiliations.
- The Institution is managed by Muslim Minority Community. The Management has a novel policy of admitting all types of students without any favouritism.

Result: *The students who are not allowed to enter the campus of any other private institution have got admission in our college.*

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

7.4 Contribution to environmental awareness / protection

- **Regular classes on Environment Studies are conducted to create environment awareness.**
- **Student are taken out make field study about the challenges of pollution.**
- **Experts are invited deliver lectures on environmental aspects.**

7.5 Whether environmental audit was conducted? Yes No

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

- Experienced and qualified teachers
- Adequate infrastructure facilities
- Meritorious students admitted within the Government reservation policy
- Benevolent Management
- Financial constraints due to low fees structure
- Value education and soft skill development

8. Plans of institution for next year

- Academic Information Management Scheme (AIMS).
- Enhancement of access to minority, poor and women in higher education.
- Provision of equity (equal opportunity) to all.
- Community extension service.
- Orientation to staff.
- Orientation to students.
- Merit based learning groups in each class.
- Class advisor to monitor the progress.
- Language lab to enhance communication skill
- Spoken tutorial – Certificate course offered by IIT, Mumbai .

Name: C. ABDUS SALAM

Name: Dr. A. RAFI,

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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