

Annual Quality Assurance Report (AQAR)

2015-2016

The Quaide Milleth College for Men
Tambaram - Velachery Main Road, Medavakkam, Chennai - 600100.

Submitted to

National Assessment and Accreditation Council

The Annual Quality Assurance Report (AQAR) of the IQAC

The AQAR for the Academic Year 2015- 2016 (Submitted on 10/09/2016)

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@qmcmen.com

Contact Nos.

044 22771819, 04422771202

Name of the Head of the Institution

Dr. A. Rafi

Tel. No. with STD Code

044 - 45548463

Mobile:

9840205668

Name of the IQAC Co-ordinator

Dr. M. Haj Meeral

Mobile

94423 29271

IQAC e-mail address

iqac@qmcmem.com

1.3 NAAC Track ID

TNCOGN13599

1.4 NAAC Executive Committee No. & Date

Cycle 1: EC/46/A&A/021 dated 16-09-2008

Cycle 2: EC (SC) / 09 /A&A / 7.2 dt. 14-09-2015

1.5 Website address

www.qmcmem.com

Web-link of the AQAR

<http://www.qmcmem.com/iqac/aqar2015-16>

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	B	2.68	2015	5 Years
3	3 rd Cycle				
4	4 th Cycle				

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

14/07/2009

1.8 AQAR for the year

2015-16

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_____2009-10_____ (Submitted to NAAC on 13/03/2015)
- AQAR_____2010-11_____ (Submitted to NAAC on 11/11/2014)
- AQAR_____2011-12_____ (Submitted to NAAC on line in March 2013)
- AQAR_____2012-13_____ (Submitted to NAAC on 11/11/2014)
- AQAR_____2013-14_____ (Submitted to NAAC on 11/11/2014)
- AQAR_____2014-15_____ (Submitted to NAAC on 01/10/2015)

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="12"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="24"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>

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

IQAC initiated programmes for the year 2015-16

New programmes

1. CCE-Coaching for Competitive Examinations
2. MI-Moral Instructions – Value Education
3. DRE-Development of Research Enrichment in staff & students
4. PEPS-Personality Enrichment Programmes for students
5. PPC -Promotion of Professional Courses
6. ROP- Recognition for outstanding Performance of staff & students
7. CSC - Creation of Social Consciousness
8. GL- Governance and Leadership

Other programmes continued this year

1. AIMS: Academic Information Management Scheme
2. CALL: Class Advisors Lead the Learners
3. FQC: Faculty Quality Centre
4. SQC: Students Quality Centre
5. PEAK: Provision of Enhanced Access to Knowledge
6. EQUITY: Equal Opportunity to all
7. SELL: Spoken English Learning Lab
8. PPT: Plan of Performance by Teachers
9. EXTENSION
10. Orientation to staff
11. Orientation to Students
12. Spoken Tutorial (IIT, Mumbai)

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 2015-16.

Plan of Action	Achievements
<ol style="list-style-type: none">1. CCE-Coaching for Competitive Examinations2. MI-Moral Instructions – Value Education3. DRE-Development of Research Enrichment in staff & students4. PEPS-Personality Enrichment Programmes for students5. PPC -Promotion of Professional Courses6. ROP- Recognition for outstanding Performance of staff & students7. CSE - Creation of Social Consciousness8. GL- Governance and Leadership	<ul style="list-style-type: none">• Students got awareness and appeared for competitive exams after attending coaching classes.• Value education classes conducted to boys and girls separately and experts spoke to them.• Faculty enhanced their Quality by attending seminars and workshops.• Students counselling provided by a professional counsellor.• Students were encouraged to enrol organizations like ICAI, ICWAI, ICSI to pursue professional courses like CA, CMA, ACS• Students and Staff were motivated with awards for exemplary performance• Awareness programme was conducted to create social consciousness.• Moulded students to inculcate good qualities and social commitments.

Plan of Action	Achievements
<ol style="list-style-type: none"> 1. AIMS: Academic Information Management Scheme 2. CALL: Class Advisors Lead the Learners 3. FQC: Faculty Quality Centre 4. SQC: Students Quality Centre 5. PEAK: Provision of Enhanced Access to Knowledge 6. EQUITY: Equal Opportunity to all 7. SELL: Spoken English Learning Lab 8. PPT: Plan of Performance by Teachers 9. EXTENSION 10. Orientation to staff 11. Orientation to Students 	<ul style="list-style-type: none"> • The staff and students are provided access to all the information through Networking. • Staff advisors assisted the students in academic progress. • Faculty enhanced their Quality • Students achieved academic progress and employability. • Lowest fee structure without any donation encouraged poor students to seek admission. • Equal opportunity provided to all without any discrimination. • Tamil Medium students are trained in spoken English skill. • Teachers prepared plan for teaching and evaluation and succeeded in completion of work. • All the staff achieved quality enhancement. • All the students utilised the support facilities to the maximum

Note: Academic Calendar of the year is attached as Annexure II

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"> • AQAR 2015-16 is submitted to the Management Committee. • The Management Committee appreciated the efforts of Internal Quality Assurance Cell (IQAC) for the successful completion of NAAC Assessment cycle -2. • The Management approved the new initiatives of the IQAC programmes and assured full support in implementation. |
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PART- B

Criterion – I 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 (Part Time)	1		1	
M. Phil (Full Time)	1		1	
PG (M.Com)	1			
UG	10		6	
PG Diploma				
Advanced Diploma	1		1	1
Diploma	1		1	1
Certificate	1		1	1
Others(Spoken Tutorial, MIT Mumbai)	1	1		1
Total	17	1	11	4

Interdisciplinary	Non Major Course	For all the UG courses two non-major subjects are offered in each department during 1 st and 2 nd Semester
Innovative	<ul style="list-style-type: none"> • Yoga for Excellence: Offered during 5th Semester • Intranet on Wi-Fi: All the academic information available • NRC: Internet facility available to students and staff • Moral Instruction: Weekly sessions organised to impart value education • Remedial coaching: The weak students are provided extra special classes to come out successful in the examinations. 	

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10+1+1
Trimester	
Annual	3

1.3 Feedback from stakeholders*

(On all aspects)

Alumni Parents Employers Students

Mode of feedback :

Online Manual Co-operating schools (for PEI)

Note: Analysis of the feedback is attached as Annexure I.

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

Yes, Syllabi were updated to suit the recent amendments and developments.

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

Criterion – II Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
33	26	07	-	-

2.2 No. of permanent faculty with Ph.D.

17

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
14	4	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	33
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	4	-
Presented	3	16	2
Resource Persons	-	-	-

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

AIMS: Academic Information Management Scheme is available within the college campus for the benefit of students and faculty. All the information about the details of course, course wise syllabus, Question Bank with answer keys, Rules and regulations of the College and University of Madras, Carrier opportunity of the students and etc., provided through Wi-Fi intranet.

FQC: Faculty Quality circle is to assess the knowledge of faculty both in curricular and co-curricular activities; the FQC is functioning very well in the college through IQAC. It provides the necessary details regarding the enhancement of Teaching skills, motivation of Research attitudes among the faculty members.

SQC: Student Quality circle is to identify the students as high level learners and slow learners. Based on the performance of the students, they are grouped into satisfactory level and risky level students. The satisfactory level students will assist the slow learners to attain academic progress and pass in all the subjects with 100% results.

Remedial coaching and Counselling: The special coaching and counselling provided to the students failing in university examinations according to the need of the students. The special coaching also provided to the students those who are failed in English subject because the students came from Tamil medium.

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

Shift I: 180 days, Shift II: 225 days

2.8 Examination/ Evaluation Reforms initiated by the Institution

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

As per the Guidelines of University of Madras

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

02	-	-
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2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage (April 2016 - Final year)

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
B.Com. Coop.	42	-	20	13	-	78.6%
B.Com. C. S.	42	-	14	15	-	69%
B.Com. Gen	84	02	54	06	-	74%
B.Sc. Maths.	30	-	07	-	-	23%
M.Com.	24	04	08	-	-	50%
B.Sc Comp Sci.	46	04	25	-	-	63%
B.Com. ISM	42	-	26	1	-	64%
BBA.	37	-	5	9	-	38%
BCA.	48	7	22	-	-	60%
B.Com. Gen.	67	-	24	13	-	55%
B.Com. A&F	55	-	17	8	-	45%

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

IQAC members are drawn from all the departments. Encouraging, monitoring and evaluation of Teaching & Learning process is achieved with the implementation of following IQAC Programmes.

PPT: Plan of Performance by teachers is one of the IQAC programmes which ensure timely completion of syllabus, class tests, assignments and seminars for each semester. This programme also ensures the accountability of teaching performance along with Internal Academic Audit.

CALL: Class Advisors Lead the Learners is a programme to analyse the student's performance after the internal and external examinations and corrective measures will be suggested through the class advisors.

Academic audit: Internal Academic audit is conducted every year by IQAC to ensure the accountability of the performance of faculty as well as students which will ensure

the completion of syllabus within a stipulated time period and also to analysis the results of the students both in curricular and co-curricular activities.

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: Capacity Building workshop organised to encourage faculty to apply for Research Projects	70
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
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	13	8	-	12
Technical Staff	-	-	-	-

Criterion – III Research, Consultancy and Extension

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

1. Capacity building programme commenced from 28-10-2015, Resources Persons: Dr. C. Abdus Salam and Dr. Sridhar
2. The faculty members are encouraged to participate in seminars and symposium in other institutions.
3. It is proposed to conduct conferences, symposiums, lectures and orientation programmes for staff and students.
4. UGC sponsored National Conference organized on 7th January 2016 on the Topic “Make in India – Opportunities & Challenges for Indian Industry”.

3.2 Details regarding major projects: NIL

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
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		9	2
Non-Peer Review Journals			
e-Journals			
Conference proceedings		18	2

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		1			
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

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

3.18 No. of faculty from the Institution

Who are Ph. D. Guides

And students registered under them

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 State level
International level National level

3.22 No. of students participated in NCC events:

University level State level
International level National level

3.23 No. of Awards won in NSS

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text" value="1"/>	NSS	<input type="text" value="1"/>
		Any other	<input type="text"/>

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

1. To create consciousness among students, "Cancer Awareness Programme" was conducted on 10th September 2015.
2. "Burma Refugees Relief Camp" was organised on 26th Nov. 2015, where the students collected vegetables and dresses and distributed to the refugees.
3. Flood Relief Camp was organised during 29 & 30th of Nov 2015 and 5th-16th Dec 2015 and the students distributed food, dresses and other basic needs to the people at Semmanchery, Velachery, Anagapur, Naduveerapattu, Medavakkam and Thiruvallur etc.
4. Rally was conducted to create awareness about World Health Day
5. Youth Red Cross Club conducted an orientation programme headed by Dr. K. Ameenal Bibi, District Co-ordinator YRC Vellore.
6. Orientation programme was conducted on prohibition of tobacco, road safety, and importance of green environment, anti-dowry movement and empowerment of women.

Criterion – IV Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	40acres	-	-	-
Class rooms	18	-	-	-
Laboratories	06	-	-	-
Seminar Halls	01	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	R.O. water purification plan	Wi-Fi facilities	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	13 lakhs	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

- All office staff and students utilize computers
- Library is fully computerized

4.3 Library services

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20503	17,47,403	161	40,207	20664	17,87,610
Reference Books	91	38,680	32	11,843	123	50,523
e-Books						
Journals	23	20,744	20	14,864	43	35,608
e-Journals	1	5,000	1	5,700	2	10,700
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	62	-
Others (specify)	-	-	-	-	14	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	197	150	4	8	-	10	12	13
Added	-	-	-	-	-	-	-	-
Total	197	150	4	8	-	10	12	13

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

- NLIST E-Resources provided at the library
- Networking provided for Academic Information Management Scheme
- Wi-Fi facility implemented

4.6 Amount spent on maintenance in lakhs / thousands

i) ICT	Rs.10,141/-
ii) Campus Infrastructure and facilities	Rs.10,24,300/-
iii) Equipments	Rs.1,20,813/-
iv) Others	Rs.13,44,317/-
Total	Rs.24,99,571/-

Infrastructure facilities

Laboratories	Programmes	Room No
1	Web designing	02
2	Computer	24
3	Computer	25
4	Computer	26
5	Computer	27
6	Microsoft Lab	30

Criterion – V Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Orientation Programme is conducted by the IQAC to bring awareness to know about the various support services.
2. Scholarship assistance extended to BC, MBC, SC & ST students and personal counseling given by class advisor and other teachers to minimize the dropout rate in the college.
3. The institution publishes its updated prospectus and handbooks annually. The information content is distributed to students at the beginning of every academic year.
4. To enrich student's communication skill special classes were organized for both shift –I and shift –II students.
5. AIMS (Academic Information Management scheme) is functioning to provide all the information required for academic progress, skill development, placement and higher studies for the students in 'QMC-Intranet' which is available all over the college on Wi-Fi.

5.2 Efforts made by the institution for tracking the progression

1. The class advisors nominated to each class maintains a record about the progress of students.
2. Periodical academic progressions of students are evaluated by conducting cycle Test, Monthly test, Mid-term test and Model examination.
3. The performance of the students is analyzed by the class advisor and Student Quality circle (SQC) and group are formed to improve their academic performance headed by their fellow students who are good in academic performance.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1785	45	16	12

(b) No. of students outside the state

1

(c) No. of international students

-

Men	No	%	Women	No	%
	921	50		937	50

Last Year (2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
34	449	36	1442	5	1966	43	425	20	1370	5	1863

Demand ratio: $3784/661 = 5.72 : 1$ in Percentage: 572%

Dropout % $38/1863 = 2.03\%$

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

1. The placement cell offers guidance regarding various competitive examinations.
2. For preparation of Competitive examinations related books are made available in Shift –I and Shift –II library.
3. Internal quality Assurance cell has taken New Initiative for coaching for competitive Exam and a committee was formed to encourage the students to participate in competitive examination.

No. of students beneficiaries

100

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

1. The college IQAC has nominated class advisor to each class who extends assistance to students with academic and personal problems.
2. To enrich student's job opportunity an orientation programme SCOPE (Students career opportunity programme on Employability) was organized.
3. A Workshop of recent Trends in JAVA was conducted for final year computer science and computer application students to enhance Technical skill.
4. Presentation about Higher studies and career opportunity for UG students are organized by engaging experts.
5. 'Psychiatrist counselling' was organized for all the students by professionals and counsellors.
6. An interview skill training programme was conducted to make the students successful in placement interviews.
7. All the final year students were trained to prepare curriculum vitae.

No. of students benefitted

1840

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
15	401	225	172

5.8 Details of gender sensitization programmes

1. Orientation programme was organized for Girl students regarding safety, and health consciousness.
2. Cancer awareness Programme was conducted in our college premises on 10th September 2015, Mrs. Arokiya Marry from Pen Nalam delivered lecture to the girl's students regarding cancer, especially breast cancer.
3. International Women's Day was organized to create awareness of women's rights and responsibilities.

5.9 Students Activities

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

State/ University level

155

National level

-

International level

-

No. of students participated in cultural events

State/ University level

04

National level

-

International level

-

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

Sports: State/ University level

1

National level

-

International level

-

Cultural: State/ University level

4

National level

-

International level

-

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	516	18,34,777
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:

1. Library Timing was extended for the benefit of students.
2. Computers are provided in each department with Wi-Fi facility.
3. Additional Books and magazines are subscribed in Library.

Criterion – VI 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, Management Information System is functional as the information is sent to management regularly. IQAC PROGRAMME AIMS (Academic Information Management Scheme) provides all the information required for teachers and students.

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

6.3.1 Curriculum Development

1. Lesson Plan, Work Completion
2. Students are provided training and coaching to prepare them for appearing the competitive examinations like, TNPSC, UPSC, & SSC.
3. Developing each staff and student into highly valuable asset for the institution and the society.
4. Molding the students to inculcate good qualities, good attitudes and work culture to come out as responsible citizens of our country.
5. Encouraged to establish links with professional organizations like ICAL, ICWAI, ICSI etc.
6. Recreation and sport facilities are enhanced for the benefit of all the students and staff.
7. Institution of Incentives and Cash Award scheme for teacher's class room performance and successful academic and research Endeavour.
8. Social service organization will be supported by NCC, NSS, YRC and RR Club volunteers to get practical exposure to the needs of the society. Our volunteers will be provided training to eradicate the evils in society to alleviate the hardship and sufferings of fellow citizens.
9. Transparency, honesty, and integrity are encouraged in all the activities.

6.3.2 Teaching and Learning

1. Smart board was used to teach Grammar and communication.
2. Classes are engaged through Projectors and Power Point Presentation.
3. Organized work shop on 28-oct-2015 Capacity Building Programme [CBP] to motivate research.

6.3.3 Examination and Evaluation

1. Conducting class test, Mid-term test and Model Examinations
2. Remedial classes were engaged for the students to clear their arrear papers

6.3.4 Research and Development

1. Organized National Seminar on the topic "Make in India" and a Peer-reviewed proceedings was published with ISBN Number.
2. College level seminar was conducted to encourage the staff and students to gain confidence and participate in other colleges.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Wi-Fi intranet systems and equipment installed to provide academic information to all the students and staff.

6.3.6 Human Resource Management

- Monthly staff meeting is organised to solve the grievances and motivation for higher performance.
- Staffs are promoted to higher scale for achieving higher qualification.
- Annual increment is sanctioned based on efficiency.

6.3.7 Faculty and Staff recruitment

- Fifteen Permanent staff members were appointed during the year including five Doctorates as per UGC Norms.

6.3.8 Industry Interaction / Collaboration

- Experts from various IT companies, Tele communication and BPO organisations visited our college to provide job training for our students.
- The Management, the administration and the staff have contacts in the industry which is helpful in the placement effort.

6.3.9 Admission of Students

- Students from most back ward class are given educational opportunities with a minimum tuition fees without donation.
- Students are admitted according to the merit list in the reservation quota.
- The selection list and waiting list is prepared and informed to the students.

6.4 Welfare schemes for

Teaching	Provident fund, Health Insurance
Non teaching	Provident fund, Health Insurance
Students	Health Insurance

6.5 Total corpus fund generated

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?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Internal Audit Committee
Administrative	Yes	DCE	Yes	Trust Auditor

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- Examinations are conducted by the University of Madras
- Question papers are provided and answer scripts are sent for central valuation Camps
- Final year students given a chance to write instant Exam for arrears in VI Semester

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

- University conduct Semester Examination, Question paper are issued by the University to the affiliated college
- Degree, Provisional & Mark Sheets are issued by the University to affiliated college
- The affiliate college with required infrastructure are granted autonomy in forming the syllabus, conduct of examination, evaluation and declaration of result

6.11 Activities and support from the Alumni Association

1. Every year Alumni Association meeting is held.
2. Alumni participated in Republic Day, The Quaide Milleth award function and also extended their service in flood relief camp.

6.12 Activities and support from the Parent – Teacher Association

1. Parent Teachers meeting were conducted every semester.
2. Parents are also participated in Quaide Milleth award function and Convocation Day.

6.13 Development programmes for support staff

1. Our college staff members participated in work shop conducted by University of Madras.
2. Motivated to pass in UGC Entrance Examination [NET/SET].
3. Our staff members presented papers in seminars.
4. Non-Teaching staff members motivated to appear for TNPSC Examinations to be eligible for promotion.

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

1. Our Campus is Plastic Free & Smoking free Zone.
2. NSS Students are voluntarily participating in cleaning the campus.

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.

1. UGC sponsored National level conference organised on the Topic “Make in India – Opportunities and Challenges for Indian Industries” on 7th January 2016 to create research environment among faculty and students.
2. IQAC programme of Coaching for Competitive Examinations (CCE) were initiated to motivate the students to appear for TNPSC, UPS, BSRB, RRB and other examinations. The main objective of this programme is to increase their level of confidence and knowledge skills.
3. IQAC programme ‘Promotion of Professional Courses’ (PPC) is initiated to prepare the students to become Auditor, Company Secretary and Cost Accountant.
4. ‘Recognition for Outstanding Performance’ (ROP) is initiated to encourage the outstanding performance of staff and students and also to create positive attitude among them.

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

Plan of Action	Action Taken
CCE-Coaching for Competitive examinations	<ul style="list-style-type: none">• Notifications of Competitive Examinations were displayed in the notice board. Students were encouraged to apply and enrol for coaching sessions. Related books were provided in the College Library.
MI-Moral Instructions – Value Education	<ul style="list-style-type: none">• Experts in Islamic study taught the Islamic way of life to all the Muslim students. For other students classes were engaged on values and ethics like truth, honesty, positive attitude, helping others etc.
DRE-Development of Research Enrichment in staff & students	<ul style="list-style-type: none">• Workshop conducted for Capacity Building of Teachers about research endeavour. Resource persons advised the faculty about selection of research topic and methodology to be adopted for fruitful research.
PEPS-Personality Enrichment Programmes for students	<ul style="list-style-type: none">• Psychiatrist counselling, Department wise counselling arranged to refine the behaviour of students so as to shed unnecessary fears and concentrate on personality enrichment.

<p>PPC -Promotion of Professional Courses</p> <p>ROP- Recognition for outstanding Performance of staff & students</p> <p>CSE - Creation of Social Consciousness</p> <p>GL- Governance and Leadership</p>	<ul style="list-style-type: none"> • Faculty from Regional Council of ICAI, ICWAI and ICSI were invited to highlight the advantage of Professional Courses and encouraged them to enroll for these courses. • Class wise Proficiency prizes awarded to students scoring centum and high marks in the class. The teachers producing 100% result in their subject were appreciated. • NSS, NCC and YRC organised blood donation, cancer awareness, and anti-tobacco, anti –drugs and Aids awareness programmes involving our student volunteers to create social consciousness. • Staff orientation and student orientation sessions were organised to clearly explain the objectives, vision and mission of our institution. They were motivated to take efforts to fulfil their responsibilities towards the institution, society and the nation.
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7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. CALL

Class Advisors Lead the learners programme is implemented to monitor the academic progress of students to ensure pass in all subjects and get overall good results.

- Class Advisors

For each class, advisors are nominated for continuously monitoring the students' performance in class room, examinations, competitions, sports and provide counselling to weak students and their parents for future improvement.

- Attendance

Class advisors ensure that students regularly attend the classes. In case any student doesn't have adequate attendance, he/she will be advised to take remedial steps.

- Class test, midterm examinations and model examination

Class advisor maintains marks of students for all examinations. In case of poor performance class advisor advises the students to attend Remedial Coaching classes and motivates them to perform well in University exams.

- Parents - Teacher Meet

For each semester Parents - Teacher Meet to convey the progress of the students to their parents. Further, class advisors contact the parents of weak students

Result:

Academically overall student's performance, subject wise pass percentage has increased and attendance has improved.

2. Value Education

The students are prepared as good citizens to be useful to the society and the nation by imparting value education

Religious scholars impart Islamic teaching for Muslim boys and girls separately on every Friday.

General values are taught by eminent speakers for other boys and girls.

Result:

- Students exhibit good behaviour with teachers and elders.
- Boys and girls follow rules and regulations of the institution and abstain from ragging.
- They are helpful to the students at the time of accidents.
- They participated in flood relief work in large numbers in spite of the fact that they themselves were victims of the havoc.

7.4 Contribution to environmental awareness / protection

The Institution arranged environmental tour to get environmental awareness for students. The Institution practiced eco-friendly system such as maintaining of gardens, planting the trees

7.5 Whether environmental audit was conducted? Yes No

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

1. Qualified, young, energetic and motivated staff members who are willing to work hard for the benefit of the students and society.
2. In spite of limited resources, all the facilities offered by city colleges are available in our college.
3. Our students coming from socially and economically backward communities' exhibit their talents in inter college competitions, sports events, NSS &NSS programme and also come out successful in placement drives.
4. Most of our students are first graduates, studied in Tamil medium school is trained in soft skill. They occupy high positions in various industries.

8. Plans of institution for next year

- IQAC workshop will be periodically conducted for staff of our college and other institutions.
- Canteen facility will be augmented to meet the requirement.
- Well prepared lessons by the experts will be preserved in hard and soft copies to enable the staff and students to take advantage.
- OPAC facility to be provided in the central library.
- Arranging for part time jobs and concessional accommodation to outstation students to make them complete their education.
- All the students and staff members will be provided with periodical counseling and training to overcome their weakness and bring out their best talents.

Name: Dr. M. Haj Meeral

Name: Dr. A. Rafi

Sd-----

Sd-----

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC