

The Annual Quality Assurance Report (AQAR) of the IQAC

AQAR for the Academic Year 2012 - 2013

Part – A

I. 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, 044 22771202

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:

C. Abdus Salam.

Mobile:

9952086761

IQAC e-mail address:

iqac@qmcmen.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

TNCOGN13599

1.4 NAAC Executive Committee No. & Date: EC/46/A&A/021 dated 16-09-2008

1.5 Website address: www.qmcmn.com

Web-link of the AQAR: http://www.qmcmn.com/iqac/aqar2012-13

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 14/07/2009

1.8 AQAR for the year (*for example 2010-11*) 2012-13

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 _____ (DD/MM/YYYY)
- 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

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

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.11 Type of Faculty/Programme

Arts	<input type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
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TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>
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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	<input type="checkbox" value="--"/>	UGC-CPE	<input type="checkbox" value="--"/>
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DST Star Scheme	<input type="checkbox" value="--"/>	UGC-CE	<input type="checkbox" value="--"/>
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UGC-Special Assistance Programme	<input type="checkbox" value="--"/>	DST-FIST	<input type="checkbox" value="--"/>
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UGC-Innovative PG programmes	<input type="checkbox" value="--"/>	Any other (<i>Specify</i>)	<input type="checkbox" value="--"/>
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UGC-COP Programmes	<input checked="" type="checkbox"/>
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2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="10"/>
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="22"/>
2.10 No. of IQAC meetings held:	<input type="text" value="2"/>
2.11 No. of meetings with various stakeholders:	Faculty <input type="text" value="2"/> Non- teaching staff <input type="text" value="2"/>
	Students <input type="text" value="2"/> Alumni <input type="text" value="2"/> Others <input type="text" value="1"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="--"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="--"/> International <input type="text" value="--"/> National <input type="text" value="--"/> State <input type="text" value="--"/> Institution Level <input type="text" value="--"/>
(ii) Themes	<input type="text" value="--"/>
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">• Spoken English• Students discipline • Academic counselling• Value education• Remedial coaching	<ul style="list-style-type: none">• Conducted special classes• Punctual to classes, test, assignment, attendance and behaviour of students improved.• Reduction in long absentees and dropouts.• Moral instruction classes and Religious speeches arranged• Students cleared arrears.

** 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

2.16 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

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.	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
	23	03	20	-	-

2.2 No. of permanent faculty with Ph.D. 7

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	-	12	-	-	-	-	-	-	-	12

2.4 No. of Guest and Visiting faculty and Temporary faculty -- -- 12

2.5 Faculty participation in conferences and symposia:

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

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

<p>a. Language lab to teach English communication skills</p> <p>b. Smart board is available for interactive learning</p>
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2.7 Total No. of actual teaching days during this academic year 180

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 as member of Board of Study/Faculty/Curriculum Development workshop - 2 -

2.10 Average percentage of attendance of students

85

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	56	-	4	16	-	36
B. Com. C. S	51	-	12	12	-	47
B.Com. Gen.	85	-	35	39	-	87
B. Sc. Maths	32	2	6	-	-	25
M. Com.	20	-	16	-	-	80
B. Sc. Comp. Sc.	40	5	20	2	-	68
B. Com. ISM	43	-	13	21	1	81
BBA	42	-	18	9	-	64
BCA	38	4	19	4	-	71
B.Com Gen	62	-	30	16	-	74
B. Com. A &F	37	-	16	8	-	65

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

- The Staff Advisors submit the report of performance every month
- The Administration staff maintains a record of all the functions and events organised by the college
- The results analysis of college tests and University Examinations are prepared to record the progress of students.

2.13 Initiatives undertaken towards faculty development:

Staff orientation programme and quality awareness programmes were conducted.

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
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	-	12
Technical Staff	2	-	-	-

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	2	36	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		45	

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 <i>(other than compulsory by the University)</i>	--	--	--	--
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 State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="1"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="--"/>		
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="2"/>	Any other	<input type="text" value="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 (\geq 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	17879	1306927	193+455	18978+69565	18527	1395470
Reference Books	570	351510	2+33	775+8559	605	360844
e-Books						
Journals	52	27235	26	3441	78	30676
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	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 up gradation (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
1695	51	12	12	--

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No.	%
886	50

Women

No.	%
884	50

Last Year 2011-12						This Year 2012-13					Total
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	
36	345	6	1324	4	1715	31	370	10	1356	3	1770

Demand ratio: 1916:589 or 325% Dropout: 1.7%

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

NIL

No. of students beneficiaries

NIL

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. Ishtiyah 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

650

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	<input type="text" value="-"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
Exhibition:	State/ University level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: 1. **Bus top shifted in front of the college.**
2. **Students union was granted.**

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

6.3.2 Teaching and Learning

- **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 bank.**
- **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 are prepared and informed to the students.**
- **The selected students are admitted 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. 3351500/-

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.**
- **All the parents are invited in the beginning and end of each semester to provide counselling about job opportunities and further education.**

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 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.

- **Discipline drive for students: The Principal, Vice- Principal, Physical Director and Heads of the Departments assemble in the main hall of the college soon after the start of the college to discourage 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 has 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 Heads of the Department 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, 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.**
- **Students are taken out to make field study about the challenges of pollution.**
- **Experts are invited to 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)

- **Good atmosphere for academic excellence as adequate infrastructure for curricular and non-curricular activities are available.**
- **Students are from Tamil medium schools and have to put in extra effort to learn the subjects taught in English medium.**
- **The students from socially and economically backward and minority communities are admitted in excess over the prescribed quota.**
- **The Management has appointed teachers and pay salary out of its limited resources in spite of financial constraints.**

8. Plans of institution for next year

- **Enhancement of communication skill in students.**
- **Students' involvement in learning process to be increased.**
- **Career counselling to enable all the students to get placement.**
- **Separate Moral Instruction sessions for boys and girls.**
- **To ensure nil arrears, special classes to be arranged to assist the students clear all the arrears.**
- **Class advisors to act as mentors with added responsibility to motivate the students.**

Name: C. ABDUS SALAM

Name: Dr. A. RAFI,

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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