

The Annual Quality Assurance Report (AQAR) of the IQAC

The AQAR for the Academic Year 2014- 2015 (Submitted on 01/10/2015)

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@qmcm men.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_____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)

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	12
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	24
2.10 No. of IQAC meetings held:	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 2014-15.

1. AIMS: Academic Information Management Scheme
2. CALL: Class Advisors Lead the Learners
3. FQC: Faculty Quality Centre
4. SQC: Students Quality Centre
5. PEAQ: 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 *

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

** 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

- **The AQAR2014-15 is yet to be placed before Management Committee.**
- **The Management has approved all the IQAC plan of action for 2014-15 and provided necessary support for implementation.**

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.

NIL

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

NII

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	15	08	-	-

2.2 No. of permanent faculty with Ph.D.

13

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
7	11	-	-	-	-	-	-	7	11

2.4 No. of Guest and Visiting faculty and Temporary faculty

--

--

50

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	1	-
Presented	7	5	-
Resource Persons	-	-	-

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

1. AIMS: Academic Information Management Scheme provides all the information about syllabus, examination dates, Model question paper and answer keys, on line through Networking of computer systems.
2. SQC: Students Quality Centre identifies the students in the satisfactory level and they are prepared to assist their class mates in the risky level to attain academic progress and pass in all the subjects.
3. FQC: Faculty Quality Centre assesses the interest and involvement of faculty in all the academic and co-curricular activities to include them in Quality Circle. Hence the teachers show keen interest and involvement in all the programmes.
4. CALL: Class Advisors Lead the Learners is a programme to monitor the academic progress of students in each class to provide special coaching and counselling according to the need of the students.

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

-	2	-
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2.10 Average percentage of attendance of students

81

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	48	--	19	27	--	46
B.Com. C. S	38	--	29	21	--	50
B.Com. Gen.	85	2	46	26	--	74
B.Sc. Maths						
M. Com.	19	--	100	--	--	100
B.Sc. Comp. Sc.	41	--	41	--	--	41
B. Com. ISM	44	2	36	7	--	45
BBA	35	--	14	37	--	51
BCA	38	8	37	--	--	45
B.Com Gen	65	2	38	28	--	68
B. Com. A &F	54	--	30	24	--	54

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

- Internal Quality Assurance Cell prepares plan of action for every year.
- The faculty members are drawn as representatives from the entire department.
- IQAC members explain the plan of action to their colleagues in each department to implement the programmes whole heartedly.
- The IQAC Collects the feedback on implementation to speed up the process in the right direction.
- At the end of each semester the Teaching and learning outcome is assessed through students performance in tests and university examination.

- The Teachers performance is also assessed through students’ feedback on teachers and self evaluation in the form of preparing their own profile with updates.

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	Quality awareness orientation at the College level by IQAC
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	22		2	10
Technical Staff	02			

Criterion – III

3. Research, Consultancy and Extension

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

- International Conference on “Emerging Trends in Business, Management, Finance and Economics” on 22nd August 2014. Mr. Isaiah Onsarigo Miencha, Kenya and Dr. Badiuddin Ahmed
- IQAC members in the Department of Corporate Secretaryship organised intra college seminar on “DEVELOPMENT OF ENTREPRENEURIAL SKILL FOR SELF EMPLOYMENT” On 04.09.2014. Shri S. M. JAMKHANDI, Director, MSME was the Chief Guest.
- 40th Year Commemoration of QUEST: A seminar on “Entrepreneurial Excellence and Corporate Governance for Indian Economic Growth in Global Scenario” Organised by the Department of Corporate Secretaryship and Department of Commerce on 28th February 2015 Smt. PARVEEN PAPPA, Chair Person FICCI – Ladies Organisation.
- National Conference proposal has been sent for approval and financial assistance from UGC.
- The Faculty members who participate in seminars in other institutions are encouraged and incentives provided
- Faculty members who complete M.Phil. / Ph.D. is granted additional increments.

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	6	8	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

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	1	--	--	--	2
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
-	--	--	--	--	--	--

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

3

19

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

2

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 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 NSS Any other

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

1. Child rights and child education awareness programme.
2. Interfaith dialogue 2014 in association with Human Rights Education.
3. Free Eye Screening Camp.
4. Rally conducted on the eve of Sardar Vallabhai Patels' Birthday on 31-10-2014
5. My Flag My India – 2014 Guinness record programme.
6. National Voters' day 2015.
7. Swine Flu Awareness Programme on 17-3-2015.
8. Mass Cleaning Programme to control mosquitoes which causes Dengue fever.
9. HIV Awareness Programme.
10. World wetland Day celebrated on 2-2-2015 with Forest department.
11. Cancer Awareness Rally.
12. Voting Right Not for Sale Rally to create awareness up to Kovalam on bicycles.
13. Anti child labour Rally.

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	18	--	--	--
Laboratories	4	1	UGC	--
Seminar Halls	1	--	--	--
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		R. O. Water purification plan	UGC	350000
Value of the equipment purchased during the year (Rs. in Lakhs)		Computer systems	UGC	1300000
Others				

4.2 Computerization of administration and library

- All the office staff utilise computers.
- Library is fully automated.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19546	1618773	957	128630	20503	1747403
Reference Books						
e-Books						
Journals						
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	154	125	2	7	-	8	8	4
Added	43	25	2	1	-	2	4	9
Total	197	150	4	8	-	10	12	13

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

1. Language lab capacity increased by addition of 25 Computers
2. Department provided new computers and printers
3. NLIST E- Resources provided at the Library
4. Networking provided for Academic Information Management Scheme.
5. Provision of Intranet Wifi is under implementation.

4.6 Amount spent on maintenance in lakhs:

i) ICT

250000

ii) Campus infrastructure and facilities	750000
iii) Equipments	1350000
iv) Others. (Furniture)	323000
Total:	2370000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. General Library Feedback was obtained and timing fixed from 8.00AM to 3.00PM
2. Reading room facility enhanced to accommodate more teachers and students
3. New computer systems to access e-resources provided in the library
4. Network Resource Centre available with 25 computers for all the students from 8.00 am to 4.00 pm

5.2 Efforts made by the institution for tracking the progression

1. Students are provided placement at the college through job fairs every year.
2. Passed out students are informed about the PG courses available in our college and neighbouring colleges
3. At the time of Graduation day students are asked to fill up a format providing their present status.
4. The old students are asked to register themselves free of cost in the Alumni Registration Format provided in the College Website.

5.3 (a) Total Number of students

UG	PG	Ph. D.	M. Phil.,	Others
1895	46	18	7	-

(b) No. of students outside the state

NIL

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1070	54		896	46

Last Year 2013-14						This Year 2014-15					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
36	411	10	1253	3	1713	34	449	36	1442	5	1966

Demand ratio: 3000/390=769%

Dropout: 30/1966 = 1.53 %

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

Books and study materials are available in the college library for the students to appear for competitive examinations. Staff members also guide the students.

No. of students beneficiaries 120

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

- Students counselling is provided by the psychiatrist and professional counsellor Mrs. Inba Subramanian.
- Career Counselling and Placement cell is providing career guidance to all the final year students and make them prepare for interviews and job fairs to come out successfully.
- Two experienced faculty members from shift I and Two members from shift II constitute the career counselling and placement cell.

No. of students benefitted

560

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
16	340	195	160

5.8 Details of gender sensitization programmes

1. All the students in the first year are provided orientation and gender sensitization lectures.
2. The college is coeducational institution; hence the boys, girls and parents are advised as to the dress code and college rules and regulations.
3. Moral instruction classes are organised separately for boys and girls to explain them the right way for successful and happy life

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 Rs.
Financial support from institution	-	-
Financial support from government	536	19,48,289.00
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:

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 Management has information system in the college office which provides the detailed report to the Management office.

The Principal, IQAC also provide information to Management promptly on all the developments.

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

6.3.1 Curriculum Development

- Plan of Performance by Teachers: Under this programme each faculty member prepares plan for completion of the syllabus.

6.3.3 Examination and Evaluation

- Monthly tests, Mid-term test, Model Examinations, Seminars, Assignments are organised to evaluate the students performance and Internal Marks are awarded.

6.3.4 Research and Development

- Research Committee is constituted to enhance the research climate

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library Committee is constituted to upgrade the library services
- New computers with internet facility is provided in the library to access NLIST

6.3.6 Human Resource Management

- Faculty Quality Circle is formed to improve the involvement of staff
- Students Quality Circle is formed to improve the academic progress of students

6.3.7 Faculty and Staff recruitment

- Qualified and Experienced Teachers are recruited after formal interviews.

6.3.8 Industry Interaction / Collaboration

<ul style="list-style-type: none"> The students in Corporate Secretaryship undergo institutional training in corporate sector. The Public and private sector companies in and around Chennai offer training to our students.

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?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	--	--	Yes	IAAC *
Administrative	Yes	DCE/AGS	--	--

[* IAAC: Internal Academic Audit Committee]

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?

- Not Applicable

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

- The University encourages the affiliated colleges to apply for autonomy
- UGC also provided financial assistance for preparation of syllabus and other arrangements.

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.

- AIMS; Academic Information Management Scheme
- CALL: Class Advisor Lead the learners
- The other programmes of IQAC created awareness and cooperation from all the staff, students, parents and the Management.

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

ACTION TAKEN REPORT:

- **The IQAC conducted internal academic audit to thoroughly check process of teaching and learning.**
- **All the faculty members actively involved in preparation of all the records specified by the Audit Committee.**

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.*

7.5 Whether environmental audit was conducted? Yes No

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

- The institution is functioning at the maximum with the minimum resources available.
- The students drawn from backward class and lower level of talents are prepared to come out successfully in the examinations and placement.
- 1110 first graduate were prepared during the year 2014-15

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

IQAC Plan of Action for the next year:

1. Students will be provided training and coaching to prepare them for appearing the competitive examinations like, TNPSC, UPSC, & SSC.
2. Moral instruction will be provided regularly to boys and girls separately under value education.
3. Developing each staff and student into highly valuable asset for the institution and the society.
4. Moulding the students to inculcate good qualities, good attitudes and work culture to come out as responsible citizens of our country.
5. Encourage to establish links with professional organizations like ICAI, ICWAI, and ICSI etc.
6. Recreation and sport facilities will be 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 organizations 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 to be encouraged in all the activities.

Name: *Dr. C. ABDUS SALAM*

Name: *Dr. A. RAFI,*

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC