

Annual Quality Assurance Report (AQAR)

2016-17

**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 2016- 2017 (Submitted on 31/08/2017)

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 24510368**

Mobile: **9840205668**

Name of the IQAC Co-ordinator: **Dr. M. Haj Meeral**

Mobile: **94423 29271**

IQAC e-mail address: **iqac@qmcmn.com**

1.3 NAAC Track ID **TNCOGN13599**

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)*

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

1.5 Website address: **www.qmcmn.com**

Web-link of the AQAR: **<http://www.qmcmn.com/iqac/aqar2016-17>**

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: **2016-17**

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 _____ 2015-16 _____ (Submitted to NAAC on 31/08/2016)

AQAR _____ 2016-17 _____ (Submitted to NAAC on 31/08/2017)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(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 (PhysEdu)

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

2.10 No. of IQAC meetings held:

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

- CCE-Coaching for Competitive Examinations
- MI-Moral Instructions – Value Education
- DRE-Development of Research Enrichment in staff & students
- PEPS-Personality Enrichment Programmes for students
- PPC -Promotion of Professional Courses
- ROP- Recognition for outstanding Performance of staff & students
- CSC - Creation of Social Consciousness
- GL- Governance and Leadership
- AIMS: Academic Information Management Scheme
- CALL: Class Advisors Lead the Learners
- FQC: Faculty Quality Centre
- SQC: Students Quality Centre
- PEAK: Provision of Enhanced Access to Knowledge
- EQUITY: Equal Opportunity to all
- SELL: Spoken English Learning Lab
- PPT: Plan of Performance by Teachers
- EXTENSION
- Orientation to staff
- Orientation to Students
- 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
1. CCE-Coaching for Competitive Examinations	<ul style="list-style-type: none"> • Coaching Classes were conducted for the final year students to crack Bank exams
2. MI-Moral Instructions – Value Education	<ul style="list-style-type: none"> • Students realized moral values & truthfulness of ethics.
3. DRE-Development of Research Enrichment in staff & students	<ul style="list-style-type: none"> • Faculty members enthusiastically involved in publishing articles in reputed journals.
4. PEPS-Personality Enrichment Programmes for students	<ul style="list-style-type: none"> • Students were given counselling by a professional counsellor to improve their positive attitude.
5. PPC -Promotion of Professional Courses	<ul style="list-style-type: none"> • Orientation programme was provided for Students to enroll in organizations like ICAI, ICWAI, ICSI and to pursue professional courses like CA, CMA, ACS
6. ROP- Recognition for outstanding Performance of staff & students	<ul style="list-style-type: none"> • Students and Staff were motivated by awarding for exemplary performance
7. CSE - Creation of Social Consciousness	<ul style="list-style-type: none"> • Through various programmes, the students were trained to be socially aware and responsible.
8. GL- Governance and Leadership	<ul style="list-style-type: none"> • Students are moulded 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. Orientation to staff 10. Orientation to Students 	<ul style="list-style-type: none"> • The intranet facility is provided with necessary information to the staff and students community. • There was improvement in result through Remedial Classes. • Faculty members enhanced their Quality by attending various Faculty Development Programmes. • Students realized their competitive environment. • Lowest fee structure without any donation encouraged poor students to seek admission. • Equal opportunity provided to all without any discrimination for both academic & non academic activities. • Trained the students to enhance their communicative skill in the fully equipped Language Lab. • Teachers prepared plan for teaching and evaluation and succeeded in completion of work. • All the staff members were stimulated to produce qualitative teaching. • All the students were encouraged to enhance their academic performances and social responsibility.

** Attach the Academic Calendar of the year as Annexure II.*

2.16 Whether the AQAR was placed in statutory body Yes No

Management

Syndicate

Any other body

Provide the details of the action taken

- **AQAR 2016-17 is submitted to the Management Committee.**
- **The Management approved the initiatives of the IQAC programmes and assured full support in implementation.**

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 Part –Time	1	nil	1	--
M.Phil Full –Time	1	nil	1	--
PG – M.Com.	1	nil	1	--
UG	10	nil	6	--
PG Diploma	--	--	--	--
Advanced Diploma	1	nil	1	1
Diploma	1	nil	1	1
Certificate	1	nil	1	1
Others	--	--	--	--
Total	16	nil	12	3

Interdisciplinary:

- a. **Non-major Course:** For all the UG courses Non-Major Subjects are offered by each department during 1st and 2nd semester as per the guidelines of University of Madras. .

Innovative:

- a. **Value Education, Personality Enrichment, Environmental Studies, Soft Skill and Computing Skill** - Subjects are offered by each department during 5th, 4th, 3rd, 2nd and 1st semester respectively as per the guidelines of University of Madras.
- b. **Intranet and WIFI** facilities are available in the college campus .The students and faculties can get the entire Academic Information through it.

- c. **Net Resource Centre (NRC)** is available for both students and staff. They can utilize such facility for their curriculum purposes. Separate room under the supervision of a qualified staff is allotted. The students make use of the centre on holidays too under the effective guidance of staff in charge.
- d. **Moral Instruction Class:** Weekly sessions are organized for the students to impart value education. Professors teach the students about moral values & ethics.
- e. **Remedial Coaching classes** After regular college hours are conducted for slow learners & the weak students, so as to enable them to come out successful in the university examinations.
- f. **Computerized Accounting** is offered for M.Com. students during 4th semester.

1.2 (i) Flexibility of the curriculum: CBCS/Core/Elective Option / Open options
Applicable CBCS, Core and Elective Option.

(ii) Pattern of Programmes:

Pattern	Number of Programmes
Semester	10+1+1
Trimester	-----
Annual	-----

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

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 of syllabi, if yes, mention their salient aspects.

Yes. According to the regulations of University of Madras, the Syllabi were updated and Curriculum was changed for B.Com., B.Com. ISM and Tamil-I & II and English -IV during the Academic year 2016-2017 in order to improve employability skill of students and to face the competitive environment and also develop the confident to attend competitive examinations.

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	28	25	3	-	-

2.2 No. of permanent faculty with Ph.D. 16

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
	-	9	-	-	-	-	-	-	-	9

2.4 No. of Guest and Visiting faculty and Temporary faculty 27 - -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	3	-
Presented papers	6	10	5
Resource Persons	-	-	-

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

ROP: To create positive externalities in the institution, the IQAC initiate Recognition for Outstanding Performance (ROP) programme. Through this programme the outstanding performers are encouraged for 100 percentage attendance, centum marks scored in their respective subjects. Further, this programme is also extended for faculty members for their outstanding performance such as good results and 100 percentage attendances.

DRE: Development of Research and Extension – To encourage the faculty members to learn new things and update knowledge, this programme is started by IQAC in this academic year. The primary objective of this programme is to motivate the staff to publish more articles in the peer-reviewed journals.

AIMS: Wi-Fi system is available within the college campus for students as well as faculty. This Intranet provides 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, Career opportunities to the students etc.

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 necessary details regarding enhancement of teaching method, Up gradation of Research attitudes among the faculty members.

SQC: Student Quality Circle programme is implemented to identify the students who are active learners as well as slow learners. Based on the performance of the students, the students are grouped in to satisfactory level and risky level categories. The satisfactory level students assist the slow learners to attain academic progress and pass the subjects with 100% results.

Remedial coaching and Counseling: The special coaching and counseling is provided to the students who have failed in university examinations and according to the need of the students. The special coaching is also provided to the students who have failed in English subject since most of the students completed their schooling through vernacular language (Tamil) medium.

2.7 Total No. of actual teaching days during this academic year 181 days for Shift I and 230 days for Shift II

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 University of Madras Guidelines

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

2.10 Average percentage of attendance of students 80%

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., General	86	5	74	21	Nil	71.00
B.Com., Corporate Secretaryship	45	Nil	68.57	31.43	Nil	77.77
B.Com., Co-operation	46	Nil	35.00	65.00	Nil	37.00
B.Sc., Mathematics	37	55.60	44.40	Nil	Nil	24.32
M.Com.	15	9.00	73.00	18.00	Nil	73.33
B.Com (ISM)	44	5.00	95.00	Nil	Nil	45.45
B.C.A.	48	19.00	81.00	Nil	Nil	43.75
B.Sc., Computer Science	44	8.00	92.00	Nil	Nil	54.54
B.Com., General	67	19.00	70.00	11.00	Nil	55.22

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

- **Orientation to Staff:** Orientation programmes are conducted periodically for the staff to realize their responsibilities towards nation building and making the students good citizens in the society. The IQAC takes more efforts for the development of the students belonging to SC, ST, OBC's and students belonging to socially and economically weaker sections of the society.
- **Academic audit:** The 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 of the results of the students both in curricular and co-curricular activities.
- **PPT:** Plan of performance of teachers is one of the IQAC programmes which also ensure timely completion of syllabus, class tests, assignments and seminars for each and every semester. This programme also ensures the accountability of teaching performance along with Internal Academic Audit.
- The IQAC members are drawn from each and every department.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	10
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	24	12	2	11
Technical Staff	-	-	-	1

Criterion – III

3. Research, Consultancy and Extension

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

- A reconstituted Research Committee is functioning.
- Staff members are encouraged to attend conferences, Workshops and are encouraged to publish papers in national and international Journals.
- M. Phil Students are encouraged to take up research works.

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	9	-	-
Non-Peer Review Journals	4	-	-
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 organizations.

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	--
Sponsoring agencies	--	--	--	Ministry of Corporate affairs, GOI	--

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	--
Commercialized	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

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

NCC

- In accordance with Government plan of Swachh Bharath Abhyan, the NCC students are regularly cleaning the college campus.
- On 30.7.2016, 75 NCC cadets planted 20 trees.
- One day conference was conducted to create awareness on safety measures in Traffic. As a result 40 NCC students are on traffic control duty in Medavakkam from July to September 2016.
- From 24-11-2016 some of the NCC Cadets were sent to the 13 TNBN NCC offices regularly to organise the Queue of people along with Police officers.

YRC

- 85 YRC volunteers participated in Importance of Disaster Management and First Aid Training Programme which was conducted on 24-2-2017.

NSS

- The Rally for DRUG ABUSE ILLICIT TRAFFIC was organized by University of Madras in association with Chennai Traffic Police on 24.6.2016 at Kandhanchavadi. The Rally was started from Kandhanchavadi and ended with Karapakkam. Around 100 volunteers were participated.
- The Walkathon Rally was organized by University of Madras in association with Shine Trust of Nungambakkam for the 1st Memorial of A.P.J Abdul Kalam on 24.7.2016 at Marina Beach. The Walkathon was started from Vivekandha Illam to Gandhi Statue. Totally 200 volunteers were attended in that rally.
- Plantation of Tree Sapling was organized by NSS of Quaide Milleth College for Men for the memorial of A.P.J Abdul Kalam on 24.7.2016. 200 trees were planted in our college premises. The programme was inaugurated by our Principal. Dr A.Rafi and Office Superintendent.
- An Orientation Programme was conducted by NSS of Quaide Milleth College for Men on 20.7.2016. The aim of the programme is to motivate the volunteers to serve better for the society through NSS. 150 students were participated in the programme.
- Gandhi Jayanthi function was celebrated in Gandhi Mandapam under the guidance of Venu Rasa Gopalan from 29.7.2016 to 31.7.2016. The NSS Volunteers R.P. Aravind and S.Arunkumar of II B.Com Co-operation participated and learned about Gandhian thought.
- The walkathon programme was organized by Shine Trust, Nungambakkam on 31.7.2016. Totally 96 volunteers of our college were attended in commemoration of A.P.J Abdul Kalam. The Walkathon was started form Vivekandha Illam to Gandhi Statue.
- Our College NSS volunteers of both Shift-I and Shift-II students are engaged in traffic control during peak hours at various points throughout the year.
- Eye-Screening camp was conducted by NSS of Quaide Milleth College for Men on 6.9.2016 in association with centre for Vision and Eye –Surgery. Around 600 students were screened and benefited. And 100 students were defected and referred to Govt. Hospital for further treatment and recovered.
- The Free dental Screening camp was organized by NSS on 28.12.2016 in the college premises in association with Sathyabama Dental College, Chennai. 760 students both Shift-I and Shift-II were benefited through this camp.

- The Blood Donation Camp was organized on 2.2.2017 in association with Rajiv Gandhi Govt. Hospital, Chennai. About 150 Male and Female students of Both Shift-I and Shift-II donated their precious blood. The number of blood donors is increasing year by year. During this year more number of students showed keen interest in donating their Blood.
- Two of our NSS Volunteers' M/S. Mohammed Yaseen II B.Com. Corporate from Shift-I and Bhandaru Divya of III B.Com. ISM from Shift- II was selected for state level RDC parade.
- Conducted Seven Day NSS Special Camp at Sithalapakkam from 09.03.2017 to 15.03.2017, around 200 volunteers were participated and done various community activities in the locality. The theme of the camp was "Healthy Youth for Healthy India". The students under took various community activities like pond cleaning, environment protection rally, road safety rally. They conducted AIDS awareness seminar, eye camp, dental screening and general health camp.

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	-	-	-
Class rooms	18	-	-	-
Laboratories	05	-	-	-
Seminar Halls	01	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	RO Water/ WIFI	Intranet	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	13 lakhs	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

Administrative office fully computerized Library fully equipped & computerized

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20664	1787610	815	157901	21479	1945511
Reference Books	123	50523	157	47771	280	98294
e-Books	-	-	-	-	-	-
Journals	43	35608	31	33045	74	68653
e-Journals	2	10700	1	5750	3	16450
Digital Database	-	-	-	-	-	-
CD & Video	62	-	-	-	62	-
Others (specify)	14	-	-	-	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

WIFI facility provided to the staff and students

4.6 Amount spent on maintenance in lakhs:

i) ICT	10400
ii) Campus Infrastructure and facilities	174588
iii) Equipments	181038
iv) Others	1229494
Total:	1595520

4.7 Infrastructure facilities:

Laboratories	Programmes	Room No.
1	Web designing	2
2	Computer Lab	24
3	Computer Lab	25
4	Language Lab	26
5	Computer Net Resource Centre	27
6	Micro-Processor Lab	30

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Orientation Programme was conducted by IQAC on Intranet Awareness to all the students on 27.01.2017
2. To develop student's communication skills, spoken English classes were regularly conducted for all first year students.
3. To create awareness about communication a workshop was conducted on "English for Employability" by spellbee on August 2016.
4. An awareness Program on Programming Language JAVA was conducted for shift-I and shift –II students by Litta Academy to impart knowledge in JAVA.
5. Every year the institution publishes updated prospectus and handbook. The handbook is distributed to students at the beginning of the academic year.
6. A Seminar on Investor Awareness and fundamentals of stock exchange was organized in collaboration with ICSI sponsored by Ministry of Corporate affairs Govt. of India and students were benefited.
8. Student Orientation Programme on GST - "Goods and Service Tax" was organized for both shift-I and shift-II on 04.01.2017
7. Scholarship assistance extended to BC, MBC, SC & ST students and also scholarship assistance provided by various financial Institutions like Mahindra Finance etc. to all deserving students to pursue their studies.
8. Personal counseling given by class advisor and other teachers to minimize the dropout rate in the college and the dropout level is very low.

5.2 Efforts made by the institution for tracking the progression

1. Parents Teachers Meeting is organized periodically in all semesters to inform the parents of the performance of their wards in the University examination and in the college tests for ensuring academic progress.
2. Remedial classes in all subjects were organized throughout the year after the college hours to provide special coaching and guidance to slow learners and to students who have to reappear for the university exam.
3. The class advisors were nominated to each class and they monitor the progress of students.
4. The performance of the students are analyzed by the class advisors and Student Quality circle (SQC) is formed.
5. Periodical academic progress of each student is evaluated by conducting cycle Test, Monthly Test, Mid-Term Examination and Model examination before the university examination.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1814	43	16	7

(b) No. of students outside the state

(c) No. of international students

Men

No	%
907	48

Women

No	%
973	52

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
34	449	36	1442	5	1966	35	397	20	1422	6	1880

Demand ratio 643% Dropout % 0.64%

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

IQAC organize Special coaching classes for final year students to prepare themselves to appear for various competitive exams.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counseling and career guidance

1. Career Orientation Programme was organized in Association with PTC Aviation academy on “Career in Aviation management” to impart knowledge about job opportunities in airline sector.
2. Career Orientation Programme regarding course on “Professional course of Company secretary” was held on 09.02.2017 by Institute of Company Secretaries of India to all B.com General, B.com C/S, B.com (co-operation) students.
3. Orientation classes were conducted for students by CSI to stimulate interest in various courses related to computer science.
4. A seminar on “Interview Facing Techniques” was organized to guide the students regarding how to face the interview.
5. Orientation programme organized by PEPS for students counseling and guidance on 13.03.2017.

No. of students benefited

1814

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
14	1495	561	6

5.8 Details of gender sensitization programmes

1. An International Women’s day celebrated in association with INTAS Pharmaceutical Ltd, Dr.Meera V.V.Rajendran, consultant Obstetrician, Urogynaecologist and Robotic surgeon addressed the girl’s students regarding “Women Empowerment and Women Health Care”.
2. Orientation Programme was conducted for Girls students on Human Rights and Women Laws.

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	20	500000
Financial support from government	476	1721722
Financial support from other sources	13	116000
Number of students who received International/ National recognitions		

5.11 Student organized / 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:

Students grievances with regard to valuation of answer scripts by the University of Madras were addressed to the university and their grievances were redressed in time. As a result many students passed and joined PG and other courses.

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.
- The IQAC provides information about all the development to the principal.

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 and it is monitored by the HOD.
- Project and Career development courses are offered for all the final year students.

6.3.2 Teaching and Learning

1. Smart board is used to teach Grammar and communication with the help of advance software.
2. Classes are conducted with the help projectors in the seminar hall.
3. Department of Mathematics organized seminar on “Mathematics – A tool for all” on 28-07-2016.
4. A Guest lecture on “Entrepreneurship skill development programme” organized on 28-09-2016.
5. Department of commerce Organized orientation programme on “Human rights and Women laws” on 10-08-2016.

6.3.3 Examination and Evaluation

1. Cycle tests, Unit test, Mid semester test and Model exams are conducted to evaluate and award Internal Marks.
2. The University examinations evaluate the performance of the students in each Semester.

6.3.4 Research and Development

1. Organized a State level seminar on “Current trends in co-operatives Banks” on 7-09-2016.
2. One day seminar on “Investor awareness and fundamentals of stock exchange” on 28-Dec-2016.
3. Dept. of Corporate Secretaryship organized seminar on “Goods and Service Tax “on 30-08-2016.
4. Department of commerce Organized orientation programme on “Human rights and Women laws” on 10-08-2016.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Central Library, Departmental Libraries, Shift II Library, Book banks.
2. Network Resource Centre, Computer Labs, Language Lab, Web Lab.
3. Library Committee is constituted to upgrade the library services.
4. WIFI facility is available for the maximum utilization by all the students.

6.3.6 Human Resource Management

1. The college offers research programme M. Phil and Ph. D in Commerce.
2. Faculty Quality Circle is formed to improve the involvement of staff.
3. Students Quality Circle is formed to improve the academic progress of students.
4. Regular counseling is given to all the students by mentor.
5. Class advisors are nominated to monitor student’s performance.

6.3.7 Faculty and Staff recruitment

As per the UGC norms and approval granted by University of Madras

6.3.8 Industry Interaction / Collaboration

The college Placement cell conducted a workshop on “ENGLISH FOR EMPLOYABILITY” by Spell bee in the month of August 2016.

A Seminar on “INTERVIEW FACING TECHNIQUES” was organized by the placement cell of the college. HR Manager of Hewlett Packard (HP) Company Ltd was the Resource person.

A Job Fair was conducted in our college on 25th February 2017. 17 companies participated in the campus recruitment drive. Around 350 final year students participated in the job fair. 274 students were selected for various jobs in different companies. Apart from this, frequently “on campus” recruitment was conducted by number of companies, some of the students appointed in leading companies like Infosys, CTS etc.

6.3.9 Admission of Students

Giving priority to SC, ST OBC's & the down trodden students

6.4 Welfare schemes for

Teaching	Provident fund, Health Insurance, Family Benefit Fund, Pension & Contributory pension
Non teaching	Provident fund, Health Insurance, Pension & Contributory pension
Students	Safety 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	Yes		Yes	
Administrative	Yes		Yes	

6.8 Does the University/Autonomous College declares 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?

Instant Exams are conducted for the final year students to clear their arrear papers and make them eligible to get their degrees.

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

NIL

6.11 Activities and support from the Alumni Association

- Alumni meet was held periodically.
- Alumni co-ordinated with our college students in Vardah Cyclone rescue.
- Sponsorship is provided to poor students to meet their academic expenses.

6.12 Activities and support from the Parent – Teacher Association

1. Parents are encouraged to meet the teachers whenever they wish.
2. The parents frequently visit the college and attend functions. They have formed an informal group which supports the efforts of the teachers and the Management.
3. Parents Teachers Meet is conducted at regular intervals.
4. Quaide Milleth college award function was conducted on 30-03-2017. Parents were also the part of the function.
5. Parents participated in 42nd college day and Sports day function which was conducted on 31-03-2017.
6. A function was conducted on 6-03-2017 to inculcate the moral and ethical values.

6.13 Development programmes for support staff

Our college staff members participated in two days workshop on “Effective Teaching Methods”

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

1. Our campus is surrounded by trees and green atmosphere and plastic free zone.
2. In accordance with the government plan of “Swatch Bharat Abhiyan” [10.8.2016] our volunteers of NSS and NCC students cleaned the campus on 10-08-2016.
3. Decaying garbage is stored in a compost pit to be converted into manure.
4. On 30.7.2016, 75 NCC students planted trees to make our campus eco-friendly.
5. In the memory of Dr.A.P.J.Abdul Kalam, Tree plantation programme was inaugurated on 24-7-2016 and herbal plants were planted in our garden.
6. One day conference was conducted to create awareness on road safety. 40 NCC cadets are on traffic duty with local police at various junctions during the peak hours.
7. Our Campus is declared Plastic Free Zone.
8. Smoking is strictly prohibited and declared an offence.

CRITERION –VII: INNOVATIONS AND BEST PRACTICES

7. Innovations and Best Practices

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

- **Time Management:** The students are taught about the time management which has resulted in punctuality, regular attendance and good performance in the examinations.
- **Soft skill:** Spoken English classes are taken to improve the communicative skills of the students.
- **Web designing:** Web – designing classes are provided for the students’ enrichment at very low cost. Placement every year job fair is arranged by the college for the benefits of the students. Many Multi –National companies visit our college for recruitment.
- **N LIST-** It provides E- Journals & books for our students and Faculty members by which their research attitude has developed and learnt to write research articles.
- **GYM –** A fully equipped gym is utilized by our students and staff members in our college premises. As a result the students are actively performing in curricular and co curricular activities.

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:

- Remedial coaching, counseling, Parents meet, Orientation, FQC, SQC and Academic Audit.
- The IQAC conducted internal academic audit to thoroughly check the process of teaching and learning.
- Created commitment towards quality enhancement.
- Eminent resource persons visited our college to give guidance and lectures on various topics.
- Many resource persons were invited to give guidance, training and impart interview techniques and skills.
- Every year, job fair is arranged by the college for the benefits of the students. Many multi – national companies visit our college for Recruitment.

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

- **Students Counseling-** Students counseling is provided by Professional counselor to the needy students to motivate them positively.

Result:

The students are benefited and they overcome mental stress and perform very well in academic and co-curricular activities.

- **Remedial coaching :**

The slow learners are identified and they are specially offered remedial coaching apart from class hours to improve their academic performance.

Result:

The students' performance is improved and there is increasing trend in overall result percentage.

7.4 Contribution to environmental awareness/protection

Plastic Free Zone:

Non – biodegradable wastes like plastics are collected separately and are disposed in eco-friendly procedure.

Planting new sapling:

NSS Volunteers plant new saplings in and around the campus to maintain the serene atmosphere.

Rain water Harvesting :

Rain water is collected in artificial tanks for future use which also positively enhances the quality of ground water. Also surface water got collected to surface aquifers.

7.5 Whether environmental audit was conducted?

Yes

No

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

Strength: Well qualified & committed faculty members, constant and complete support from Management.

Weakness: Most of the students are from Tamil medium.

Opportunities: To motivate & develop students from underprivileged sectors of the society.

Threats: Finance hindrances due to low fee structure.
Inhibition of students to take up mentoring activities.

Plans of institution for next year:

ROP: (Recognition of outstanding performance of staff and students). It is proposed to encourage the outstanding performers for their achievement in academic, research and co-curricular activities.

EDP: (Entrepreneurial Development Programme) ED cell to be created to provide orientation to students towards available Entrepreneurial opportunities.

EAA: It is planned to implement External Academic audit to appraise the performance.

PPC: (Promotion of Professional Courses) Establishing links with professional organizations like ICAI, ICWAI, ICSI, etc.

Name _____

Name _____

Signature of the coordinator, IQAC

Signature of the Chairperson, IQAC

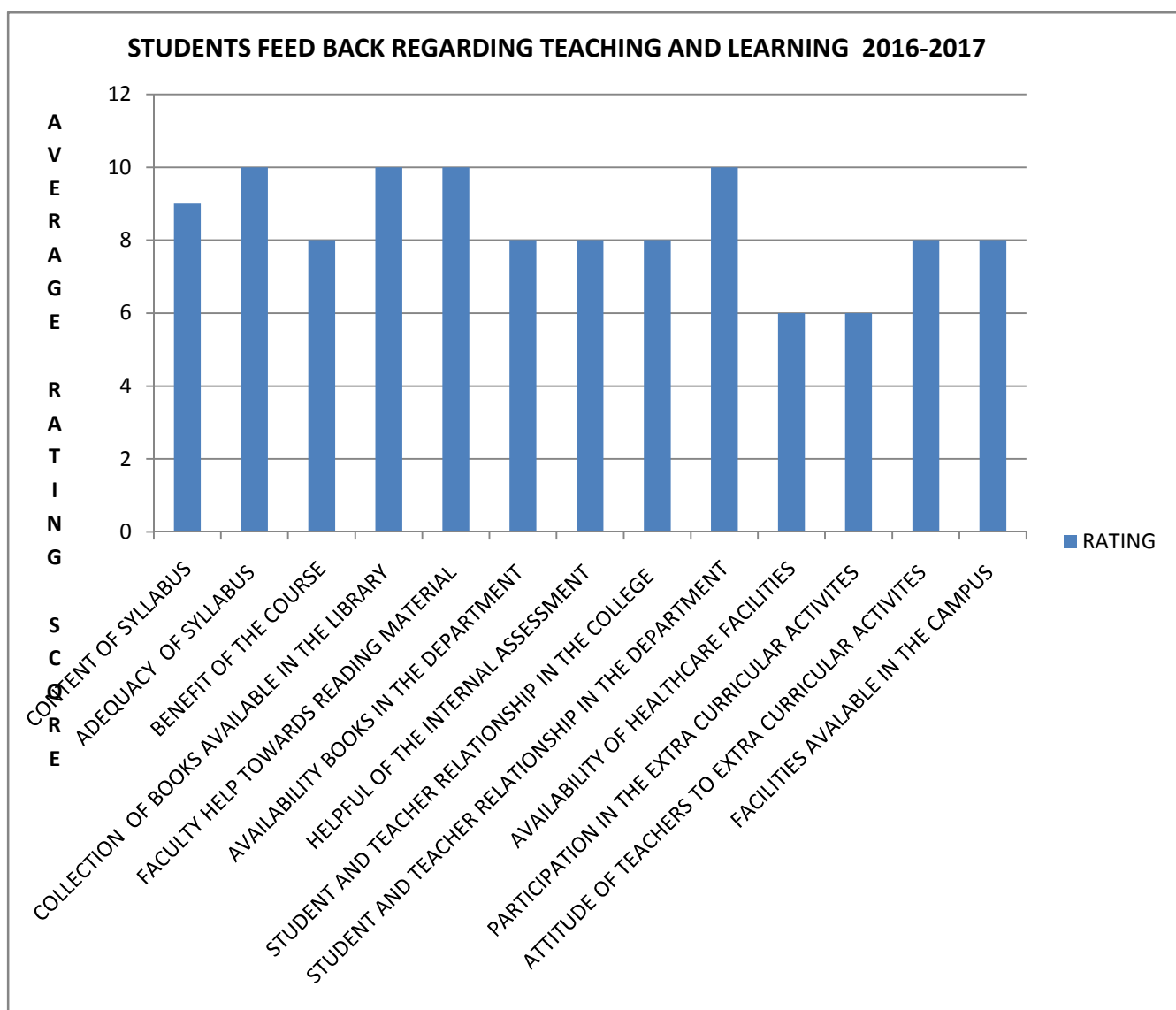
Annexure I

FEEDBACK:

i) **Parents:** The parents meeting was held on 31.3.2017 for shift-I, 10.9.2016 and 18.2.2017 for Shift-II. We had discussion with parents of individual students of all the years. Student's attendance, academic Performance and General Behavior were discussed.

ii) **Employers:** A job fair was conducted in our college campus on 25th February 2017. 14 companies took part and evinced great interest in recruiting our students. 350 students were placed in various companies. The employers of the companies appreciated the college management for organizing a wonderful job fair and also suggested to develop the communication skill of students.

iii) **Students:**



Annexure II

Note: Calendar Attached separately as pdf file