

The Annual Quality Assurance Report (AQAR)

2017-18

**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 2017- 2018 (Submitted on 20/08/2018)

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
Dated 14-09-2015**

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

Web-link of the AQAR: **<http://www.qmcmn.com/iqac/aqar2017-18>**

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: **2017-18**

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)
AQAR_____2017-18_____ (Submitted to NAAC on 20/08/2018)

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

2.4 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

The following are the programmes contributed by IQAC for various activities

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

- 11. Orientation to Students
- 12. Spoken Tutorial (IIT, Mumbai)
- 13. CCE-Coaching for Competitive Examinations
- 14. MI-Moral Instructions – Value Education
- 15. DRE-Development of Research Enrichment in staff & students
- 16. PEPS-Personality Enrichment Programmes for students
- 17. PPC -Promotion of Professional Courses
- 18. ROP- Recognition for outstanding Performance of staff & students
- 19. CSC - Creation of Social Consciousness
- 20. GL- Governance and Leadership

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 *

1. Plan of Action: ROP- Recognition for outstanding Performance of staff & students

Outcome achieved: Students and Staff are motivated with awards for their performance

2. Plan of Action: Entrepreneurial Development Programme

Outcome achieved: ED cell is created and provided orientation and training programmes.

* Attach the Academic Calendar of the year as Annexure.

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 2017-18 is submitted to the Management Committee.**
- **The Management supported all the initiatives of the IQAC programmes 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
PhD (Part -Time)	1	Nil	1	--
M.Phil (Full-Time)	1	Nil	1	--
PG (M.Com)	1	Nil	1	--
UG	10	Nil	6	--
PG Diploma	--	Nil	--	--
Advanced Diploma	1	Nil	1	1
Diploma	1	Nil	1	1
Certificate	1	Nil	1	1
Others	--	Nil	--	--
Total	16	---	12	3

Interdisciplinary:

Non-Major Course: Non-Major Subjects, Basic Tamil & Advance Tamil are offered by each Department for all UG Courses during 1st and 2nd Semester as per Syllabus prescribed by University of Madras.

Innovative:

❖ **Tally:** Certificate course - Tally is offered to the students of Both Shift-I & Shift-II in association with CSI in order to enhance their knowledge in computerized accounting.

❖ **Intranet and WIFI:** Intranet and WIFI are available within the college campus for both Students and Faculties. They can get all information through Intranet like Madras University Syllabus, Question bank with Answer Keys.

❖ **Special Coaching for Slow Learners:** Special coaching were given to slow learners and weak students for all subjects so as to get good marks in the university examinations.

❖ **Online Courses:** All 1st Year UG students of Shift-I & II were encouraged to enroll in online certificate courses likes Swayam, NPTEL and Spoken Tutorial Mumbai for their curriculum development.

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

(On all aspects)

Students

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.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

	Total	Asst. Professors	Associate Professors	Professors	Others
2.1 Total No. of permanent faculty	37	24	2	---	---

2.2 No. of permanent faculty with Ph.D.	14
---	----

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
	---	11	---	---	---	---	---	---	---	11

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	1	12	4
Presented papers	18	19	4
Resource Persons	---	1	---

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

MOOC (Massive Open Online Course)

As per the UGC & University of Madras guidelines, the institution motivated the students to register in SWAYAM portal, NPTEL, STM etc. for online learning.

To develop positive academic environment, the institution provided programmes like AIMS, DRE, FQC, ROP and SQC.

Implementation of these programmes augmented the overall performance of students as well as staff members.

SQC: Students Quality Circle programme was implemented to identify the slow learners and active learners. Based on their performance, the students are grouped into satisfactory and risk level categories. The satisfactory level students assist the slow learners to attain academic progress and pass the subjects with 100 % results.

Remedial Coaching and Counselling: According to the need of the students special coaching and counselling were provided to slow learners and students who failed in University examinations. Remedial coaching was provided to the students in English subject, as most of the students come from Tamil medium schools.

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

180 for Shift I and 230 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

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.)	54	---	66.67	33.33	---	44.44
B.Com. (CS.)	48	---	76.0	24.0	---	52.08
B.Com. (General)	92	7.70	73.07	19.23	---	84.78
B.Sc. (Maths)	46	25.0	75.0	---	---	34.78
M.Com.	19	14.28	85.72	---	---	73.68
B.Sc. (Comp. Sci.)	42	36.36	63.64	---	---	52.38
B.Com. (ISM)	35	---	100.0	---	---	17.14
B.Com. (General)	62	14.89	68.09	17.02	---	75.80
B.Com. (AF.)	55	5.26	94.74	---	---	34.54
BBA.	44	---	88.88	11.12	---	40.91
BCA.	43	18.18	81.82	---	---	51.16

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

- The internal academic audit is conducted regularly by IQAC, to ensure accountability of academic work and responsibility of faculty members.
- **Workshop to Staff Members**
SPSS workshop was arranged to enhance the knowledge of Faculty members in research.
- **Students Feedback**
IQAC collects feedback from the students, makes an analysis for the better performance of the students in the Teaching and learning programme.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	---
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	7
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	100
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	13	-	6
Technical Staff	---	---	---	---

Criterion – III

3. Research, Consultancy and Extension

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

Research committee was reconstituted and faculty members were motivated to take up minor projects. They were also encouraged to present and publish papers in conferences and reputed journals.

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	16	---	---
Non-Peer Review Journals	9	4	---
e-Journals	1	1	---
Conference proceedings	4	7	---

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	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 :

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

2
13

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

3

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

44

National level

20

 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	10
National level	5	International level	---

3.25 No. of Extension activities organized

University forum	---	College forum	---
NCC	5	NSS	17
		Any other	---

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

NCC:

- “Swatch Bharath Abyan”, the campus cleaning program was conducted on 14.08.2017 & 24.1.2018.
- Tree plantation at college campus was conducted on 14.08.2017
- The NCC Unit took up the “Traffic Awareness Rally” on 30th November 2017 wherein Mr.Kanakaraj, Traffic In charge Tambram, hosted the flag.
- QMC 13TNBN NCC in association with SRM University 1 TNBN NCC conducted a “Blood Donation Program” on 22nd November 2017.

NSS:

- To insist on the ways to raise awareness about environmental issues, “Environmental Day” was conducted on 05.06.2017.
- 90 NSS volunteers attended “Shine Child & Women Welfare Trust Walkathon Programme” at Marina beach on 27.07.2017.
- The NSS volunteers of Shift I & II took up the responsibility of controlling daily traffic at Medavakkam, Main Road during the peak hours.
- The NSS unit in association with Gosha Women and Children Hospital, Egmore, conducted a special program on 10.08.2017 for “National Deworming Day” and 17 girl students with health deficiency were provided with the Deworming tablets.
- On 08.09.2017, 200 Volunteers participated in the 32nd “Eye Donation Fortnight Rally” conducted by the University of Madras in association with Sankara Nethralaya.
- NSS Volunteers participated and won the prizes in the programme conducted by Citizen Consumer Club at Prince Venkateshwara College.
- On the occasion of World Eye Day in association with Mugavari Eye Hospital, eye screening camp and several competitions were held on 11.09.2017, in which 700 students were screened, 44 students were

listed down and were sent to eye check up in Government eye hospital. Our students also won 1st and 3rd place in the competition.

- 8 NSS volunteers attended “Pre-RD parade Selection Camp” held in Madras University Ground on 22.09.2017.
- On the occasion of “NSS Day” a special orientation for 1st year students was conducted on 26.09. 2017.
- On 27.09.2017, a rally for “Dengue Awareness” was held in the college, in which 500 students and staff participated and distributed pamphlets to the public to bring awareness about Dengue
- On 06.10.2017, 400 NSS volunteers participated in a rally for “HIV & Aids Awareness”
- On 7.12.2017, Cancer Awareness Rally was conducted and carried over for 5 kilometers from college campus till Medavakkam.
- “Human Rights Education” program was conducted for our students on 12.12.2017. Wherein the chief guest Athichoodi B.A, B.L, MBA (HR) explained about Human Rights in detail.
- In memory of the anniversary of disastrous Vardah Cyclone, as a part of rehabilitative measures, trees were planted by our college Principal Dr. A. Rafi and Admin Manager Iqbal on 13.12.2017.
- “RRC Orientation Program” was conducted on 20.1.2018. Mrs. Vasanthi addressed the gathering and also HIV Positive woman also gave a perceptive speech for our students.
- “Blood Donation Camp” was held in the college campus on 16.02.2018 by Govt KGH for Women and Children, Triplicane, Chennai, in which 150 students donated their blood.
- “Campus Cleaning Program” was regularly conducted by NSS volunteers.

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	---	---	40 acres
Class rooms	18	---	---	18
Laboratories	4	---	---	4
Seminar Halls	1	---	---	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

- Administrative office fully computerized
- Library equipped fully computerized

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16427	1941256	87	13547	16514	1954803
Reference Books	1139	280897	23	10953	1162	291850
e-Books	1	5900	---	---	1	5900
Journals	53	51745	17	16928	70	68673
e-Journals	---	---	1	5750	1	5750
Digital Database	---	---	---	---	---	---
CD & Video	62	---	---	---	62	---
Others (specify)	14	---	15	---	29	---

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: **NPTEL and SWAYAM** up gradation (Networking, e-Governance etc.)

Yes

4.6 Amount spent on maintenance in lakhs :

i) ICT	56891
ii) Campus Infrastructure and facilities	226038
iii) Equipments	56874
iv) Others	391985
Total :	731788

4.7 Infrastructure facilities:

Laboratories	Programmes	Room No
1	Web Designing	2
2	Computer	24
3	Computer	25
4	Computer	27
5	Micro-soft Lab	30
6	Language Lab	26

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Every year the institution publishes updated prospectus and handbook. The handbook is distributed to students at the beginning of the academic year.
2. Scholarship assistance extended to BC, MBC, SC & ST students and also scholarship assistance provided by The Quaide Milleth Educational and Social Trust to all deserving students to pursue their studies.
3. To develop speaking, listening and pronunciation skills, spoken English classes were conducted for UG and PG students.
4. On 02.02.2018, one day workshop on “Success skills Equip to Excel” was organized to train the final year students on Self-introduction, Preparation of resume, Presentation skills, suitable attire, and group discussion and to equip professional skills.
5. On 09.10.2017 “The Promotion of Professional Course” organized one day Orientation Programme for second and Third year students on “Financial Planning and Audit in Bank”.
6. To induce the entrepreneurship among the students two-week training program were offered by Fevikwik Company and also trained the students to make hand made products.
7. On 22.01.2018, Orientation Programme on Organic farming was organized. Mrs. Jayashree Krishnan, Managing Director, D’ Organic Garden Shoppe enlightened the students on the importance of Organic farming.
8. Orientation Programme was organized for first year students regarding “QMC –Intranet” which was available all over the college through Wi-Fi.

5.2 Efforts made by the institution for tracking the progression

1. Parents Teachers Meeting was organized periodically in all semesters to inform the parents about the performance of their wards in the University examination and 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 monitoring student Progress.
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, Midterm Examination and Model examination before the university examination.
6. Academic counseling and Personal counseling are given by the class advisors to the students to minimize the dropout rate.
7. The class advisors keep track of the academic performance, attendance record, and provide guidance pertaining to academics.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1831	44	14	12

(b) No. of students outside the state

3

(c) No. of international students

Men	No	%	Women	No	%
	922	49		979	51

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
35	397	20	1422	6	1880	32	384	36	1431	18	1901

Demand ratio 584% Dropout % 0.26%

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

On 30.06.2017, the IQAC- CCE organized one day workshop on “Students Counselling and Guidance Programme for Bank Exams” for final year students of Shift –I and Shift –II.

No. of students beneficiaries

450

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

1. Career Orientation Programme was organized for the students on “Career Opportunities and Higher education in Media”.
2. For final year students of NCC cadets and NSS volunteers, Orientation Programme was organized on “Career in Armed Forces”. Mr. Surendran, Director, Defence Academy, highlighted the opportunities in Armed forces and about the special Privileges available for NCC cadets.
3. To prepare the students for Job fair, a workshop on “Interview and Techniques” was conducted for final year students.
4. On 02.03.18, “Personality Enrichment Programme” was organized for students for their personality Development and also Professional counseling was given to the students.
5. One day workshop was organized in association with SEBI on “Capital Market (Financial Planning & Opportunities) to impart the knowledge about Investment Planning.
6. On 28.09.2017, a motivational speech on “Myself and world around me”, was Organized and students were benefited.

No. of students benefitted

1875

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
15	1532	695	05

5.8 Details of gender sensitization programmes

1. International Women’s Day was celebrated and chief guest, Ms. Hanin Fathima, Executive committee Member; QUEST addressed the girl’s students regarding women empowerment.
2. On 20.01.2018, RRC ORIENTATION program was organized .Mrs. VASANTHI addressed the gathering and also HIV Positive women gave a special speech for our students.

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	3	30,000
Financial support from government	403	1289694
Financial support from other sources	7	63000
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: _____

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 Institution has a Management Information System

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

6.3.1 Curriculum Development

- Teachers of Shift – I and Shift – II have registered and completed online course like NPTEL (National Programme on Technology Enhanced Learning), SWAYAM (Study Webs of Active –Learning for Young Aspiring Minds programme of Ministry of Human Resource Development) through IIT Mumbai.
- Shift – I and Shift – II students have registered for online courses in NPTEL, SWAYAM through IIT Mumbai and also registered spoken tutorial IIT Mumbai.
- Staff members from various department have successfully completed online courses in solo learn, NPTEL etc.,

6.3.2 Teaching and Learning

- IQAC organized Tally Course for the students to develop their career.
- Spoken English classes were conducted for all first year students to develop the communication skills in the fully equipped Language Lab of our college.
- Remedial classes were conducted every semester.

6.3.3 Examination and Evaluation

1. Cycle tests, Unit test, Mid Term 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

- Department of Corporate Secretaryship conducted Department Seminar in “Commercial Bank Merger – Issues and Challenges” on 13th September 2017.
- P.G. Department of Commerce organized a guest lecture on Business Analytics on 19th September, 2017.
- The Commerce Department in Association with SEBI organized one day workshop on “Capital Market (Financial Planning & Opportunities) on 7th October 2017.
- Department of Co-operation organized an International Symposium on Co-operatives for Sustainable Development on 24.08.2017.
- The Department of English organized a one-day workshop on “Success Skills Equip to Excel” on 2-Feb-2018.
- Department of Mathematics conducted a Department Seminar on “Interconnection Network” on 8-8-2017.
- Department of Computer Science & Application Organized Seminar on Emerging Trends in Intelligent Information Technologies “10th January 2018”.
- Department of English (Shift – II) conducted one day workshop on “Traits and Art of Effective Speaking in English” 25th Jan 2018.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- In this academic year, nearly 110 new books were purchased to benefit our college students.
- E-Resources facility is available in our library to the benefit of our students and staff members.
- Infilbnet facility is available in college library to access E-Journals and E-Books for the benefits of college students.

6.3.6 Human Resource Management

- Staff Association meeting was conducted regularly.
- A workshop on SPSS was conducted for faculty members on 6th January 2018.
- Regular counselling is given by the class advisors to all the students.
- Workshop to the staff members on personality enrichment given in the month of June 2017
- PEPS (Personality Enrichment Programme for students) organized “COUNSELING & GUIDANCE PROGRAMME” on 2nd March 2018 for staff and students.
- Yoga Session was conducted in the month of August 2017 for staff and students.

6.3.7 Faculty and Staff recruitment

As per approval granted by UGC norms, staff are recruited

6.3.8 Industry Interaction / Collaboration

- The Institution collaborated with Quaide Milleth Media Academy for the benefit of students. As a result many students were trained by QIAMS and they got job opportunities in various prestigious printed and visual Medias.
- We also have collaborations with companies like TCS and CSI to upgrade employability skills of the students.

6.3.9 Admission of Students

Giving priority to the SC/ST, OBC & DNC students and physically challenged students.

6.4 Welfare schemes for

Teaching	Provident fund, Health Insurance, CPS, Family Benefit Fund
Non Teaching	Provident fund, Health Insurance, CPS
Students	Safety Insurance

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	---
Administrative	---	---	Yes	---

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?

Instant Exams are conducted for the final year students to clear their arrear paper 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?

Not Applicable

6.11 Activities and support from the Alumni Association

NIL

6.12 Activities and support from the Parent – Teacher Association

- Parents are encouraged to meet the teachers whenever they need.
- The Parents, who frequently visit the college and attend functions like, Independence Day, Quaide Milleth Award Function and Republic Day, have formed an informal group which supports the efforts of the teachers and the Management.
- Parents Teachers meet is conducted at regular intervals.
- Parents were also participated in 43rd college day and sports day which was held on 14-03-2018.

6.13 Development programmes for support staff

NIL

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

- Our campus is surrounded by trees and green atmosphere and declared plastic free zone.
- PLANTATION OF TREES on 13.12.2017 for the loss of the trees in VARDHAH PUYAL on the memory of one year. Campus cleaning was also carried out regularly.
- Smoking is strictly prohibited and declared as offence.

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.

- **Entrepreneurial Development Programme:**
Students are trained by Fevikwik to develop the entrepreneurial skill which inturn motivated the student's upliftment.
- **Tally Coaching:**
To face the competitive environment, the students are trained with Tally academy, which helps in increasing their employability skill.

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

- Students motivated with PPC, to improve their professional knowledge and skills related with their subject.
- Recognition of outstanding performance programme was initiated to increase the healthy competition among the students and between faculty members, which inturn creates positive outcome among them.
- A special training programme was organized on Entrepreneurial Skill for the development of Student's career.

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

- Providing academic opportunity for socially and economically vulnerable society without discrimination of Race, gender, religion, language and caste.
- **Result:**
Downtrodden students are getting admission in our institution mostly they are first graduates in their family.

- More number of seats are provided to female candidates every year.
- **Result:**
The Women empowerment is improved and their contribution is notable towards national building.

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

7.4 Contribution to environmental awareness / protection

- **Plantation of tree:**
NSS, NCC and YRC volunteers planted trees in the campus to produce Oxygen.
- **Herbal Plantation:**
To increase awareness of the herbals, students are encouraged to grow herbal plants.

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:**
Employability and Professional oriented courses provided to the students.
- **Weakness:**
Students belong to cluster of economically and socially weaker society.
- **Opportunities:**
 - Students have the opportunity to utilize training programme provided by the professional experts so as to get placement in a reputed company.
 - There is scope for developing the career through soft skill, web designing programs.
 - Through intranet facility, students can update their subject knowledge.
- **Threats:**
 - Students fall in poor economic background; they have difficulties to joint in higher studies.
 - Students have to update more knowledge to face the challenges in the competitive world.

8. Plans of Institution for Next Year

- To provide training for competitive exam in various avenue like IAS, IPS, IFS & TNPSC group exams in order to get lucrative job opportunity
- To cultivate Organic Farming in the College premises, as there is awareness of organic food among the students
- Composite pit for the purpose of the degradable wastage is available and utilized in the institution premises
- To develop leadership quality among the students, V Lead Programme will be organized.

Name _____

Name _____

Signature of the coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

FEEDBACK:

Feedback of Students towards faculty members:

To assess the teaching performance of the faculty members, the IQAC collects feedback forms from stakeholders. The feedback form contains factors related to the faculty members such as subject knowledge, clarity of explanation, response to the student's doubts and discussions, their cordial relationship and so on. The students have opined their remarks in the Likart Scale techniques. After getting the feedback form, the results were analyzed and the report was given to the management.

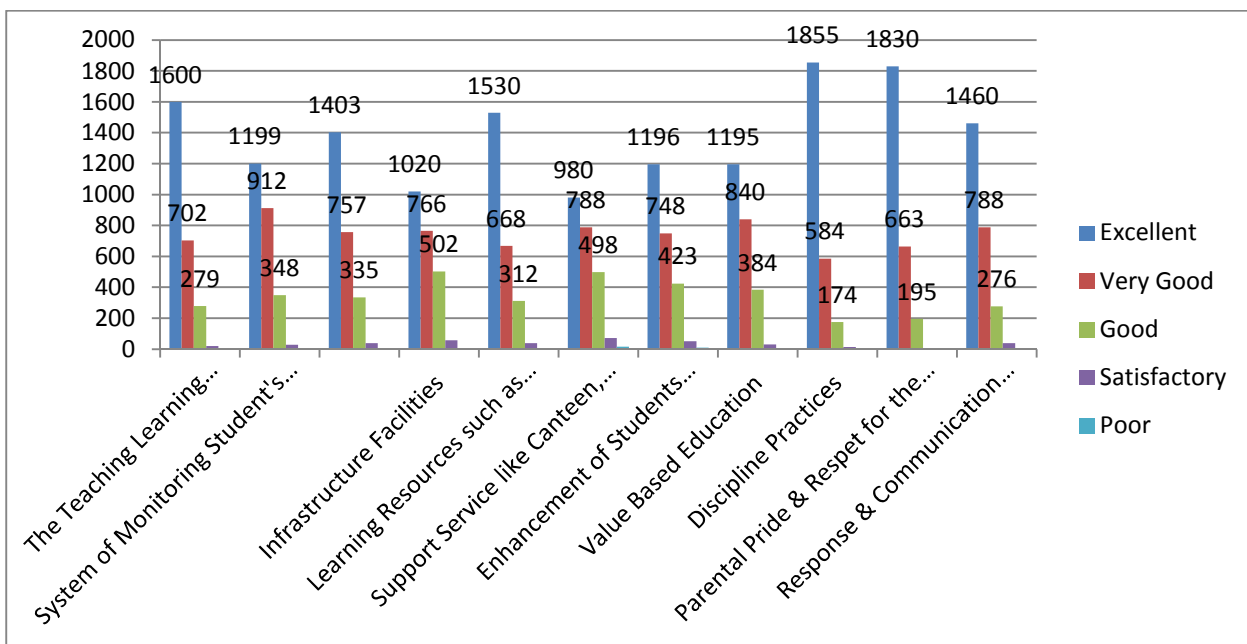
Further, the results were informed to the individual staff members for the development and benefits of the student's community. It is noteworthy that the results are outstanding and our students are highly satisfied with the teaching method of faculty members.

Employers Feedback:

- The placement Cell conducted a Job Fair on 10th February 2018. At the end of the Job Fair, feedback from employers was collected through a structured feedback form.
- Feedback also collected from firm approached for campus drive.
- The results exhibited that student's attitude and confidence level were highly satisfactory but they were expected to focus more on communication skills.

Parents Feedback:

The feedback form is also collected from the parents to know their opinions about the institution. The various factors are listed and parents are asked to give their points in scoring technique where 10 refers to Strongly Agree and 1 to Strongly Disagree. It is revealed that their wards learnt life skills, moral values along with academic knowledge from the reputed institution.



Annexure II

Note: Calendar Attached separately as pdf file