

# **SRI SANKARA ARTS AND SCIENCE COLLEGE**

Enathur, Kanchipuram-631 561

(Affiliated to University of Madras and Accredited by NAAC with 'A' Grade, ISO 9001-2008 Certified Institution)



## **ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

(2014 - 2015)

Prepared by

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Submitted to



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution:	Sri Sankara Arts and Science College
1.2 Address Line 1:	Enathur
Address Line 2:	Kanchipuram
City/Town:	Kanchipuram
State:	Tamil Nadu
Pin Code:	631 561
Institution e-mail address:	admin@sankaracollege.edu.in
Contact Nos.	044-27264066
Name of the Head of the Institution:	Dr. K.R. Venkatesan
Tel. No. with STD Code:	044-27264066
Mobile:	9443485177

Name of the IQAC Co-ordinator:

Dr. N. Rangarajan

Mobile:

9443186132

IQAC e-mail address:

iqac@sankaracollege.edu.in

1.3 NAAC Track ID (For ex. MHCOGN 18879):

**10157**

1.4 NAAC Executive Committee No. & Date:

EC/57/A&A/04 & 30.11.2011

(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:

www.sankaracollege.edu.in

Web-link of the AQAR:

Sankaracollege.edu.in/AQAR2014-15.doc

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	<b>A</b>	<b>3.10</b>	<b>2011</b>	<b>2016</b>
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

29-02-2012

1.8 AQAR for the year (for example 2010-11)

2014-15

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)

- i. AQAR 2012 submitted to NAAC on 28-12-2012 (DD/MM/YYYY)  
 ii. AQAR 2013 submitted to NAAC on 19-12-2013 (DD/MM/YYYY)  
 iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  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)

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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 ( <i>Specify</i> )	---
UGC-COP Programmes	---		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	25
2.2 No. of Administrative/Technical staff	4
2.3 No. of students	5
2.4 No. of Management representatives	2
2.5 No. of Alumni	5
2.6 No. of any other stakeholder and community representatives	2
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	2
2.9 Total No. of members	45
2.10 No. of IQAC meetings held	1

2.11 No. of meetings with various stakeholders: No.  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 Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Since its inception the Internal Quality Assurance Cell (IQAC) of Sri Sankara Arts and Science College has been working for the development of quality and key performance indicators of the institution. The key focus has been on developing the ability of the faculty of all the departments. For that we conducted the workshop to improve the computer skill of the faculty.
- The IQAC has developed the templates for getting the feed backs of students about the faculties. These feed backs are useful for improving the performance of the faculty. We have also developed a format for getting feed back from parents and advises were analyzed and implemented.

## 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
<u>Department of Tamil</u> Publishing books with ISBN number	The books with ISBN number were Published
<u>Department of Biotech</u> To apply for introducing Ph.D course Getting funds from funding agencies for research Conducting seminars on recent topics	Application submitted to the university of madras 3 proposals for research were submitted. One project sanctioned by DST Seminar conducted on 29 <sup>th</sup> Sep 2014
<u>Department of Biochemistry</u> Submitting the department profile for autonomous inspection Commencing a certificate course on DMLT To conduct seminar on Diabetes Mellitus	Department profile including all the achievements of the department submitted DMLT course started with 23 students in the first batch Seminar conducted on Diabetes Mellitus on February 2015
<u>Department of Computer Science</u> Certificate course in cloud Information and services	Certificate course on cloud started in the department
<u>Department of Commerce</u> Submitting the department profile for autonomous inspection	Department profile submitted

<u>Department of Maths</u> Introducing M.Sc Course	M. Sc Maths course was introduced
<u>Department of English</u> To organize sate level seminar on B-sympo Arranging industrial visit to students	Sate level seminar organized on 20 <sup>th</sup> Feb' 2015 3 Industrial visit were organized for students
<u>Department of Microbiology</u> To submit project proposal To start M. Phil in Microbiology	Project proposal submitted and internal screening assessment was recommended. Approval granted for 6 students
<u>Department of Business Administration</u> Submitting the department profile for autonomous inspection	Department profile submitted
<u>Department of Physics</u> Submitting the department profile for autonomous inspection	Department profile submitted

**\* Academic Calendar of the year is attached as Annexure - I**

2.15 Whether the AQAR was placed in statutory body

Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

Suitable changes were made to AQAR following inputs from the members



## 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
PhD				
PG	8	1	9	
UG	11		11	
PG Diploma				
Advanced Diploma				1
Diploma				1
Certificate				1
Others				
<b>Total</b>	19	1	20	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	<b>20</b>
Trimester	---
Annual	<b>1</b>

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

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Analysis of the feedback is enclosed as Annexure - II*

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

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

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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
23	14	5	2	2

2.2 No. of permanent faculty with Ph.D.

8

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
30				2		1		33	

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	37	44	6
Presented	50	25	1
Resource Persons	7	0	0

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

- E- learning resources are supplied to the students
- Scientific models are used for teaching. This will improve the recognizing ability of the students
- Lab materials prepared by our faculty members are given in the printed format to the students for improving the practical skill.

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

182

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 ---

2.10 Average percentage of attendance of students **87.44**

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.A English	65		37	25		62
B.A Tamil	68	3	30	30		63
B.Sc Maths	56	25	23	2		50
B.Sc Physics	28	14	11	4		29
B.Sc Biochemistry	17		41	12		53
M.Sc Biochemistry	6	34				34
B.Sc Computer Science	140	12	47			59
BCA	188	12	39			51
M.Sc Computer Science	23	39	57			96
M. Sc CST	5	0	60			60
B.Sc Microbiology	21	10	76			86
M. Sc Microbiology	3		100			100
B. Sc Biotechnology	29	17	62			79
M. Sc Biotechnology	14	29	64			93
B. Com	137	7	53	10		70
M.Com	23		61			61
BBA	131	2	4	9	14	29
MBA	20	5	70			75

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

The IQAC periodically assesses the feedback taken from the students, alumni and parents and suggests suitable changes to the academic section. IQAC is conducting faculty development programmes for the faculty to update them on the various teaching-learning and evaluation methods.

## 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	---
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	11
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	30	---	---	37
Technical Staff	1	---	---	4

## Criterion – III

### 3. Research, Consultancy and Extension

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

- The college management is promoting and providing financial support for doing effective research in the campus.
- The management is motivating the faculty members to submit the research proposals to National funding agencies like DST and DBT.
- The faculty and students of Sankara College are doing research and publishing their research work in reputed journals.
- Many faculty have been encouraged to pursue Ph.D programme. Our faculty are guiding Ph.D students registered in different universities.
- Dept of biotechnology has received Rs32,00,000/- from DST fast track programme for research.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	---	1	4
Outlay in Rs. Lakhs	---	---	32	---

#### 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	34	4	---
Non-Peer Review Journals	---	---	---
e-Journals	1	---	---
Conference proceedings	---	---	46

#### 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	2015-2018	DST, Govt of India	32,00,000	17,00,000
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			32,00,000	

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	1	2	---	9
Sponsoring agencies	SSASC	SSASC	SSASC	---	SSASC

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College   
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
9					1	8

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

1. We have adopted a village to provide service through NSS volunteers for the benefits and upliftment of the village.
2. Our student volunteers have done services at old care home at Ramakrishna mutt.
3. Road safety rally on 12<sup>th</sup> January 2015
4. Srivari Seva Service at Tirupathi Temple on 1<sup>st</sup> to 9<sup>th</sup> Sep 2014
5. Parvathamalai Temple Service on 15<sup>th</sup> & 16<sup>th</sup> Dec 2014
6. RGNIYD-Youth Leadership Programme at Sriperumbathur on 27<sup>th</sup> June 2014
7. Thirunallar Temple service on 15<sup>th</sup> & 16<sup>th</sup> Dec 2014
8. NSS Exhibition conducted on 10<sup>th</sup> August 2014 for creating awareness in social activities.
9. Awareness of World Aids Day on 7<sup>th</sup> Dec 2014
10. Seven Days Special Camp for social service organised on 27<sup>th</sup> January to 2<sup>nd</sup> Feb 2014
11. Youth Day Programme Rally on 9<sup>th</sup> January 2015
12. Special Camp at Tambaram Vidyamandir for social service on 13<sup>th</sup> to 15<sup>th</sup> Feb 2014

## 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	14.37 Ac		Institution	14.37
Class rooms	74		Institution	74
Laboratories	7		Institution	7
Seminar Halls	2		Institution	2
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	1 (Parking)	1	Institution	2

#### 4.2 Computerization of administration and library

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#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16040	2618154	932	213130	16972	2831184
Reference Books	488	312846	21	5750	509	312846
e-Books						
Journals	43	86000	5	6000	48	92000
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	223	167			31	6	12	7
Added								9
Total	223	167			31	6	12	16

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

- Workshop conducted for giving training to teachers in MS-Office, Photoshop, Excel, and Networking

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	0.47
ii) Campus Infrastructure and facilities	2.42
iii) Equipments	1.41
iv) Others	3.32
<b>Total :</b>	<b>7.62</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students are motivated by IQAC to participate in social services.
- The IQAC works in close co- ordination with student representatives of each class and facilitate the grievance redressed.
- IQAC monitors the feedback taken form the students and provides recommendations to the institution for needful action on the same.

#### 5.2 Efforts made by the institution for tracking the progression

The systematic approach of the institution to track the progress of the students is as follows.

- Regular monitoring of the students for their punctuality and performance by class teachers.
- Monthly attendance report generating and its review
- Counselling is carried out for the students along with parents for improving the attendance.
- Feedbacks on teaching faculties, infrastructure are collected from students and parents.
- Periodical tests are conducted.

The systematic approach of the institution to track the progress of the faculty is as follows.

- Course portfolios are collected from the faculty at the end of each semester and reviewed.
- Result analysis are collected from all the departments and reviewed.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3112	333		

(b) No. of students outside the state

17
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(c) No. of international students

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Men	No	%	Women	No	%
	2171	63.01		1274	36.98

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
180	517	4	2448	1	3149	174	558	3	2708	1	3445

Demand ratio : **1.2: 1**

Dropout % : **1.9**

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

- |  |
|--|
| <ul style="list-style-type: none"> <li>➤ CSIR coaching classes</li> <li>➤ Quantitative aptitude classes for TNPSC group exams</li> <li>➤ NET coaching classes</li> </ul> |
|--|

No. of students beneficiaries

<b>384</b>
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5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	5	UPSC	<input type="text"/>	Others	<input type="text"/>

## 5.6 Details of student counselling and career guidance

- We have been following tutor ward system in each class. The staff in-charge of each class is monitoring the students' activities. The Heads of the departments and the staff in-charges are regularly counselling the students who have poor attendance and for other grievances.
- Career guidance is given for final year students to pursue higher studies and getting jobs in reputed institutions.
- A blog in the internet namely [sankarabiotech.blogspot.com](http://sankarabiotech.blogspot.com) is maintained in our institution. In which we are posting latest advancements, fellowships and job opportunities.

No. of students benefitted

133

## 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
4	368	25	44

## 5.8 Details of gender sensitization programmes

- Gender sensitization programme was conducted on 23.7.2014 for the 1<sup>st</sup> B.A Tamil girls by Dr. S. Sivagamasundari, Asst. Professor, and Department of Tamil.

## 5.9 Students Activities

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

State/ University level

51

National level

69

International level

49

No. of students participated in cultural events

State/ University level

40

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	47	5,40,000
Financial support from government	424	22,04,690
Financial support from other sources	7	119000
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:

- The student's grievance redressal cell has addressed the grievances of students. The members of the cell are monitoring the students and preventing the racking in the college campus.
- The discipline committee members are continuously monitoring and maintaining the discipline in the college.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

<p>Vision</p> <ul style="list-style-type: none"><li>➤ To revive the scholarship and research existed in the Gatikasthanas of the hoary past in Kanchi by providing quality Higher Education to rural people.</li><li>➤ To enable the students realize their inner talent and potentials by providing state of art infrastructural facilities</li><li>➤ To mould their overall personality and to provide career opportunities and create self reliant and socially responsible citizens.</li></ul> <p>Mission</p> <ul style="list-style-type: none"><li>➤ To promote academic excellence with innovative teaching learning methodologies, evaluation mechanisms and project work culture, converting conceptual knowledge into practical application through subject related projects.</li><li>➤ To enable unique learning experience by imparting rigorous training in academics of high standards with moral, democratic and social principles and to achieve the emergence of total personality development.</li><li>➤ To provide opportunities by creating exposure, expertise, experience, enterprise and external sources through broad based training.</li><li>➤ To create self-reliant, socially responsible and fully developed personalities by undertaking extension activities, social service schemes and offering Value Education.</li></ul>
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6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

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### 6.3.2 Teaching and Learning

We are adopting the following strategies to ensure an effective teaching and learning process,

- Faculty development programs were conducted to improve the skills of the faculty
- All the departments are encouraged to inculcate innovative and best practices in teaching and learning.
- The students are assigned assignment, project works and seminars for improving their skills. They are also encouraged to attend the national and international conferences and to present research papers in the conferences.
- The forums of various departments are regularly conducting seminars in recent topics to improve the research knowledge of students.

### 6.3.3 Examination and Evaluation

- Unit tests and terminal examination are conducted before the university examinations. This will facilitate for the improvement of the students in University examinations.
- Answer papers are evaluated by the faculty and distributed to students. Retest conducted for students secured very low marks

### 6.3.4 Research and Development

- The management is encouraging the staff members to register Ph.D in the universities. Many of our faculty members are doing Ph.D registered in various universities.
- The faculty of department of Biotechnology has got a research project from DST for Rs 32, 00,000/-
- The faculty members are regularly publishing their research papers in reputed journals.
- The management is also encouraging the faculty for attending national and international conferences and presenting research papers.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- The college library has sufficient books in all the disciplines.
- Students are encouraged to read the books and they are also encouraged to refer journals to improve their research knowledge.
- The department libraries have the books for the reference of staff and students.

### 6.3.6 Human Resource Management

- Well qualified faculties are appointed for teaching and research.
- Faculty development programs are conducted to improve the skills of faculty.

### 6.3.7 Faculty and Staff recruitment

- Faculty and staff are appointed after interviewed by the Principal, Subject experts and the Heads of the departments.
- The vacancies and workload are determined by requirements as prescribed by UGC.

### 6.3.8 Industry Interaction / Collaboration

- We have interactions with software companies like TCS for developing the skills of the students and recruiting our students in that company.
- We have interaction with some hospitals like Meenakshi hospital and ABCD hospital for collecting sample for our M.Sc life science students to do research projects. This interaction helps to improve the ability of our life science students in handling sophisticated instruments in the labs.

### 6.3.9 Admission of Students

- Students are admitted on the basis of prescribed norms of UGC. A separate admission committee is coordinating the admission of students for various courses.

6.4 Welfare schemes for

Teaching	3 (EPF,ESIS, Gratuity)
Non teaching	3 (EPF,ESIS, Gratuity)
Students	2 (Alumni Scholarship Institutional Scholarship)

6.5 Total corpus fund generated

4.88 Crores

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	Management
Administrative	Yes	Maharaj N.R. Suresh&Co, Chartered Accountants, 9, (Old 5), II Lane, II Main Road, Trustpuram, Chennai-600 024	---	---

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?

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

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#### 6.11 Activities and support from the Alumni Association

- Our college has a registered alumni association in the name of PRANAV
- The alumni association has generated a corpus fund. This is used for the benefit of the poor students in the institution.
- The alumni association plays a vital role in providing feedback to our institution. The alumni also take pride in being a part of the programs organized by the alma mater
- The alumni are in close contact with the Head of the institution and with the Heads of the various departments. So the alumni support the institution by giving employment to our students.

#### 6.12 Activities and support from the Parent – Teacher Association

- Our institution has a PTA wherein most the local students' parents contributed a major part due to ease of accessibility.
- The parents are encouraged to give feedback of the education process, infrastructure, faculty and hostel facilities and the feedback is used for the constant up gradation of facilities.

#### 6.13 Development programmes for support staff

- An awareness programme was conducted for the support staff on the benefits of employee state insurance (ESI) scheme which is a social securing and health insurance scheme.

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

- The buildings in the campus have been constructed to ensure adequate, normal lighting and ventilation to reduce the energy requirement.
- Seedlings are regularly planted in the various regions of the campus to improve the eco system in the institution.
- All the staffs have been provided with official email IDs and most of the communications are through emails to reduce the consumption of paper.

## 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.

- The lecture notes given in the printed format was helpful for improving the students.
- PG students are encouraged to do their research projects in association with some industries or hospitals. This will improve our interaction with industries and increases the employment opportunities of our students.
- Biometric attendance system is used for the faculty and non teaching staff.

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

#### Plan of Action

- To encourage research projects funded by DST.
- To conduct an International seminar.
- To submit the proposal to UGC for getting autonomous status.
- To strengthen the infrastructure facilities.

#### Action Taken Report

- Department of Biotechnology has got one research project from DST for the fund of Rs.32,00,000/-
- Department of Tamil has conducted an International seminar.
- Proposal submitted to UGC for getting autonomous status.
- Library and Canteen buildings were modified with all the facilities need for the students.

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

- We are conducting the value based certificate courses in our institution. The certificate courses are integrated to existing courses.
- The Community College is involved in conducting training programmes in Electrical Engineering, Data Entry, Sewing and agriculture.

***\*The details is enclosed as Annexure- III***

#### 7.4 Contribution to environmental awareness / protection

- Power point presentations and animations related to protect the environment are used to explain the environmental awareness.
- Drinking water, food and air samples within the campus have been evaluated through standard microbiological assays to ensure safety measures to restrict pathogenic infections.
- NSS students are regularly involved in plantation of saplings and cleaning of campus for improving the environmental status of the college.
- All the students are studying environmental science as a subject in their fourth semester. This is helpful in improving the environmental awareness among the

7.5 Whether environmental audit was conducted?

Yes

No

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

#### SWOT analysis

##### Strength

- Qualified teaching faculty
- Research environment
- Paper Publications
- Students are continuously encouraged to do social services.

##### Weakness

- Since our institution located in rural area, the students can not easily access the college.

##### Opportunities

- Fund for doing research
- Faculty are doing Ph.D in various universities.

##### Threat

- Distractions to students
- Growing competition in the fields.

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

- Getting Autonomous status for our Institution.
- Computerisation of administration and library by TCS-ION software

Name: **Dr. N. Rangarajan**

Name : **Dr. K. R. Venkatesan**

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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**Annexure - I**

<b>Academic Calendar of The Year-2014-15</b>			
<b>S.No</b>	<b>Date</b>	<b>Events/Forums</b>	<b>Topics</b>
1	03.01.2014	Stepping Stones Towards Success	Picture Password Authentication
2	06.01.2014	Career . Skills	Bio-Metric Technology
3	06.01.2014	NSS Youth Force	Pollution And Prevention
4	08.01.2014	It-Alert Forum	Group Discussion
5	09.01.2014	Career. Skills	Aptitude
6	10.01.2014	Stepping Stones Towards Success	Group Discussion
7	17.01.2014	Stepping Stones Towards Success	3D-Internet
8	17.01.2014	NSS Youth Force	Public Awareness Rally On Road Safety
9	21.01.2014	Career. Skills	E-Ball Technology
10	24.01.2014	Stepping Stones Towards Success	Computers Are Your Future.
11	26.01.2014	65th Republic Day Celebration	Organized By NSS
12	29.01.2014	IT-Alert Forum	4G-Technology
13	29.01.2014	Vyasa Literary Club	Guru Bhakthi
14	30.01.2014	150 <sup>th</sup> Birthday Celebration of Swami Vivekananda	Conference For College Faculties
15	31.01.2014	Tech Blast-2K14	District Level Competition For School Students
16	31.01.2014	Journal Alert Forum	Women Empowerment
17	01.02.2014	Stepping Stones Towards Success	Phishing
18	07.02.2014	Career. Skills	5G-Wireless Technology
19	12.02.2014 & 13.02.2014	Click-2014	International Conference on Computational Linguistics And Integrated Classical Knowledge Re-Discovered-
20	13.02.2014	Journal Alert Forum	Organizational Citizenship Behaviour -A Theoretical Framework
21	13.02.2014	Ramanujam Forum	Connexions
22	18.02.2014	Career. Skills	Blue Brain
23	24.02.2014 & 25.02.2014	Comfete'14	Emerging Trends In Computer Science
24	25.02.2014	Journal Alert Forum	Online Marketing And Consumer Technology
25	26.02.2014	Stepping Stones Towards Success	Digital Image Processing
26	28.02.2014	Ramanujam Forum	Mathematics presentation
27	04.03.2014	Albert Einstein Physics Forum	Physics presentation
28	04.03.2014	NSS Youth Force	Autism

29	04.03.2014	Stepping Stones Towards Success	E-Ball Technology
30	11.03.2014	NSS Youth Force	Acid Rain
31	15.03.2014	Stepping Stones Towards Success	Body Language
32	27.03.2014	NSS Youth Force	Making of Petroleum
33	28.03.2014	NSS Youth Force	Vetrikku Vithidungal
34	01.04.2014	Farewell Day Celebration	---
35	19.06.2014	Journal Alert Forum	Green Marketing
36	25.06.2014	Lecture On Health Is Wealth	Organized By Vyasa Ashram
37	25.06.2014	MBA department - Seminar	Financial Literacy
38	26.06.2014	Journal Alert Forum	Business News Review
39	26.06.2014	Career. Skills- Seminar	Cybercrime And Computer Hacking
40	02.07.2014	Vyasa Literary Club	Navavitha Bhakthi
41	04.07.2014	English Literary Association	Listening Skills
42	04.07.2014	Skill Building Workshop	Adobe Photoshop- An Introduction
43	09.07.2014	Vyasa Literary Club	Social Networking
44	10.07.2014	Vyasa Literary Club	Kabaddi Competition
45	10.07.2014	Sat Sangh Program	Inspirational Slide Show
46	16.07.2014	Vyasa Literary Club	Cultural Program
47	17.07.2014	Journal Alert Forum	Customer Managed Relationship - The New Paradigm
48	23.07.2014	English Literary Association	Reading Skills- A Critical Analysis Of Pope's Essay On Man
49	24.07.2014	Sat Sangh Program	An Awareness Of Cruelty Of Animals
50	28.07.2014	Journal Alert Forum	Brand Awareness In Rural Areas Among Consumers on Daily Consuming Goods
51	30.07.2014	Vyasa Literary Club	Application of Different Ps of Marketing Management
52	31.07.2014	IT-Alert Forum	Inaugural Function
53	01.08.2014	MBA department - Seminar	Effective Tips For Stress Management
54	02.08.2014	Career. Skills	Inaugural Function
55	06.08.2014	Vyasa Literary Club	Quiz Competition
56	06.08.2014	MBA department - Seminar	Mind Reading Computer
57	07.08.2014	Journal Alert Forum	Reviewed Techniques Of Leadership For Change In Educational Institution Of India
58	07.08.2014	NSS Youth Force	Innovative Youth Force
59	08.08.2014	Career . Skills - Seminar	Blue - Jacking Technology
60	08.08.2014	Career . Skills- Seminar	Pen Pc
61	13.08.2014	Vyasa Literary Club	Sri Krishnamoorthy- Avaravarku Avaravarai

62	14.08.2014	Journal Alert Forum	Why An In-Depth 360 <sup>o</sup> Feedback Is Crucial For Your Development?
63	14.08.2014	Career. Skills	E-Ball Technology
64	15.08.2014	68th Independence Day Celebration	--
65	18.08.2014	IT-Alert Forum	Aptitude
66	18.08.2014	NSS Youth Force	Enge Selvom
67	19.08.2014	Career. Skills - Seminar	How To Improve Technical Skills In Software Field
68	20.08.2014	Vyasa Literary Club	Idhu Siragugalin Neram
69	21.08.2014	Career Development & Placement Cell- Training Program	Gearing Up For Interview Skills
70	22.08.2014	Skill Training Workshop	Preliminaries For Group Discussion
71	22.08.2014	Albert Einstein Physics Forum	Recent Trends In Optical Fiber Communication Systems
72	23.08.2014	Career. Skills- Seminar	Ethical Hacking
73	23.08.2014	Career. Skills- Seminar	Android Os
74	26.08.2014	NSS Youth Force	G4-Go Green Grow Green
75	27.08.2014	IT-Alert Forum	5g- Technology
76	28.08.2014	IT-Alert Forum	Soft skills & Employability Quotients
77	28.08.2014	Career. Skills- Seminar	Cloud Computing
78	28.08.2014	Journal Alert Forum	Human Capital In Banks
79	28.08.2014	English Literary Association	Listening Skills
80	01.09.2014	NSS Youth Force	Disaster Management
81	01.09.2014	Career. Skills	Bio-Metric Security Systems
82	03.09.2014	IT-Alert Forum	I-Cloud
83	05.09.2014	Journal Alert Forum	Corporate Social Responsibility- A Way Of Life At Tata Group.
84	05.09.2014	Career. Skills- Seminar	Global Positioning System
85	05.09.2014	Career. Skills- Seminar	Blue Brain Technology
86	08.09.2014	NSS Youth Force	Youth Responsibility
87	10.09.2014	Journal Alert Forum	Customer Relationship Management
88	10.09.2014	IT-Alert Forum	Digital Jewellery
89	12.09.2014	Management Study Circle	Business Meet
90	12.09.2014	Career. Skills- Seminar	Virtual Private Network
91	12.09.2014	Career. Skills- Seminar	Pill Camera
92	15.09.2014	NSS Youth Force	Learn To Say- No
93	17.09.2014	Ramanujam Forum	Mathematics Presentation
94	17.09.2014	Vyasa Literary Club	Science Fiction And Society
95	17.09.2014	IT-Alert Forum	Watch
96	18.09.2014	C-Club	Women Entrepreneur & Women Employment
97	18.09.2014	Swathyayam- Career Guidance And Placement Cell	Mock Interview

98	18.09.2014	Workshop	Financial Education For Young Investors
99	18.09.2014	English Literary Association	Speaking Skills
100	18.09.2014	Fresher's Party	--
101	19.09.2014	Career. Skills- Seminar	Google Glass
102	19.09.2014	Career. Skills- Seminar	Apple Iphone-6
103	22.09.2014	NSS Youth Force	Fast Food Vs Healthy Food
104	24.09.2014	IT-Alert Forum	Debate
105	26.09.2014	Management Study Circle	Business Meet
106	27.09.2014	Career. Skills- Seminar	How To Present A Presentation
107	29.09.2014	Seminar	Biotechnological Intervention Of Plant-Pathogen Interactions
108	29.09.2014	NSS Youth Force	Profession Vs Passion
109	05.10.2014	Award Function	
110	07.10.2014	NSS Youth Force	Indian Music And Culture
111	08.10.2014	IT-Alert Forum	Multimedia
112	09.10.2014	Career. Skills- Seminar	Android Os
113	10.10.2014	Career. Skills- Seminar	Interview Skills
114	10.10.2014	Journal Alert Forum	Neanderthal Style Marketing
115	15-20.10.2014	Swathyayam- Career Guidance And Placement Cell	Computer Applications For Effective Teaching And Research
116	24.10.2014	Career. Skills- Seminar	Li-Fi Technology
117	04.12.2014	Vyasa Literary Club	Yoga And Food Habits
118	08.12.2014	NSS Youth Force	Vizhipunarvu Peruvom Vivasayathil
119	11.12.2014	C-Club	Black Money And Corrupted India
120	13.12.2014	Career. Skills- Seminar	Money Pad
121	16.12.2014	Journal Alert Forum	Attitude Virus- Curing Negativity At Work Place
122	17.12.2014	Management Study Circle	Credit Cards
123	05.01.2015	Swathyayam- Career Guidance And Placement Cell	Direction To Destination & Go, Grow And Glow
124	07.01.2015	Management Study Circle	Importance Of Financial Services
125	08.01.2015	C-Club	Impact On Social Marketing
126	08.01.2015	Sanmicrofest'15	Frontiers In Translational Microbiology
127	09.01.2015	Journal Alert Forum	Antecedents And Consequences Of Individual Market Orientation
128	09.01.2015	Career. Skills- Seminar	4g-Technology
129	12.01.2015	IT-Alert Forum	Big Data & Lead Generation
130	12.01.2015	Journal Alert Forum	Corporate Restructuring- Mergers, Demergers, Acquisition And Disinvestments
131	13.01.2015	IT-Alert Forum	Haptic Technology
132	13.01.2015	Career. Skills- Seminar	Clustering Algorithms
133	22.01.2015	C-Club	Emotional Intelligence

134	22.01.2015	Journal Alert Forum	Market Development By Multinational Brands
135	23.01.2015	Management Study Circle	Bonsai Plants
136	23.01.2015	Career. Skills- Seminar	Satellite Communication
137	24.01.2015	IT-Alert Forum	Tech-Gaming
138	30.01.2015	Career Development & Placement Cell- Seminar	Transaction Processing In Finance Domain
139	04.02.2015	Vyasa Literary Club	India's Space And Defence Program - An Overview
140	05.02.2015	C-Club	International Money Market And Its Impact
141	05.02.2015	IT-Alert Forum	Animations
142	11.02.2015	IT-Alert Forum	Debate
143	12.02.2015	C-Club	Future Of Mobile Commerce
144	13.02.2015	Management Study Circle	News Paper Review
145	13.02.2015	Career. Skills- Seminar	It Trends
146	16.02.2015	NSS Youth Force	Hari Om
147	18.02.2015	IT-Alert Forum	Quiz Competition
148	19.02.2015	C-Club	Changes In Business Environment
149	19.02.2015	Journal Alert Forum	Role Of Gender In Influencing Consumers Attitude Towards Online Advertising
150	23.02.2015	NSS Youth Force	Another Face Of India
151	25.02.2015 & 26.02.2015	Comfete'15	Emerging Trends In Computer Science
152	26.02.2015	C-Club	Product Life Cycle Of Maggi
153	02.03.2015	Guest Lecture	360 Degree Financial Plan
154	04.03.2015	Career. Skills- Seminar	Multimedia
155	06.03.2015	NSS Program	Dental Screening And Dental Education
156	10.03.2015	Career Development & Placement Cell - Seminar	Born To Win
157	18.03.2015	Career Development & Placement Cell - Seminar	Assess - Free Aptitude Test

## **Annexure II**

### **Feedback Analysis**

- The IQAC periodically assesses the feedback taken from the students, alumni and parents and suggests suitable changes to the academic section.
- IQAC monitors the feedback taken from the students and provides recommendations to the institution for needful action on the same.
- As per the feedbacks given by students, Library and Canteen buildings were modified with all the facilities required for the students.

## **Annexure III**

### **Best Practices**

#### **Value based certificate courses**

1. Advanced Diploma in Bioinformatics
2. Diploma in Medical Laboratory Technology
3. Certificate course on cloud infrastructure and services
4. Certificate course in Journalism

#### **Courses Conducted By Community College**

Certificate courses in

1. Data entry in computer
2. Plumbing
3. Electricals